

Golden Tornadoes Golden Tornadoes Golden Tornadoes

LAUREL HIGH SCHOOL

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Student Handbook

2018-2019





Laurel High School Golden Tornadoes



"All Students Will Learn!"

2018-2019 Student Handbook

LAUREL HIGH SCHOOL ADMINISTRATION

Dr. Michael EubanksSupervising Principal
Rev. Jaymar JacksonAssistant Principal
Mr. Larry Rayburn Assistant Principal
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***AN IMPORTANT NOTICE TO STUDENTS AND PARENTS
ABOUT THIS HANDBOOK***

The Laurel School District has made every effort to present in this handbook, student policies sufficient in depth and breadth to provide the necessary guidelines for effective school management. The inclusion of those policies and other important information in this handbook and its distribution to each student constitute “adequate notification” by this school district. It then becomes the responsibility of each student to become familiar with this handbook and seek an immediate clarification from school officials of anything not clearly understood.

Realizing that it is humanly impossible to develop student policies that address every matter arising in the daily operation of a school, it may become necessary from time to time to amend a portion of this handbook or develop new policies or administrative rules between printings.

Student notification of such changes may be written or oral, but in either case considered by this school district to be legally enforceable as long as school officials have “adequately notified” students of such changes or additions between printings.

Informal rules and policies of individual classroom teachers, some of which may be oral and in addition to, but not inconsistent with this handbook, are also considered by this district to be legally enforceable.

It is important for the reader of this handbook to keep in mind that even though an item or infraction is not covered specifically herein, it may be covered in a general statement and therefore legally enforceable.

With the realization that such a booklet at best has its limitations, parents and students are urged to contact the teachers, the counselors, or the principal concerning all phases of the school program, whether adequately treated herein or not.

The term “adequate notification” means in writing through general distribution of a handbook or other printed matter, or orally in a classroom or homeroom, or orally in general assembly by a staff person, or orally through individual counseling by teachers, counselors, or school administrators.

The term guardian as used throughout this handbook means a person responsible for a child, other than the parent, who is legally appointed by a court of competent jurisdiction.

The term custodian means any person having the present care or custody of a child, other than a parent, or guardian of said child.

FOREWORD

The purpose of the handbook is to present our students and their parents with the rules and regulations of the elementary schools. We hope this handbook will make it easier for each pupil to enjoy a full program. If the handbook does not answer your questions, please feel free to ask your teacher or inquire at the principal's office for any additional information.

LAUREL SCHOOL DISTRICT MISSION STATEMENT

The mission of the Laurel School District is to build a community of lifelong learners by providing diverse educational opportunities.

Vision Statement

The vision of the Laurel School District is to provide all children with the skills to be lifelong learners upon graduation from the Laurel School District by cultivating a climate within each school in which students feel safe and learning is engaging and challenging.

BELIEFS

- ❖ All children can learn.
- ❖ Students learn best in a safe, orderly, and supportive learning environment that is conducive to learning and teaching.
- ❖ Increased parental and stakeholder communication and involvement will promote continuous improvement.
- ❖ Research-based innovative instructional strategies strengthen instruction and learning.

Goals for 2018-2019:

- 1. We will increase student achievement at all schools yearly.**
- 2. We will maintain a safe school climate in every school.**
- 3. The district will maintain a sound financial fund balance of 7%.**

TABLE OF CONTENTS

Absences and Excuses	18
Administration of Prescription Medication	80
Administration	2
Admission Policy.....	9
Bullying Policy.....	83
Cafeteria Guidelines	72
Career and Technical Classes	50
Career Pathway Option.....	55
Cheerleaders	76
Class Ranking for Class of 2019.....	42
College Entrance Requirements.....	63
Corporal Punishment	34
Correspondence Courses.....	52
Distribution of Material and News Release.....	76
District Administration.....	6
District Calendar.....	8
District Goals/Vision and Mission Statement.....	4
Dress Code.....	73
Dual Enrollment.....	50
Electronic Device Policy	38
Equal Educational Opportunity/Section 504.....	7
Equal Educational Opportunity.....	7
Examinations.....	42
Foreword	4
Golden Girls	76
Grading Policy.....	40
Graduation Requirements.....	52
Guidance Services	72
Home Schooling	52
Honor Averages.....	42
Internet Use Policy	65
Maps.....	84-85
Medical Care.....	79
Notice to Students and Parents	3
Parent Authorization and Indemnity Agreement	82
Plagiarism/Cheating.....	71
Prevention of School Violence	34
Prom.....	77
Promotion and Retention	14
Report Cards.....	42
School Board.....	6
Self-Administration of Asthma/Anaphylaxis Medication.....	80
Senior Privileges.....	79
Sports.....	76
Student Complaints and Grievances.....	6
Student Conduct.....	23
Student Directory Denial Form.....	87
Student Medication	79
Student Parent/Signature	86
Student Records.....	64
Student Representative.....	63
Student Sexual Harassment Policy	36
Table of Content.....	5
Tardiness.....	21
Textbooks	64
Tobacco Use	34
Traditional Pathway	52
Transportation.....	39
Vehicle Guidelines.....	39
Virtual Public School	63

LAUREL SCHOOL BOARD

DR. JAMES JOHNSON-HILL.....PRESIDENT
MR. JIM RASBERRY.....VICE PRESIDENT
MR. JEREMY ADAMS..... SECRETARY
MS. DONCELLA MILTON MEMBER
MRS. MIRANDA BEARDMEMBER

ADMINISTRATION

DR. TOY L. WATTS SUPERINTENDENT
DR. KENITRA EZIASSISTANT SUPERINTENDENT
MRS. KENDA COVINGTON.....ASSISTANT SUPERINTENDENT
DR. JOHN HARPERDIRECTOR OF OPERATIONS

Student Complaints and Grievances

Student/Parent Concerns, Complaints, and Grievances

Students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students may request a meeting with the principal.

In addition, parents, guardians, or students who are aggrieved by a decision or action of a teacher or other school personnel should present their grievances to the principal or administrator assigned to that level. If the aggrieved continue to be dissatisfied after meeting with the principal or appropriate administrator, then an appeal may be made to the appropriate district assistant superintendent or superintendent designee. Further, the board feels that it is incumbent upon the involved administrator to provide parents/guardians with a timely response when a grievance has been presented. In some cases, the administrator may request that the grievance be set forth in writing so that there is clarity in managing the grievance and so that an appropriate response may be given. In each case, the appropriate administrator shall provide a response and document the response within five working days of the date the grievance is submitted and a response is required or indicated.

**EQUAL EDUCATIONAL OPPORTUNITY
SECTION 504/NONDISCRIMINATION ON BASIS OF DISABILITY**

Every pupil of the Laurel School District will have equal educational opportunities regardless of race, color, creed, sex, national origin, handicap, religion or marital status.

No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

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

The following department has been designated as Section 504 and will handle inquiries regarding the Laurel School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

Section 504 Coordinator
Laurel School District
Exceptional Education
303 West 8th Street
Laurel, MS 39440
Phone (601) 649-6391
Fax (601) 649-6398

**EQUAL EDUCATIONAL OPPORTUNITY
NONDISCRIMINATION**

The Laurel School District does not discriminate on the basis of sex, race, religion, age, disability, national origin, or veteran status. Kenda Covington has been designated to handle inquiries and complaints regarding the non-discrimination policies of the Laurel School District. She can be reached at 601-649-6391, Gardiner Administrative Building, 303 West 8th Street, Laurel, MS 39440.

El distrito escolar de Laurel no discrimina por razones de sexo, raza, religión, edad, discapacidad, origen nacional o condición de veterano. La Sra. Kenda Covington se ha encargado de tramitar las consultas y quejas con respecto a las políticas de no discriminación del distrito escolar de Laurel. Ella puede ser ubicada en 601-649-6391, Gardiner edificio administrativo, 303 West 8th Street, Laurel, MS 39440.

Kenda Covington, Assistant Superintendent
Title IX, (ADA) Americans with Disabilities Act Coordinator

LAUREL SCHOOL DISTRICT | 2018-2019 CALENDAR Approved March 20, 2018

4	Independence Day
9	Eleven month employees report to work
10	School Board Meeting
18	Ten month employees report to work
23-27	Student Registration
24	Budget Hearing

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-4	Christmas Break
7	Teacher Work Day
8	Students return
8	School Board Meeting
10	Report cards sent home
21	M. L. King Holiday

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3	Teacher Work Day
6	1st Day of School
6	1st Nine weeks begins
14	School Board Meeting

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12	School Board Meeting
18	Winter Break
19	Teacher Work Day

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

3	Labor Day
11	School Board Meeting

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5	School Board Meeting
11-15	Spring Break
19	3rd Nine weeks ends
20	4th Nine weeks begins

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8	Fall Break
9	Teacher Work Day
9	School Board Meeting
10	1st Nine week ends
11	2nd Nine week begins
18	Parent Conference Night / Report Card Pick-up

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9	School Board Meeting
19	Good Friday
22	Easter Break/Weather make up day
4	Parent Conference Night / Report Card Pick-up

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

13	School Board Meeting
19-23	Thanksgiving Break

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

14	School Board Meeting
16	Graduation
23	60% Day/Last Day
23	4th Nine weeks ends
23	Second Semester Ends
24	Teacher Work Day
27	Memorial's Day

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

11	School Board Meeting
21	60% Day
19	2nd Nine weeks ends
19	First Semester Ends
20	3rd Nine weeks begins
24-	Christmas Break January 4

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6	Ten month employees last day
14	Eleven month employees last day
11	School Board Meeting

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SCHOOL ADMISSION POLICY

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

ENROLLMENT AGE

Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code ' 37-15-9, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)

EVIDENCE OF AGE

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

1. A certified birth certificate;
2. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
3. An insurance policy on the child's life which has been in force for at least two (2) years;
4. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
5. A passport or certificate of arrival in the United States showing the age of the child;
6. A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
7. If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. ' 37-15-1 (2002)

PARENT, LEGAL GUARDIAN OR LEGAL CUSTODIAN

Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child's parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child's parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child. ' 37-15-11 (2002)

GENERAL ELIGIBILITY

1. This school district shall admit into its free public schools all minor-age children (MS Code ' 1-3-27) and all compulsory school age children as defined by in MS Code ' 37-13-91 (2) (f).
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code ' 37-15-29.
3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend. ' 37-15-29; ' 37-15-13
4. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. ' 37-15-11
5. The person in charge of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate. ' 37-15-1
6. Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:
 - a. The parent, legal guardian or custodian of such child was a legal resident of the state
 - b. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
 - c. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
 - d. The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state. ' 37-15-9
7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. ' 37-15-9 (3)

8. No child in grades 2 through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. ' 37-15-1 Valid certificates include
 - a. Form 121 -- Certificate of Compliance
 - b. Form 121-A -- Medical Exemption Certificate
 - c. Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

RESIDENCE VERIFICATION PROCEDURE

Definition of residence for school attendance purposes: The student physically resides full time week days/nights and weekends, at a place of abode located within the limits of this school district.

Residency may be determined in the following manner:

A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S) The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 8 below as verification of their address, except that a document with a post office box as an address will not be accepted.

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills
5. Driver's license
6. Voter precinct identification
7. Automobile registration
8. Affidavit and/or personal visit by a designated school district official and in the case of a student with a legal guardian.
9. Certified copy of filed petition for guardianship if pending and final decree when granted

B. HOMELESS CHILDREN

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

C. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:

1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (8) above, required of a parent or legal guardian.
2. The district resident must provide the school with an affidavit (*see last page of this policy*) stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this

policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:

- a. Death or serious illness of the child's parent(s) or guardian(s);
- b. Abandonment of the child;
- c. Child abuse or neglect;
- d. Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
- e. Students enrolled in recognized exchange programs residing with host families.

Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

D. The school district may require additional documentation and verification at any time.

E. No inter-district transfer shall be approved unless such transfer shall have been approved in compliance with state law and unless the receiving and sending school district has analyzed the effect of such transfer on their respective school and determined that the transfer does not impede desegregation in their respective district or their affected school. Where more than one (1) transfer is sought to or from an individual school, the receiving or sending school district respectively, shall analyze the cumulative impact of the transfers on its respective district.

F. The school district shall provide transportation only to those inter-district transfer students who have been verified as being properly enrolled in the school district pursuant to Paragraph E above.

G. If any student is found to be enrolled in the Laurel School District contrary to the provisions set forth herein, the school district shall immediately notify the student and his or her parent(s) or legal guardian. Notification shall state that the student shall have a period of ten (10) days from the date of the notice to provide verification of residency as required in Paragraph A above. If the required verification is not provided within that period, the school district shall immediately transfer the student's records to the appropriate school district administrative office and so notify the student and his or her legal guardian.

H. At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

I. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Any court ordered procedure shall take precedent over any procedure contained herein.

TRANSFER STUDENTS

(See also Policy JBCD C Transfers and Withdrawals of Students)

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.
2. Students suspended or expelled from another school or school district may not be allowed to enroll. ' 37-15-9 (3)
3. No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1) The maximum length of the temporary enrollment shall be twenty (20) school days. Should the principal fail to receive the required information and documents within the twenty (20) school

day maximum, he/she immediately notify the parent or guardian school attendance is being denied and remove the student from school.

4. Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended. ' 37-15-33
5. All students seeking to transfer from any school, public, private or home school, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within this school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. ' 37-15-33

6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. ' 37-15-31 (1) (d)

ADDRESS VERIFICATION PROCEDURE

1. A registration check list for each prospective student shall originate with the homeroom teacher or other person conducting registration.
2. This registrar must see any two (2) of the required items and verify that all addresses match the addresses shown on the Declaration of Residence Form.
3. When satisfied, the registrar shall complete all appropriate spaces on the checklist and sign.

The Mississippi Public School Accountability Process Standard for this policy is standard 7.

LEGAL REF.: MS CODE " 37-15-1; 37-15-3; 37-15-9; 37-15-11; 37-15-13; 37-15-29; 37-15-31; 37-13-33; and 41-23-37; 42

United States Code Sections 11431 - 11434 State Board of Education:
Residency Verification Process
CROSS REF.: Policy JQN Education for Homeless Children and Youth

References:

37-15-1 - Maintenance of permanent records and cumulative folders for pupils; requirement of certified birth certificate or other evidence of age.

37-15-11 - Requirement that parent, legal guardian, or legal custodian accompany child applying for enrollment.

37-15-13 - Assignment of child enrolling in public schools to particular school or attendance center generally.

37-15-29 - Minor child to attend school in district of residence; exceptions.

37-15-3 - Storage of cumulative folders; access to records; disposition of records upon transfer of student between schools; destruction of records.

37-15-9 - Requirements for enrollment of children in public schools.

41-23-37 - Immunization practices for control of vaccine preventable diseases; attendance by unvaccinated children.

There shall be no retention of students for extra-curricular purposes.

PROMOTION & RETENTION OF STUDENTS

The promotion and retention policy of the Laurel School District serves as the primary basis for the design and implementation of a grading, marking and reporting system for communicating academic performance and progress to students and parents. Through this, the Board of Trustees establishes expectations for student and staff performance which meet the district's mission of serving the community by challenging each student to realize his or her potential through access to a quality education that requires accountability from all students and employees.

Promotion and retention of students in grades K-12 will be based on the grades earned and reported to parents as well as proficient mastery of grade level standards as set by the district. The retention of a student or repetition of a grade in K-12 for the sole purpose of participating in extracurricular activities is prohibited in the Laurel School District.

Classification of students as 9th, 10th, 11th, or 12th graders will be based on Carnegie units earned toward graduation requirements. Earning of Carnegie unit credit in grades 7-12 will be based on the student's academic achievement and progress on the curriculum adopted by the Laurel School District. Awarding of Carnegie units will be based on the grades earned and reported to parents as well as mastery of district standards for each course.

Part 1: The District Promotion and Retention Process

Promotion and retention decisions will reflect the student's academic achievement and progress on the curriculum adopted by the Laurel School District for each course taught. The grading and reporting system of the district and mastery of district grade level and course -standards will be used to assess academic achievement. Specific criteria for use in making promotion and retention decisions are provided.

English Language Learners (ELL): The Educational Team at each school (principal, counselor, classroom teacher, ELL teacher) will make a retention/promotion decision on an individual basis for English Language Learners not showing academic achievement due to language proficiency.

Students with Disabilities: The Individual Education Program committee at each school (Principal, Parent, Teachers and assigned Central Office Staff) will consider the retention/promotion on individuals who have not met the course requirement for grade - to - grade progression with typical aged peers. In addition, the consideration for credit recovery will be considered in order to ensure FAPE and Educational Benefit.

Kindergarten: Individual progress of kindergarten students will be based on each student's academic performance and progress on the Laurel School District grade level objectives in language arts and math. Information for use by teachers, principals, and other school staff members in making promotion and retention decisions relative to kindergarten students will be as listed:

1. It is the responsibility of each teacher to identify students who are not making satisfactory progress toward meeting the academic requirements. Students who fail to make satisfactory progress shall enter the Multi-Tier System of Support.

Grades 1-5: Progress of Grades 1 & 2 students will be based on each student's performance and progress on identified objectives in language arts and mathematics computation and application. Progress of Grades 3-5 students will be based on each student's performance and progress on identified standards in language arts and mathematics computation and application and science.

Information for use by teachers, principals, and other staff members in making promotion and retention decisions relative to Grades 1-5 is as follows:

1. A student shall be promoted if the student is making academic achievement and progress on the Laurel School District curriculum for Grades 1-2 by earning a minimum grade average of "D" (65-69) in language arts and mathematics-and for grades 3-5 by earning a minimum grade of average of "D" (65-69) in language arts, math and science.

2. It is the responsibility of each teacher to identify students who are not making satisfactory progress toward meeting the academic requirements described in item #1 above. Appropriate instructional interventions shall be implemented for those students. Students, who fail to make satisfactory progress, shall enter the Multi-Tier System of Support.

3. Students achieving a minimum grade average below a "D" (65-69) are not showing academic achievement and shall be retained.

4. In accordance with the Literacy-Based Promotion Act, 3rd grade students who do not obtain a passing score as indicated by the 3rd grade summative assessment shall not be promoted to the 4th grade unless the student meets the good cause exemption for promotion.

Grades 6 – 8. Individual progress of students in Grades 6 - 8 will be based on each student's academic achievement and progress for the various courses that make up the content requirements for Grades 6 - 8. Information for use by teachers, principals, and other staff members in making promotion and retention decisions relative to students in Grades 6 - 8 will be as listed:

1. Academic achievement and progress on the curriculum for students in Grades 6 - 8 shall be reflected by a minimum grade average of “D” (65-69) in five of eight subject areas; which must be in the core areas of Language Arts, Mathematics, Social Studies, Reading and Science. The exception being Carnegie unit courses, Technology Foundation, Algebra I, Mississippi Studies, Geography and Spanish I, that can be repeated in grades 9-12, or through credit recovery, without hindrance of graduation.

2. It is the responsibility of each teacher to identify students who are not making satisfactory progress toward meeting the academic requirements as stated in item # 1. Appropriate instructional interventions shall be implemented for these students. Students who fail to make satisfactory progress shall enter the Multi-Tier System of Support.

3. Students not showing academic achievement proficiency of district requirements with a minimum grade average of “D” (65-69) will be retained.

Grades 9 – 12. Students in Grades 9-12 will be classified in accordance with the successful completion of the following requirements:

Ninth Grade – Earn a minimum of 6 Carnegie units composed of both core and other subjects.

Tenth Grade – Earn a minimum of 12 Carnegie units composed of both core and other subjects.

Eleventh Grade – Earn a minimum of 18 Carnegie units composed of both core and other subjects.

Twelfth Grade – Earn a minimum of 24 Carnegie units composed of both core and other subjects.

*Ninth Grade students who fail two or more core subject courses (English, Math, Science or History) may be required to remain at the Ninth Grade Academy for a second year.

Part II – Students Not Meeting Promotion Requirements

1. Refer to Part 1
2. To the extent that resources are available, supplemental instructional classes and programs will be created to provide assistance to students in danger of not meeting promotion requirements and students must be referred to the Multi-Tier System of Support Team.
3. Decisions of conditional placement based on failure to meet promotional requirements with documented evidence of unsuccessful interventions will be made by the principal and forwarded to the Superintendent. The Superintendent will recommend conditional placement to the board for review and approval.

Grades 9-12: Pupil progression through Grades 9-12 will be based on each student's accumulation of Carnegie unit credits. Awarding Carnegie unit credit in individual courses will be based upon the following: data on instructional management plan standards, class attendance, classroom assignments, class participation, completion of projects, and other criteria approved by the Principal. Students enrolled in Advanced Placement courses must take the College Board exam for that class for both quality points and Carnegie units to be issued under that course title. Students must meet an attendance requirement of 20 unexcused absences (10 unexcused for a semester class) or less for each class, and an end-of-course assessment requirements for each class for those individuals Carnegie units to be issued. Students attending a district sponsored summer program to obtain a Carnegie unit credit must pass an end-of-course assessment at the end of the summer session.

A student must successfully complete all requirements and prerequisites in each subject area before progressing to higher level courses in that same subject area. A student must be enrolled in eight (8) class periods during the school day –four must be academic. Students (seniors) with special circumstances may be considered exempt from the eight period requirements as long as Carnegie units or requirements for graduation are met and approved by the principal and the superintendent. Students may enroll in dual enrollment as qualified by admission requirements and approval from the principal.

Part III – Subject Area Testing Program/Interventions

- A. It shall be the policy of the Laurel School District that all students are required to pass subject area tests in Algebra I, Biology I, U. S. History from 1877, and English II in order to graduate from Laurel High School.
- B. The requirements for the Subject Area Testing Program (SATP) are as follows:
 - 1. Students entering the 9th grade must pass the subject area tests in U. S. History from 1877, English II, Biology I, and Algebra I, prior to graduation, or meet one of the graduation options outlined in State Board Policy 3803.
- C. Intervention/Remediation
 - 1. Any student failing to pass any subject area test required for graduation shall receive appropriate interventions/remediation.
 - 2. The form of interventions/remediation may include, but shall not be limited to:
 - a. requiring a student to retake the course regardless of the student's previous grade in the course,
 - b. providing after-school interventions/remediation for the student,
 - c. providing in-school tutorial sessions,
 - d. requiring participation in an extended school year/summer school

- program,
- e. credit recovery,
- f. prescribing an individualized intervention/remediation plan for a student and referral to Multi-Tier System of Support Team.

3. Students will be offered a chance to retake the subject area test until a passing score is received, or until one of the graduation options are met under State Board Policy 3803.

LAUREL SCHOOL DISTRICT ABSENCES AND EXCUSES POLICY

The School Board of the Laurel School District recognizes school attendance as an important responsibility of the student and school staff. Many problems arise from students with excessive tardies and/or absences. Students who attend school regularly have fewer discipline problems and a better opportunity to achieve than those who do not. It is the duty of the parent, guardian or custodian to encourage and support each student in school attendance.

I. General

A. All students must attend 63% of the student's individual scheduled school day in order to practice for or participate in any school related activities scheduled for that day.

B. Absences due to out-of-school suspension are not excused absences; however, students may make up work as indicated in the Student Code of Conduct Policy (JCD II.C. or JCDA II.C.).

II. Exceptions to Compulsory Attendance

A parent, guardian or custodian of a compulsory-school-age child in this district shall cause such child to enroll in and attend school except under the following circumstances:

A. When a compulsory-school-age child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.

B. When a compulsory-school-age child is enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children.

C. When a compulsory-school-age child is being educated in a legitimate home instruction program.

III. Excused Absences

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in school. A written excuse signed by the parent

shall be accepted for the first five (5) excused absences; thereafter, documentation signed by a doctor, dentist, or other appropriate authority shall be provided by the student. If proper documentation is not provided, the absence shall be counted as unexcused. Work shall be made up by the student. Work shall be made up within the first five (5) school days of the student's return; for any work not made up the student will receive a grade of "0".

A. An absence is excused when the absence results from the compulsory school-age child's attendance of an authorized school activity with the prior approval of the Superintendent of the school district or his designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.

B. An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.

C. An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.

D. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family member of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.

E. An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the Superintendent of the school district or his designee is gained prior to the absence, except in the case of emergency.

F. An absence is excused when it results from the attendance of a compulsory school-age child at the proceedings of a court or an administrative tribunal if such child is a party to the action or under subpoena as a witness.

G. An absence may be excused if the religion, to which the compulsory-school-age child or such child's parents adheres, requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the Superintendent of the school district or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.

H. An absence may be excused when it is demonstrated to the satisfaction of the Superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. The student and parent/guardian must request extended absences in writing. Approval of such absences must be gained from the Superintendent or his designee prior to the absence with the exception of catastrophic circumstances.

I. An absence may be excused when it is demonstrated to the satisfaction of the Superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance.

IV. The Written Excuse

A. The student shall present a written excuse signed by the parent, or other documentation signed by the appropriate authority, on the day the student returns to school unless the Principal or his/her designee granted prior approval for the absence.

B. The written excuse shall contain:

1. The date written
2. Name of the student
3. The date(s) the student was absent
4. The reason of the absence
5. The signature of parent of guardian
6. The phone number where parent or guardian can be reached to verify signature

V. The Unexcused Absence

All absences other than those found in Section III above shall be classified unexcused. Each unexcused absence shall be processed by using the same measures for tardiness (see section VIII. Tardiness) as well the Student Code of Conduct Policy (JCD II.C. or JCDA I.C.).

Elementary, Middle, and High School:

- 1st Unexcused Absence Warning to student, notification to parent;
- 2nd Unexcused Absence..... Phone call to parent or guardian;
- 3rd Unexcused Absence..... Written parental notification and administrative conference;
- 4th Unexcused Absence..... Home Visit;
- 5th Unexcused Absence..... Report to School Attendance Officer.

The privilege of making up work shall be allowed as indicated in the Student Code of Conduct Policy (JCD II.C. or JCDA I.C.).

VI. Truancy

A. A student is considered a truant when he/she is absent from school without permission of a parent, guardian, custodian or school officials. As a result truancy absences are recorded as unexcused.

B. A student guilty of truancy shall be punished in accordance with the Student Code of Conduct Policy (JCD II.C. or JCDA I.C.).

C. All work shall be made up as indicated in the Student Code of Conduct Policy (JCD II.C. or JCDA I.C.).

VII. Absences from Class

A student who is in school cannot be absent from class without permission of the Principal or his/her designee.

VIII. Tardiness

The Laurel School District expects students to be in class on time each period. Students who are not in class cannot achieve at the same level as the student who is present and involved. A student who is tardy disrupts the instructional process for the other students in the class. Tardiness to school in the morning or tardiness to each class is considered harmful to the educational process. Negative consequences as follows shall be enforced for tardies. The Laurel School District's tardy procedures will be consistently enforced as set forth below:

Elementary, Middle, and High School:

- 1st TardyWarning to student, notification to parent;
- 2nd TardyPhone call to parent or guardian;
- 3rd Tardy.....Written parental notification and administrative conference;
- 4th Tardy.....Home Visit; further disciplinary action may be imposed taken at the discretion of the administrator
- 5th Tardy.....Report to School Attendance Officer. Further disciplinary action may be taken at the discretion of the administrator

At the end of each semester, the process will start over.

1. Tardiness to school

A student is considered tardy to school if he/she arrives after the designated school starting time.

2. Tardiness to class

Does not apply to elementary students.

Laurel High School and Laurel Middle School

A student is considered tardy if he/she arrives at school after the tardy bell has rung.

A student is tardy to class if he/she is not in the assigned classroom before the tardy bell rings.

Students who miss assignments because they arrived to school late are required to make up all graded work by the end of the following school day. In the instance of extreme circumstances, additional time may be requested by a parent/guardian in writing and hand delivered with the excuse containing the following information:

1. The current day's date;
2. The name of the student;
3. The date(s) the student was absent;

4. The reason of the absence;;
5. The reason for the requested extension;
6. The signature of parent of guardian;
7. The phone number where parent or guardian can be reached to verify signature.

IX. Make-Up Work (For all students)

It is the student's responsibility to make up work due to an absence.

X. Absence Reporting & Absences Affecting Academic Credit

- A. Absence Reporting by Principal or Designee: Students are expected to be in attendance all 180 school days, for academic growth and success are based upon regular attendance.
- B. Students who are pregnant do not qualify for the Family Medical Leave Act (FMLA). As a result they are responsible for all work that is missed during and after the pregnancy.
- C. Students are required to attend 63% of their individual daily school schedule to be declared present. If more than 37% of the student's individual school schedule is missed, the student will be declared absent for the day. *Ref:* HB1530
- D. Students who have more than 20 unexcused absences (10 unexcused for a semester course) will not receive Carnegie unit credit for a given course in a year.
- E. **Instructional Day - Minimum Requirements to meet 63% of an instructional day**

Accreditation standard (19.2) requires that each school day provide at least 330 minutes of instruction.

The following guidelines will be used to document what constitutes 63% of instructional day for student attendance purposes.

Laurel High School - The high school will meet from 7:45 - 3:11 each instructional day.

Laurel High School - The high school uses a 4-period block schedule with 94 minute classes.

7:45 - 11:30 = 209 minutes

10:45 - 3:11 = 211 minutes

Students who check out and return to school will have their individual schedule evaluated to see if they meet the 211 minute (63%) standard.

Lunch time cannot be counted toward the 211 minute minimum.

Seniors are only required to enroll in the number of classes that meet their individual graduation credit requirements.

Students on reduced schedules (i.e. Seniors) will have their individual schedule evaluated each day to see if they meet 63% of their individual daily schedule.

STUDENT CONDUCT POLICY For Grades PreK4 through Twelve

I. Introduction

- A. Citizenship in a democracy requires respect for the rights of others. The students of the Laurel School District shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constituted authority, conform to school rules and regulations, and provisions of law which apply to the conduct of students at school, on school buses, on school grounds, at bus stops or at school sponsored activities.
- B. School officials have been and will continue to file charges at the Laurel Police Department and the Jones County Youth Court for the arrest and conviction of those students whose conduct in the school, on school buses, on school grounds, at bus stops, or at school sponsored activities is a violation of any law or ordinance.
- C. This policy shall apply to all students enrolled in grades six through twelve in the Laurel School District. Each secondary school shall develop a school level discipline plan which meets the requirements of this policy. This policy pertains to student conduct:
 - 1. In the school.
 - 2. On school property.
 - 3. On the road to and from school.
 - 4. At any school related activity or event.
 - 5. On property other than school property or other than at a school-related activity or event in limited situations.

II. Definitions of Terms and Procedures

- A. After-School Detention – Detention for the first thirty (30) minutes following the dismissal of classes.
- B. Saturday Detention – A detention period will be conducted on Saturday mornings between 7:30 a.m. and 10:30 a.m., for which transportation by the school is not provided. Scholastic work will be assigned the student and shall be completed prior to release.
- C. In-School Suspension – The temporary denial of attending regular classes in the Laurel School District; assignment to a specified location in the school; and denial of access to any part of the school campus except for the specified area.

Scholastic work shall be assigned the student and shall be completed prior to release.

- D. Exclusion Suspension—A more restrictive form of In-School Suspension that often precedes Out-of-School Suspension and/or is assigned to students who have been referred to the Disciplinary Review Committee for possible Alternative Placement. The temporary denial of attending regular classes in the Laurel School District; assignment to a specified location in the school that differs from In-School Suspension; and denial of access to any part of the school campus except for the specified area. Scholastic work shall be assigned to the student and shall be completed prior to release.
- E. Out-of-School Suspension – The temporary denial of attending school in and receiving educational services from the Laurel School District; the denial to be on any property of the Laurel School District during the period of suspension; and the denial of riding on a school bus during the period of suspension. A student missing any work which was graded shall make up that work within five (5) school days of the end of the suspension period. If a student fails to make up the work within the time required, the student shall be given a zero.
- F. Expulsion – Denial of attending or receiving any services from the Laurel School District for a minimum of one (1) calendar year or greater. During the period of expulsion the student shall not be allowed to attend any athletic program or event or any other school activity, event, or program.
- G. Alternative Placement – Placement in the Alternative Program of the Laurel School District by the Disciplinary Review Committee or by the Superintendent or with his/her approval. During the period of alternative placement the student shall not be allowed to participate in or attend any athletic event or program or other school activity, event or program.

III. *Violations and Disciplinary Actions*

- A. Violations resulting in either Out-of-School Suspension of more than ten (10) days or expulsion – Any student committing one (1) of the following violations shall either serve an Out-of-School Suspension of more than ten (10) days or be expelled from the Laurel School District for a minimum of one (1) calendar year or greater as shall be finally determined by the Laurel School Board. Any student committing one (1) of the following violations which causes serious bodily injury to or death of any other person shall be permanently expelled from the Laurel School District. The violations are as follows:
 - 1. Assaulting any administrator, teacher or other school personnel.
 - 2. Possessing, using, transferring or being under the influence of any controlled substance, which is treated as a felony under Mississippi law.
 - 3. Creating, selling, bartering, transferring, distributing, dispensing or possessing with the intent to create, sell, barter, transfer, distribute or dispense a counterfeit of a controlled substance, which is treated as a felony under Mississippi law.

4. Possession of a knife, handgun, other firearm, explosive device or any other instrument or weapon considered to be dangerous and capable of causing bodily harm.
5. Any act of felonious conduct.
6. Any criminal or violent behavior while placed in the Alternative School.
7. Any violation described in III.B.1. and committed by a student while assigned to the Alternative Program.
8. Any felonious conduct: Conduct involving the use of a weapon, or being arrested for a felony occurring on property other than school property or other than at a school-related activity or event when such conduct by a student, in the determination of the School Superintendent or Principal, renders that student'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 students and teacher of such class as a whole.
9. Cyber-bullying which includes, but is not limited to the following misuses of technology; harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web-site postings, including blogs through the District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours. In the situation that cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process.

B. Violations resulting in Alternative Disciplinary Placement – Any student committing one (1) of the following violations shall be placed in the Alternative School Program of the Laurel School District for a minimum of the remainder of the nine (9) weeks grading period during which the violation occurred (hereinafter current grading period) and one (1) additional nine (9) weeks grading period. If there are at least six (6) weeks remaining in the current grading period the student shall only be placed in the Alternative School Program for the remainder of the current grading period. The student shall be required to follow and obey all rules and regulations of the Alternative Program. The violations are as follows:

1. Fighting, instigating fights or encouraging others to fight;
2. Cursing an administrator, teacher or other school personnel;
3. Threatening an administrator, teacher or other school personnel;
4. Creating a major disturbance;
5. Assaulting another student or a visitor;
6. Vandalizing, damaging, disfiguring or defacing school property where the damage to the property including the cost to repair is greater than \$250.00;
7. Receiving more than six (6) days of out-of-school suspension within one (1) school year.
8. Possessing, using, transferring or being under the influence of alcohol or any controlled substance;
9. Creating, selling, bartering, transferring, distributing, dispensing or possessing with the intent to create, sell, barter, transfer, distribute or

dispense a counterfeit of a controlled substance, which is treated as a misdemeanor under Mississippi law;

10. Committing any act described in III.B.1. through 5. hereof on property other than school property or other than at a school-related activity or event when the commission of such act by a student, in the determination of the School Superintendent or Principal, renders that student'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 students and teacher of such class as a whole.
- C. Violations resulting in Out-Of-School Suspension, Exclusion Suspension, or In-School Suspension of Ten (10) Days or Less; After School or Saturday Detentions. Any student committing one (1) of the following violations shall be punished by any one (1) of the following or any combination of the following: out-of-school suspension, exclusion suspension, or in-school suspension for no more than ten (10) school days; Saturday detention for no more than three (3) Saturdays; after-school detention for no more than ten (10) afternoons; denial or termination of a student's privilege to participate in or attend athletic events or programs or other school activities, events or programs. The punishment for any of the following violations will be applied at the principal's discretion:
1. Willful disobedience;
 2. Two (2) or more tardies within a nine (9) weeks grading period;
 3. Disrespect of an administrator, teacher, or other school personnel;
 4. Immoral conduct;
 5. Conduct or habits injurious to his/her classmates;
 6. Excessive talking or other classroom disruptions or making excessive noise;
 7. Vandalizing, damaging, disfiguring or defacing school property where the damage to the property including the cost to repair is \$250.00 or less;
 8. Leaving the school premises or classroom without permission;
 9. Writing or using profane or obscene language, or drawing obscene pictures in or on any school material or property, or making obscene or vulgar gestures;
 10. Viewing, downloading, or distributing pornographic materials, hate literature or dealing with the manufacture of explosives or drugs;
 11. Violating traffic or safety regulations on campus;
 12. Throwing objects on the school grounds or inside the school or on a school bus;
 13. Play on the road while waiting for the school bus;
 14. Place head, hands or any body part out of windows of school bus;
 15. Standing in the school bus, except to load or unload;
 16. Riding outside of the school bus;
 17. Use or possession of tobacco products, electronic smoking devices, striking matches, or igniting a cigarette lighter;
 18. Failure to attend Saturday detention or after-school detention, or failure to complete assigned work at Saturday detention, after-school suspension or in-school suspension;
 19. Failure to abide by any recommendation of the Discipline Review Committee;

20. Conduct occurring on property other than school property or other than a school-related activity or event when such conduct by a student, in the determination of the School Superintendent or Principal, renders that student'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 of such a class as a whole;
21. Committing any other offense which tends to interfere with the education process;
22. Any criminal act other than any such act listed in Section III.A. or Section III.B.;
23. Violation of the Student Uniform Dress Code;

Any student committing a violation described above in III.C. while on a school bus shall suffer the following additional consequences:

1. First Offense: Written warning regarding suspension from riding the school bus and a school bus incident report shall be sent to the parent or guardian.
2. Second Offense: The student shall be suspended from riding the school bus for one (1) day and a school bus incident report shall be sent to the parent, guardian or custodian.
3. Third Offense: The student shall be suspended from riding the school bus for five (5) days and a school bus incident report shall be sent to the parent, guardian or custodian with notice that upon the fourth offense a student forfeits his/her bus riding privilege for the remainder of the school year.
4. Based on the severity of any offense, the Principal will determine that student may forfeit his/her school bus riding privilege for the school year and proper notice shall be sent by the Principal to the parent, guardian or custodian.

IV. Assignment of Discipline and General Procedures

- A. The Principal or his designee may assign students to in-school, exclusion, or out-of-school school suspension for a period not to exceed five (5) school days.
- B. The Principal, with the approval of the Superintendent, may assign students to in-school, exclusion, or out-of-school suspension for a period not to exceed ten (10) school days.
- C. Any teacher may assign students to after-school detention.
- D. The Principal or his designee may assign students to Saturday detention.
- E. Students shall be placed in the Alternative Program by the Superintendent and/or Discipline Review Committee with the approval of the Superintendent.
- F. Students may be either required to serve an Out- of- School Suspension of more than ten (10) days or expelled as follows:

1. The Principal shall conduct an informal due process hearing to determine the appropriate penalty and shall recommend the penalty to the Superintendent or his designee. Thereupon the Principal may suspend the student for no more than ten (10) consecutive school days pending a hearing by the Discipline Hearing Committee (DHC). The DHC shall be composed of three (3) members appointed by the Superintendent who shall be administrators, principals, or assistant principals.
2. The Superintendent or his designee will review the information received from the Principal and if the Superintendent or his designee believes expulsion may be warranted, he shall schedule a due process hearing before the DHC. The hearing shall be held on or before the tenth (10th) school day after suspension was initiated.
3. The Superintendent or his designee shall give written notice of the hearing before the DHC to the student and his parent, legal guardian or legal custodian consistent with State or Federal due process requirements. The notice shall be given at least five (5) calendar days prior to the hearing. The notice shall contain a statement of the charges, date, time and place of the hearing, the right to be represented by an attorney, the right to present witnesses and evidence and to examine witnesses presented by the District.
4. At the hearing, informal procedure shall be followed and formal rules of evidence shall not apply. The accused student may be represented by parent, legal guardian, legal custodian or an attorney at the hearing and shall be allowed to cross-examine witnesses and to present arguments and evidence on his behalf. The DHC shall record all the facts considered before making a decision. If action of the Laurel School Board (Board) is required, a written summary (including findings, decision and recommendation) of the hearing shall be reported and presented at the next regular or specially called meeting of the Board. If no Board action is required, the Superintendent or his designee shall advise the student or his parent, legal guardian, legal custodian or attorney and the Principal of the school of the DHC's decision verbally and in writing the next school day following the DHC hearing.
5. The hearing summary of the DHC, for cases not requiring Board action, shall be made available to the student, his legal guardian, legal custodian or attorney upon request. Failure of the student or his parent, legal guardian, legal custodian or attorney to appear at the appointed time and place for the hearing shall waive the student's right to a hearing. In the event the hearing is waived, the DHC shall consider the facts, take appropriate action, or recommend appropriate action to the Board along with submitting the summary of the case.
6. In the event the hearing before the DHC was not waived, the accused student, his parent, legal guardian, legal custodian or attorney shall be notified of the date, time and place of the Board meeting at which the decision and recommendation of the DHC will be presented, and will be given an opportunity to make a statement to the Board before the Board acts on the recommendation of the DHC. In making its decision, the Board shall base its decision upon the written summary of the DHC and the statement on behalf of the student, if any. The student or his parent, legal guardian, legal custodian or attorney shall be notified verbally and in writing of the Laurel

School Board's decision the next school day following the date of the decision.

7. When deciding on the appropriate penalty, the Principal, Superintendent or designee, DHC and Laurel School Board shall exercise discretion and shall consider the circumstances surrounding the violation as well as the penalty and make a determination on the facts and circumstances that the penalty being recommended or finally determined is warranted. If, in the exercise of such discretion, it is determined that a lesser penalty than that prescribed be imposed, such lesser penalty may be imposed.
- G. In all cases of suspension, the parent, guardian or custodian shall be notified within twenty-four (24) hours of the suspension and the reasons for the suspension.
- H. If a student is to be sent home during normal school hours a parent, guardian or custodian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent, guardian or custodian has first been notified.
- I. Students assigned out-of-school suspension for three (3) or more days will not be readmitted to school until the Principal or his designee holds a conference with the parent, guardian or custodian of the suspended student.
- J. After a student has committed more than two (2) incidents of violations listed in III.C. during a school year, the student shall be required to appear before the Discipline Review Committee for any additional III.C. violations during that school year.
- K. Principals shall make a written report of each in-school and each out-of-school suspension to the Superintendent each nine (9) weeks grading period to include:
 1. Name of student, address and name of parent, guardian or custodian, and the race of the student.
 2. Statement of reasons for the suspension, including the date, time and place of the incident.

V. *Parental Responsibilities for Student Discipline*

- A. A parent, guardian or custodian of a compulsory-school-age child in the Laurel School District shall be responsible financially for his/her minor child's destructive acts against school property or persons and the Laurel School District shall be entitled to recover all damages in amounts allowed by law from the parents of any student who willfully and maliciously damages or destroys school property or from such other persons as allowed by law.
- B. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by a school official for a conference regarding acts of the child specified in A. above, or for any other discipline conference regarding the acts of the child.

- C. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a district who willfully fails to attend such discipline conference specified in B. above, may be notified by the Superintendent of Schools to attend the discipline conference.
- D. Any parent, guardian or custodian of a compulsory-school-age child who fails to attend a discipline conference specified in C. above, to which he/she was notified by the Superintendent of Schools, may be found guilty of a misdemeanor by a court of competent jurisdiction and, upon conviction, fined not to exceed two hundred and fifty dollars (\$250.00).
- E. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school shall be responsible for any criminal fines brought, assessed or charged against such student for unlawful activity occurring on the school property.
- F. The District shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parent of any minor (7-17) who maliciously and willfully damages or destroys property belonging to the school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.

VI. *Discipline Review Committee*

- A. In an attempt to have an orderly school environment and to channel habitually disruptive students in the right direction so he/she can continue to receive normal educational services, the Laurel School District has instituted the Discipline Review Committee (DRC) as a final intervention before habitually disruptive students are either expelled or removed from the regular educational setting.
- B. A student shall be required, after three (3) out-of-school suspensions for violating the Student Code of Conduct, to appear before the DRC at the Laurel School District's Central Office prior to the student being allowed to re-enter school. The student shall be accompanied by a parent, guardian or custodian.
- C. Any parent, guardian or custodian of a compulsory-school-age child who shall fail to attend a conference to which such parent, guardian or custodian received proper notice from the Superintendent may be found guilty of a misdemeanor by a court of competent jurisdiction and be fined up to two hundred fifty dollars (\$250.00) pursuant to Section 37-11-53 of the Mississippi Code.
- D. The format of the DRC shall be as follows:
 1. The School Principal shall refer the disruptive student to the Committee.
 2. Notice of the DRC meeting is sent to parent, guardian or custodian.
 3. A committee of Administrators and the School Principal is convened.

4. The School Principal presents all documentation about the student in question.
 5. The parent and student are given the opportunity to ask questions, clarify answers, and to offer suggestions to help improve the child's behavior.
 6. The School Principal, parent and child are asked to leave the room while the Committee decides upon a recommendation.
 7. The parent and child are informed of the recommendation, asked to sign the report, and given a copy of the report.
- E. The DRC may recommend any of the following options to the Superintendent.
1. The student shall be returned to his original placement if the documentation and information is not sufficient to enable the DRC to reach a decision regarding the student.
 2. The student is recommended for long-term alternative placement after next violation of the Student Code of Conduct.
 3. The student is recommended for immediate alternative placement for a minimum of one (1) nine (9) weeks grading period.
 4. The student may be recommended for expulsion after his/her next violation of the Student Code of Conduct.
 5. The student is recommended for immediate expulsion.
 6. Other disciplinary action deemed appropriate by the DRC.

VII. *Searches & Investigations*

A. Searches

1. The Laurel School District, in an effort to maintain a safe and orderly school environment conducive to learning, reserves the right to search students' personal belongings when it is determined to be in the best interest of the overall welfare of the other students or is necessary to preserve the good order of the school, or when the district has reasonable suspicion that the student is in possession of a weapon, alcohol or controlled substance, stolen property or other contraband.
2. Students are required to submit to general, random, or reasonable suspicion searches using electronic scanners and/or metal detectors or other electric surveillance.
3. Lockers are the property of the Laurel School District and not the property of the student. Students have no expectation of privacy with regard to the contents in the locker assigned to the student. All lockers in the Laurel School District are subject to general, random and reasonable suspicion searches at any time. Any time a reasonable suspicion search of a locker is conducted the student should be present, but not near the locker.
4. Parking a car on campus is a privilege, not a right. If a school official has reasonable suspicion that a weapon, alcohol or controlled substance, stolen property or other contraband material may be present in an automobile on the school property or at any school-related activity or event, a search may be conducted. The student shall be present during the search.

B. Investigations

1. School administrators and teachers have the right to investigate and interrogate students regarding their conduct, the conduct of others, disciplinary offenses or criminal activity conducted in the school or on school property, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event, when such conduct by a pupil, renders that pupil'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 teachers of such class as a whole.
2. Unless a minor student is first placed under arrest by the Laurel Police Department, the Jones County Sheriff's Department, or other law enforcement agency, their officers may not interrogate the student without the knowledge and consent of the parent, guardian or custodian.

VIII. *The School Safety Act of 2001*

The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the Principal or designated administrator of each school, seriously interferes with the school environment as defined by the act. These provisions are cumulative and in addition to existing school district discipline procedures.

- A. The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written Discipline Code of Conduct, School Policies and Procedures.
- B. Teachers continue to have the authority to remove students from their classrooms under existing policy and statutes for certain behavior and/or actions, and such behavior would not necessarily constitute "disruptive behavior" as defined in the Act. In accordance with the Act and the Attorney General Opinion dated June 25, 2001, this District designates the building principal or assistant principal of each school to make the determination as to whether a student's behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of "disruptive behavior" as defined by the Act.
- C. "Disruptive Behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward

teachers or other school employees; defiance, ridicule or verbal attacks of a teacher; willful acts of disobedience of the directions of a teacher.

- D. “Habitually Disruptive” refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willfully and overtly on the part of a student and which required the attention of school personnel to deal with the disruption.
- E. Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student’s behavior in the information provided to the Principal or Assistant Principal. If the Principal or Assistant Principal disagrees with the teacher’s decision to remove the student, the Principal may return the student to the classroom. The teacher may request that the Principal or Assistant Principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Ann. Section 37-1-54 (the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district’s discipline plan.
- F. Should the Principal or Assistant Principal determine that the student’s conduct does rise to the level of “disruptive behavior” required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to, telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.
- G. After the second incident of disruptive behavior as determined by the Principal or Assistant Principal, the student’s parent or guardian, the reporting teacher or teachers and the Principal or Assistant Principal shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the Principal or Assistant Principal shall prepare the plan and mail a copy to the parent/guardian.
- H. Once determination has been made by the Principal or Assistant Principal that the student has not complied with the behavior modification plan, the Principal or Assistant Principal shall follow the procedure for disciplining the student according to the Student Code of Conduct and Discipline Plan, which may include expulsion to the Alternative School for applicative offenses. The Act limits the expulsion remedy to students age 13 and above. However, under Board policy and other discipline procedures, expulsion may apply to students under the age of 13.

- I. If a student under the age of 13 has two instances of behavior that the Principal or Assistant Principal classifies as “disruptive behavior”, the District will appoint trained personnel to evaluate the student’s behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with federal laws requiring parental notification of certain types of evaluations.
- J. Any discipline, including expulsion, for “habitually disruptive” behavior under the Act, must follow existing procedures to ensure that the student is afforded his/her due process protections.

IX. Behavior Modification Plans

The District will develop and implement procedures for devising behavior modification plans under the School Safety Act.

- X. It is the District’s policy to have procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at a school-related activity. Procedures for handling gang related activities will be specifically addressed.

CORPORAL PUNISHMENT

Corporal punishment of a student is not permitted as a discipline measure.

TOBACCO USAGE

Effective the 1983-84 school year and thereafter, the possession or use of any and all tobacco products or smokeless electronic smoking devices by students in or on any school property or at any school-sponsored activity is prohibited. Violations shall result in disciplinary action.

PREVENTION OF SCHOOL VIOLENCE

The following definitions apply:

- “Educational Property” shall mean any public or private school property, building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university Board of Trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term “educational property” shall not include any sixteenth section school land or lien land on which is not located a school building, school campus, recreational area or athletic field.
- “Student” shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or minor.

- “Switchblade-knife” shall mean a knife containing a blade or blades that open automatically by the release of a spring or a similar contrivance.
- “Weapon” shall mean any device enumerated in subsection (2) or (4) of this section.

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years or both.

It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade-knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than, One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade-knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than, One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if:

- The person is not a student attending school on the educational property,
- The firearm is within a motor vehicle, and/or
- The person does not brandish, exhibit, or display the firearm in any careless, angry or threatening manner.

This section shall not apply to:

- A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.

- Armed forces personnel of the United States, officers and soldiers of the Militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state of municipal institution, when acting in the discharge of their official duties.
- Home schools as defined in the Compulsory School Attendance Law, Section 37-13-91, Mississippi Code of 1972.
- Competitors while participating in organized shooting events.
- Any person as authorized in Section 97-37-7 while in the performance of his official duties.
- Any mail carrier while in the performance of his official duties.
- Or, any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

ALL schools shall post in public view a copy of the provisions of this Section.

SOURCE: Mississippi Code, Section 97-37-17

STUDENT SEXUAL HARASSMENT

It is the policy of the Laurel School District to prohibit sexual harassment against students. This includes student-on-student or school employee-on-student sexual harassment. The sexual harassment policy also applies to non-employee volunteers who work subject to school authorities and to other non-employees coming upon school property. The purpose of this policy is to provide a school environment that is free of sexual harassment.

Definition

For the purpose of this policy, sexual harassment is defined as:

- Unwelcomed or unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Explicitly or implicitly conditioning a student's participation in an education program or activity or basing an education decision on the student's submission to unwanted or unwelcomed sexual advances or request for sexual favors.
- Sexually harassing conduct by another student, by an employee or by a non-employee volunteer or other non-employee that is so severe, pervasive, persistent, or objectively offensive that it deprives the student of access to the educational opportunities or benefits provided by the Laurel School District.

Sexual harassment is a form of misconduct that is demeaning to another student and undermines the integrity of the educational environment. Actions, words, jokes, kidding, teasing or comments based on a student's sex or the physical or personality characteristics of a sexual nature of the student will not be tolerated and are strictly prohibited.

Procedure

It is the responsibility of the student who has a claim of sexual harassment to report such claim to the school employee closest to the situation, which will usually be the teacher in charge of the class or activity in which the incident occurred. In the event the teacher in charge is the harasser, the claim may be made to another teacher.

In the event, someone other than a student is the harasser, the claim may be made to another teacher or directly to a counselor, vice-principal or principal or directly to the superintendent's office.

If the teacher or school official is unavailable or should the student believe it would be inappropriate to contact the teacher, counselor, vice-principal or principal, the student should immediately contact the superintendent's office.

Any student or school employee who becomes aware of possible sexual harassment regarding a student should immediately report such claim to the principal of the school the student attends or directly to the superintendent's office.

Any principal receiving a claim of sexual harassment regarding a student shall immediately report the claim to the superintendent's office and said claim shall be investigated under the direction of the superintendent's office.

All complaints of sexual harassment will be handled and investigated promptly and in as confidential a manner as possible.

Strict confidentiality will be kept for those reporting or providing information about sexual harassment except to the extent that disclosure is necessary to enable the Laurel School District to take necessary action to apply the policy, to investigate the claim and to deal with the sexual harassment.

Consequences

Any student guilty of sexual harassment shall be subject to the consequences for a rule infraction as listed in the Student Code of Conduct Policy which may include suspension or expulsion.

Any administrator, teacher, coach, school employee or non-employee volunteer found to have sexually harassed a student shall be subject to the disciplinary action up to and including termination of employment with the Laurel School District.

Any administrator, teacher, coach, school employee or non-employee volunteer found to have not reported a possible incident of sexual harassment as required by this policy shall be subject to disciplinary action up to and including termination of employment with the Laurel School District.

If it is determined that a crime has been committed, a report shall be made to the proper authorities.

Electronic Device Policy

The Laurel School District reserves the right to prohibit the use of electronic devices (cell phones, personal iPads, personal laptops, etc.) if they have little or no educational value or if such use creates learner distraction or disruption. Cell phones in the Laurel School District are subject to the following rules and regulations.

- **Disciplinary Action**

Cell phones and electronic devices must be completely turned off and out of sight during the school day. It is the students' responsibility to ensure that their cell phones are turned off and out of sight during the **school day**. The Laurel School District defines the **school day** as the operational hours of the designated campus (elementary, middle or high school).

Students shall be personally and solely responsible for the security of their cell phones and/or personal electronic devices. Laurel School District shall not assume responsibility for theft, loss, or damage of a cell phone or electronic device, or unauthorized calls made on a cell phone.

Students who violate the above restrictions will be disciplined in the following manner:

- **1st Offense**- Cell phone and/or device will be taken away. The student's name will be recorded, and the parent/guardian will be notified and may pick up the device from the office on the day on which the offense occurs.
 - A. Parent signature required for the phone to be returned.
 - B. Parent signature acknowledging they have read and understand consequences for any subsequent offense.
- **2nd Offense** - Cell phone and/or device will be taken away. The student's name will be recorded, and the parent/guardian will be notified and may pick up the device from the office on the seventh school day following the offense.
 - A. Parent signature required for the phone to be returned.
 - B. Parent signature acknowledging they have read and understand consequences for any subsequent offense.
- **3rd Offense** - Cell phone and/or device will be taken away. The student's name will be recorded, and the parent/guardian will be notified and may pick up the device from the office at the end of the semester.
 - A. Parent signature required for the phone to be returned.
 - B. Parent signature acknowledging they have read and understand consequences for any subsequent offense.

- **4th Offense and Any Subsequent Offense-Cell phone and/or device will be taken and will be returned to the parent at the end of the academic year.**

STUDENT TRANSPORTATION

Any child legally enrolled in the public schools of Mississippi who lives more than one (1) mile by the nearest traveled route from the school in which he/she is enrolled shall be entitled to transportation.

Any child living less than one (1) mile and who is on the regular route of travel shall not be denied such transportation, if space is available on the bus.

Free transportation should be regarded as a privilege by students. Those who ride the school buses will conduct themselves as good passengers at all times. Those who become behavior problems will be denied the privilege of riding.

The school district is not responsible for providing transportation to those students who miss their regularly scheduled bus due to staying at school after the regular day for any reason.

STUDENT VEHICLE GUIDELINES LAUREL HIGH SCHOOL

Driving on school roads and parking on school property is a courtesy offered to students and others by the School Board.

The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities which occur before or after the regular school day.

Violators may be charged with trespassing and/or vehicles towed at owner's expense.

The Administration, obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety. The district shall not assume any responsibility for damage to vehicles.

Students shall not sit in or upon vehicles parked on the school campus.

Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.

Failure to abide by vehicle regulations could result in the loss of the right to bring a vehicle to school or other disciplinary action.

Students shall not park in the vocational or cafeteria parking lots.

Students shall purchase a numbered parking decal and park in assigned areas. Students must have a decal for each car brought to school.

Excessive tardies shall result in loss of car privileges.

GRADING POLICY

PHILOSOPHY:

The Laurel School District believes that grades reflect and communicate to students, parents, teachers, and postsecondary schools student progress on district learning targets. As a result of a fair and consistent grading process, students will be able to evaluate their learning and set personal goals to attain the district learning targets and communicate achievement status to interested stakeholders.

Grading Student Work

The following grading scales and practice shall be used by all instructional personnel of the Laurel School District teaching graded classes in grades 1 through 12.

ALL student work shall be graded using a numerical grade (0-100). The minimum passing grade shall be 65/D for grades 1-12.

The certified classroom teacher shall check, correct, and assign the grade to the student's work. There shall be no grading by students of work which is to be recorded.

No optional graded work shall be given any student unless all students of the same class are given the same opportunity. Any student refusing to do optional graded work shall not be penalized for failure to do optional work.

Instructional staff shall be able to justify any grade given and the source of any grade given shall be educationally sound.

Each student's papers shall be filed by each teacher to be made available for review should a school official, parent, guardian, or custodian question the assessment of a student's progress or grade average. Security of the filed papers shall be the responsibility of each teacher.

The school Principal shall check teacher grades during the fifth week of each nine weeks grading period.

Grade Penalties

1. Students shall receive a 0 for any work that is not made up.
2. Grades shall not be lowered due to poor citizenship.
3. Grades shall not be raised or lowered due to a student's performance on class or club fund raising projects.

Fractions

Fractions of .5 or over shall be rounded off to the next highest whole digit and fractions under .5 shall be dropped on all graded work as well as nine weeks, semester, and yearly averages.

Fractions shall not be recorded in grade books, on grade sheets or on report cards.

Grade Recording for Grades 1-12

The numerical grade (0-100) only shall be used for recording all grades.

A numerical grade (0-100) shall be used to record nine weeks, semester, and yearly averages on grade sheets.

A numerical grade (0-100) shall be used to record averages on report cards.

NUMERICAL/LETTER GRADE CONVERSION SCALE

The following numerical/letter grade conversion scale shall be printed or stamped on all applicable grade sheets and report cards should anyone desire to convert this numerical system.

	Numerical Grade	Letter Grade
GRADES 1-12	90-100	A
	80-89	B
	70-79	C
	65-69	D
	0-64	F

Nine Weeks Average

The nine weeks average for grades 1-12 shall be determined by averaging the numerical grades as follows:

All grades earned during the nine week grading period will be averaged together.

$$\frac{\text{Daily/Test(s)}}{\text{Example: } 86 + 86 + 86 + 86 + 86 = 430} \cdot .5 = \frac{\text{Nine Weeks Avg.}}{86}$$

In order to pass the nine weeks and receive credit, a final average of 65/D must be obtained for grades 1-12.

Semester Average

The semester average for grades 1-12 shall be determined by averaging the 1st nine weeks and the 2nd nine weeks grades.

$$\text{Example: } \frac{1^{\text{st}}}{79} + \frac{2^{\text{nd}}}{84} = \frac{163}{2} = \frac{\text{Sem. Avg.}}{81.5 \text{ or } 82}$$

41

The yearly average for a two-semester course shall be determined by averaging the first semester and the second semester grades.

For Grades 1-12, a final average of 65 must be obtained in order to pass a course and receive credit. A student failing to obtain a final average of 65 on a two-semester course would repeat both semesters of the course.

REPORT CARDS

The report card tells briefly of the student's progress in school. It will be given out at the end of each term (9 weeks). If more frequent reports seem advisable, a notice will be given between reports.

EXAMINATIONS

Semester exams may be given at the end of each semester. Dates and times will be given to each student prior to the exams.

HONOR AVERAGES

To achieve the status of Superintendent's List:

All A's in Academics and all A's in Citizenship
(Any student who makes a B in Citizenship with all A's in Academics will be placed on the Principal's List)

To achieve the status of Principal's List:

All A's and B's, or All B's in Academics
All A's or B's in Citizenship

To achieve Honor Roll:

A's, B's, and no more than one C in Academics.
(Must have at least one A in an Academic area to pull the C up, even if the C is in an Elective. Academic is considered English, Math, Social Studies, or Science.)
All A's or B's in Citizenship

CLASS RANKING POLICY BEGINNING WITH THE GRADUATING CLASS OF 2019

The purpose of this policy is to establish a uniform method for determining the class ranking of each student in grades 9-12 through the use of weighted grade point averages (WGPA). Class ranking is to be considered directory information under the student records laws and may be furnished to scholarship organizations, colleges and universities, and others similarly situated.

Beginning with the graduating class of 2019 and thereafter, class ranking shall be calculated at the end of each school year for each student in each grade (8-11) and after

first semester of the senior year. The WGPA is calculated by signifying which category a class falls under, finding the corresponding grade to the WGPA, adding all grades together and dividing by the number of classes and carried out to five (5) decimal places. If the Fifth (5th) decimal number is five (5) or higher, the fourth (4th) decimal number shall be rounded up to the next highest number and each decimal number through the first (1st) shall be rounded up, accordingly, in the same manner. The WGPA for all students are then ranked in descending order from highest to lowest.

WGPA are assigned to those courses listed by the Institute of Higher Learning (IHL) as courses required or recommended for students entering a public institution of higher learning (hereinafter “Qualifying Courses”). Additionally, weighted grade points are awarded to Health Science I and Health Science II as that Career and Technical Course requires extensive science application training and offers a rigorous science-based curriculum. Each Qualifying Course is classified as either (i) Regular, (ii) Accelerated/Advanced (hereinafter “Acc. / Adv.”), or (iii) Advanced Placement (hereinafter “AP”), in the Qualifying Course Classification Chart (Exhibit A). Qualifying Courses are as follows and as listed on Exhibit A:

English	Courses must require substantial communication skills (i.e., reading, writing, listening, and speaking). Dual Credit and Dual Enrolled English Composition shall count in lieu of AP Language and Composition and as such would be Acc./Adv. and carry weighted grade points.
Mathematics	Algebra I, Algebra II, and Geometry. Any Mathematics course higher than Geometry is either Acc. /Adv. or AP and carries quality points. Dual Credit and Dual Enrolled College Algebra shall count in lieu of Algebra III and as such would be Acc. /Adv. and carry weighted grade points.
Science	Biology, AP Biology, Chemistry, AP Chemistry, Physics, and AP Physics, Plant Science, and Environmental Science or any other science course with comparable content and rigor.
Social Studies	United States History, World History, U.S. Government, and Economics, Mississippi Studies or State or Local Government Courses of other states or countries, Geography, Advanced Human Geography. Any Social Studies AP courses.
Advanced Electives	Any Foreign language.
Computer Applications/ Computer Discovery	Those courses listed on Exhibit A.

No weighted grade points will be assigned for Correspondence Courses. Weighted grade points will be considered by the High School Principal for any Online Course and must be approved through application process as indicated in LSD Policy IDCH.

Acc. /Adv. weighted grade points are assigned for the Dual Credit and Dual enrolled classes.

The following scale shall be used to assign quality points.

Regular	Accelerated	Advanced
100 – 4.0	100 – 4.5	100 – 5.0
99 - 3.9	99 – 4.4	99 - 4.9
98 – 3.8	98 – 4.3	98 – 4.8
97 – 3.7	97 – 4.2	97 – 4.7
96 – 3.6	96 – 4.1	96 – 4.6
95 – 3.5	95 – 4.0	95 – 4.5
94 – 3.4	94 – 3.9	94 – 4.4
93 – 3.3	93 – 3.8	93 – 4.3
92 – 3.2	92 – 3.7	92 – 4.2
91 – 3.1	91 – 3.6	91 – 4.1
90 – 3.0	90 – 3.5	90 – 4.0
89 – 2.9	89 – 3.4	89 – 3.9
88 – 2.8	88 – 3.3	88 – 3.8
87 – 2.7	87 – 3.2	87 – 3.7
86 – 2.6	86 – 3.1	86 – 3.6
85 – 2.5	85 – 3.0	85 – 3.5
84 – 2.4	84 – 2.9	84 – 3.4
83 – 2.3	83 – 2.8	83 – 3.3
82 – 2.2	82 – 2.7	82 – 3.2
81 – 2.1	81 – 2.6	81 – 3.1
80 – 2.0	80 – 2.5	80 – 3.0
79 – 1.9	79 – 2.4	79 – 2.9
78 – 1.8	78 – 2.3	78 – 2.8
77 – 1.7	77 – 2.2	77 – 2.7
76 – 1.6	76 – 2.1	76 – 2.6
75 – 1.5	75 – 2.0	75 – 2.5
74 – 1.4	74 – 1.9	74 – 2.4
73 – 1.3	73 – 1.8	73 – 2.3
72 – 1.2	72 – 1.7	72 – 2.2
71 – 1.1	71 – 1.6	71 – 2.1
70 – 1.0	70 – 1.5	70 – 2.0
	69 – 1.4	69 – 1.9
	68 – 1.3	68 – 1.8
	67 – 1.2	67 – 1.7

	66 – 1.1	66 – 1.6
	65 – 1.0	65 – 1.5
		64 – 1.4
		63 – 1.3
		62 – 1.2
		61 – 1.1
		60 – 1.0

Example: A grade of 90 in regular English 3 would earn a weighted GPA of 3.0.
 A grade of 90 in Accelerated English 3 would earn a weighted GPA of 3.5.
 A grade of 90 in AP English 3 would earn a weighted GPA of 4.0.

A tie for a particular rank shall cause the deletion of succeeding rankings equal in number to the students involved in the tie.

Example: Should 3 students tie for 5th place, the 6th and 7th place shall be deleted and the next class rank shall be 8th place.

Example: Student A earns corresponding weighted grade points for each letter grade for each semester up until the end of the 1st semester of their senior year. Below is a sample calculation of a student’s Weighted Grade Point Average.

Student A			
2013-14	2014-15	2015-16	2016-17
Algebra 1: 95 – 3.5	ACC Bio: 96 – 4.1	ACC Geography: 98 – 4.3	Theater: 100 – 4.0
Technology Foundations: 100 – 4.0	AP W History: 96 – 4.6	ACC MS Studies: 94 – 3.9	Spanish 2: 96 – 4.1
	ACC Geometry: 97 – 4.2	AP Human Geography: 95 – 4.5	Yearbook: 100 – 4.0
	ACC English 1: 95 – 4.0	ACC English 2: 97 – 4.2	Graphic Design: 97 – 3.7
	JROTC: 99 – 3.9	ACT Prep: 90 – 3.0	Algebra III: 96 – 4.1
	Spanish 1: 97 – 4.2	Algebra 2: 97 – 4.2	AP Chemistry: 83 – 3.3
	Theater: 94 – 3.4	Chemistry: 96 – 4.1	AP English Lit: 93 – 4.3
		Law Education: 95 – 3.5	AP US History: 92 – 4.2
		PE: 100 – 4.0	

		Sociology: 97 – 3.7	
2013-14 GPA – 3.75	2014-15 GPA – 4.06	2015-16 GPA – 3.94	2016-17 GPA – 3.96
Overall GPA – 3.92750			
<p>WGPA is calculated by signifying which category a class falls under, finding the corresponding grade to the GPA, adding all grades together and dividing by the number of classes. For example: In the 2013-14 school year, Student A has a 95 in Algebra 1 (which is classified as a regular placement) which carries a 3.5 GPA and a 100 in Technology Foundations (which is classified as a regular placement) which carries a 4.0 GPA. Algebra 1 – 3.5; Technology Foundations – 4.0; GPAs are added and divided by the number of classes, i.e. $3.5 + 4.0 = 7.5$. $7.5/2 = 3.75$. The student’s WGPA would be 3.75 for the 2013-14 school year. This procedure would be completed at the end of each school year. At the end of the 1st semester of the senior year, each year’s GPA would be added and divided by the number of years a student has earned WGPA points. Example: $3.75 + 4.06 + 3.94 + 3.96 = 3.92750$</p>			

The initial calculation shall be made by a High School Counselor or High School Assistant Principal and will be reviewed by the High School Principal. The calculation of the top 30 senior student’s WGPA shall be completed on or before the end of the fourth complete week of January. The remaining senior class WGPA calculation will be computer generated from SAMs. The top 30 seniors shall be advised of his or her WGPA on or before the end of the fourth complete week of January. A senior student may appeal his/her WGPA to the High School Principal on or before the end of the second complete week of February and there shall be no further appeal thereafter. The High School Principal shall complete his review of a student’s appeal within five (5) school days from the end of the third complete week of February. The High School Principal’s decision shall be final. The Class Ranking of the top twenty five (25) senior students shall be made public on or before the last school day of February.

Valedictorian and Salutatorian

Laurel High School shall apply the following procedures for the selection of Valedictorian and Salutatorian of the graduating class. The Valedictorian shall be the student with the highest overall WGPA calculated pursuant to this Policy from the time students entered the eighth grade class through the first semester of the senior year. The Salutatorian shall be the student with the second highest overall WGPA calculated pursuant to this Policy from the time students entered the eighth grade class through the first semester of the senior year. In order for students to be considered for Valedictorian and Salutatorian, the student must have been in full-year attendance at Laurel High School during the 11th and 12th grade. If two (2) or more students tie for Valedictorian or Salutatorian, each student shall be named Co-Valedictorian or Co-Salutatorian, as applicable.

Star Student

The graduating senior who has the highest ACT score with a minimum of 25, and has an overall average of 93 or above in Math, Science, English, Social Studies and Foreign Languages in grades 9-11, and the first semester of the 12th grade will be recommended,

in accordance with and pursuant to the guidelines published by the Mississippi Economic Council (“MEC”) to the MEC for designation as Star Student. In order for a student to be recommended as Star Student, the student must have been in full-year attendance at Laurel High School during the 11th and 12th grade. Student records shall be reviewed by a High School Counselor or High School Assistant Principal to determine who should be recommended for the Star Student. The High School Principal shall review the determination and make the final decision. The Star Student shall be designated by the MEC in accordance with its published guidelines.

Exhibit A

**LAUREL HIGH SCHOOL
Qualifying Course Classification Chart**

REGULAR COURSES	ACC. /ADV... COURSES	AP COURSES
English		
English I, II, III, IV	Acc. English I, II, III, IV	AP Language & Composition
Debate I, II, III		AP Literature & Composition
Survey of 20 th Century Writing	Dual Credit/Enrollment English Comp. I English Comp II	
Foundations of Journalism, Broadcast Journalism, Print Journalism		
Oral Communication		
Technical and Workplace Writing		
Mississippi Writers		
World Literature		
SREB Literacy Ready		
Math		
Algebra I	Algebra II	AP Calculus
Geometry	Advanced Algebra	
	Algebra III	
	Trigonometry	
	Statistics	
	SREB Math	
	Calculus	
	College Algebra (Dual Credit Dual Enrollment)	
Science		
Biology I	Advanced/Acc. Biology	AP Biology
Physical Science	Biology II	AP Physics
REGULAR COURSES	ACC. /ADV.. COURSES	AP COURSES
Science		

Botany	Chemistry I, II	AP Chemistry
Zoology	Physics	
	Genetics	
	Microbiology	
	Human Anatomy & Physiology	
	Organic Chemistry	
	Health Science I Health Science II	
Social Studies		
Geography	Advanced Human Geography	AP US History
Mississippi Studies		AP Human Geography
World History		AP World History
Economics		AP Government
US History		
US Government		
Electives		
Computer Discovery/ Computer App Keyboarding/ Tech Foundations/ICT II	Spanish 1, 2, 3 and any other foreign language	
STEM		

Exhibit C

Request for Appeal

Date: _____

Name of Student: _____

Student MSIS ID: _____

Name of Parent or Guardian: _____

State in detail the reasons for the Appeal: _____

Signature of Parent or Guardian

Received by Principal: _____
Date

Principal's Decision: _____

Signature of Principal

CAREER AND TECHNICAL CENTER CLASSES

Laurel Vocational Center is located on the same campus with the high school, allowing high school students to enroll in vocational and technical classes without leaving the school grounds.

Students successfully completing the first year of a program have the option of applying for a second year of further education and training.

Both classroom and laboratory instruction is provided to vocational technical students. Up-to-date labs with modern equipment and technology are available in all programs, thus preparing students for working in today's businesses and industries.

All programs work in conjunction with Jones Junior College and students may be exempted from entry level classes at the college level after successfully completing two years of a vocational technical program at Laurel. Students who obtain a score of 80 on the CPAS in the areas of BCT II, Child Care II and Drafting II will receive college credit at the junior college level. Scholarships unique to vocational and technical students are also available for those who qualify.

Dual Enrollment/Dual Credit Policy

A *Dual Enrolled* student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and at the completion of the course(s), the student will receive the appropriate number of college credits as listed by the college attended.

A *Dual credit* student is a student who is enrolled in a community or junior or state institution of higher learning while enrolled in high school and who is receiving both a **high school credit** and a **college credit** for postsecondary coursework. Upon completion of each dual credit course, the student will receive the appropriate number of college credits as listed by the college attended and will receive credit that will also be applied to meet high school graduation requirements as verified by the high school principal. Articulation of college credits will be left to the discretion of the high school.

Exhibit A

Dual Credit Application

(This form must be filed with the Principal and receive approval prior to enrolling in the course. Once completed, this form will become part of the student's permanent record and reflect credits earned with their corresponding weighted quality points.)

Student Name: _____ Student MSIS ID: _____
Student email: _____ Phone: _____
District: _____ School: _____
Superintendent: _____ Principal: _____
Parent/Guardian Name: _____ Phone: _____
Institute of higher Learning or Community
College: _____

Postsecondary Course	High School Equivalent Course	Carnegie Unit	Quality Point
			Adv. 12 maximum

A completed and signed copy of the Dual Enrollment/Dual Credit Application for the Institution of Higher Learning or Community College the student will be attending must be attached to this Application prior to submission for approval.

Approval:

High School Counselor Signature/Date:

High School Principal Signature/Date:

CORRESPONDENCE/ONLINE COURSES POLICY

Enrollment in correspondence courses shall be limited to those students needing such courses to meet, due to time restrictions, graduation requirements. Students shall not be allowed to enroll in correspondence courses to avoid a course which is available to such student during regular or summer session.

The Principal may allow a student to earn one (1) Carnegie Unit toward graduation through completion of correspondence or online courses as available.

Online Course and/or Correspondence Courses agencies may have their own rules regarding deadlines to drop/withdraw. If a student fails to drop/withdraw appropriately, or within the allowed timeframe, academic and/or financial penalties may apply.

Credit for English courses taken in summer school or by correspondence will be given when the courses are taken for remediation. No credit for English IV will be given in by correspondence unless the research paper requirements for the course have been met during the regular school year.

The Individual Education Program committee will determine on a case – by – case basis the need for correspondence. These cases will be submitted for approval in the same manner as a student without disabilities.

An application (Exhibit A) must be filed prior to the course with the Principal for approval.

HOME SCHOOLING

A student shall be awarded credit for courses taken in accredited Home School Programs. However, no quality points shall be awarded for these courses. Students enrolled in non-accredited Home School Programs shall be required to pass exit exams in those courses before receiving credit. No quality points shall be assigned for these courses.

GRADUATION REQUIREMENTS

The following requirements are for students who will be in grades 10, 11, and 12 beginning in the Fall of 2018. The MS Department of Education has developed a new set of graduation requirements that must be satisfied beginning with the 9th grade cohort in the Fall of 2018. Those new requirements are indicated at the end of the policy.

TRADITIONAL PATHWAY

Students pursuing a Traditional Pathway Diploma must meet the following requirements in order to graduate from Laurel High School in the class of 2019, 2020, and 2021. Students graduating in 2022 who did not enter Laurel High as a 9th grader in the Fall of 2018 will also need to meet the requirements below.

1. Achieve a passing score on the required subject area tests.

2. Earn a minimum of 24 Carnegie units with no more than one (1) Carnegie unit of the 24 earned through completion of an approved correspondence course. The Carnegie units earned are to include the following:
- 4 Carnegie units in English (English I and II required)
 - 4 Carnegie units in mathematics (one unit in Algebra I is required) (Pre-Algebra may not be taken after a student completes Algebra 1)
 - 4 Carnegie units in science to include
 - 1 Carnegie unit in Biology I
 - 1 Carnegie unit in a lab-based Science
 - 4 Carnegie units in Social Studies to include
 - 1 Carnegie unit in World History
 - 1 Carnegie unit in U. S. History
 - ½ Carnegie unit in U. S. Government
 - ½ Carnegie unit in Mississippi Studies
 - ½ Carnegie unit in Geography
 - ½ Carnegie unit in Economics
 - 1 Carnegie unit in Health and Physical Education
 - ½ Carnegie unit in (Contemporary Health)
 - ½ Carnegie unit in Physical Education
 - 1 Carnegie unit in Business and Technology
 - Information and Communication Technology (ICT) II, 9th Science, Technology Foundations, Engineering, and Mathematics (STEM) or ½ Computer Applications and ½ Keyboarding
 - 1 Carnegie unit in the Arts

Remaining Carnegie units are electives (5)
 Total Units Required 24

- Compensatory English, Compensatory Reading, and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5 general electives required for graduation. Accelerated English 9 can be accepted in lieu of English I. Accelerated English 10 and AP English Language Composition can be accepted in lieu of English II. Beginning school year 2010-2011 for all entering ninth graders, English I is a required prerequisite course for English II. English I may not be taken after a student completes English II.
- Compensatory Mathematics, Introduction to Engineering, and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5 general electives required for graduation. Algebra I may be taken in the eighth grade for Carnegie Unit credit. At least two of the four required mathematics courses must be higher than Algebra I or Integrated Math I. Survey of Mathematical Topics may not be included in the two math courses higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I or Integrated Math I are: Geometry, Integrated Math II,

Algebra II, Integrated Math III, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC and AP Statistics. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Compacted Math 8/Integrated Math, and CCSS Math Grade 8/Algebra I (traditional). Geometry may be taken in the eighth grade for Carnegie unit credit.

- Effective with 7th graders of 2012-13, Pre-Algebra, Algebra I, Biology I, and first year foreign language may be taken in the 7th grade for Carnegie unit credit provided the course content is the same as the high school course
- Two Carnegie units may be earned in Allied Health Science I and II if the student completes the 2-course sequence. Two Carnegie units may be earned by completing the following AEST 3-course sequence: one Carnegie unit in Concepts of Agriscience, one Carnegie unit Science of Agricultural Plants or Science of Agricultural Environments, and one Carnegie unit in Agribusiness and Entrepreneurship.
- Advanced Placement (AP) Human Geography is accepted in lieu of the required Geography course. AP US History can be accepted in lieu of the required US History from 1877 to Present course. AP World History can be accepted in lieu of the required World History from 1795 to present. AP Government and Politics can be accepted in lieu of the required US Government course. AP Macro- or Microeconomics can be taken in lieu of the required Economics course.
- Credit earned for Business Fundamentals may be accepted in lieu of ½ unit in Economics.
- The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute another ½ unit social studies course.
- Credit earned in Health Sciences I may be accepted in lieu of Contemporary Health to meet the graduation requirement for ½ Carnegie unit in Health.
- Successful completion of JROTC I and II may be accepted in lieu of Contemporary Health to meet the graduation requirement for ½ Carnegie unit in Health.
- Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one Carnegie unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).
- Elective Carnegie units in physical education include participation in interscholastic athletic activities, and band that meets the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association (MHSAA).
- Only one elective unit in physical education including participation in interscholastic athletic activities, band, performance choral, dance or JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the MHSAA may be

applied each year to the minimum 24 required state units. If a local district has graduation requirements above the state requirements they may award additional credits as outlined in the local Board policy.

Any student who fails to meet the Traditional Pathway requirements or the Career Pathway Option shall not be issued a diploma nor shall such student be permitted to participate in the graduation exercise. Starting with the graduates of the class 2012, students must meet either the Traditional Pathway (24 units) or the Career Pathway Option (21 units) and pass all SATP tests to graduate.

CAREER PATHWAY OPTION

MS Code 37-16-17

The following requirements are for students who will be in grades 10, 11, and 12 beginning in the Fall of 2018. The MS Department of Education has developed a new set of graduation requirements that must be satisfied beginning with the 9th grade cohort in the Fall of 2018. Those new requirements are indicated at the end of the policy.

1. Achieve a passing score on the required subject area tests.
2. Earn a minimum of 21 Carnegie units with no more than one (1) Carnegie unit of the 21 earned through completion of an approved correspondence course. The Carnegie units earned are to include the following:
 - 4 Carnegie units in English (English II is required)
 - 3 Carnegie units in mathematics (one unit in Algebra I is required)
 - 3 Carnegie units in science to include
 - 1 Carnegie unit in Biology I
 - 3 Carnegie units in social studies to include
 - 1 Carnegie unit in U. S. History
 - ½ Carnegie unit in U. S. Government
 - ½ Carnegie unit in Mississippi Studies
 - ½ Carnegie unit of Health/Physical Education
 - ½ Carnegie unit in (Contemporary Health),
or Physical Education
 - 1 Carnegie unit of (Business and Technology)
 - 9th Science, Technology, Engineering, and Mathematics (STEM), Technology Foundations, or Computer Applications and Keyboarding
 - 4 Carnegie units of Career & Technical Education
Selected from Student's Program of Study
 - 2½ Units of Additional Electives Selected from Student's Program of Study

Total Units
Required 21

- Compensatory English, Compensatory Reading, and Compensatory Writing shall not be included in the four English courses required for graduation. The two additional English

credits must be from the student's program of study which includes Technical Writing, Creative Writing, English III, English IV, or any college-level dual credit courses.

- Algebra I may be taken in the eighth grade for Carnegie Unit credit. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Compacted Math 8/Integrated Math I, and CCSS Math Grade 8/Algebra I (traditional). Geometry may be taken in the eighth grade for Carnegie unit credit.
- For students pursuing the Career Pathway Graduation Option, at least one of the required science courses must be above Biology I and selected from the student's program of study allows. A second unit may be earned in Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Allied Health Sciences I and II. One credit allowed shall be awarded for Biology II, and ½ credit shall be awarded for Botany, and ½ credit shall be awarded for Field Experience in Science.
- Career and Technical courses must be based on the student's program of study and should include credit/dual enrollment options as found in Section 37-15-38 of the Mississippi Code of 1972.
- Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one unit in a technology-rich academic or career technical course related to their program of study.
- Electives must be selected from courses related to the student's program of study. Credits earned not approved for that student's program of study will not be counted toward graduation requirements.

New Graduation Requirements (for students who will be entering 9th grade during the 2018-2019 school year):

MS has two diploma options: **The Traditional Diploma** and the **Alternate Diploma**. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

Traditional Diploma Option

Requirements:

Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.

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

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation
- On track with meeting diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

Recommendations:

For early graduation, a student should successfully complete an area of endorsement.

A student should take a math or math equivalent course during his/her senior year.

Curriculum Area:	Carnegie Unit:	Required Subject(s):
English	4	English I English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3.5	World History (1 unit) U.S. History (1 unit) U.S. Government (.5 unit) Economics (.5 unit) MS Studies (.5 unit)
Physical Education	.5	
Health	.5	
Arts	1	
College and Career Readiness (course)	1	Must occur in the student's junior or senior year, or in the student's completion of a 4-year sequence
Technology or Computer Science	1	
Additional Electives	5.5	
Total Units Required	24	

Alternate Diploma Option

Requirements:

The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.

All students are required to participate in the Mississippi Assessment Program—Alternate Assessment (MAAP-A) with a score To Be Determined.

Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

Curriculum Area:	Carnegie Unit:	Required Subject(s):
English	4	*Alternate English Elements I-IV
Mathematics	4	*Alternate Math Elements I-III *Alternate Algebra Elements
Science	2	*Alternate Biology Elements

		*Alternate Science Elements II
Social Studies	2	*Alternate History Elements (Strands: U.S. History and World History) *Alternate Social Studies Elements (Strands: Economics and U.S. Govt)
Physical Education	.5	
Health	.5	*Alternate Health Elements
Arts	1	
Career Readiness	4	*Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	*Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
Total Units Required	24	

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: **Career and Technical**, **Academic**, and **Distinguished Academic Endorsement**.

Career and Technical Endorsement

Curriculum Area:	Carnegie Unit:	Required Subject(s):
English	4	*English I *English II
Mathematics	4	*Algebra I
Science	3	*Biology I
Social Studies	3.5	World History (1 unit) U.S. History (1 unit) U.S. Government (.5 unit) Economics (.5 unit) MS Studies (.5 unit)
Physical Education	.5	
Health	.5	
Arts	1	
College and Career Readiness (course)	1	Must occur in the student's junior or senior year, or in the student's completion of a 4-year sequence
Technology or Computer Science	1	

CTE Electives	4	*Must complete a four-course sequential program of study
Additional Electives	3.5	
Total Units Required	26	

Additional Requirements:

- Earn an overall GPA of 2.5
- Earn a Silver level on ACT WorkKeys
- Earn two additional Carnegie Units for a total of 26
- Must successfully complete one of the following:
 - *One CTE dual credit or earn articulated credit in the high school CTE course
 - *Work-Based Learning experience or Career Pathway Experience
 - *Earn a State Board of Education approved national credential

Academic Endorsement

<u>Curriculum Area:</u>	<u>Carnegie Unit:</u>	<u>Required Subject(s):</u>
English	4	*English I *English II
Mathematics	4	*Algebra I + two (2) additional math courses above Algebra I
Science	3	*Biology I + two (2) additional Science courses above Biology I
Social Studies	3.5	World History (1 unit) U.S. History (1 unit) U.S. Government (.5 unit) Economics (.5 unit) MS Studies (.5 unit)
Physical Education	.5	
Health	.5	
Arts	1	
College and Career Readiness (course)	1	Must occur in the student's junior or senior year, or in the student's completion of a 4-year sequence
Technology or Computer Science	1	
Additional Electives	7.5	*Must meet two advanced electives of the CPC requirements for MS IHLs
Total Units Required	26	

Additional Requirements:

- Earn an overall GPA of 2.5

- Courses must meet MS IHL College Preparatory curriculum (CPC) requirements
- Earn MS IHL and community college readiness benchmarks (ACT sub scores of 17 in English and 19 in Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore)
- Earn two additional Carnegie Units for total of 26
- Must successfully complete one of the following:
 - *One AP course with a C or higher and take appropriate AP exam
 - *One Diploma Program-IB course with a C or higher and take appropriate IB exams
 - *One academic dual credit course with a C or higher in the course

Distinguished Academic Endorsement

<u>Curriculum Area:</u>	<u>Carnegie Unit:</u>	<u>Required Subject(s):</u>
English	4	*English I *English II
Mathematics	4	*Algebra I + two (2) additional math courses above Algebra I
Science	4	*Biology I + two (2) additional Science courses above Biology I
Social Studies	4	World History (1 unit) U.S. History (1 unit) U.S. Government (.5 unit) Economics (.5 unit) MS Studies (.5 unit)
Physical Education	.5	
Health	.5	
Arts	1	
College and Career Readiness (course)	1	Must occur in the student's junior or senior year, or in the student's completion of a 4-year sequence
Technology or Computer Science	1	
Additional Electives	8	*Must meet two advanced electives of the CPC requirements for MS IHLs
Total Units Required	28	

Additional Requirements:

- Earn an overall GPA of 3.0
- Courses must meet MS IHL College Preparatory curriculum (CPC) requirements
- Earn national college readiness benchmarks on each subtest established by ACT 18 in English and 22 in Math or the SAT equivalency subscore
- Earn four additional Carnegie Units for total of 28
- Must successfully complete one of the following:

- *One AP course with a B or higher and take appropriate AP exam
- *One Diploma Program-IB course with a B higher and take appropriate IB exams
- *One academic dual credit course with a B or higher in the course

Basic High School Curriculum (Process Standard 47)

Laurel High School will provide an opportunity for students planning to attend a public 4-year state college or university in Mississippi to have met all course requirements for entrance prior to graduation from high school. Mississippi Public University entrance requirements will be listed each year in the student handbook. It is the responsibility of the student to become familiar with the entrance requirements of individual colleges he may wish to attend.

The basic curriculum of Laurel High School shall consist of required and approved courses that generate at least 32 Carnegie units annually. The basic curriculum shall include, at a minimum, the following courses:

- *English I-IV
 - Pre Algebra (May not be taken after a student completes Algebra 1)
- *Algebra I
- *Geometry
- *Biology
- *Physical Science
- *Biology II
- *Chemistry
- *Chemistry II
- *Physics
- *Mississippi Studies (½ Carnegie unit)
- *World History
- *U. S. History
- *U. S. Government
- *Introduction to Geography (½ Carnegie unit)
- *Contemporary Health (½ Carnegie unit)
- *Computer Applications (½ Carnegie unit)
 - Keyboarding (½ Carnegie unit)
- *Spanish I-III
 - Introduction to the Arts
 - Art I-IV
- Choral Music
- Theatre Arts
- Band

Other courses may be taught as needs of the students and the community dictates.

Basic K-8 Curriculum (Process Standard 48)

The basic curriculum of each elementary or middle school (any configuration of grades K-8) in the Laurel School District shall consist of reading/language arts, mathematics, science, social studies, and the arts, which may be taught by a regular classroom teacher.

Students with Disabilities

Educational Benefit will be afforded through the decision making process included in the Individual Education Program. The IEP committee shall consider the child's post-secondary goals and his/her progress in the Least Restrictive Environment (LRE). The IEP committee should always begin with the view that one of the Standard High School diploma options initially as outlined in the above options for all students, as it is the least restrictive option and affords the student greater postsecondary outcomes.

Summary of Performance: A Summary of Performance Public is designed for the student that will exit with a standard high school diploma, will exit through the District GED Option Program, or due to exceeding the age of eligibility. It provides a summary of academic achievement and performance along with recommendations concerning how to assist the student in meeting post-secondary goals. The Summary of Performance is to assist the student in the transition from high school to higher education, training and/or employment.

In the event there is a need for more restrictive supports, the IEP team will then proceed along the outlined Graduation Benefit Options outlined in the District Policy IHG. ***Part 3 Chapter 74: Special Education Rule 74.19 IDEIA, Process Standard 14, Process Standard 26, Process Standard 32, SPP/APR Indicator 1***

****Additional continuum of benefit options for students with disabilities include:**

Mississippi Occupational Diploma

The primary postgraduate goal for these students is competitive employment. In accordance with MS Code 37-16-11(2), the State Board of Education has approved criteria for an occupational diploma for students with disabilities. 2014 - 2015 MS Occupational Diploma Section 37-16-11 (1)

- Students must earn a minimum of twenty-one (21) course credits by successfully completing selected courses from the general education curriculum, vocational education programs, MOD portfolio objectives or any combination of these courses, and complete an occupational diploma portfolio containing a collection of evidence of the student's knowledge, skills and abilities as agreed upon by the student's IEP Committee. (Outlined courses of study in the four portfolio requirements provided through MDE)
- Completion of a two-year Career/Technical (Vocational) Program OR 10th Grade School-Based Work Assessment (30 Hours)* 11th Grade Community-Based Work Training (30 Hours)* *For students not pursuing the Two-Year Career/Technical Vocational Program 2014 - 2015
- Successful completion of a two (2) year career/technical (vocational) program OR 540 hours of successful, paid employment by the end of the senior year.

Certificate of Completion Transition Portfolio: The Transition Portfolio is designed for the student with a disability who exits secondary school with a Mississippi Occupational Diploma or Certificate. It documents the preparation of students with disabilities for independent adult living. The Transition Portfolio is intended to be a practical tool for documenting the efforts of the student, his or her family, teachers and other service providers to ensure a smooth transition to post-school opportunities.

Basic K-8 Curriculum (Process Standard 48)

The basic curriculum of each elementary or middle school (any configuration of grades K-8) in the Laurel School District shall consist of reading/language arts, mathematics, science, social studies, and the arts, which may be taught by a regular classroom teacher.

COLLEGE ENTRANCE REQUIREMENTS

Students graduating from Laurel High School will have met the basic course requirements for entrance into the Mississippi Junior College System.

In order to attend a public 4-year college or university in Mississippi as a freshman in 1995 and thereafter, a student must have earned the necessary credits. See page 32.

VIRTUAL PUBLIC SCHOOL POLICY

Definition: The Mississippi Virtual Public School Program is a free web-based educational program offered by the Mississippi Department of Education to provide Mississippi students' access to a wider range of course work. Technology will be used to deliver instruction to students via the Internet in a virtual or remote setting.

The Laurel School District is responsible for the academic progress of its students, including, but not limited to, enrollment, awarding of credit and monitoring progress. The Laurel School District will adhere to the policies stated by the Mississippi State Board of Education when awarding credits earned on the Mississippi Virtual Public School program.

Online classes will be a part of the master schedule with state-assigned course numbers.

- Online classes may be taken only with the permission of the Superintendent, principal and local site coordinator appointed by the principal.
- No subject area tested classes may be taken online.
- No English classes may be taken online unless special permission is given by the principal with approval of the superintendent.
- The Individual Education Program committee will submit for approval any decisions made on an individual, case – by – case basis the need for students with disabilities who may be considered. The IEP team would follow the guidelines outlined in this policy as it relates to all students.
- No more than one course per semester may be taken unless special permission is given by the principal with approval of the superintendent.
- Seniors will be given priority when registering for online classes.
- Only AP courses not offered by the district can be taken online.
- Courses cannot be taken for early graduation unless special permission is given by the principal with approval of the superintendent.
- Mid-term and final exams must be taken at school under supervision of site coordinator.

LAUREL HIGH SCHOOL STUDENT REPRESENTATIVE

The School Board believes it would be advisable to receive input and comment from a Laurel High School Student Representative on matters pertaining to Laurel High School. Accordingly, the

Laurel High School Student Body President shall be declared to be the Laurel High School Student Representative to the School Board and to serve in such capacity at the pleasure of the School Board.

The Laurel High School Student Representative shall:

1. Attend all regular meetings of the School Board unless otherwise informed and attend such other meetings when requested.
2. Submit such proposals, suggestions, or comments as deemed proper by the Student Representative for consideration by the School Board pertaining to the operation of or concerning matters affecting Laurel High School.
3. Make recommendations to the School Board on specific matters when requested by the School Board.
4. Shall not have any voting rights with the School Board.
5. Shall not attend any executive sessions of the School Board.
6. Share information obtained from the School Board meeting with Student Government.
7. Advise the School Board of upcoming events at Laurel High School.
8. Perform such other duties as and when requested by the School Board.
9. Cease performing in said capacity when directed by the School Board.

STUDENT RECORDS

Student records may contain, but are not limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

The date of any expulsion from the school system and a description of the student's act or behavior resulting in the expulsion shall be recorded in the student's permanent record and cumulative folder.

The records of the school concerning an individual student shall be used for the promotion of the student's welfare.

Federal and state law restricts the release of student records and access to student records. School officials shall release a student's record upon the written request of a parent, or guardian appointed by the Chancery Court, or student 18 years of age or older.

The school will provide two copies of a student's record free of charge. A fee of \$2.00 will be charged for additional copies.

TEXTBOOKS

Textbooks are the responsibility of the student to whom they are assigned. Additional books will not be issued until lost books are paid for. Fees will be assigned for all damages and lost textbooks.

Final grades and transcripts will be held until all fines are paid. Students should keep all receipts until the close of the regular school year.

PARENTS MAY BE SUED IN SMALL CLAIMS COURT TO RECOVER UNPAID FINES FOR LOST AND DAMAGED TEXTBOOKS.

ACCEPTABLE INTERNET USE POLICY

Laurel School District, being CIPA (Children’s Internet protection Act) and COPPA (Children’s Online Privacy Protection Act) compliant, now offers Internet access for student and employee use. This document contains the Acceptable Use Policy for use of the Laurel School District’s network, hereinafter referred to as the WAN (Wide Area Network). The Superintendent or his designee shall oversee the administration of the WAN.

I. Educational Purpose

- A. The WAN has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, educational research, career development, and limited high-quality self-discovery activities.
- B. The WAN has not been established as a public access service or a public forum. The Laurel School District has the right to place reasonable restrictions on the material a user access or post through the WAN. Users are also expected to follow the rules set forth in the Laurel School District’s disciplinary policies and the law in their use of the WAN.
- C. Users may not use the WAN for commercial purposes. This means users may not offer, provide, or purchase products or services through the WAN.
- D. Users may not use the WAN for political lobbying or to further the goals of and labor organization or for any use which may be considered a violation of the establishment clause. But users may use the network to communicate with elected government representatives and to express their personal opinion on political issues.

II. Student Access to WAN

- A. Students may, at the discretion of the library media specialist/technology coordinator, be given access to Internet World Wide Web information resources through school computers.
- B. Students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher, with the approval of their parent/ guardian/custodian, and with special permission of the Principal.
- C. The Laurel School District will provide for the education of minors about appropriate online behavior and Cyber-bullying (and response), including interacting with other individuals on social networking sites and in chat rooms.
- D. Students and their parent/guardian/custodian must sign and date the Student Internet Access Agreement (SIAA). This agreement must be renewed on an annual basis. Parents/guardians/custodians can withdraw their approval at any time. If at any time a student’s access to the WAN is suspended or terminated, the SIAA must be renewed before access is reinstated.

III. Unacceptable Student Use

The following uses of WAN by students are considered unacceptable:

A. Personal Safety

- 1. Students will not post personally identifiable information about themselves or other people. Personally identifiable information includes last name, home or mailing address, school, work, or home telephone number, social security number, school or work address, etc. Students may post their full name when participating in special activities directed by a teacher or approved by the media specialist/technology coordinator. Any free services requesting return address information must be accessed through faculty or staff.
- 2. Students will not agree to meet physically or establish any other personal contact with

- someone they have met online through the WAN. Personal contact includes, but is not limited to, face-to-face meeting, telephone communication, the U.S. mail, etc.
3. You will promptly disclose to your teacher or other school employee any contact you make that is inappropriate or makes you feel uncomfortable.
 4. The Laurel School District will not disclose personal information about students on websites – such as their full name, home or e-mail address, telephone number, or Social Security number (COPPA).

A. Illegal Activities

1. Students will not attempt to gain unauthorized access to WAN or to any other computer system worldwide through WAN or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
2. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. Students will not use the WAN to engage in any other illegal act, including but not limited to arranging for a drug sale or the purchase of alcohol, engaging in gang activity, threatening the safety of any person including cyber-bulling, transmitting software illegally, or any other activity which violates a Laurel School District policy or any local, state, or federal laws.

B. System Security

1. Students will immediately notify a teacher or the media specialist/technology coordinator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
2. Students will not transmit, download, upload, install or copy any software, shareware, or freeware not owned by the Laurel School District onto or from any Laurel School District computer or network via floppy disk, CD-ROM, the Internet or any other means.
3. All floppy disks, CD-ROMS, USB/flash drives, and other media must be submitted to the media specialist/technology coordinator for virus scanning and approval before being inserted into a district computer. This includes diskettes and USB/flash drives used at home and brought back to school.

D. Inappropriate Language

1. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. Students will not post information that could cause damage or a danger of disruption of the education process.
3. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him or her messages, the student must stop.
5. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

E. Respect for Privacy

1. Users agree to the terms and conditions of the Internet Acceptable Use Policy.
2. Users agree to avoid any violation of state or federal laws.
3. Users are alerted that they are entitled to no expectation of privacy in their use of the WAN and access to the Internet.
4. Users' computer usage and Internet access may be monitored at any time for unacceptable and illegal use. Technology protection measures are in place and used for all Internet access.
5. Students will not post private information about another person.

F. Respecting Resource Limits

1. Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a student with the approval of school administration. There is no limit on use for education and career development activities. A limit may be imposed on self-discovery activities at the discretion of the media specialist/technology coordinator.
2. Students will not download large files unless absolutely necessary. If necessary, the file will be downloaded at a time when the network is not being heavily used and immediately removed from the system as directed by the media specialist/technology coordinator.
3. Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
4. Students with e-mail accounts will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

G. Plagiarism and Copyright Infringement

1. Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. Students will respect the rights of copyright owners. That is the law. Students must cite properly any information copied or referenced from any source on the WAN. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If a student is unsure whether or not a work can be used, he or she should request permission from the copyright owner. If a student has questions, the student should ask a teacher.

H. Inappropriate Access to Material

1. Students will not use the WAN to access material that is inappropriate (profane, obscene, pornographic), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of access is to conduct research and both a teacher and parent have approved.
2. If a student mistakenly accesses inappropriate material, he or she should immediately tell a teacher or another district employee. This may protect the student against a claim that he or she has intentionally violated this Policy.
3. The student's parents/guardian/custodian should instruct the student if there is

additional material that they think would be inappropriate for the student to access. The district fully expects that students will follow their parent/guardian/custodian's instructions in this matter.

IV. Students' Rights

A. Free Speech

Students' right to free speech, as set forth in the Laurel School District's policies, applies also to their communication on the Internet. The WAN is considered a limited forum, similar to the school newspaper, and therefore the District may restrict a student's speech for valid educational reasons.

B. Search and Seizure

1. Students should have no expectation of privacy in the contents of their personal files on the WAN. The situation is similar to the rights students have in the privacy of their lockers.
2. Routine maintenance and monitoring of the WAN may lead to discovery that a student has violated this Policy, the district disciplinary code, or the law.
3. An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the district disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
4. A student's parents/guardian/custodians have the right at any time to request to see the contents of a student's e-mail files.

C. Due Process

1. The District will cooperate with law enforcement officials in any Fourth Amendment investigation related to any illegal activities conducted through WAN.
2. In the event there is a claim that a student has violated this Policy or the Laurel School District's disciplinary policies using of WAN, the student will be provided with due process as specified in District policy.
3. Violation of this policy may result in restriction, suspension or termination of a student's access to Laurel School District network in addition to any penalties that may be assigned by the Principal to the student.
4. Violations of the law will be reported to the proper authorities.

V. Limitation of Liability

The Laurel School District makes no guarantee that the functions or the services provided by or through WAN will be error-free or without defect. The District will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the network. The District will not be responsible for financial obligations arising through the unauthorized use of the network. Students using the network will indemnify and hold harmless the Laurel School District for any violations of local, state, or federal laws or any claims of damage resulting from use of the system.

VI. Email Usage Retention Policy

The Laurel School District has established guidelines for the use of e-mail by school employees and students. The district maintains a wide area network connecting all district buildings to the Internet and is for educational communication and administrative use only. Electronic messaging or e-mail is a service which allows all users to send and receive

messages to one another. The purpose of this policy is to establish a retention policy for the storage and review of those messages.

This policy applies to all users who are issued a Laurel School District e-mail account. Those users are defined as but not limited to faculty, staff, students; those working on behalf of the District, and/or individuals authorized temporarily working on the network.

A. Messages sent and received via Laurel School District's e-mail system should not be considered private and users should have no expectation of privacy while using District computers or District provided e-mail accounts. Laurel School District system administrators will not read another users email unless necessary in the course of their duties and only then when directed to do so by their supervisor in writing in instances including, but not limited to, investigation, inappropriate contents or as directed by the Superintendent. E-mail shall be produced as required by an executed subpoena valid in the State of Mississippi within the time required by the subpoena. The Laurel School District shall give the person whose email is subject to the subpoena reasonable notice thereof, if possible.

B. Recognized school district e-mail accounts shall end in ".com" or ".org". The use of personal e-mail accounts to conduct school business is prohibited.

C. Retention. E-mail messages are backed up daily and retained for ninety (90) days. After that time the e-mails will be deleted and purged. Requests for copies of retained e-mail messages must come from the user or be approved by the user's supervisor or his/her designee. The message will then be restored within 2 to 5 days.

D. E-mail access will end when a user's employment is terminated with the district or a student graduates or un-enrolls from the Laurel School District. The intentional abuse of e-mail privileges may result in having your District e-mail account suspended or revoked.

**Student Internet Access Agreement
Student Section**

Student Name: _____ Grade: _____

School: _____

I have read the District Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures. I understand that this is a legal and binding document.

Student Signature: _____

Date: _____

Parent or Guardian Section

I have read the District Acceptable Use Policy. I will assist in supervising my child's use of the network when my child is accessing the network from home. I hereby indemnify and hold harmless the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the WAN, including but not limited to claims that may arise from the unauthorized use of the network to purchase products or services. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for my child to have access to the Laurel School District Network and certify that the information contained in this form is correct.

I approve do not approve my child's having access to the WAN.

Parent Signature: _____ **Date:** _____

Parent Name: _____

Home Address: _____ **Phone:** _____

This space reserved for the System Administrator or Technology Coordinator

Assigned User Name: _____

Assigned Temporary Password: _____

PLAGIARISM/CHEATING

Intention

In the section on student conduct, the Laurel School District Student Handbook states that, “Citizenship in a democracy requires respect for the rights of others. The students of the Laurel School District [are] expected to conduct themselves so that the rights and privileges of others are not violated” (10). As respect for the rights of others involves recognition of others’ ideas, the faculty and staff of Laurel School District believe it is important to have a clear policy concerning plagiarism and other forms of academic cheating.

Definitions

The Laurel School District defines cheating as attempting to take credit for someone else's work, using unauthorized materials, or otherwise acting to deceive the evaluator in an assignment, project, or test. The Laurel School District distinguishes between two different degrees of plagiarism. They are defined as follows:

Intentional Plagiarism is defined as, but not limited to:

- Obvious, substantial, verbatim reproduction of information;
- Fabrication of sources, falsification of page numbers, or other deliberate misdocumentation;
- Submission of others' work as the students' own. This applies to uncited paraphrasing of another's ideas as well as verbatim use of others' words. (*Others'* may refer to either scholarly sources, online "cribbed" essays, or the work of other students).

Technical Plagiarism is defined as, but limited to:

- Poor paraphrasing, amounting to "pearling" of "translating" another's work;
- Improper citation or documentation that misrepresents a source;
- Insufficient citation of factual information not held to be common knowledge (*common knowledge* is defined as facts readily available from a variety of sources);
- Poor integration of direct quotations with the student's own writing.

Determination of Plagiarism/Cheating

Parents must be informed when a student is suspected of plagiarism or cheating. Through the use of search engines or a comparison to other student work, teachers will, in most cases, be able to provide documented evidence of plagiarism. A Disciplinary Review Committee (DRC) shall review, as needed, cases of plagiarism when requested by the student and parent. The purpose of the committee will be to determine that evidence of plagiarism exists and which definition applies, not to apply penalties.

Academic consequences

Evidence of **intentional plagiarism** shall result in the student's receiving a **grade of zero** with no possibility for makeup or grade replacement for the assignment in which the plagiarism occurs.

Evidence of **technical plagiarism** shall result in a **deduction of points** – the number of points to be determined by the teacher, based on the severity and number of occurrences – for the assignment in which the plagiarism occurs.

Disciplinary consequences

In addition to the academic consequences, Laurel High School also firmly believes that **intentional plagiarism/cheating** is an act of immoral conduct that merits disciplinary consequences as defined by the student handbook, and as such further consequences maybe assigned by the Principal.

GUIDANCE SERVICES

To enable students to make more effectively those adjustments that are essential to well-ordered and happy living, several coordinated guidance services have been established at Laurel High School.

The director of guidance, assisted by the committee of counselors, is responsible for planning and coordinating the guidance services.

Mental ability, aptitude, achievement, and interest tests are administered to students for guidance and counseling purposes; and individual conferences for interpretation of test results are held.

A program of educational, vocational, and personal counseling is available to all students, utilizing the services of the counselors working in close cooperation with all members of the faculty.

Students should take every opportunity to avail themselves of the counseling and other services rendered by this department.

CAFETERIA GUIDELINES MEAL POLICY

Only Child Nutrition personnel, maintenance personnel, State or Health Department personnel, or vendors on official cafeteria business will be allowed behind the serving line or inside the kitchen.

Competitive Foods

Carbonated beverages or foods from competitive food establishments in containers with logos shall not be consumed in the cafeteria.

Food sales outside the school breakfast or lunch program shall not take place prior to 1:00 p.m. after the cafeteria closes.

Any group not participating in the Lunch Program for any reason shall notify the Food Service Office three (3) days prior to the scheduled event or activity.

Any group requesting sack lunch meals must do so ten (10) school days in advance.

Additionally, a Sack Lunch Request Form, complete with student lunch numbers, shall be submitted to the Cafeteria Manager when the sack lunch meals are received.

The Principal shall notify the Food Service Office at least three (3) days in advance of any event or activity that may adversely affect food deliveries.

Students shall participate in the Federal "Offer vs. Serve" Program; whereby students must choose a minimum of 3 different breakfast items and a minimum of 3 different lunch components one of which shall be a serving of fruit or vegetable at each meal service. Breakfast and lunch entrees may contain more than one item and /or component.

Special Diets

Students requiring special diets shall provide proper documentation to the School Food Service Administrator. No special diets will be provided unless a licensed physician's medical statement is on file.

Meal Prices

All enrolled students of Laurel School District are eligible to receive a healthy breakfast and lunch at school at **no charge**. Each enrolled student of Laurel School District shall receive a healthy breakfast and lunch without having to pay a fee or submit a meal application on an annual basis.

Visitors are welcome in our cafeterias and shall pay the cost of a visitor's meal. No take-out meals are available for visitors.

DRESS CODE POLICY

GRADES PreK4-12

The Laurel School District Board of Trustees recognizes the importance of a student dress code. The Board accepts the findings from the research, which suggest that a strong relationship exist between good dress habits, good work habits, and proper school behavior. Studies show that students' dress and appearance in uniform dress may enhance and assist learning. Therefore, we adopt a mandatory student uniform dress code policy for students in grades PreK4-12 beginning with the school term 2018-2019.

The Board of Trustees strongly believes that a student uniform dress code policy would enhance the following:

1. A more positive atmosphere conducive to education will be established.
2. Promote a statement of identity.
3. Eliminate peer pressure dealing with student attire.
4. Create a sense of school unity.
5. Improve security through the identification of students.
6. Improve discipline at school.

Standards of Dress

**** In all instances, the appropriateness or inappropriateness of school dress will be determined by school administrators.**

******If a student is sent to the office for a dress code violation, he/she will be assigned the appropriate discipline including but not limited to students being placed in ISS until a parent or designee can bring appropriate clothing.**

<u>Gentlemen</u>	<u>Ladies</u>
<p><u>Pants:</u></p> <ul style="list-style-type: none"> ● Trouser style ● Khaki or navy blue ● Must be fastened with belt ● No less than 3” above knee ● No Denim ● No sagging ● No cargo or baggy style ● No jeggings, joggers, or leggings may be worn as pants 	<p><u>Pants:</u></p> <ul style="list-style-type: none"> ● Trouser Style ● Khaki or navy blue ● Must be fastened with belt-if looped ● No less than 3” above knee ● No Denim ● No sagging ● Capri style pants are allowed ● No jeggings, joggers or leggings may be worn
<p><u>Shirts:</u></p> <p><u>Golf Polo style (long or short sleeve)</u></p> <ul style="list-style-type: none"> ● White, cardinal (burgundy or maroon), navy blue, light blue, gold <p><u>T-Shirts (worn under uniform shirt)</u></p> <ul style="list-style-type: none"> ● ONLY White (no writing) ● All shirt tails must be tucked in (must be appropriate in size) <p>All visible emblems, trademarks, logos must be smaller than the size of a quarter.</p>	<p><u>Shirts:</u></p> <p><u>Golf Polo style (long or short sleeve)</u></p> <ul style="list-style-type: none"> ● White, cardinal (burgundy or maroon), navy blue, light blue, gold ● Must be buttoned high enough so that no cleavage can be seen <p><u>T-Shirts (worn under uniform shirt)</u></p> <ul style="list-style-type: none"> ● ONLY White (no writing) ● All shirt tails must be tucked in (must be appropriate in size) <p>All visible emblems, trademarks, logos must be smaller than the size of a quarter.</p>
<p><u>Sweaters/Vests:</u></p> <ul style="list-style-type: none"> ● Crew neck, V-neck, sweatshirt ● White, cardinal, navy blue, light blue, gold ● No Hoodies ● No Pullovers ● No garment with a hoodie attached 	<p><u>Sweaters/Vests:</u></p> <ul style="list-style-type: none"> ● Crew neck, V-neck, sweatshirt ● White, cardinal, navy blue, light blue, gold ● No Hoodies ● No Pullovers ● No garments with a hoodie attached
<p><u>Jackets/ Coats:</u></p> <ul style="list-style-type: none"> ● Jackets and coats must be taken off in the building ● Must open down to front ● No baggy/Oversized style ● No trench coat style ● Letter jackets allowed 	<p><u>Jackets/ Coats:</u></p> <ul style="list-style-type: none"> ● Jackets and coats must be taken off in the building ● Must open down to front ● No baggy/Oversized style ● No trench coat style ● Letter jackets allowed
<p><u>Accessories:</u></p> <ul style="list-style-type: none"> ● Socks (white, navy blue, light blue, khaki) ● Sandals must have top and back straps 	<p><u>Accessories:</u></p> <ul style="list-style-type: none"> ● Socks (white, navy blue, light blue, khaki) ● Sandals must have top and back straps

<ul style="list-style-type: none"> ● All shoes must be fastened (tied) ● No bandanas, sweatbands, hats, toboggans ● No head garments allowed in the building ● No visible body piercing (s) <p>** Socks should not contain replicas of weapons, contraband or contain inappropriate language/design</p>	<ul style="list-style-type: none"> ● All shoes must be fastened (tied) ● No bandanas, sweatbands, hats, toboggans ● No head garments allowed in the building ● No visible body piercing (s) <p>** Socks should not contain replicas of weapons, or contraband or contain inappropriate language /design</p>
<p><u>Tattoos</u></p> <ul style="list-style-type: none"> ● No inappropriate tattoos (weapons, drugs, alcohol, gang symbols, etc.) ● Tattoos should not cause a distraction to the learning environment 	<p><u>Tattoos</u></p> <ul style="list-style-type: none"> ● No inappropriate tattoos (weapons, drugs, alcohol, gang symbols, etc.) ● Tattoos should not cause a distraction to the learning environment
<p><u>Jewelry</u></p> <ul style="list-style-type: none"> ● Should not pose a safety hazard (i.e. no spiked jewelry, oversized chain, large loop earrings etc.) ● Authorized jewelry items may not be replicas of weapons, or contraband nor contain inappropriate language or gang symbols 	<p><u>Jewelry</u></p> <ul style="list-style-type: none"> ● Should not pose a safety hazard (i.e. no spiked jewelry, oversized, large loop earrings chain, etc.) ● Authorized jewelry items may not be replicas of weapons, or contraband nor contain inappropriate language or gang symbols
	<p><u>Dresses/Skirts/Skorts</u></p> <ul style="list-style-type: none"> ● Solid colors: Khaki, navy ● No slits ● Length- No less than three inches above the knee

Enforcement

The Building Principal and all school personnel shall be responsible for enforcing this policy.

Violations

Violations of the Student Uniform Dress Code shall be addressed under Section III.C. of the Student Code of Conduct Policy.

Assistance

The Principal shall develop a plan to provide assistance to students who require financial support to acquire uniforms. Information regarding assistance will be available in the school office.

Exceptions

Exceptions to this policy may be granted for religious or medical reasons when the school is provided proper documentation to prove such claim.

The Principal and/or the Superintendent may, in their discretion, make exceptions to this policy for special events or days.

SPORTS

A wide variety of athletics is offered by our school in its extracurricular activities program. Each of these sports offered gives every student who wishes to participate in a program an ample opportunity to develop his/her physical qualities.

Academic Rules for Students Participating in Activities.

To be eligible to participate in interscholastic sports, a student shall meet the requirements of the MHSAA.

To be eligible for athletics and activities, beginning with the freshmen class of 2005-2006, students must pass five credits towards graduation with one year of six credits. The 5 units will be average as a whole and the overall average must be 75 or higher in order to maintain eligibility. This will be done on a yearly basis.

A student athlete may become eligible only once during his/her high school career if he/she fails the last semester of the previous year, by passing 5 units with a 75 average the first semester of the following year. This will be done in order to keep the student on track for graduation.

- NOTE: The Carnegie units increased from 20 to 24 units by the State Department of Education in 2008-2009. The students will then be required to pass 6 units of credit during the school year with a 75 average or better in order to maintain eligibility. Those students who opt out of the a Mississippi schools curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits one of those four years of eligibility.
- Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plan (IEP).

CHEERLEADERS

Any student who wishes to audition for cheerleader shall be given a copy of the Laurel School District's Cheerleader Policy by the Principal or Cheerleader Sponsor.

GOLDEN GIRLS

Any girl who wants to try out for the Golden Girl Squad will receive a copy of the Golden Girl Policy from the Principal or Sponsor.

DISTRIBUTION OF MATERIALS AND NEWS RELEASES

All school publications and any information to be released to the public through the media regarding the school or its programs shall, prior to its release, have the approval of the Principal.

The distribution of any publication, advertisement, product or any other items and materials, whether developed by the school's students and/or staff in a school sponsored activity or not, shall, prior to its distribution, have the approval of the Principal.

PROM GUIDELINES

1. WHO MAY ATTEND? The prom is for all seniors and juniors in good standing. Seniors and juniors may bring dates that are in ninth, tenth, or **one** year removed from high school.

2. WHAT IS GOOD STANDING? A student in good standing is one who is not on probation (educational or disciplinary), not suspended and has no “conduct unsatisfactory” on his/her report card. **NO STUDENT MAY ATTEND THE PROM WHO IS ON CURRENT SUSPENSION.**

3. WHAT ARE THE RULES OF BEHAVIOR AT THE PROM? All rules found in the *Laurel High School's Student Handbook* that are appropriate for a school sponsored event. In addition, students and their guests may not leave the prom areas once they have arrived until they are prepared to leave for the evening. Please be reminded that smoking is not permitted and no one may go outside to smoke. Students may not enter the prom under the influence of any substance, drugs or alcohol. Students are also prohibited from bringing any outside substance into the prom. Any student or guest who violates the rules will be expelled from the prom and the student will be suspended. **BE AWARE THAT THE STUDENT WILL BE RESPONSIBLE FOR THE CONDUCT OF HIS/HER GUEST AND WILL SUFFER THE CONSEQUENCES OF HIS/HER GUEST'S BEHAVIOR.** **REMINDER:** All school rules apply to you and your guest's actions going to, coming from and resulting from the prom.

4. WHAT ARE THE COSTS? The cost of the prom is to be determined by the prom committee.

5. WHAT IS THE DRESS CODE FOR THE PROM? All dress for the junior-senior prom must be formal, modest and appropriate for our school. The following are the specific guidelines which must be adhered to in its entirety. Students who violate the dress code will be offered alternative dress or expelled from the prom.

SUIT GUIDELINES

1. Formal wear
2. Collared shirts and jackets must be worn
3. Pants must be worn at the waist and with a belt
4. No casual head gear (i.e., do-rags, scarves, headbands, caps)
5. No sneakers or Timberland boots – dress shoes must be worn

GOWN GUIDELINES

1. Formal wear
2. **Skin must be modestly covered (NO belly buttons or breast can be visible)**
3. No casual head gear (i.e., do-rags, scarves, headbands, caps)
4. No bare midriffs allowed
5. No **extreme** splits
6. No materials exposing past the lower part of the back

IMPORTANT

All students attending the prom must be in school Friday before prom unless the absence is documented as excused. If the absence is unexcused monies will be returned and student will not be allowed to attend the prom. NO EXCUSES OR EXCEPTIONS!!!

I HAVE READ AND AGREE TO THE PROM RULES:

Student Name (print)

Student Signature

Date

SENIOR PRIVILEGES GUIDELINES

Seniors shall receive the following privileges provided (1) they are graduating with the class and (2) have met requirements for each privilege.

Seniors electing to participate in Class Night are entitled to the day off. The Class Night Program begins at 6:00 p.m.

Seniors who plan to continue their education after graduation shall be excused for one day during the school year to attend on-campus new student orientation programs which are sponsored by the school or college the senior may choose to attend.

- Parents or guardians of seniors must notify the school attendance office in writing in advance of the planned school visits. The senior will receive a verification slip.

- Each senior shall present the slip, signed by an official of the school visited, to the attendance office prior to being admitted to classes. The absence shall be considered unexcused if the slip is lost or improperly signed.

Seniors with an average of ninety-five (95) or higher may be exempted from second semester exams, in full year courses or ninety (90) or higher with three or fewer absences and no grade lower than "B" in citizenship.

Seniors shall be exempted from the second semester course during the first semester if the senior meets the criteria in number three (3) above.

All seniors are required to attend High School Day at JCJC.

MEDICAL CARE POLICY AND PROCEDURES

Laurel School District does not render medical care, except for first aid and emergency care administered by the school nurse and/or trained personnel. Parents/guardians/custodians will be notified immediately should a student become ill or injured at school. Parent/guardian/custodian will then take command of the situation. In the event the parent/guardian/custodian cannot be reached due to serious illness or injury to their child, the school principal and/or school nurse shall seek professional medical care appropriate to the situation. Such care shall be at the expense of the parent/guardian/custodian.

Parents/guardians/custodians are expected to give the school principal and/or school nurse any special information and/or instructions, regarding illness, injury, health history and/or medications, in writing and keep such information current.

STUDENT MEDICATION

The school shall not administer medication to students-not even aspirin.

Parents/guardians/custodians, who consider their child to be capable of administering his/her own medication, including medication for asthma and anaphylaxis should notify the school principal and/or school nurse in writing and the child will be allowed to self-administer. Asthma patients shall also provide the Principal with a statement from the student's healthcare practitioner indicating that the student has asthma and has received instructions in the self-administration of asthma medications. Upon request the school principal and/or school nurse will provide the parent/guardian/custodian a copy of the asthma and/or anaphylaxis action plan to be completed by

the physician. Laurel School District shall NOT accept any responsibility regarding student self-administered medication.

SELF-ADMINISTRATION OF ASTHMA/ANAPHYLAXIS MEDICATIONS

Laurel School District permits the self-administration of asthma and anaphylaxis medication pursuant to the requirements of this policy. A student with asthma and/or anaphylaxis is entitled to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school-provided transportation, or at a school-related event or activity if:

1. The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication.
2. The self-administration should be done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
 - a. Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;
 - b. A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
 - c. A written statement signed by the student/s physician or provider.
1. The signed parent's and physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.
5. The school board authorizes the school nurse or trained school employee to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.
6. All medications, including auto-injectable epinephrine and inhalers must be stored in the school nurse office at the child's attending school. Sixth grade through twelfth grade may keep asthma inhalers on his/her person.

ADMINISTRATION OF PRESCRIPTION MEDICATION

School nurse will not administer prescription medicine to a student unless the student's physician authorizes the school nurse to administer the medication. The parents/guardians are responsible for obtaining a physician's order authorizing the school nurse to administer the medication. The physician order should include:

1. Student's name
2. Diagnosis
3. Name of medication
4. Method of administration
5. Time/s to be administered
6. Dosage of medication
7. Date to discontinue/review
8. Physician's signature
9. Date

The parents/guardians/custodians are responsible for getting the medication to the school. All medication must be in a proper container with a current label from the pharmacy. Labels can serve as an acceptable medication order.

**LAUREL SCHOOL DISTRICT
PARENT AUTHORIZATION AND INDEMNIT AGREEMENT**

The undersigned parent/s or guardian of _____, a minor child, has requested personnel of Laurel School District to administer prescription medicine to this student. This request has been made for my/our convenience as a substitute for parental administration of this medicine. It is understood that school personnel administering the medicine will not have to have medical or nursing training.

I/We forever release, discharge and covenant to hold harmless Laurel School District, its personnel and Board of Trustees from any all claims, demands, damages, expenses, loss of services and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss or damages of any kind resulting from the administration of the prescription medicine.

The undersigned agree to repay Laurel School District, its personnel or Trustees any sum of money, expenses, or attorney's fees that any of them may be compelled to pay in defense of any action or on account of any such injury to the minor child as a result of the administration of medicine.

I have read the foregoing release and indemnity agreement and fully understand it.

Executed this the _____ day of _____, 20_____.

Parent or Guardian

Witness

Parent or Guardian

Witness

BULLYING/HARASSING BEHAVIOR POLICY AND PROCEDURES

The Laurel School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that said conduct 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 functions, 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.

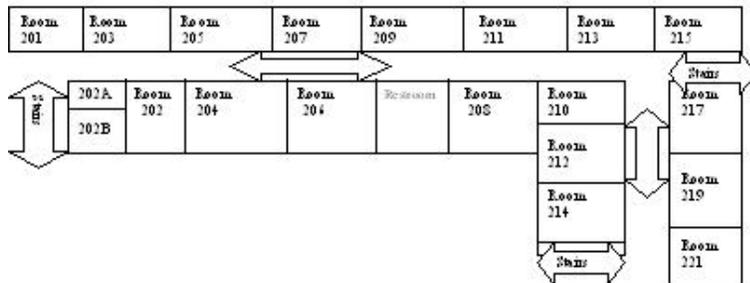
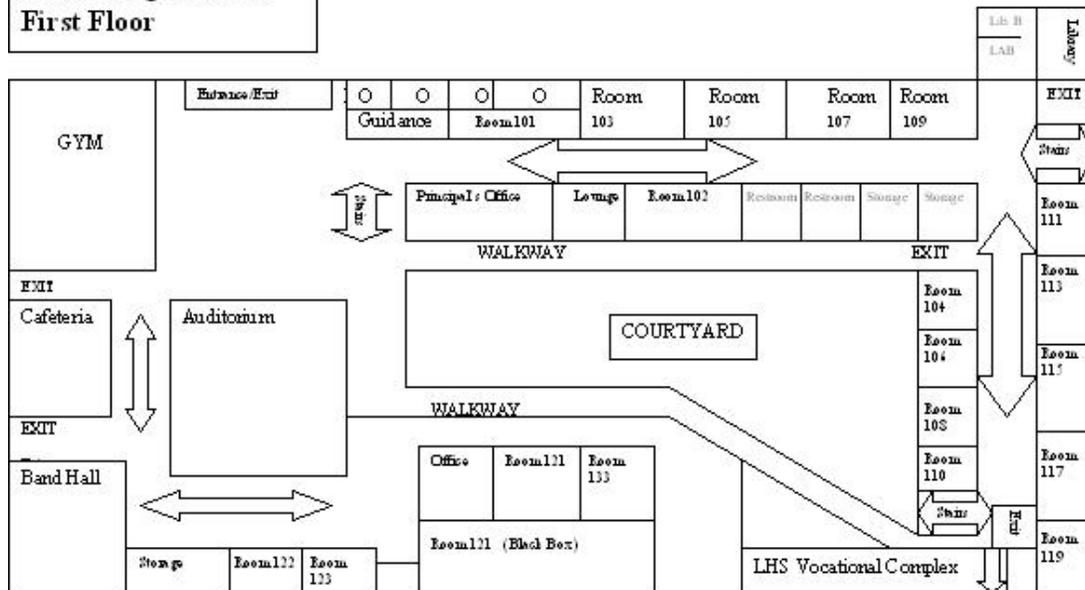
The Laurel School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The board directs the Superintendent or his designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Laurel School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Any student committing an act of bullying or harassing behavior as stated herein shall be subject to expulsion from the Laurel School District for one (1) calendar year or for such lesser discipline as may be determined to be appropriate by the Principal, Superintendent and/or School Board as appropriate.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

**Laurel High School
First Floor**



**Laurel High School
2nd Floor**

O= Office

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

Pursuant to Section 37-11-53 of the Mississippi Code, the Laurel School District through the medium of the Student Handbook has distributed to each student in the Laurel School District a copy of all the discipline policies and procedures followed by the Laurel School District.

By our signature, we the undersigned parent and student verify that I/we have received a copy of the Student Handbook which contains the discipline policies and procedures followed by the Laurel School District. I/we understand that any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, a handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm, or who commits a violent act on school property, shall be subject to automatic expulsion.

I/we understand that possessing, using, or being under the influence of alcohol or drugs shall result in automatic expulsion.

Student name: First & Last PLEASE PRINT

Telephone Number

Parent Signature(s)

Date

Student Signature

Date

Laurel School District
STUDENT DIRECTORY INFORMATION
DENIAL FORM

Student's Name _____ School _____
Home Address _____ Home Phone _____

Parents Rights Regarding Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's educational records, including directory information. Directory information means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, photograph, date of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

UNLESS THE PARENT OR GUARDIAN NOTIFIES THE LAUREL SCHOOL DISTRICT OTHERWISE WITHIN FIVE DAYS AFTER NOTIFICATION BY RECEIPT OF THE HANDBOOK, CONSENT IS IMPLIED FOR THE LAUREL SCHOOL DISTRICT TO RELEASE DIRECTORY INFORMATION.

Implied consent includes the release of student directory information, or for non-directory information such as student work, for use in the following ways.

1. On the Laurel School District web sites and social media accounts
 - The web sites and social media accounts will use student's names only. Personal information such as home address or phone number will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.
 - Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.
2. In material printed by the school or the Laurel School District or printed by publishers outside the Laurel School District
 - Printed material may include a child's full name.
 - Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisements.
3. In videos produced and broadcast by the Laurel School District or produced and broadcast by news organizations and others who receive approval from the Laurel School District.

This Student Directory Information Denial Form is available from each school's office or from the Laurel School District's web site at: www.laurelschools.org

I deny permission for directory information, including photographs, of my child to be published by the Laurel School District or to be released to any other publisher outside the Laurel Public School District.

Parent Guardian Signature _____ Date _____

This signed form should be kept on file in the school office.