

Long Beach Alternative School

**Student/Parent Handbook
2011 - 2012**

Approved by the Long Beach School District Board of Trustees
(Adopted by the Long Beach School Board on July, 2011)

SCHOOL CALENDAR FOR 2011-12

First Semester

| | |
|-------------------------------------|---------------------------------------|
| August 1 | First Day for Teachers |
| August 1, 2, 3 | Prof. Development/Teacher Workday |
| August 4 | First Day for Students/1st Nine Weeks |
| September 5 | Labor Day Holiday |
| September 7 | Progress Reports |
| October 5, 6 | Exams |
| October 7 | First Day 2 nd Nine Weeks |
| October 10 | Fall Break |
| October 13 | Report Cards |
| November 8 | Progress Reports |
| November 9 | SATP English II Writing Assessment |
| November 21-25 | Thanksgiving Holidays |
| December 5 | SATP English II Assessment |
| December 6 | SATP Algebra I Assessment |
| December 7 | SATP U.S. History Assessment |
| December 8 | SATP Biology I Assessment |
| December 15, 16 (Dec. 16 - 60% Day) | Exams |
| December 19-December 30 | Christmas Holidays |

Second Semester

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|------------------|--|
| January 2 | Prof. Development |
| January 3 | Students Return, First Day of 3rd Nine Weeks |
| January 11 | Report Cards |
| January 16 | Martin Luther King Holiday |
| February 3 | Progress Reports |
| February 20, 21 | Mardi Gras Holidays |
| March 1 | Grades 4 & 7 Writing Assessments |
| March 7-8 | Exams |
| March 9 | First Day 4th Nine Weeks |
| March 15 | Report Cards |
| March 21 | SATP English II Writing Assessment |
| April 2-6 | Spring Break |
| April 18 | Progress Reports |
| May 1 | SATP U.S. History Assessment |
| May 1 | Grades 5 & 8 Science Assessments |
| May 2 | SATP Algebra I Assessment |
| May 3 | SATP English II Assessment |
| May 4 | SATP Biology I Assessment |
| May 8-10 | MCT2 Assessments |
| May 16, 17 | Final Exams |
| May 17 (60% Day) | Last Student Day |
| May 18 | LBHS Graduation |
| May 18, 21, 22 | Professional Development |
| May 22 | Last Day for Teachers |

Total Student Days: 180

Total Teacher Days: 187

Make-up Days if Needed: October 10, December 19, December 20, January 2, February 20

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School Board

Ms. Angie Johnson, President
Mr. Tim Pierce, Vice President
Mr. James Stubbs, Secretary
Mr. Craig Carpenter, Member
Ms. Sandi Dulaney, Member

District Administration

| | |
|----------------------|--------------------------------------|
| Ms. Carolyn Hamilton | Superintendent |
| Ms. Christi Spinks | Assistant Superintendent |
| Dr. Tim Holland | Director of Federal Programs |
| TBA | Director of Finance |
| Ms. Madeleine Lord | Director of Student Services |
| Mr. Wayne Sprouse | Coordinator of Technology |
| Ms. Jerilyn Hurt | Director of Food Services |
| Ms. Terri D'Angelo | Coordinator of Athletics |
| Ms. Melanie Walton | Director of Curriculum Instructional |

Alternative School Faculty and Staff

| | |
|---------------------|-------------------------------|
| Ms. Pat Skellie | Principal |
| Ms. Victoria Magers | Counselor |
| Ms. Naomi Rutledge | Secretary |
| Ms. Teresa Barkum | Reading/English |
| TBA | Special Education |
| Mr. Ronald Skinner | MS Math/MS History/HS English |
| Mr. Thomas Mallini | MS/HS Science |
| TBA | HS Math/ HS Social Studies |

Long Beach School District Mission Statement

The Mission of the Long Beach School District is to develop to the fullest extent each student's unique talents, abilities, skills and knowledge.

Our Mission is our T.A.S.K.

- ▶ **TALENT:** the natural endowments of a person: a special often athletic, creative, or artistic aptitude: general intelligence or mental power
 - ▶ **ABILITY:** the physical or mental power to perform: competence in doing: natural aptitude or acquired proficiency
 - ▶ **SKILL:** the ability to use one's knowledge effectively and readily in execution or performance: dexterity or coordination especially in the execution of learned physical tasks: a learned power of doing something competently: a developed aptitude or ability
- KNOWLEDGE:** the fact or condition of knowing something with familiarity gained through experience or association: acquaintance with or understanding of a science, art, or technique: the circumstance or condition of apprehending truth or fact through reasoning

Long Beach School Alternative School Mission Statement

The mission of the Alternative School is to provide a safe structured environment that is conducive to assist students to gain academic and social skills as well as develop self-discipline in order to re-enter into the regular school program, pursue a high school diploma, or obtain a GED.

Long Beach Alternative School Goals

The purpose of the Long Beach Alternative School is to provide an alternative setting in which students may achieve academic success when he/she becomes unable to perform in a traditional school setting. It is the goal of the Long Beach Alternative School to provide a structured environment through which a student can maximize his/her academic potential and accelerate learning so that the student may succeed in the following:

- Academic progress with core curriculum**
- Obtain GED skills**
- Graduate from high school**
- Return to regular school**
- *Acquire employability skills**
- *Start a career path planning for future**
- Modify unacceptable behaviors /model acceptable social behavior**
- Remain drug and alcohol free**

The Long Beach School District does not discriminate on the basis of race, color, national origin, sex, handicap, religion or age in the admission to and provision of educational programs, activities and services or employment opportunities and benefits. The following office has been designated to handle inquires and complaints regarding the non-discrimination policies of the above mentioned entities: Kay Parker, Human Resources; Long Beach School District; 19148 Commission Road; Long Beach, MS 39560; (228) 864-1146

Referral and Enrollment Procedures

The Long Beach Alternative School will operate for students in grades six through twelve (6-12) who are suspended or expelled, or unable to function in a traditional school setting. Students who were previously placed for long-term treatment at a mental health facility or students who were assigned to a correctional facility must also be enrolled at the Long Beach Alternative School. The Teacher Support Teams of Long Beach Middle School and Long Beach High School, as approved by the principals may make referrals. Recommendation for referral may be made by youth court, counselors, family members, or principals.

Prior to any student being enrolled in the Long Beach Alternative School, he/she (accompanied by parent/guardian) must be present at an intake meeting. This meeting will be scheduled by the Alternative School principal. Students and parents/guardians should be prepared to stay approximately one hour in order to obtain student information and complete enrollment forms. A parent packet should be filled out previous to the intake meeting. Uniforms shirts may be purchased at this time.

Enrollment Policy

Each school will follow the procedures for student referral in order for a student to be accepted into the Long Beach Alternative School. Each enrolled student will have an Individualized Education Plan (IEP.) Each plan will state behavioral and academic objectives. This plan is intended to assist the student to achieve successful academic learning and appropriate social behavior skills.

Student Background Checks

Local law enforcement may be contacted to investigate any prior criminal activity. Information may be used to determine enrollment eligibility.

Exit Policy

Students must be enrolled a minimum of forty-five (45) days before they will be allowed to return to their home school, unless otherwise stated by the school board. Successful completion of the session is determined by academic and behavioral performance during that session. If a student is successful in completing a forty-five day session, and that session ends close to the end of a nine-week term, he/she will remain until exams are issued. If a student has not earned the required points, he/she must return for an additional forty-five day session.

In order to exit the program, students must meet the following criteria for approval:

1. Maintain a Level 1 - 90% of the 45 days assigned or a calendar year if issued. (A student must continue to maintain 90% of his/her points for the remainder of the 45 day term even if he/she has acquired the sufficient points to exit.)
2. Achieving required basic skills in all courses.
3. Show improvement in behavior or attendance
 - a. **Complete 45-day session without being suspended 10 school days prior to exit date.**
4. Be recommended by the Long Beach Alternative Principal and LBAS Faculty for regular school placement
5. Receive acceptance of the recommendation by the Long Beach School District Superintendent or her designee.
6. Participate in a re-admit conference at the base school with the Alternative School counselor, parent, and base school staff.
7. If the transition team deems it necessary for behavioral reasons, the student may be placed for a specific time in an afternoon class until student is ready for complete transition.

Procedures for Student Referral from the Home School For Placement at Long Beach Alternative School

1. At-risk students may be referred to the principal by school personnel, parent, or community agency.
2. The school principal and/or counselor compile files, disciplinary records, attendance records, a copy of transfer grades, completed referral forms, interventions, etc., to substantiate the referral.
3. The Teacher Support Team (TST) reviews the data and makes a decision: 1) try another intervention; 2) remain in regular school setting; or, 3) refer to the Alternative School
4. If the TST decides to refer a student to the Alternative School, a parent conference is scheduled to explain the reason for placement at the Long Beach Alternative School.
5. The referral packet is forwarded to the school's administrator to ensure that all information required has been submitted.
6. The referral packet is sent to the Long Beach Alternative School Principal.
7. On acceptance of the referral packet by the Alternative School, the principal will contact parents/guardian requesting an intake meeting with principal and counselor for enrollment. An intake meeting with the principal must be held before a student enters the program.
8. Special Education Program referrals will meet criteria set forth by federal and state guidelines.

Counseling Program

The Long Beach Alternative School Counseling Program strives to assist students with prevention skills and strategies. These are intended to help prevent discipline problems by utilizing behavioral interventions as well as develop long term strategies to foster change from negative to positive behaviors. The primary goal is to help develop self-discipline skills. Appointments or contacts with the counselor may be made at **865-1944**.

Counseling services include:

- Parent Meetings/Intake Session & Re-admit Conferences to Base School
- Individual Counseling/Group Counseling
- Guidance Activities/Substance Abuse Prevention & Anger Management
- Educational Planning
- Assisting with Student Appraisal
- Crisis Intervention
- Monitoring Incentive Points/Providing Notification of Weekly Behavioral Progress
- Coordinating Incentives for Target Behaviors Achieved
- Career Assessment
- Mendez Program
- *In Search of Character*-Character Education Program
- Mandated substance abuse counseling sessions
- Parent counseling available

Incentive Program

The Alternative School teacher is issued a daily behavior control card for each student. These cards list daily behavioral expectations and are sent home at the end of each day with the student. Weekly progress sheets with recorded earned points will be sent home at the beginning of the following week in order for parent(s) and student to review behavioral progress.

Points on this card are recorded and totals are used to determine exit status from the Alternative School after the minimum 45-day or calendar year placement. Additional information about percentage of points needed to exit this campus is stated in the **Level System** description..

Level System

The level system is comprised of five levels. The first or entry level is Level 5 and exit level is Level 1. The student must exhibit specific academic and social behaviors at each level to progress to the next level. When the student reaches Level 1 and maintains that behavior for 90% of the required time at the alternative school, a staff meeting will be held to determine if the student is ready to return to the regular education program.

If a student enters the Alternative School during the fourth nine-week session, he/she will be required to attend the Alternative School the following school year until the 45 day period is completed. If the exit day occurs close to the end of the nine-week term, he/she will remain at the Alternative School until exams are issued. Once a student is released from Alternative School and enters regular school placement, he/she may not re-enter Alternative School in the same year.

The student's academic and social behaviors are monitored daily in each subject area and other activities throughout the day. The student receives a "1" if he/she demonstrates appropriate behavior or an "X" if behavior is inappropriate. At the end of each day and at the end of each week, the student's points are tallied and a level is assigned based on points earned. A student must maintain a Level 1 - 90% of the 45 days assigned to be considered for referral back to the regular school. If the student has been assigned a calendar year, he/she must maintain 90% of the incentive points for each 45-day session. If four "X's" are earned due to inappropriate behavior on one day's card, a discipline referral will be issued which will result in a suspension.

Level System Criteria:

- *Attendance**
- *Awake**
- *Appropriate Behavior in Class by Following Classroom Rules**
- *Satisfactory Work**
- *Dress Code**
- *Breakfast/Lunch Conduct**

| | |
|---------------------|------------|
| Level One: | 90% - 100% |
| Level Two: | 80% - 89% |
| Level Three: | 70% - 79% |
| Level Four: | 60% - 69% |
| Level Five: | below 60 |

Curriculum

The focus of instruction will include basic skills in: English, math, science, social studies, reading, employability skills/ skills. The course curriculum is adapted to emphasize mastery of core objectives, character education, and awareness of basic life skills. The curriculum is designed to provide a more individualized approach to learning which may include individualized learning plans, personal responsibility for attendance, and personal/social development. Credit is given if required attendance and course requirements in class are met.

The purpose of the Alternative School placement is to provide the student with an opportunity to work toward established goals that will allow him/her to:

1. Re-enter the regular school program, or
2. Pursue a GED based on criteria established by the Mississippi State Department of Education:
 - a. Minimum Age for G.E.D. Testing: 16-20
 - b. Applicant must have failed two years or have no more than four (4) high school credits.
 - c. Not a discipline concern
 - d. Cannot be assigned to Alternative School
 - e. Must meet the G.E.D. Committee requirements
 - f. State requires a minimal score of 8.0 on the TABE Test to enter the G.E.D. program.

Instruction/Curriculum

Students will participate in a highly structured, restrictive environment. Lower student/teacher ratio allows more one-on-one interaction, however students may be expected to work independently on certain assignments. Students are enrolled in fewer subject area classes per day than in regular school, thus decreasing the amount of student movement and allowing more instructional time in each subject area.

Students are scheduled in classes based on required courses from their home schools. Core courses: English, math, science, reading and social studies are taught daily. Many required elective courses are not available.

Special Education

Prior to the enrollment of a special education student, an IEP meeting must be held at the base school to modify the current plan and to transition the student into the alternative education program.

Books

Any property belonging to the LBAS must be checked out before removing each day. Failure to return these materials will result in paying for books/materials before exiting the Alternative School.

Report Cards

Report cards will be mailed home and sent home with each student at the end of each reporting period. Report cards will not be distributed to students who owe school fees. The report card mailed to the parent will have two copies. One copy should be signed by the student's parents/guardians and returned to school with the student. (**Note: Yearly calendar is located in the beginning of handbook stating dates that report cards are issued.)

Academic Progress Reports / Behavioral Reports / Daily Control Sheets

Academic progress reports and behavioral reports will be sent home weekly with students. Daily control sheets will be sent home daily with students also. These reports will contain information regarding the students' academic performance as well as behavioral comments; incentive points earned weekly and accrued points for the placement. It is responsibility of the parent/guardian to check these reports.

Grading Scale

| Letter Grade | Points Value | Unweighted GPA Value |
|--------------|--------------|----------------------|
| A | 90-100 | 4.0 |
| B | 80-89 | 3.0 |
| C | 70-79 | 2.0 |
| D | 64-69 | 1.4 |
| F | 0-63 | 0.0 |

Unweighted GPA is computed on a 4.0 Scale

Absences and Excuse Policy

Punctual and regular attendance is essential in order for a student to experience academic success. Each student should attend school each day. When it is necessary for a student to be absent from school, the parent or legal guardian is required to telephone the office at 865-1956 on the day of the student's absence by 9:00 a.m. The student must bring written documentation to school **within five days of the absence including check outs** to be considered excused. A student who is absent from school is responsible for completing missed assignments.

Attendance Law

Attendance laws are set by the State of Mississippi. The state law serves to ensure those parents/guardians have their children in school unless an absence is absolutely necessary. **(See next page for State and School Board Policy.)**

Tardies

Student arrival time is 8:15 a.m. Classes begin promptly at 8:30 a.m. Students arriving late must be signed in by a parent/approved designee. Students arriving after 8:30 will be required to remain thirty (30) minutes after school on the day of the late arrival. If the check-in occurs after 8:55 it is considered an absence. A note is required for documentation of this absence. It is the parent's responsibility to pick up his/her child promptly after the detention at 2:15 p.m. On the fourth tardy and each, tardy thereafter will result in a one-day suspension.

Attendance Policy

The Long Beach School District emphasizes the importance of daily student success. Parents must notify the school office by telephone prior to or on the morning of the student's absence. **Phone calls do not constitute an excused absence.** It only informs the school that the parent is aware of the absence. **Documentation by parent or doctor of all absences are needed within five days of the absence.**

STATE LAW MS Code 37-13-91: After a student has accumulated five (5) or more unexcused absences, the MS State Attendance Officer employed by the State Dept. of Education will be notified.

Students will be allowed eight (8) absences per yearly course, four (4) per

semester class, or two (2) per quarter class which may be excused if documentation is provided by parent/guardian. The first note received from a parent regardless of the number of classes absent will be used as the allowable documentation. A note may cover more than one day's absence, but no more than the allowable number of days per term to be excused. For these absences, students will be allowed to make up the work missed provided an excuse is received by the school **in writing no later than five (5) days after the absence occurs**. After the allowable number of days, a student must provide a doctor's excuse in order for any absence to be excused and credit to be given for missed class work. **Students who have numerous excused absences or who are assigned to a youth court detention center may have extended placement at the Alternative School to complete assigned term.**

An excused absence is defined in **MS Code 37-13-91**. Such absences may include **school business, illness or injury, death, or serious illness in the immediate family, court proceedings, or religious observance**. Absences due to illness must be documented by a doctor.

Written documentation for an excused absence must be submitted to the principal's office **within five days of the date the student returns to school**. Any absence over the allowable days and not excused as stated in the above attendance policy, will be classified as unexcused and the student will not be permitted to make up any work missed during this absence. This includes, but is not limited to, tests, homework, class work, class reports, etc. Projects assigned prior to the absence, but due on the unexcused day, will be accepted with a penalty for each day not submitted.

For any absence that is classified unexcused, the student will receive a zero (0) if a grade was given on the day of the unexcused absence(s).

Absences due to suspension from school (OSS) will be considered academically unexcused absences and graded work or any assignment given on the date of the suspension cannot be made up. The suspension days will not be included in the number of unexcused days that determines loss of credit.

High School students must meet the following attendance requirements to receive Carnegie Unit Credit:

- 9-week classes** - No more than one unexcused absence
- 18-week classes** - No more than two unexcused absence
- 36-week classes** - No more than four unexcused absences

Summary of Attendance Policy

- *Documentation of any absence must be submitted to the office within five days of the student's return to school.*
- *A phone call to the office to report an absence does not constitute an excused absence.*
- *When a parent signs a check-out form this does not constitute an excused absence.*
- *A parent may take their child to a school nurse at any Long Beach School. The nurse will provide an excused note if your child is eligible.*
- *If your child has a chronic illness (migraine, headaches, asthma, severe allergies, etc.,) your child's doctor must provide a diagnosis yearly. The parent may then write a note documenting each absence from the chronic illness.*
- *If your child has a doctor's note for a specified time period and your child is not recovered, the parent may write a note requesting a brief extension of the doctor's note.*
- *Please note the number of allowable absences depends on the length of the course. (See the chart above.)*

Loss of Credits/Promotion Appeals

Students who miss more than the allowable number of days/classes may request a waiver for loss of credit or promotion from the Long Beach School District Attendance Committee. The Attendance Committee is made up of teachers and administrators within the district. Upon exceeding the maximum allowable absences, it is the responsibility of the **parent/guardian to request a waiver for loss of credit** or promotion. This request must be received in writing by the building principal by the end of the grading period for credit to be received. The waiver request must explain the nature of the extenuating circumstances for the absences. Failure for parent to request a waiver for loss of credit or promotion within the designated time frame will result in loss of credit or retention.

A "NC" will be issued until attendance waivers are approved/declined. Any declined "NC" will be changed to F (50%). The waiver will allow a student to receive a credit earned; it does not allow the student to make up work missed. High school students who require more than one waiver will be required to log seat hours to recover the credit. Each subsequent waiver will result in more seat hours required to recover the credit.

Leaving Campus

A student is considered to be in attendance at the Long Beach Alternative School immediately upon entering the school bus, campus and/or grounds. No student, whether transported on public or private conveyances, may leave the school campus or grounds without first obtaining written permission from the principal. Failure to comply with the above policy will result in disciplinary action or arrest.

Checking Out of School

No student shall leave school without permission from the principal or designee. Students shall be allowed to check out of school for personal illness or verified emergencies. A parent/guardian/designee must sign the student out at the front desk. Parent must submit documentation for check-out absence within five days.

Transportation

Students may be transported to and from school each day by bus. Students may not drive personal cars nor walk to the Alternative School. Students brought to school by their parents must be signed in by their parents at the front desk. Students being picked up by parents must be signed out at the front desk. Parents must pick up their child no later than 1:45 p.m. or the child will be required to ride the school bus thereafter.

Food Services

Breakfast and lunch will be served to students on site. All students will be served breakfast at 8:15 a.m. each week day. The cost for breakfast is \$1.50 and lunch is \$2.25. Cafeteria personnel will collect fees for breakfast and lunch once a day for both meals during breakfast. Students are not allowed to bring lunches or food into the school.

School Safety

In order to ensure the safety of students and staff, certain procedures will be implemented at the Alternative School. Students are not to bring any materials to school except those directed by the teacher (i.e. homework). Students will not bring book bags, pens, purses, brushes/combs, jewelry, cell phones, or make up to school.

A student search is conducted by school officials before students enter the school building each morning and metal detectors are utilized to ensure safety. If any items are confiscated, these items will be held until student exits from the Alternative School. Cameras are placed in each classroom, kitchen area, and entrance of the Alternative School building. A monitor is located in the principal's office for constant observation of the students. Students are not to leave the foyer without being searched.

Search and Seizure

When a principal or his/her designee has probable cause or reasonable suspicion, that school official has a legal right and responsibility to search desks and the student/person for any item specifically prohibited by law and/or school board policy. A witness is to be present during any search and prior warning is **not** necessary. A law enforcement officer may search a student if requested by the school administrator.

Medication

It is the preference of the Long Beach School District not to administer prescription medication to a student. It is understood that there are situations that justify school personnel dispensing prescription drugs. If such a situation exists, the **parent must bring the medication to the school**, in the original prescription bottle, which must be properly labeled as prescribed by law. A written consent form must be signed by the parent before medication may be dispensed. All approved medication must be kept at the front desk, and it is the responsibility of the student taking the medication to keep up with his/her medication time. **NO STUDENT AT ANY TIME MAY HAVE POSSESSION OF PRESCRIBED OR OVER-THE-COUNTER MEDICATION ON ANY SCHOOL PROPERTY INCLUDING THE SCHOOL BUS.**

Illness or Injury

Students who become ill or are injured at school will be given basic first aid as deemed appropriate. The parent/guardian of students who needs off-campus medical attention will be notified immediately. **It is the responsibility of the parent/guardian to provide current working phone numbers so emergency contacts can be made. Parent/guardian must inform the school in writing of any telephone or address changes that may occur.**

Parent-Teacher Communication

Parent-teacher communication is an essential part of the educational process. Weekly communication will be sent home with students concerning their behavioral progress that week. **If parents wish to schedule an additional conference with their child's teachers, counselor, or the principal, they may contact the school office at 865-1956.**

Sleeping In Class

A student is not to sleep in class or put his/her head down. If this occurs, the student may be asked to stand by a podium in order to continue class work. Repeated violations will result in being sent home and losing incentive points. Repeated infractions of sleeping in class or lethargic behaviors may result in drug testing. This could result in an extended placement at the Alternative School or a recommendation for expulsion.

Telephone Use

No personal calls will be allowed to be made on the office telephone with the exception of an emergency. No student shall be allowed to leave a class to use the telephone without permission of the teacher. **NO CELL PHONES ARE ALLOWED AT SCHOOL OR ON THE SCHOOL BUS. Cell phones will be confiscated and will be held by the principal until student is released from the Alternative School.**

Computers

The Alternative School provides each student the opportunity to complete a portion of his/her work with the use of network software programs. Students are allowed to use the computer programs when authorized by the teacher at designated times. Any violations of this rule will result in serious disciplinary actions. Damage to the computers, computer cubicles, or programs will also result in student disciplinary action and fines for damage will occur. See internet policy on pages 33-37.

Dress Code

Students at Long Beach Alternative School will be encouraged to take pride in their appearance and strive to meet public expectations. Students should be neat and clean. Safety, health, and individual dignity provide the basis for any dress code. If clothing is disruptive to the learning environment, steps will be taken to deal with the individual student. Students must enter the school building in compliance with the dress code.

Teachers and/or staff may inform students about attire that may not be acceptable. Where there is doubt that a student is not adhering to the standards of dress code, the principal or designee will render the final decision.

1. No hats, caps or other head coverings are allowed.
2. Pants- Long solid-colored pants must be worn around the waist and must not sag. Loud, bright, or distracting colors are not permitted. Pants must have belt loops.
Due to searching procedures, pants must not have more than six (6) pockets and must not be extremely wide-legged fashion. Pants are not to be rolled up or the use of rubber bands to roll-up cuffs. Extremely tight fitting or any style of clothing tending toward immodesty is prohibited including "skinny jeans. "Tight fitting" jeans which may be deemed unacceptable will be determined by the principal.
3. Solid-colored belts are to be worn properly and visible at all times. Belts with large buckles or with metal studs are not allowed. If a belt is issued, no incentive points for dress code will be earned. The school will provide a "loaner" belt that must be returned at the end of the day. A fine of \$10.00 will be charged if belt is not returned.
4. Shoes must be worn at all times. House shoes or shower shoes are not permitted. Boots and are not allowed except in cold weather. Boots must not be loud in color or decorated. Boots are for practical use only, not a fashion statement.
5. No clothing with words, pictures, symbols, numbers, or writing can be worn.
6. No jewelry is to be worn with the exception of a wrist watch.
7. Appropriate undergarments must be worn at all times.
8. No wind-pants/nylon clothing or sweat pants may be worn.
9. Hair should be neat, clean, out of eyes, and should not distract from the learning environment.

- No unnatural hair colors will be permitted. Hair fashion is subject to principal's approval.
10. Any style of clothing considered immodest, indecent, or risqué is prohibited.
 11. Sunglasses are not to be worn in classroom or on the bus.
 12. Shirts are to be tucked in at all times so belts are visible. Undershirts or long sleeve t-shirts are permissible only under uniform shirts. No hoodies are to be worn in the classroom.
 13. Jackets must be removed upon entering the school building.
 14. No camouflage clothing is allowed.
 15. No shorts, skirts, or capris are allowed.
 16. No short or long sleeve shirts are to be worn over the LBSD uniform shirt.
 17. No holes in pants, if worn, infraction will be marked on daily point sheet

Uniform Shirts

Students attending the Long Beach Alternative School will be required to purchase and wear a Long Beach Schools uniform t-shirt each day. The cost of the t-shirts: short sleeve is \$8.00, long sleeve is \$10.00, and may be purchased at the Alternative School.

Bus Transportation and Conduct

Questions and inquiries regarding stops, routes and student eligibility must be directed to the transportation director of the school district. Students may only board and exit the bus at their designated bus stop. Failure to do this will result in suspension from the school bus.

Monitors are expected to keep order and discipline on the bus. The bus driver's primary responsibility is driving the bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in his/her being subject to disciplinary action by the Alternative School principal which may include suspension from school or bus. Therefore, students are expected to cooperate with the following regulations:

Bus Rules

1. Students are to obey all orders of the driver and show proper courtesy and respect.
2. Students must be at assigned stops at loading time.
3. Students are not to touch the outside of the bus, not to hang heads, arms, legs, bodies, or hands out the windows of the bus.
4. Students are to be seated in their assigned seats immediately upon entering the bus and are to remain seated until arriving at their destination.
5. Loud talking and other loud noises are not permitted on the bus.
6. Students are not to assault or harass in any way other students -- either at the bus stop or on the bus.
7. Vulgar language and obscene gestures are prohibited.
8. Students will board the bus; exit the bus according to the instructions of the driver.
9. Students will be held financially responsible for any damage to the bus including seats.
10. Students may not exit the bus while being transported to or from school.
11. Students are not to throw objects while on the school bus.
12. Students must remain in proper dress code at all times.
13. Students are required to assist in keeping the bus clean.
14. No beverages or food may be consumed on the bus.
15. Chewing gum and chewing tobacco are prohibited on the bus.
16. Students must wait until the bus comes to a complete stop before entering or exiting.
17. No electronic devices of any type will be allowed on the bus.
- * 18. Students are not permitted to stand on the roadway or play while waiting for the bus.
- * 19. Students are not to fight or wrestle on the bus or at the bus stop.
- * 20. Students can not possess weapons of any kind.
- * 21. Smoking is prohibited on the bus/ bus stop.
- * 22. Students are not to ride outside the bus.
- * 23. Any drugs, medications, and alcohol are prohibited.
- * 24. Students are not to commit any other act of improper conduct.
- * 25. Students are not to talk about weapons, gangs, sex, violence, or drugs on bus.

Students not following these regulations will result in:

First Offense: Suspended from the bus for 3-5 days

Second Offense: Suspended from the bus for 5-10 days

Third Offense: Suspended from the bus for one month

Fourth Offense: Expelled from the bus for the remainder of the student's placement

- * These offenses may result in expulsion from riding the school bus. In addition, any student breaking rules 18 through 25 may be suspended or expelled from school.
- ** If the student is suspended from riding the bus, it then becomes the parent's responsibility to arrange transportation for the student. Failure to arrive at school due to bus suspension will be considered an unexcused absence. Students must arrive at school at 8:15 a.m. and must be picked up at 1:45 p.m.
- *** Students must obtain written parent permission to be dropped at another location other than their own bus stop. Parent note must be signed by principal and be given to the bus driver.

Gangs, Gang Paraphernalia and Gang Language

Any student wearing, carrying, displaying gang paraphernalia exhibiting gang behavior, gestures, drawings, or writing, which symbolizes gang membership, will be referred to the principal for disciplinary action. The participation in activities, which intimidate, affects the attendance, or performance of another student shall be subject to the appropriate disciplinary action.

District Drug Intervention Program

Students who are assigned to LBAS due to a substance abuse policy violation are mandated to attend a six-session drug education/prevention program provided free of charge by an approved mental health professional. Failure to attend all six sessions may result in an extended placement at LBAS. These sessions will occur from 1:45-2:45 and parent must provide transportation after sessions are completed.

Discipline

The objectives of discipline within the school may be considered threefold:

1. To establish and maintain favorable learning conditions free from distraction and misbehavior.
2. To establish and maintain respect for authority within the school
3. To develop student goals, interests, and skills that foster self-government and good citizenship.

The principal has the authority to administer any disciplinary action, approved by the Long Beach School Board, necessary to enforce the policies of the Long Beach School District. This may include the involvement of appropriate law enforcement or juvenile authorities. Any student who exhibits violent behavior will be expelled from the Long Beach Alternative School.

The Long Beach Alternative School supports the teachers' right to teach and the students' right to learn. Behavior which interferes with the teacher from teaching or the student from learning will not be tolerated. **Students who are "habitually disruptive" will be recommended for expulsion from the Alternative School.** Effective discipline requires the shared responsibility of parents, student, and school personnel.

Parents are notified of a suspension by telephone and/or by letter. Incidents may require a student to be suspended immediately if the infraction affects the general welfare of other students and/or school personnel.

Rules Governing Student Behavior

1. All students must enter the building through the front entrance.
2. Violent behaviors will not be tolerated and an arrest may occur.
3. Students may not be allowed to engage in inappropriate comments, or discussions pertaining to violence, weapons, drugs, or sex.
4. Gang paraphernalia, signs, or handshakes will not be permitted on school premises.
5. Smoking or drug paraphernalia will not be permitted on school premises.
6. Symbols/names are not allowed to be worn on clothing.
7. Cell phones, CD players, radios, jewelry, make-up, or toiletries items are not to be brought to school.
8. Students should not bring more than \$5.00 to school daily.
9. Students will be removed immediately from school if they are under the influence of alcohol, drugs, or weapons.
10. Students may not intimidate or sabotage another student's release date from this school.
11. Absolutely no horse playing, wrestling, or fighting are allowed on school premises. Use of profanity, vulgarity, or inappropriate language is prohibited.
12. Students will not be allowed to leave campus without permission from the principal or his/her designee.
13. No gambling of any sort permitted.
14. No public display of affection is allowed on school premises. (No touching)
15. Long Beach Alternative School students are not allowed on the campus of Long Beach High School, Long Beach Middle School, or any other Long Beach School District property at any time including ballgames or any other activities.
16. Students are not allowed to alter computer programs or obtain internet access unless authorized.
17. Students are required to return weekly progress sheets signed by parent the following school day.
18. Students are not permitted to be in unauthorized areas.
19. Students are not to leave the foyer area until they have been searched and directed by authority to move to another location.

THESE RULES WILL BE STRICTLY ENFORCED.
ALL VIOLATIONS WILL RECEIVE APPROPRIATE AND IMMEDIATE
DISCIPLINARY ACTION.

Discipline Program

| Rule Violations | Consequences |
|---|--------------|
| *Open defiance of a teacher/administrator | 1-5 |
| *Profanity or vulgarity | 1-5 |
| *Possession of or use of tobacco products..... | 1-5 |
| *Use, sale, or possession of drugs, or drug-related paraphernalia on or near school | 3-5 |
| *Defacing or damaging school property (may include restitution for damages)..... | 3-5 |
| *Fighting at school or on the way to or from school | 3-5 |
| *Use or possession of dangerous objects..... | 3-5 |
| *Use or possession of fireworks | 3-5 |
| *Improper behavior in the cafeteria or on school campus | 1-5 |
| *Being in an unauthorized area..... | 1-4 |
| *Improper behavior at school activities | 1-5 |
| *Violation of dress-code (students will meet dress code requirements before attending class)..... | 1-4 |
| *Theft..... | 1-5 |
| * Truancy | 1-4 |
| *Loitering in areas near school campus..... | 1-4 |
| *Wearing of gang emblems/symbols or possession of gang paraphernalia | 1-5 |
| *Leaving campus without authorization..... | 1-4 |
| *Gambling or possession of gambling devices..... | 1-4 |
| *Harassment, intimidation, threatening of other students or school personnel | 1-5 |
| *Refusal to identify to properly when requested by a school staff member..... | 1-5 |
| *Tardies..... | 1-5 |
| *Disobedient, discourteous and disrespectful behavior..... | 1-5 |

Discipline Ladder

- | | |
|---------------|--|
| Step 1 | 1: Student Conference 2: Contact Parent/Conference 3: Counseling Referral |
| Step 2 | 1: Student Conference 2: Contact Parent/Conference 3: Counseling Referral 4: 1 Day OSS |
| Step 3 | 1: Student Conference 2: Contact Parent/Conference 3: Counseling Referral 4: 2-3 Days OSS |
| Step 4 | 1: Student Conference 2: Contact Parent/Conference 3: Counseling Referral 4: 4-5 Days OSS 5: Student May Be Recommended For Expulsion |
| Step 5 | 1: Contact Parent/Conference 2: 9 Days OSS 3: Student Recommended For Expulsion |

Expulsion

Expulsion is the total exclusion from the Long Beach Alternative School. Recommendation for expulsion to the Long Beach School Board will occur when a student through his/her conduct continues to disrupt the teaching/learning process, is a danger to himself or others within the school environment, or acts in violation of local, state or federal law.

Expulsion notice (Ms Code 37-15-9): A child or parent must now indicate on the school registration form if the child has been expelled from any public or private school or is currently a party to any expulsion proceedings.

The superintendent or principal has the authority to recommend expulsion for any student who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other instrument considered to be dangerous and capable of causing bodily harm, or one who commits a violent act on school property. The expulsion will take effect immediately subject to constitutional due process rights.

Any student who fails to earn the necessary points during his/her recommended placement will be required to complete another 45-day placement. Students will be recommended for expulsion if he/she has not achieved the 90% of the points needed by the third consecutive 45-day term.

Student Due Process Hearing for Expulsion

The principal will send a letter of recommendation to the superintendent. Within ten (10) days, the superintendent by letter will contact informing the parent or guardian of the recommendation for expulsion of their child. The parent/guardian must request a hearing within ten (10) days of receiving the letter from the superintendent. A hearing shall be held by the school board to determine the evidence presented by the principal and to hear any rebuttal from the student, parent/guardian. Although the hearing will be conducted informally, the student and parent/guardian have the right to the following: (1) have counsel present at the hearing, (2) cross-examine or otherwise pose questions to persons giving statements adverse to student, (3) offer statements by student and parent/guardian or any other person who has information relevant to the charges advanced by the principal.

Sexual Harassment

The Long Beach School District will not tolerate sexual harassment activity by any of its employees or students. Sexual harassment is a form of sexual discrimination and violates both federal and state laws. Individuals who harass may be personally liable under civil suits.

Sexual harassment is unwanted sexual behavior of a verbal, visual, or physical nature that occurs when one person has formal or informal power over the other when the behavior interferes with learning opportunities or creates an intimidating, hostile, or offensive educational environment. Students and staff have been informed on what constitutes sexual harassment is.

Examples of behaviors that can be sexual harassing, but not limited to:

1. **Direct or indirect threats or bribes for unwanted sexual activity**
2. **Sexual innuendos and comments**
3. **Asking or commenting about a person's sexual activities**
4. **Humor or jokes about sex**
5. **Making sexually suggestive remarks, gestures, jokes, or remarks of a sexual nature about the student's appearance**
6. **Sexual touching, pinching, brushing, or patting**
7. **Displaying offensive sexual illustrations in the school**
8. **Graffiti about a person's sexuality**
9. **Spreading rumors about a person's sexuality**
10. **Sexually referenced name calling**
11. **Letters, notes, telephone calls, or materials of a sexual nature**
12. **Stalking a person**

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem and can have a negative impact on class performance. It can make an individual feel angry, powerless, and fearful. It can also cause dysfunction and pain to those who are objects of sexual harassment and those who are not sexually harassed but are observers.

The fact that someone does not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases it is the effect of the characteristics of this behavior, not the intent of the person who is alleged to have harassed, that determines whether the behavior constitutes sexual harassment. Sexual harassment is not tolerated at Long Beach Alternative School and should be reported to the school staff.

Reports of sexual harassment will be investigated and immediate corrective action and/or consequence will be issued if allegations are substantiated, parents will be notified.

School Violence Act (July 1, 1996)

In the event the superintendent or his designee has a reasonable belief that an act has occurred on educational property or during a school related activity involving any of the offenses set forth in subsection six of this section, the superintendent or his designee shall immediately report the act to the appropriate local law enforcement agency. School property shall include any public school building, bus, public school campus, grounds, recreational area or athletic field.

Paragraph six of the School Violence Act reads: For purposes of this section, unlawful activity means any of the following:

- a. Possession or use of a deadly weapon, as defined in section 97-37-1;
- b. Possession, sale or use of any controlled substance;
- c. Aggravated assault, as defined in section 97-3-7;
- d. Simple assault, as defined in section 97-3-7;
- e. Rape, as defined under Mississippi Law;
- f. Sexual battery, as defined under Mississippi Law;
- g. Murder, as defined under Mississippi law;
- h. Kidnapping, as defined under Mississippi law; or
- i. Fondling, touching, handling, etc., a child for lustful purpose, as defined in section 97-5-23.

REASONABLE SUSPICION TESTING

If there is reasonable suspicion to believe that a student has abused alcohol, tobacco or drugs, or is under the influence of alcohol or any prohibited substance during the time period that the student is under and subject to the jurisdiction of the Long Beach School District in violation of **Long Beach School District Policy JCBJ “Alcohol Use/Drug Abuse by Students, Substance Abuse Testing”**, the student is subject to immediate disciplinary action and the consequences outlined in Section V of the Random Drug Testing Policy, and may be recommended for expulsion. The school district reserves the right to administer a breath alcohol test on any student where there is reasonable suspicion that he/she is under the influence of alcohol. The student, with the permission of his or her parent or guardian, may, at student/parent expense, voluntarily submit to an appropriate drug test (if applicable) to attempt to establish that he or she is not under the influence of any prohibited drug in violation of policy JCBJ. If the test results are negative, the district will pay the costs of the test. The school administration shall record in writing the factors which led to the school’s conclusion, shall stipulate the specific consequence to be administered, and shall attempt to inform the student’s parents or guardian of the option of submitting to a drug test. The results of any such testing shall be confidential but shall be communicated to the student, his or her parents or guardians and appropriate school and law enforcement authorities. The following circumstances shall constitute grounds for reasonable suspicion:

- Direct observation by a school district employee of drug, tobacco, or alcohol use or possession;
- Abnormal or erratic behavior indicating intoxication in class, at school or at a school event, function or activity, or at any time while under the jurisdiction of the Long Beach School District as stated policy JCBJ;
- Physical symptoms indicating intoxication including but not limited to glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- First-hand information provided by reliable and credible sources of use, possession or intoxication while at school or at a school sponsored or school approved function, activity or event, or at any time while under the jurisdiction of the Long Beach School District as stated policy JCBJ.
- The presence of the drug on the student, detectable by the senses, such as the smell of activated marijuana or alcohol; or
- Possession of illegal drugs; prescription drugs for which the student does not have a prescription; or alcohol containers or drug paraphernalia.

Any one of the above listed circumstances shall be sufficient to constitute grounds for reasonable suspicion. If one of the above listed circumstances is found, Long Beach School District employees and administrators may, but are not required to, consider the following factors in corroboration of the finding of reasonable suspicion:

- Excessive tardiness
- Excessive absenteeism
- Decrease in academic performance
- Any efforts to evade detection of the use or possession of drugs or alcohol or misrepresentations or untruths regarding the circumstances constituting grounds for reasonable suspicion;
- Information provided by reliable and credible sources of use, possession, or intoxication while at school or a school sponsored or school approved function, event or activity; Prior confirmed discipline for violations of this policy or violations of drug and alcohol laws.

Parental Responsibility and the Law

1. Weapons Possession

A parent may be guilty of a misdemeanor and fined up to \$1,000 and/or up to six (6) month in the county jail for knowingly allowing a child under 18 to have, own, or carry a concealed weapon. 97-37 Mississippi Code Annotated 1972.

2. General Responsibility for Child's Act

A parent, guardian, or custodian of a compulsory school age student enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds (fine not to exceed \$3,500). 37-1-53 Mississippi Code Annotated 1792.

3. Damages

The public school district is entitled to recover up to \$20,000 in damages in addition to any other recovery, from parents of a child 7 to 17 years of age who maliciously and willfully damages property belonging to the School District. 37-11-53 Mississippi Code Annotated 1972.

4. Attendance at Discipline Conference

Any parent, guardian, or custodian of a compulsory school-age child who shall fail to attend a discipline conference, to which such parent, guardian or custodian has been summoned, shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed \$250. 37-11-53 Mississippi Code Annotated 1972.

Any parent, guardian, or custodian of a compulsory school-age child, who refuses or willingly fails to perform any of the duties imposed, shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed \$3,500. 37-11-53 Mississippi Code Annotated 1972.

UNSAFE SCHOOL CHOICE OPTION

As required by No Child Left Behind, below is a copy of the Long Beach School District Unsafe School Choice Option policy. (No schools in the Long Beach School District have been identified as unsafe schools.)

UNSAFE SCHOOL CHOICE OPTION

Revised 01-14-08 JGF-1

(This policy addresses Certification of Compliance with Unsafe School Choice Option Requirements as required in the *Consolidated Plan for No Child Left Behind*)

1. The following definitions apply to this policy;

a. A “persistently dangerous school” is a public school other than a charter school in which the conditions during the past two school years continually exposed its students to injury from violent criminal offenses and it is:

(i) an elementary, middle, or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1000 students (2.0 or more per 100 students) in two consecutive school years; or

(ii) an elementary, middle or secondary public alternative school in which a total of 75 or more violent criminal offenses were committed per 1000 (7.5 or more per 100 or more violent in two consecutive school years; and

b. “Violent criminal offenses” are the following crimes reported in the Mississippi Student Information System:

Simple or Aggravated Assault as defined in Section 97-3-7 of the Mississippi Code Annotated 1972, as amended,

Homicide as defined in Sections 97-3-19, 97-3-27, 97-3-29, 97-3-31, 97-3-35, 97-3-37, and 97-3-47 of the Mississippi Code Annotated 1972, as amended,

Kidnapping as defined in Sections 97-3-53 of the Mississippi Code Annotated 1972, as amended,

Rape as defined in Sections 97-3-65 and 97-3-71 of the Mississippi Code Annotated 1972, as amended,

Robbery as defined in Sections 97-3-73, 97-3-77, and 97-3-79 of the Mississippi Code Annotated 1972, as amended,

Sexual Battery as defined in Section 97-3-95 of the Mississippi Code Annotated 1972, as amended,

Mayhem as defined in Section 97-3-59 of the Mississippi Code Annotated 1972, as amended,

Poisoning as defined in Section 97-3-61 of the Mississippi Code Annotated 1972, as amended,

Extortion as defined in Section 97-3-82 of the Mississippi Code Annotated 1972, as amended,

Stalking as defined in Section 97-3-107 of the Mississippi Code Annotated 1972, as amended,

Seizure and Forfeiture of Firearms as defined in Section 97-3-110 of the Mississippi Code Annotated 1972, as amended,

2. Whenever the State Board of Education has information that a school meets the criteria described in paragraph 1.a (i) or 1.a (ii), the State Board of Education shall provide the local board of education the opportunity to report on conditions in the school. After consideration of that report and consultation with a representative sample of local education agencies, the State Board of Education shall determine whether the school is a persistently dangerous school. Once a school has been designated a persistently dangerous school, it retains that designation for at least one school year.

3. Students assigned to a school which the State Board of Education has determined to be persistently dangerous shall be allowed to attend another school in LEA which is not designated a persistently dangerous school, provided there is such a school in the LEA which offers instruction at the student's grade level.

4. Any student who is the victim of a violent criminal offense committed against him or her while he or she was in or on the grounds of the public school that he or she attends shall be allowed to choose to attend another school in the LEA which is not designated a persistently dangerous school, provided there is such a school in the LEA which offers instruction at the student's grade level and provided the student requests transfer with 30 days of the violent criminal offense.

5. Local school systems shall establish a process for assuring any student who has the right to transfer to a school in the LEA, which is not persistently dangerous. The process must be included in the system's Safe School Plan.

If Mississippi Department of Education (MDE) informs the Long Beach School District that a school within the district has been identified as a persistently dangerous school according to MDE guidelines, the Long Beach School District will implement the following actions:

- 1.) Notify within 10 calendar days, parents of each student attending the school that MDE has identified the school as persistently dangerous;
- 2.) Offer students the opportunity to transfer to a safe public school, within the Long Beach School District, 14 calendar days prior to the opening of school;
 - a. The receiving school will be determined by the school district;
 - b. Transfers are limited to another Long Beach Public School and depend on space available;
 - c. Transportation by the district may be provided, but is not required;
 - d. Transfer will remain in effect as long as the original school is identified as persistently dangerous. The transfer may be temporary or permanent at the discretion of the school district.
- 3.) For those students who accept the transfer offer, complete the transfer within 20 calendar days.
- 4.) Develop a corrective action plan within 20 calendar days of notification; and
- 5.) Implement the plan in a timely manner.

- 6.) If a student becomes a victim of a violent criminal offense (as defined by MDE) while in, or on school grounds that the student attends, the Long Beach School District will offer to transfer the student to a safe school as outlined in section 2 within 14 days.
- 7.) Upon completion, of corrective action, the district will apply to MDE to remove the school from the list of persist dangerous schools.

6. The LEA shall report each student transfer effected pursuant to this policy to the State Board of Education in the Mississippi Student Information System.

Long Beach School District Acceptable Use Computer Network Policy

Internet:

The Long Beach School District is pleased to offer to the students, faculty, and staff access to the Internet and the District computers in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use many resources that are available to them.

Overview

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and the President signed into law, the Children’s Internet Protection Act (CIPA). The Long Beach School District is in compliance with CIPA.

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to “visual depictions” of obscene material, child pornography, and material that is “harmful to minors” when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called “hacking”, and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors’ access to materials harmful to minors. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a “good faith effort” to abide by the requirements of CIPA.

CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet Terms and Conditions of Use

Personal Safety

1. User agrees not to disclose, use, disseminate or divulge personal and/or private information about oneself, minors or any others. This includes individually identifiable information that is collected online, on a computer or portable storage device. Such information includes, but is not limited to: name, home address, telephone number, email address, social security numbers, credit card information, hobbies, interests, etc.
2. User will immediately report to Long Beach School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal Activity

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Long Beach School District laws, policies or regulations.
2. User agrees not to access, transmit, or retransmit copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User agrees not to access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, other weapons, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User agrees not to use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User agrees not to access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User agrees not to access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User agrees not to access, transmit or retransmit information that harasses another person, bullies another person (cyber bullying), or causes distress to another person.

System Resource Limits

1. User agrees to use the Long Beach School District network system and computers for educational and career development activities consistent with the educational objectives of Long Beach School District.
2. User agrees not to download any programs, games, freeware, movies, software, music, videos, etc.
3. User agrees not to download any attachments in email that has the potential to spread a virus, such as .vbs, .scr, or .exe files.

Long Beach School District Acceptable Use Computer Network Policy Page 3

4. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people).
5. User agrees NOT to access any chatting, blogging, instant messaging or social networking sites, such as, but not limited to, MySpace, Facebook, etc. User also agrees not to access or use any site that could potentially bypass the District’s technology protection measures.
6. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

User Rights

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore Long Beach School District may restrict user’s right to free speech for valid educational reasons. Long Beach School District will not restrict user’s right to free speech on the basis of disagreement with the opinions expressed by user.
2. User shall have the responsibility to use computer resources for academic purposes only. 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 staff member with the approval of school administration.
3. All users of the district’s network should assume that files stored on the district’s servers to be in the public domain, not as personal files for private purposes.
4. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Access and sites visited can and will be monitored at the specific individual level. Parents of minor users shall have the right to inspect the contents of user’s files.
5. Long Beach School District will fully cooperate with local, state and/or federal officials in any investigation related to illegal activities conducted through the user’s Internet account.

Security

1. User agrees not to attempt to access any websites or software on a computer that is not directly related to their classroom assignment or work assignment.
2. All users must use their own login and password. No user is allowed to use another user’s password. NEVER TELL ANYONE YOUR PASSWORD.
3. Users may be monitored while on district computers through tracking software.
4. User agrees not to use the District network or computers to download unauthorized files to portable storage devices or storage media devices such as movies, music, videos, sporting events, etc.
5. User agrees not to send unauthorized mass-mails.
6. User agrees not to change any computer settings.
7. Unauthorized computer systems will be denied access to the network.
8. User agrees not to respond to unsolicited online contact.

Long Beach School District Acceptable Use Computer Network Policy Page 4

9. User agrees not to browse and/or scan through other user's files on a hard drive, network, portable storage device, or use any other method of viewing files.
10. Any diskette, CD, DVD, flash drive or portable storage device content to be used in or on a computer and/or the network, shall be approved by the proper authority, such as teacher, supervisor, principal, superintendent, etc. Teachers, assistants, supervisors, etc. agree to monitor and check the content of the material on their student's device prior to the student downloading any material to a computer and/or the network and prior to their student uploading any material from the district computer and/or network to their device.
11. Users may not, at any time, or for any reason, possess a copy of the system password file, or any portion thereof. Attempts to log in as any other user or as a system administrator will result in severe disciplinary action and cancellation of user privileges.
12. User agrees not to purchase goods or services via the Internet, unless the purchased goods or services are for District purposes only. The District must have an established Internet account with the vendor prior to purchasing.
13. Cracking, hacking, phishing or otherwise breaking into accounts that users do not have full authorized access to, on this system or any other, possessing and/or running encryption/decryption/cracking/security analysis scripts or binaries, and/or other tools used to expedite the process of information on this network will not be permitted.
14. User agrees not to insert, use, or attach non-approved computers, communication and/or technology devices into the District's network.
15. User agrees not to download or install any software which requires making a file, without approval from the Technology Department. All software installation on district computers must be performed by the Technology Department after the proper licenses or authorizations for use have been acquired and verified.
16. All school related and district related correspondence with students, parents, vendors, business partners, etc. must be via the LBSD email account. Personal email accounts, such as AOL, Yahoo, Netscape, etc., will not be permitted for correspondence, as this mail may be intercepted and may contain viruses, etc, that could reach the district network.
17. At no time may a user copy and/or store District data onto a computer that is removed off site of the Long Beach School District, regardless if the computer is owned by the district or by a private owner. This includes but is not limited to MSIS data, financial data, student grade book data, employee or student data, etc. This data may not be removed from the district site in the form of data stored on disk, CD, DVD, backup tape, etc.
18. User agrees not to access Music/video/file sharing services (I.e. Napster, Kazaa, etc.) and any other illegal software or services on the District network. In addition to security concerns, these services are bandwidth "monsters". Also there are legal ramifications that are tied to users who use these applications to share files.

Long Beach School District Acceptable Use Computer Network Policy Page 5

19. User agrees not to listen to the radio, watch or download movies, sporting events, or other Internet streaming audio and/or video, as such activity uses a tremendous amount of bandwidth, affecting the network's speed and functionality.
20. User agrees to log off the network (Novell) when he walks away from the computer. NO computer connected to the network should ever be left unattended by the user who logged into the network. All users must log off the network and shut down the computer and monitor at the end of the day.

Liability –

The school district will not be liable for:

1. Information stored on school district diskette, CD, DVD, portable storage devices, hard drives or servers.
2. Information retrieved through school district computers, network, or online resources.
3. Personal property used to access school district computers, networks or online resources.
4. Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.

Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user or other networks connected with the Long Beach School District. This includes, but is not limited to, the uploading or creations of computer viruses. Vandalism also includes damage to the computer hardware.

Violations of Acceptable Use Computer Network Policy

Violation of this Acceptable Use Policy may result in the denial, suspension or cancellation of the user's privileges, as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state or federal law enforcement officials. Other actions not specified above may include but are not limited to monetary restitution, school suspension or expulsion, detention, termination of employment, etc.

At the discretion of the Long Beach School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

It may seem as though these policies could be easily broken and that the user would not get caught violating the terms of this policy. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

Long Beach School District Acceptable Use Computer Network Policy Page 6

Long Beach School District Acceptable Use Computer Network Policy Contract

******Please tear this sheet out of the handbook after you have read and signed all areas where indicated. It is essential that this be returned to school immediately in order that your child be able to benefit from all areas of the curriculum.**

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

Users: Students, Staff, Substitutes, Community Users:

School _____ Grade _____ Homeroom Teacher _____

User Printed Full Name _____ I accept and agree to abide by the Long Beach School District Acceptable Use Computer Network Policy.

I release the Long Beach School System and all other organizations related to the Long Beach School District Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from use of the Internet.

Date: _____

Signed: _____
(User Signature)

Parent Printed Full Name _____ I, the parent/guardian of the above, give permission for my son/daughter to use the Internet services provided by the Long Beach School District, and agree to accept all financial and legal liabilities which may result from my son/daughter's use of the Long Beach School District 's computers and Internet connection.

Date: _____

Signed: _____
(Parent/Guardian Signature)

Long Beach School District Notice for Directory Information

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

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

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

If you do not want Long Beach School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by two weeks from start of school. Long Beach School District has designated the following information as directory information:

- Student's name
- Address
- Phone Number
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received

Long Beach School District



Guidance Department

Dear Parents,

Throughout the 2011-2012 school year, the Long Beach School District Guidance Department will focus our classroom guidance lessons on various topics that will help your child to become better equipped at handling challenging situations (see table below).

| 9 weeks | Topic |
|-------------------------------|--|
| 1st 9 weeks | Tools for Academic Success |
| 2nd 9 weeks | Staying Drug and Alcohol Free |
| 3rd 9 weeks | How to Deal with Bullies |
| 4th 9 weeks | Dropout Prevention and Moving Forward |

We firmly believe that a successful student is one that has been not only been educated in the subject areas of reading, writing, and arithmetic, but also in the area of how to be mentally healthy and emotionally prepared to handle any challenge that life presents. Throughout the year we will also be offering parenting workshops/seminars on topics that we believe affect our students. We encourage you to be an active participant of these workshops and take advantage of the information that will be offered.

As always we are here to help in any way we can. In addition to our school guidance counselors, a district wide licensed certified social worker is available to provide individual and group therapy. If a crisis situation arises involving your child, school law permits counselors to act on a student's behalf without consent. If a teacher, administrator, or counselor refers your child for regular counseling services, you will be contacted prior to any counseling.

If you have any questions at all, please do not hesitate to contact one of the counselors listed on the next page. Thank you for allowing us the opportunity to serve your child!

Sincerely,

Long Beach School District Guidance Department

LONG BEACH SCHOOL DISTRICT COUNSELORS

Thomas L. Reeves Elementary School

Rachel Lacy, LPC 864-9764

W. J. Quarles Elementary School

Martha Gipson 864-3946

Harper McCaughan Elementary School

Marsha Bishop, LPC 863-0478

Long Beach Middle School

Lisa Starita 864-9737

Long Beach High School

Bitsy McDonald 864-4496

Adriane Matsenbaugh 864-4496

Shirley Hillman 864-4496

Long Beach Alternative School

Victoria Magers 865-1944

Long Beach School District Social Worker

Michelle Eleuterius, LCSW 864-9737

Consent for Counseling Services

I, the undersigned, do hereby authorize my child's **School Guidance Counselor and/or the School District Social Worker** to render counseling services to my child.

I understand that all information disclosed, except under certain circumstances, will remain strictly confidential. Any documentation will be maintained in a secure facility and will only be disclosed with your clear written release of information. The only exceptions to confidentiality are clear, imminent danger to self and others and/or if records are court ordered.

By signing this consent, I understand the above terms, and am providing consent for my child's **School Guidance Counselor and/or the School District Social Worker** to work with the following child:

_____ Minor's Name/Signature

_____ Date

I certify that I am the legal guardian and custodian for the above minor, and have legal authority to consent to the terms stated above.

_____ Parent/Legal Guardian/Custodian

_____ Date

Phone Number that Parent/ Legal Guardian may be reached at: _____

May I leave a message if there is no answer? Yes _____ No _____

CHILD NUTRITION PROGRAM

SCHOOL BREAKFAST AND LUNCH

Long Beach schools participate in The National School Lunch Program and School Breakfast Program, which are federally supervised programs with specific guidelines for meals. Each student meal is to provide 1/3 of the daily nutritional requirements for that age group and is a very good value. The minimum daily meal pattern is to include a meat or meat alternate, 2 servings of vegetable or fruit, bread, milk, and dessert when available. The minimum serving portions are regulated by the federal guidelines. According to nutritional standards, we serve whole grains, fresh fruits and vegetables at least three times weekly. We do not offer fried foods and serve only low-fat milk. We have offer vs. serve, whereby a student may choose 3 of the 5 components for lunch.

| | | | |
|--------------------|--------|------------------------|--------|
| Student Lunch Cost | \$2.25 | Student Breakfast Cost | \$1.50 |
| Reduced Lunch Cost | \$.40 | Reduced Breakfast Cost | \$.30 |
| Adult Lunch Cost | \$3.00 | Adult Breakfast Cost | \$1.85 |
| Guest Lunch | \$3.25 | Guest Breakfast | \$2.00 |
| Extra Lunch | \$2.85 | Extra Breakfast Cost | \$1.85 |

** The Child Nutrition Program does not allow schools to **charge meals** to students or teachers. The Long Beach School District has a **NO CHARGE** policy. After the third day with no money being received and no lunch being sent, the student will be sent to the office to call the parent for lunch.*

Students may purchase extra sale items only after a tray has been purchased. They may purchase extra meals, entrees, fruits and vegetables, milk, ice cream or snack items. All snack items sold are approved items from the Office of Healthy Schools. A student who brings lunch is only allowed to purchase milk, ice cream or water. No extra food sales are allowed to a student who has a negative balance on their account.

A monthly newsletter, which includes the menu is printed and sent home with your child. Please check this for any important information or reminders throughout the year.

MEAL PAYMENTS

All Cafeterias will accept advance payments for meals by check, cash or money order and on-line payments through www.schoolpaymentsolutions.com.

All **CASH PRE-PAYMENTS ON ACCOUNTS** must be sent in a sealed envelope, with the child's name, date, and amount enclosed, written by the parent. These envelopes will be kept as a record in the cafeteria. Any envelope can be used, including re-used ones, as long as it can be sealed or re-taped for security purposes. This procedure ensures accuracy in accounting and removes any burden from the teachers and children.

A check for any amount may be sent, however, any check that is returned Non-sufficient funds, will be deducted from your child's account, thereby eliminating the need to charge you additional fees for collecting. However, if this brings the accounts to a negative status, then the procedures for charging will be the same.

Failure to clear Cafeteria accounts will result in your child's records being held. All outstanding meal charges, not cleared by the last day of school, must be paid in **cash**

only, at the Central Office. After payment is received, a release form will be given to pick up records from the school.

ON-LINE PAYMENTS/ACCOUNT BALANCE

The district maintains the www.schoolpaymentsolutions.com website, which can be accessed from the district home page. This is a secure and convenient service to make on-line payments and this is **your resource for monitoring and managing your child's account. There is no charge to set up or view the account.** However, there is a small transaction fee if you choose to pay on-line. This account must be set up only one time and follows your child throughout the school career. You will need the child's MSIS number, which can be accessed by calling the Child Nutrition Office at 864-1337.

If you do not have internet access, it is your responsibility to contact the Cafeteria Manager or the Office of Child Nutrition to receive account details.

No notices of negative accounts will be sent home with your child as it is time consuming for the cafeteria and does not produce results.

APPLICATIONS FOR FREE/REDUCED MEALS

A child **does not** automatically qualify for a free/reduced meal just because he/she qualified the previous school year. One Application per household is to be filled out and may be sent to school with your youngest child. A non-readable form will delay your application processing. If you need assistance in completing the application or need additional information, you may call the Child Nutrition office at 864-1337.

If your child was a student in the Long Beach School District at the end of last school year, then the child will receive a meal according to that status for **the first 3 weeks** of school. Also, during this grace period, any kindergarten student entering the district will also be able to receive meals according to the sibling's status. However, it is **the responsibility of the parent** to notify the Child Nutrition office or the Cafeteria Manager, so that the child is placed with that family as our records do not indicate this.

As soon as an application is processed by the Child Nutrition office, the notification of status is sent home with the student. On **September 6, 2011**, the computer program automatically changes the previous year's status to **FULL PAY**, unless the new application has been processed. After this date, you must send money with your child.

FOOD ALLERGIES

For those students who have special needs, the cafeteria, in conjunction with the school nurse will work with the parents in managing allergies. **A doctor's request must be on file in the Child Nutrition office and must be made each year.** The monthly menu is sent home with the child or available in the cafeteria or office and the Director is available at all times for assistance by calling 864-1337.

Please adhere to all above policies so that we may maintain the healthy environment that is so important for the well-being of each child.

STUDENT BULLYING

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

The Long Beach 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 School Board directs the superintendent or designee to design and implement procedures for reporting, investigation, 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 Long Beach 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.

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

CYBERBULLYING

The Long Beach School District School Board strives to provide a safe, positive learning environment for all students. Therefore, it shall be a policy of Long Beach School District to maintain an educational environment in which bullying and cyber bullying in any form will not be tolerated.

- All forms of bullying and cyber bullying by Long Beach School District students are hereby prohibited. Anyone who engages in bullying or cyber bullying behavior in violation of this policy shall be subject to appropriate discipline.
- Students who have been bullied or cyber bullied shall promptly report the incident to a staff member.
- Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when an incident has been verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- Long Beach School District shall annually inform students that bullying or cyber bullying of students will not be tolerated.

Definitions

- Bullying and cyber bullying includes, but is not limited to, any pattern of gestures or written, electronic or verbal communication, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, or at any school-sponsored function or on a school bus. (Mississippi Senate Bill 2015)
- Mississippi cyber stalking laws make it a felony to use the Internet or cell phones to threaten bodily harm or to communicate repeatedly in order to threaten, terrify or harass a person.

(Miss Codes 97-45-15, 97-45-17, 97-3-107, 97-29-45, 37-11-67, 37-11-69)

***Cyberbullying – There are 3 types of punishment according to state law:**

- 1. Criminal Misconduct – 17 years and older (Felony)
16 years and younger (Youth Court)**
- 2. The victim's family can sue the bullying family with a civil law suit.**
- 3. The school system may punish.**

FOR NOTES OR QUESTIONS

FOR NOTES OR QUESTIONS

Important Phone Numbers

Long Beach Schools Superintendent's Office
(228) 864-1146, Carrolyn Hamilton, Superintendent

Long Beach Alternative School
(228) 865-1956, Pat Skellie, Principal

Long Beach Alternative School Counselor
(228) 865-1944, Victoria Magers

Long Beach High School
(228) 864-6945, Peter Dabbs, Principal

Long Beach Middle School
(228) 864-3370, Mary Jean Harvey, Principal

Harper McCaughn Upper Elementary School
(228) 863-0475, Kenneth Sims, Principal

District Transportation Office
(228) 867-1175, Bonnie Maggard, Director

Student Services
(228) 864-8085, Madeleine Lord, Director

