

# Harper McCaughan Upper Elementary School



## STUDENT and PARENT HANDBOOK

2011



2012

## Our Mission

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

## Our School Motto

**BEARCAT PRIDE - be Prepared, be Respectful,  
have Integrity, be Dependable, put forth Effort**

## Introduction

Welcome to the Harper McCaughan Upper Elementary of Long Beach. Our schools strive for excellence in all areas of school life. We are accredited by the State of Mississippi and by the Southern Association of Schools and Colleges. Policies and procedures have been developed to create and foster a positive learning climate for all students.

Please take time to become familiar with the contents of this handbook and refer to it throughout this school year.

## LONG BEACH SCHOOL DISTRICT ELEMENTARY SCHOOL CALENDAR FOR 2011-12

|                              |  |
|------------------------------|--|
| 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 7 .....              | First Day 2 <sup>nd</sup> Nine Weeks         |
| October 10 .....             | Fall Break                                   |
| October 13 .....             | Report Cards                                 |
| November 8.....              | Progress Reports                             |
| November 21-25 .....         | Thanksgiving Holidays                        |
| December 16 (60% Day).....   | Last Day of First Semester                   |
| December 19-December 30..... | Christmas Holidays                           |
| 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 .....                | Grade 4 Writing Assessment                   |
| March 9 .....                | First Day 4th Nine Weeks                     |
| March 15 .....               | Report Cards                                 |
| April 2-6.....               | Spring Break                                 |
| April 18.....                | Progress Reports                             |
| May 1 .....                  | Grade 5 Science Assessment                   |
| May 8-10 .....               | MCT2 Assessments                             |
| 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

# Table of Contents

|  |    |
|--|----|
| Introduction and the Mission of Long Beach Schools .....                             | 2  |
| 2011 - 2012 School Year Calendar .....   | 3  |
| Long Beach School District Directory .....   | 5  |
| Entrance and Residency Requirements, Tuition Policy .....                            | 6  |
| Emergency Information .....  | 7  |
| School Hours .....   | 7  |
| Attendance Policy .....  | 7  |
| Loss of Credit/Promotion Appeals .....   | 8  |
| Dismissal Precautions .....  | 8  |
| Visitations to School .....  | 9  |
| After School Activities .....  | 9  |
| Withdrawal from School .....   | 9  |
| The Library / Media Center .....   | 10 |
| Textbooks .....  | 10 |
| Homework, Home Study and Assignments .....   | 10 |
| Grades and Grade Reporting .....   | 11 |
| Promotion and Retention .....  | 12 |
| State and District Tests .....   | 12 |
| Observations/Screenings/Assessments .....  | 12 |
| Title I Program .....  | 12 |
| Student Conduct and Discipline .....   | 13 |
| Cyberbullying .....  | 18 |
| Parental Responsibility .....  | 19 |
| Automatic Expulsion Permitted .....  | 19 |
| Denial of Admission for Violent/Other Acts .....                                     | 19 |
| Conference Attendance .....  | 19 |
| Recording Device Policy .....  | 19 |
| Cell Phones .....  | 20 |
| Severity Clause .....  | 20 |
| Field Trips .....  | 21 |
| Student Fees .....   | 21 |
| Upper Elementary School Student Dress Code .....                                     | 22 |
| Transportation .....   | 23 |
| School Bus Discipline Policy - Behavior Guidelines for Grades 4-6 .....              | 24 |
| Medication, First Aid, and Communicable Diseases .....                               | 25 |
| Lice .....   | 26 |
| Safety and Emergency Plans .....   | 26 |
| Elementary Guidance Program .....  | 28 |
| Letter from LBSD Guidance Department .....   | 29 |
| LBSD Counselor Directory .....   | 30 |
| The Student Support Team .....   | 31 |
| Child Find .....   | 31 |
| Child Nutrition Program .....  | 32 |
| Additional Information .....   | 34 |
| Enrichment Program for Gifted Students .....   | 35 |
| Internet and Computer Use Policy .....   | 40 |
| Parent and Student Contracts Regarding Computer and Internet Use .....               | 45 |
| Release, Permission, Acknowledgment Forms Requiring Parent/Guardian Signatures ..... | 46 |
| Parent Advisory Committee .....  | 47 |
| Parents Right to Know .....  | 48 |
| Unsafe School Choice Option .....  | 49 |
| Notice for Directory of Information .....  | 51 |
| School Clinic Health Information and Consent Form .....                              | 52 |

## Long Beach School District Directory

|                           |  |          |
|---------------------------|--|----------|
| REEVES ELEMENTARY         | Larry Ramsey, Principal<br>Rachel Lacy, Counselor  | 864-9764 |
| QUARLES ELEMENTARY        | Lori Price, Principal<br>Martha Gipson, Counselor  | 864-3946 |
| MCCAUGHAN ELEMENTARY      | Kenneth Sims, Principal<br>Dr. Jenny Webber, Asst. Principal<br>Marsha Bishop, Counselor | 863-0478 |
| SUPERINTENDENT            | Carrolyn Hamilton  | 864-1146 |
| ASSISTANT SUPERINTENDENT  | Christy Spinks   | 864-1146 |
| DIR. FEDERAL PROGRAMS     | Dr. Tim Holland  | 864-1146 |
| DIR. OF SPECIAL EDUCATION | Madeleine Lord   | 864-8085 |
| DIR. OF CURRICULUM        | Melanie Walton   | 864-1146 |
| OFFICE OF TECHNOLOGY      | Wayne Sprouse  | 865-1943 |
| OFFICE OF CHLD NUTRITION  | Jerilyn Hurt   | 864-1337 |
| OFFICE OF TRANSPORTATION  | Bonnie Maggard   | 867-1775 |

### Long Beach School Board Members

*Angie Johnson, President*

*Tim Pierce, Vice President*

*James Stubbs, Secretary*

*Craig Carpenter, Member*

*Sandi Dulaney, Member*

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

## ENTRANCE REQUIREMENTS

Children who enroll in any Long Beach school for the first time must have an Immunization Certificate of Compliance and a certified copy of his/her birth certificate. Compliance certificates may be obtained from the Harrison County Health Department, military base clinic, or family physician. Copies of birth certificates, hospital certificates, and baptismal certificates are not valid for enrollment. The student's social security card is also requested.

## RESIDENCY REQUIREMENTS

Children must attend school in the district in which they reside. Students who are found to be illegally attending any school in the Long Beach School District can be denied credit for school attendance.

Illegal enrollment and attendance are defined as enrollment in and attendance of any student in a Long Beach school whose residence is in another school district. Please note that the Mississippi State Board of Education requires all public school districts in the state to verify that all students attending the schools in its district actually reside within the boundaries of the school district.

Verification of residency is the responsibility of the parent/guardian at the time of enrollment. Any two of the following documents may be submitted as proofs of residency in the Long Beach School District:

- Filed Homestead Exemption
- Mortgage documents or property deeds
- Apartment or house leases
- Utility bills (gas, water, electricity, telephone)
- Driver's license of parent or guardian
- Automobile registration of parent or guardian
- A notarized affidavit and/or personal visit by a school official – two proofs of residence must be provided by the person signing the affidavit.
- **Sorry Cell phone bills are not permissible**

Students whose home address has changed while attending Long Beach schools will be required to verify the new address. The school district may at any time require additional residency verification for any student.

**\*\*A Student Will Not Be Accepted for Enrollment until He or She Is in Full Compliance with this Residency Requirement.**

**Children of active duty military living in base housing may attend Long Beach School District with a release from their home school district.**

## TUITION POLICY

The Long Beach School Board has adopted a non-resident student tuition policy. Please contact the district office for further information.

## **EMERGENCY INFORMATION**

In a school setting, emergency illnesses or injuries do occur; therefore, the parent or guardian is required to provide emergency contact names and phone numbers. If the parent or guardian cannot be contacted, the school may have to notify the proper authorities for assistance. This may include contacting the family physician, Long Beach Fire and Rescue and/or Mobile Medic.

## **SCHOOL HOURS**

**Harper McCaughan instruction begins each day PROMPTLY at 7:30 a.m.**

It is extremely important that all children arrive and leave on time. Children are tardy if they are not in their classrooms by the 7:30 bell.

Parents should notify the school office by telephone prior to or on the morning of an absence. After a student has accumulated five (5) or more unexcused absences, the Attendance Officer in the Harrison County Youth Court will be notified.

For the safety and care of your children, it is very important that parents do not bring your children to school before 6:45 a.m.! This must be observed by all parents/guardians for the protection and safety of the children as adult supervision does not begin until that time.

## **LONG BEACH SCHOOL ATTENDANCE POLICY**

Parents must notify the school by telephone prior to or on the morning of the student's absence. This does not constitute an excused absence. It informs the school that the parent is aware of the absence.

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

## **ELEMENTARY SCHOOL**

Students will be allowed four (4) absences per semester excused by documentation provided by their parents, guardian or custodian and two unexcused absences. For all excused absences, students will be allowed to make up the work missed, provided an excuse is received by the school, in writing, no later than three (3) days after the absence occurs. After that allowable four (4) 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 will not be allowed to make up work for unexcused/undocumented absences. If a student has more than six (6) unexcused/undocumented absences per year, the student will not receive credit for the course or will not be promoted to the next grade (K-8).**

## **EXCUSED ABSENCES**

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, and religious observance.

## LOSS OF CREDIT/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 will be made up of teachers and administrators from the district. Upon reaching 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 grading period of the absence. The waiver request must explain the nature of the extenuating circumstances for the absences. Failure to request a waiver for loss of credit or promotion within the designated time frame will result in loss of credit or retention.

## DISMISSAL PRECAUTIONS (Board Policy J6FC)

### Students Checking in or Out of School

School personnel will assume responsibility for the student at the beginning of the school day. Therefore, dismissal of a student during the school day at other than regular dismissal times will be regulated by specific administrative guidelines.

One of the main responsibilities of the school is to protect and insure your child's safety. Therefore, the following procedures are necessary when checking out children from school.

1. All persons including parents/guardians must report to the office upon entering the building.
2. Students leaving school for any reason must be cleared through the school office.
3. Students may be checked out only to authorized persons (those designated on the Emergency Card by the legal guardian or parent). Unauthorized persons will not be allowed to take a child from the school.
4. Students that are car riders may only be picked up in the car rider line by individuals with a school issued car rider sign indicating who they are picking up. Every student will be given 2 car rider signs at the beginning of the school year. If an authorized person (those designated on the Emergency Card by the legal guardian or parent) does not have a car rider sign they may pick the student up through the office. Unauthorized persons will not be allowed to take a child from the school.
5. Upon leaving at the end of the school day, students are expected to go directly to their designated destinations. An Alternate Transportation form must be filled out by the parent and on file in the office if normal routines are to be changed. Telephone calls **cannot be accepted** to change normal routines. This applies to both temporary and permanent changes.
6. When a student leaves school early, it is the student's responsibility to obtain and make up work in accordance with the Attendance Policy. Check-ins, Checkouts and Tardies are recorded daily in the school office.
7. **Children who continuously check out early or who are habitually checking in late or tardy are severely disrupting the learning process. Therefore, excessive tardiness and checkouts may result in notification reports to the Attendance Officer and/or after-school detention.**

## VISITATIONS TO SCHOOL

Parents and guardians are cordially invited to visit. In order to maintain a safe climate and to insure instructional time, ALL VISITORS MUST CHECK IN THE PRINCIPAL'S OFFICE. Only persons wearing a **VISITOR PASS** will be allowed to enter any other part of the school campus.

1. Classroom visits and/or observations during school instructional time must be arranged by appointment through the principal.
2. **Impromptu conferences or conversations by a parent with a teacher during times when children are in the classroom for instruction cannot be permitted as it violates the students' rights to learn.**
3. Parent conferences with a teacher must be scheduled before or after school or during the teacher's planning period.

## AFTER-SCHOOL ACTIVITIES

Arrangements for after-school activities must be made **BEFORE** students leave home. Telephone calls will not be accepted for changing activities (i.e., going to another child's home, riding with someone else, not going home in the usual manner, etc.).

Students who do not have WRITTEN PERMISSION must follow their normal routine upon dismissal.

## PERMANENT WITHDRAWAL OF STUDENT FROM SCHOOL

Parents or legal guardians of students withdrawing from Long Beach Elementary Schools must complete the required paperwork in the school office. A Withdrawal Form must be completed by the student's teachers. All library books, textbooks, and lunch records must be cleared before the child's transfer record is completed. School records cannot be forwarded to the student's new school unless he or she has been properly withdrawn.

Permanent records cannot be given to parents or students, but will be forwarded to the school to which the student transfers, upon the receiving school's request. However, an Unofficial Copy of records may be requested by parents/guardians.

Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state laws, and the **Family Educational Rights and Privacy Act of 1974**

Parents are hereby advised that Long Beach Schools maintain files which include the following records on all students in each school:

- ★ Cumulative and Permanent Academic Record
- ★ Standardized Test Scores
- ★ Current Academic Achievement
- ★ Attendance
- ★ Student Conduct and Disciplinary Action
- ★ Pertinent Health Information
- ★ Psychological Testing and Reports

## THE LIBRARY / MEDIA CENTER

Our school has an extensive library staffed by a certified librarian and a library assistant. Every student is scheduled to attend a Library activity period once a week. In addition, all children are encouraged to go to the library at other opportune times during the day.

Library books may be checked out. Although fines are not charged for overdue books, students are encouraged to return books on time so that other books may be checked out. Students are responsible for returning books in good condition. Fines are charged for damaged books. The fine charged will depend on the severity of the damage and whether it can be repaired. The total replacement cost will be charged for a lost book. If the book is found and returned in good condition within the same school year, money will be refunded.

## TEXTBOOKS

Textbooks are furnished to every student at no charge. However, personal instructional supplies need to be purchased by the students.

Textbooks must last for a five-year period. Therefore, it is very important that reasonably good care be taken of them. The condition of the book is checked at the beginning of each school year and again at the close of the session. Mississippi law requires that fines be assessed for lost or damaged textbooks. The total replacement cost will be charged for a lost book.

## HOMEWORK, HOME STUDY AND ASSIGNMENTS

1. Write down all assignments before leaving school each day.
2. Set a specific time each evening for study.
3. Set up a **quiet** place for study at home which includes a desk or table with sufficient lighting.
4. Study every day and do not wait until the last minute to try to complete an assignment or study for a test.

Homework and home study are important in reinforcing what is learned at school. Good study habits, which must begin in elementary school, are essential to academic achievement. Assignments must be turned in on time. **Unless there are extenuating circumstances, late assignments will not be accepted after three (3) days.** Students will be allowed to make up work in accordance with the Attendance Policy as explained in this Handbook. In addition, the student is responsible for asking the teacher for work missed. Extra time allowed for make-up work to be completed will be in direct proportion to days absent. This work must be turned in within the specific time or the student will earn no credit for that specific assignment.

## GRADES AND GRADE REPORTING

The one hundred-eighty (180) day school year is divided into four grading periods of nine weeks each. Midterm Progress Reports are sent home midway through each nine week grade period and Report Cards are distributed one week after the end of each 9-week period. The report card should be signed by the parent/guardian and returned to school the following day.

| Letter Grade | Numeric Grade |
|--------------|---------------|
| A            | 90-100        |
| B            | 80-89         |
| C            | 70-79         |
| D            | 64-69         |
| F            | 63 or below   |

\*Library, Physical Education and Music grades are reported by E, S, N, U.

\*In grades 4-6, the core curriculum subjects are reported with numerical and letter grades as shown above.

## **PROMOTION - RETENTION**

Performance standards and learning objectives monitor each student's progress. The following standard determines whether a student will be promoted to the next grade or retained. This standard does not offer the parent or teacher the option of making decisions contrary to this policy:

Students in Fourth - Sixth Grade must earn a passing grade (**A - D**) in four (4) core subjects: Math, Language Arts, Reading and either Science **or** Social Studies which indicates mastery of the learning objectives identified by the school district and the state of Mississippi.

## **STATE AND DISTRICT TESTS**

The School District will maintain the program of standardized testing required by the State Board of Education, the Division of Accreditation, and the Mississippi Department of Education Bureau of Assessment and Compliance and will administer other standardized tests to students in grades K - 12 as the Board of Trustees, Superintendent, and the staff judge to be necessary and / or desirable.

**Cell phones will not be allowed at the student's desk during state testing.**

## **OBSERVATIONS/SCREENINGS/ASSESSMENTS**

Long Beach School District personnel may conduct the following observations/screenings/assessments **without** obtaining written parental permission when a student is not being successful in the regular education program:

1. Speech/Language screening
2. Hearing and/or vision screening
3. ADD or ADHD checklists
4. Behavioral observations/checklists
5. Functional behavioral assessments

## **TITLE I PROGRAM**

It shall be the policy of this school district to provide Title I services to eligible students in accordance with the provisions of the Improving America's Schools Act of 1994. Long Beach Schools shall meet the requirements and comply with all applicable statutory and regulatory provisions under the law. Such assurances shall remain in effect for the duration of participation under Title I of the No Child Left Behind Act of 2001.

# STUDENT CONDUCT AND DISCIPLINE

A safe and orderly climate must exist to allow all children to learn. One major aspect of a positive school environment is that of conduct and discipline. The primary purpose for attending school is to learn. All students have the right to learn. Therefore, rules have to be established to facilitate that learning atmosphere where all students are held accountable for appropriate behavior or pay the consequences for unacceptable behavior. Disciplinary action will be taken with those students who exhibit behavior that disrupts the learning process.

At Harper McCaughan, we have established expectations which will be consistently expected from every student:

| <b>Expectation</b> | <b>Cafeteria Rules</b>   | <b>Hallway Rules</b>                   | <b>Playground Rules</b>                  | <b>Restroom Rules</b>                                       | <b>Bus Area Rules</b>  | <b>Car Rider Area Rules</b>  |
|--------------------|--|--|--|---|--|--|
| <b>PREPARED</b>    | Get everything I need  | Stay on the right – right hand on rail |  |   | Load the bus promptly  | Load the cars promptly   |
| <b>RESPECTFUL</b>  | Wait my turn.<br>Respect the workers.  | Use quiet voices.                      | Keep the playground area free of litter. | AIM to please (boys).<br>Respect others privacy             | Greet my driver.<br>Keep the bus area free of litter.<br>No eating or drinking on the bus. | Keep the car rider area free of litter.<br>Parents pull all the way forward. |
| <b>INTEGRITY</b>   | Stay in my seat  | Don't touch items on the walls.        | Good sportsmanship                       | Keep the area clean and free of vandalism                   | Remain in my seat, facing forward at all times.  |  |
| <b>DEPENDABLE</b>  | Clean my area on top and on bottom.  |  | Compliment peers efforts                 | Flush toilets and wash hands.<br>Dispose of trash properly. | Remain in my seat, facing forward at all times.  |  |
| <b>EFFORT</b>      | No talking for the 1 <sup>st</sup> 10 minutes;<br>Use my low volume when allowed to talk |  |  |   | Keep noise levels down.  |  |

Each teacher utilizes good classroom management strategies. Expected behavior and courtesy are taught and posted in each classroom. Therefore, if a student's inappropriate or disruptive behavior is serious enough or progresses through the discipline ladder in the classroom, the student will be sent to the principal's office for disciplinary action.

“Disruptive behavior” is defined in the School Board Policy Book as conduct of a student that is so unruly, disruptive, or abusive that it seriously interferes with a teacher’s or school administrator’s ability to communicate with the students in a classroom, with a student’s ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities.

- The teacher or principal will attempt to notify his/her parents to inform them of the behavior that requires consequences. The child may receive After School Detention, Corporal Punishment, or other appropriate disciplinary measures.

Corporal punishment may be administered by the principals in the presence of a certified staff witness. Even though the U.S. Supreme Court and the State declared that the use of corporal punishment is legal, the administration and school board will respect a parent’s request not to have his/her child paddled. The request must be made in writing to the principal at the beginning of the school year.

Below are a list of minor behaviors as defined by our school’s teachers and principal:

| <b>Minor Behavior</b>  | <b>Definition</b>   |
|------------------------|---|
| Chewing Gum            | Student was chewing gum on school property  |
| Dress Code             | Student wears clothing that does not fit within dress code guidelines.  |
| Physical Contact       | Student engages in non-serious but inappropriate physical contact.  |
| Inappropriate Language | Student engages in low-intensity inappropriate language.  |
| Class Disruption       | Student engages in low intensity but inappropriate disruptions  |
| Cell Phone             | Student’s cell phone rings in book bag or if it is out during school hours; Student’s cell phone is in use during school hours (e.g., texting, gaming, communication, etc.) |
| Other                  | Student engages in problem behavior not listed.   |

The consequences for these behaviors are as follows:

| <b>Minor Behavior</b>  | <b>1<sup>st</sup> Offense</b>  | <b>2<sup>nd</sup> Offense</b>  | <b>3<sup>rd</sup> Offense</b>  | <b>4<sup>th</sup> Offense</b>  | <b>5<sup>th</sup> Offense</b>  |
|------------------------|--|--|--|--|--|
| Chewing Gum            | Warning  | Phone call to parent   | Assist janitors for 15 minutes in cleaning classrooms                            | Assist janitors for 30 minutes in cleaning classrooms                            | Referral to principal  |
| Dress Code             | Warning – special clothes provided for violators as well as a note sent home about school dress code policy which must be signed by parent | Call home for new clothes which parents must bring to school                     | After-school detention (ASD)   | In-school Isolation (ISI)  | Out-of-School Suspension (OSS)   |
| Physical Contact       | No recess for the day.   | One week of no recess  | Referral to principal  |  |  |
| Inappropriate Language | No recess for the day OR ASD with teacher  | ASD with teacher   | Referral to principal  |  |  |
| Class Disruption       | ½ of recess taken away   | No recess for the day OR ASD with teacher  | ASD with teacher   | Referral to principal  |  |
| Cell Phone             | Phone held in office for one week; parent must pick up   | Phone held in office for 1 month; parent must pick up                            | Phone held in office for rest of the year; parent must pick up.                  |  |  |
| Other                  | <i>Consequence will be based on above consequences and severity of behavior.</i>   | <i>Consequence will be based on above consequences and severity of behavior.</i> | <i>Consequence will be based on above consequences and severity of behavior.</i> | <i>Consequence will be based on above consequences and severity of behavior.</i> | <i>Consequence will be based on above consequences and severity of behavior.</i> |

Below are a list of major behaviors as defined by our school's teachers and principal:

| Major Behavior                      | Definition   |
|-------------------------------------|--|
| Fighting/Physical Aggression        | Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)  |
| Abusive Language                    | Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.   |
| Inappropriate Displays of Affection | Verbal and/or physical gestures/contact of a sexual nature to another student/adult  |
| Threats                             | Verbally or physically expressing emotional discomfort or bodily harm toward another student or adult  |
| Theft                               | Student is in possession of, having passed on, or being responsible for removing someone else's property   |
| Lying/Cheating                      | Student delivers message that is untrue and/or deliberately violates rules   |
| Vandalism                           | Student participates in an activity that results in destruction or disfigurement of school or other's property   |
| Forgery                             | Student has signed a person's name without that person's permission  |
| Cyberbullying                       | <p>Student delivers disrespectful messages* through an online social network or email (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes, and these messages effect the climate of the school.</p> <p><i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.</i></p> |
| Harassment/Bullying                 | <p>Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.</p> <p><i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.</i></p>  |
| Other                               | Student engages in problem behavior not listed.  |

The consequences for these behaviors are as follows:

| <b>Major Behavior</b>               | <b>1<sup>st</sup> Offense</b>  | <b>2<sup>nd</sup> Offense</b>  | <b>3<sup>rd</sup> Offense</b>  |
|-------------------------------------|--|--|--|
| Fighting/Physical Aggression        | In-School Isolation (ISI) or Out-of-School Suspension (OSS)                      | OSS for 1-3 days   | OSS for 3-5 days   |
| Abusive Language                    | After-School Detention (ASD), ISI or OSS   | ISI or OSS   | OSS  |
| Inappropriate Displays of Affection | ASD  | ISI  | OSS  |
| Threats                             | ASD, ISI, or OSS and parent contacted  | ISI or OSS   | OSS  |
| Theft                               | OSS for 1-3 days   | OSS for 3-5 days   | Alternative Setting  |
| Lying/Cheating                      | ASD with the teacher   | ISI  |  |
| Vandalism                           | ISI or OSS and parent responsible for reimbursement                              | OSS and parent responsible for reimbursement                                     | OSS and parent responsible for reimbursement                                     |
| Forgery                             | ASD and parent contacted   | ISI  | OSS  |
| Cyberbullying                       | ASD, ISI, or OSS and parent contacted  | OSS  | OSS  |
| Harassment/Bullying                 | ASD and parent contacted   | ISI  | OSS  |
| Other                               | <i>Consequence will be based on above consequences and severity of behavior.</i> | <i>Consequence will be based on above consequences and severity of behavior.</i> | <i>Consequence will be based on above consequences and severity of behavior.</i> |

- **Upon the third discipline referral to the principal's office in the same semester, the principal will attempt to notify the parent that the student will be suspended from school for one day.** A conduct grade of "N" will be given on the report card for that nine-week period.
- Upon the fourth referral, the principal will notify the parent that a second suspension will be given for a period of two days. A conduct grade of "U" will appear on the report card for that nine-week period.
- When inappropriate behavior is severe enough to warrant a third suspension during the semester, the parent will be notified that the student will be suspended for three days.

Upon returning to school after the third suspension, a conference with the parents, principal, and/or the superintendent may be required. **A student who is suspended for a total of nine days or more may face expulsion.**

## **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.**

## **PARENTAL RESPONSIBILITY**

97-37-13     WEAPONS POSSESSION - A parent may be guilty of a misdemeanor and fined up to \$1,000 and/or up to six months in county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon.

37-11-53     GENERAL RESPONSIBILITY FOR CHILD'S ACTS -The District's discipline plan must be given to students and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibility and penalties for failure to perform such parental duties, i.e., misdemeanors/fine up to \$3,500.00.

**DAMAGES**   A public school district is entitled to recover up to \$20,000 in damages, in addition to any other recovery, from the parents of a child (7-17) who maliciously and willfully damages or destroys district property.

## **AUTOMATIC EXPULSION PERMITTED**

The superintendent or principal has authority to automatically expel any student who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, or other firearm or any other instrument considered being dangerous and capable of causing bodily harm or who commits a violent act on school property. The expulsion will take effect immediately subject to constitutional due process rights.37-15-9

## **DENIAL OF ADMISSION FOR VIOLENT/OTHER ACTS**

If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the district is not required to grant admission or enrollment before one (1) year after the expulsion.

## **CONFERENCE ATTENDANCE**

A parent may be found guilty of a misdemeanor and fined up to \$250.00 for failure to attend a conference.

## **RECORDING DEVICE POLICY**

It is the practice and procedure of the Long Beach School District that recording of meetings between parents and school personnel will not be allowed. The only exception to this rule is that if the parent has a physical or mental disability that otherwise prohibits him/her from appropriate participation in the meeting or if the parent lacks the ability to read or write. Decisions regarding such situations will be made on a case-by-case basis.

## CELL PHONES

The use of a cell phone by a student during the normal school day is not allowed. A ringing cell phone can disrupt the educational process that goes on in the classroom during the day. Cell phones are not allowed in the classrooms at all while state tests are being administered.

If a student phone is in use by the student during the normal hours of the school day or if the phone rings during class, the following consequences will occur.

- **1<sup>st</sup> Offense-** The phone will be held in the office for a period of one week; at the end of one week it must be picked up by a parent.
- **2<sup>nd</sup> Offense-** The phone will be held in the office for a period of one month; at the end of one month it must be picked up by a parent.
- **3<sup>rd</sup> Offense-** The phone will be held in the office for the remainder of the school year; at the end of the year it must be picked up by a parent.

Refusal to surrender a cell phone to a school official when requested to do so, will result in an out of school suspension.

## SEVERITY CLAUSE

**The following offenses that occur at school, on the school bus, or to and from school will result in immediate suspension and/or expulsion:**

- Student conflicts involving FIGHTING, VIOLENCE AND/OR POSSESSION OF ANY KIND OF WEAPON (explosives, knives, "sharp instruments," firearms, or any type of object which may be used as a weapon or be dangerous to oneself or others) WILL NOT be tolerated. Parents must also understand that they can be legally responsible for their child's actions which result in property damage or injury to others. "Sharp instruments" include altered mechanical pencils, pens, paperclips, etc. or any other altered devices that could be used to inflict injury. In this regard, we suggest you discuss this with your children in that they are subject to police involvement if they alter any school supplies into any type of weapon.
- Use of threats or abusive language toward another student, teacher, bus driver, administrator
- Insolence and/or defiance to school staff
- Stealing

These disciplinary actions are guidelines that will be followed under ordinary circumstances. It is the final decision of the principal for any disciplinary action taken.

This school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Legal Ref.: MS Code 37:15-35

*Mississippi Public School Accountability Standards (2001)*

1972 Education Amendments, Title IX; 45 CRF Part 86;

1964 Civil Rights Act, Title VI; 45 CFR Part 84;

1973 Rehabilitation Act, Section 503

## **FIELD TRIPS**

Field trips are a vital link between learning in the classroom and the "real world." There are two types of field trips for elementary students, criterion-referenced and enrichment. Criterion-reference field trips are based on instructional objectives. Enrichment activity field trips may involve admissions and transportation charges. Transportation for all field trips will be by school bus. All field trips are planned and supervised by the teachers. Parents are invited to participate. Permission forms will be sent home for parent signatures. Provisions will be made at school for those students unable to participate in a field trip.

## **STUDENT FEES**

Operating on the premise that student fees should be charged only if they are absolutely necessary to enhance the educational program, the School Board authorizes each school to charge reasonable fees, but not more than the actual cost, for the following:

1. Supplemental instructional materials and supplies, excluding textbooks
2. Any other designated fees related to a valid curriculum educational objective, including transportation

## UPPER ELEMENTARY SCHOOL STUDENT DRESS CODE

Students are expected to dress appropriately and neatly at all times. Clothing that is in poor taste will not be allowed at school. Proper dress is important to the total learning process in that instructional time is not lost due to the distraction of inappropriate or distasteful attire. The following regulations regarding proper dress will be observed in elementary school:

1. All students will present a neat, well-groomed appearance. The emphasis of all school dress is upon cleanliness and neatness.
2. Pants, shorts, and skirts must be worn at the waist. No sagging, baggy, or loose-fitting shorts or pants may be worn. Pants should not drag the ground. Belts must be worn with loose-fitting clothing.
3. Trousers or shorts with excessive holes or slits will not be allowed if these holes or slits are above the fingertips when arms are held by one's side.
4. Shorts that are too tight or too short are not permissible. Garment length may be worn to the tip of the longest finger with the arms fully extended downward. Shoulders must be in relaxed position when measuring.
5. See-through clothing will not be allowed. Muscle shirts are not permitted. Any clothing that exposes any part of the underwear will not be allowed.
6. Clothing must not expose the midriff (with arms raised). No halter-tops.
7. Caps or any other type of head covering for males or females will not be allowed in school.
8. Clothing without sleeves may be worn provided they fit snugly under the arms, are not cut low in the front or back, are not made of mesh or see-through material, and have shoulder straps of at least 1" width. No spaghetti strapped clothing, tank tops, strapless clothing, or tube tops will be allowed.
9. Extremely tight clothing or any top that is revealing will not be allowed. Any style of clothing tending toward immodesty is prohibited.
10. Patches, emblems, and clothing with written slogans that are in poor taste, obscene, or offensive will not be allowed (this includes but is not limited to advertisements for alcoholic beverages or establishments, tobacco, rock groups, wrestling, sexual references or drugs.)
11. Wallet chains or other long chains, and chain dog collars are not allowed.
12. No unnatural hair colors or hair styles may be worn that would interfere with the learning process, i.e., green, blue, pink, orange, etc. Hair should be kept neat, clean, and out of eyes.
13. Appropriate footwear will be worn at all times. Heelies and house slippers are not allowed.
14. Pierced jewelry may be worn in ears only. Necklaces or wrist bands or jewelry of any sort that have spikes or other metal that may be dangerous are not allowed.
15. Appropriateness of dress will be determined by the school administration.
16. If a student does not comply with the appropriate attire and dress code at their school, the parent will be called to bring clothes to the student.

## TRANSPORTATION

Transportation is provided for students who live a mile or more from school. The school district furnishes transportation for students to their neighborhood. Bus transportation cannot be provided to those students who go to a sitter or some other address outside of their elementary school district. **Therefore, parents/guardians of those children must make arrangements for alternate transportation and notify the school by filing an Alternate Transportation Form at the school.**

### **School Expectations of Students – Good Bus Conduct**

1. Talk to your friends in a normal tone. Shouting is a distraction to the bus driver.
2. Keep head, hands, and articles **inside** the bus.
3. Wait until the bus comes to a complete stop before trying to board or leave the bus.
4. If you must cross the road to enter or after leaving the bus, always cross in front of the bus.
5. Always stay seated. Standing, kneeling, or walking around in the bus is hazardous.
6. Be courteous and follow the instructions of your driver.

**Safety on The School Bus** is of primary concern. Because misbehavior on the school bus creates a serious safety hazard, it will be dealt with swiftly and consistently in the following manner:

- \* A student may be suspended from the bus for a period of time relative to the severity of the bus infraction.
- \* A student may be permanently **suspended** from riding all school buses for the remainder of the school year if he or she continues to violate bus infractions.
- \* A copy of the bus report will be sent home to a child's parents as notification of a bus infraction

## **SCHOOL BUS DISCIPLINE POLICY- BEHAVIOR GUIDELINES FOR GRADES 4<sup>th</sup> – 6<sup>th</sup>**

### **MINOR OFFENSES**

Eating/drinking on bus  
Electronics (cell phone, ipod, etc.)  
Screaming/yelling  
PDA (public display of affection)  
Spitting  
Gossiping  
Standing without permission from driver  
Laser pointers  
Excessive noise  
Leaving seat w/o permission  
Other offenses as reported by driver

### **SERIOUS OFFENSES**

Riding unassigned bus  
Bullying/Physical aggression  
Horseplay/Mischief/Distracting behavior  
Disobedient to driver  
Throwing/Shooting of any objects  
Body parts outside of the bus  
Vandalism to bus (parent restitution)  
Refusal to identify or giving wrong name  
Attempting to ride any bus while suspended  
Profanity, verbal abuse, obscene gestures  
Threats of violence to students/school employees

### **SEVERE OFFENSES**

Stealing  
Illegal drug possession  
Tobacco possession  
Weapon possession  
Lewd or violence toward others (students and school employees)  
Lighting matches, lighters or any flammable object or substance

## **Consequences**

### **MINOR OFFENSES**

1<sup>st</sup> Offense – 1-5 day suspension  
2<sup>nd</sup> Offense – 3-7 day suspension  
3<sup>rd</sup> Offense – 5-10 day suspension  
4<sup>th</sup> Offense – Loss of bus service

### **SERIOUS OFFENSES**

1<sup>st</sup> Offense – 3 -7 day suspension  
2<sup>nd</sup> Offense – 5 -10 day suspension  
3<sup>rd</sup> Offense – 5-15 day suspension  
4<sup>th</sup> Offense- Loss of bus service

### **SEVERE OFFENSES**

#### **LOSS OF BUS SERVICE**

**The following types of misconduct on the school bus may result in suspension from school:**

- Any type of violence and/or fighting
- Stealing
- Insolence and/or defiance to school personnel

The above disciplinary actions are guidelines which will be consistently followed under ordinary circumstances. It is the final decision of the principal for any disciplinary action taken.

## **MEDICATION POLICY**

Emergency standby medication will be administered to students with chronic asthma, diabetes, epilepsy, or violent allergy reactions and to students for hyperactivity, provided all cases are discussed individually with the principal or the school nurse before they can be considered and that all medications from home are prescribed by a licensed physician. When a doctor prescribes a medication, the parent should arrange with a doctor for the child to receive the medication at times other than during school hours. If the student is still taking medication for an illness, he or she should remain at home, or the parent may come to the school to make arrangements with the principal or school. **No student will be allowed to bring medicine to school and take it without supervision.**

## **PROCEDURES FOR DISPENSING OF MEDICATION AT SCHOOL**

*A child may not bring medicine to school or take medicine home from school (even if sent by the parent).* The parent must call the principal, school counselor, or the school nurse to discuss the situation regarding the medication needs of the child. The parent must bring the medication to the school in the original prescription bottle, which must be properly labeled as prescribed by law. Only prescription medicines, according to Long Beach School's medication policy as written above, will be dispensed at school.

**Note:** Medications will be kept in the school clinic and all dispensing will be done by the nurse or designated school personnel. It is the responsibility of the student taking the medication to keep up with his/her medication time.

**FIRST AID** is administered to students who are injured at school. In the event of accidents or illnesses, parents or guardians will be notified. The school does not and cannot keep a ready supply of First Aid items for injuries that occur outside of school. Parents are responsible for taking care of the student's needs before he or she comes to school.

## **COMMUNICABLE DISEASES**

A student with a communicable disease (chicken pox, measles, hepatitis A, etc.) will remain at home until the disease is no longer a threat to that student or others as directed in the policy governing diseases listed in the following statement included in student handbooks.

Principals should report all cases of communicable diseases which might pose a threat to the health of the school or community to the health department. When concerned with a unique individual case the welfare of all students and employees should be the prime consideration. Each such unique case will be resolved in consultation with the Mississippi State Department of Health. Principals will require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.

## LICE (PEDICULOSIS) INFORMATION

Current state law authorizes the school district to exclude children from school who have pediculosis (lice). The child will not be admitted back to school until he or she is examined by the school nurse, principal, or the principal's designated school official with the following conditions:

1. When the parent/guardian provides evidence of treatment, such as an empty container of the appropriate product with the label intact;
2. A copy of the notification letter with a parent/guardian signature to verify receipt;
3. No live lice shall be visible on examination by school staff, i.e., school nurse, principal, or principal's designee. Nits may still be seen even in an adequately treated child. This is not evidence of continuing infestation if the child has been properly treated and no adult lice are present
4. Important: A second treatment shall be completed within the seven to ten days following the first treatment: no sooner than seven days, no later than ten days. The parent/guardian shall be required to furnish evidence of a second treatment.
5. Upon the third occurrence of infestation, state law mandates that school officials report the case to the Harrison County Health department.

## SAFETY AND EMERGENCY PLANS

Safety Plans Have Been Developed at Each School Site. Throughout the School Year All Children Are Taught Procedures and Routines to Respond to Emergencies.

### 1. TORNADO OR SEVERE WEATHER

A tornado watch means weather conditions are favorable for a tornado. A tornado warning means that a tornado has been spotted in the area. All students are moved from the classrooms into the hallways. Throughout the school year, children are taught and drilled as to the safest method of sitting on the floor with their knees brought up to the sides of their heads and their backs to the wall. If students are between classes when the alert is sounded, students are taught to report to the staff members in the hallway nearest their class. Telephone lines must be kept open; therefore, PARENTS AND FAMILY ARE ASKED NOT TO CALL THE SCHOOL.

### 2. HURRICANES

Long Beach Schools will operate on a normal basis until a Hurricane Warning is issued. At that time the following steps will be taken:

- a. Students will be dismissed from school immediately. (Local news media will be notified. Please note that the media will announce all school dismissals. Be sure to listen for Long Beach School District as opposed to Harrison County Schools (which is another separate school district).
- b. Students will be transported home by Long Beach School Buses.

### 3. FIRE, EXPLOSION AND BOMB THREAT

In case of fire, students are instructed to immediately leave the building under the supervision of a teacher to an assigned area away from the premises. All windows and doors will be closed on the way out of the classrooms. In case of an explosion, students will be directed out of the building to a safe place. First Aid will be administered if needed.

#### 4. EMERGENCY EVACUATIONS

Some substances, when damaged or leaked, could force **Emergency Evacuation procedures** to be enacted. Cooperation must be solicited from all concerned. Each school plan has been discussed with local fire, police, and civil defense officials as well as local experts. Students are taught how to respond and what instructions to follow. Evacuation drills are conducted periodically with the students, staff, fire, police and civil defense officials:

- ✓ The building is secured with everyone inside. The heating/air-conditioning systems are turned off.
- ✓ Specific instructions from persons in charge of the situation will be communicated to the building principal through the police emergency network and/or the school district radio communication system. Such factors as wind direction, degree of urgency and danger, and whether or not there is time to wait for transportation will be evaluated.
- ✓ If notice to **evacuate** is received, the only assistance needed is with school personnel and the fire and police departments.
- ✓ Parents are asked to **stay away from the campus** and to **stay off the school phone lines**. The school cannot safely evacuate the students with additional people causing congestion and traffic problems. All staff members and students have been fully briefed on the school's specific evacuation plan. Parents are instructed to stay tuned to local news media for the most up-to-date information.
- ✓ We realize that parents would be most anxious about the welfare of their children. Therefore, unless circumstances mandate a change, **the reassembly point for all schools will be at the school the student attends** once the evacuation is complete at which time parents may phone to pick up their children.

#### 5. RED ALERT

Red Alert is a special situation in which students and teachers are notified to immediately seek shelter in the nearest classroom. After halls are cleared of all students, classrooms will be locked. No one is to leave the classroom until notified by the office. Students should understand that they need to get to ANY classroom immediately. During this time, all external/hall doors will be locked. **No external doors will be opened for anyone until the red alert is over.**

## THE ELEMENTARY GUIDANCE PROGRAM

The Elementary Guidance Program is concerned with the process of assisting each child in achieving his/her potential. It is a comprehensive, developmental, educational program which focuses on needs, interests, and issues related to the various stages of student growth. The elementary counselor works within the educational framework. Counselors organize and provide both direct and indirect services in the following ways:

- \* **Guidance Curriculum.** The guidance curriculum is taught as part of the regular classroom program and systematically addresses the needs all students have at various stages of development. The developmental perspective of the program recognizes that every student must have sound emotional and social skills in order to achieve optimum benefit from the educational program. The program also has a preventive focus.
- \* **Individual and small group Counseling.** Counseling is generally short-term in nature and is available to all students as the need arises. Parents, teachers, administrators or the students themselves may initiate referrals for counseling. Sessions are confidential. Counseling in the school setting is not intended to be a substitute for long-term counseling or psychotherapy.
- \* **Consultation and coordination.** Counselors indirectly assist students through consultations with school staff and parents as well as indirect and community-based specialists. They coordinate appropriate services for students and may serve as liaison between students and those individuals and agencies that play a significant role in their lives.

# 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).

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

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

Shirley Hillman 864-4496

Adriane Matsenbaugh 864-4496

### **Long Beach Alternative School**

Victoria Magers 865-1944

### **Long Beach School District Social Worker**

Michelle Eleuterius, LCSW 863-0559

## **TEACHER SUPPORT TEAMS (TST)**

In an effort to better meet the needs of all of its students, each school in the Long Beach School District has developed and implemented its own Teacher Support Team. The purpose of the TST at each school is to support the teaching staff with resources, intervention strategies, and assistance in order to meet the specific individual needs of each student who may be experiencing academic difficulty. Parents and guardians are notified by his/her child's teacher or counselor if their child has been recommended for TST intervention. In addition, the parents are then invited to attend the TST meeting.

## **CHILD FIND**

The Long Beach School District participates in an ongoing state effort to locate, identify and evaluate children who have physical, mental, and communicative disabilities, and who are not currently enrolled in school. The school district provides programs in the following areas: Developmentally Delayed, Educationally Disabled, Emotionally Disabled, Hearing Impaired, Language/Speech, Multiple Disabled, Physically Disabled, Specific Learning Disabilities, and Visually Impaired. Programs are also offered through cooperative agreements with neighboring districts.

Students are evaluated by qualified personnel in all areas related to the suspected disability.

This information and testing results will be kept confidential. Records to other agencies will be provided in accordance with the Family Rights and Privacy Act and IDEA, Individuals with Disabilities Education Act. Parents have the right to inspect any information about their child and to challenge its accuracy. For further information, call 864-8085.

# 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](http://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](http://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.

## **ADDITIONAL INFORMATION**

### **ASBESTOS SAFETY**

The Long Beach School District has asbestos containing materials present at several school locations. This asbestos material poses a controllable health risk. The Environmental Protection Agency conducted an audit of the Long Beach School System in April 1994. We are in compliance with all requirements as set forth by that agency. The maintenance staff has been trained to handle asbestos materials. The district Asbestos Coordinator may be reached at 863-5995 concerning any questions.

### **LOST AND FOUND**

Items lost or found are usually turned in to the office. It would be a tremendous help if all personal items were marked so that they may be returned to the proper owner.

### **FREE SPEECH**

The School District recognizes a student's right to free speech provided it is exercised in a manner which is not prohibited by law nor disrupts the educational process.

### **PARENT-TEACHER ORGANIZATIONS:**

Each elementary school has a very active and supportive **P.T.O.** and all parents, relatives, and friends are urged to be active members. Notices are sent home prior to each meeting.

### **SCHOOL INSURANCE:**

School insurance may be purchased by the parent or guardian for at-school coverage and/or twenty-four-hour coverage. Applications are sent home with students at the beginning of each school year.

### **SCHOOL PICTURES**

Schools receive a commission for school pictures.

### **SOCIAL SECURITY NUMBERS**

The Mississippi Testing Program requests that children have social security numbers on file. Therefore, any child registering for school should provide the school with his/her social security number.

### **SPORTS AND CHEERLEADERS**

All sports activities are not school-affiliated. Team members or cheerleaders are chosen by persons independent of the school

# **THE ENRICHMENT PROGRAM FOR GIFTED STUDENTS**

The Long Beach School District provides a program of enrichment for intellectually gifted students in second through sixth grade. As established by MDE regulation, students in the gifted program are served a minimum of five hours per week. Students at the elementary and middle school levels spend one day per week in the gifted “pull-out” program and the rest of the week in their general education classrooms.

The mission of the Long Beach School District gifted program is to insure that intellectually gifted children, as defined by the Mississippi Department of Education, are offered appropriate educational experiences that are qualitatively different from those available in the regular classroom in order to provide opportunities for them to realize their abilities and potential.

The State of Mississippi defines “Intellectually Gifted Children” and “Gifted Education Programs” as follows:

“Intellectually Gifted Children” shall mean those children and youth who are found to have an exceptionally high degree of intelligence as documented through the identification process.

“Gifted Education Programs” (GEP) shall mean special programs of instruction for intellectually gifted children in grades 2-12, in the public elementary and secondary schools of this state. Such programs shall be designed to meet the individual needs of gifted children and shall be in addition to and different from the regular program of instruction provided by the district.

Although the State of Mississippi recognizes permissive programming for academically gifted students in grades 9-12; artistically gifted children in grades 2-12; and creatively gifted children in grades 2-12, only intellectually gifted programs in grades 2-6 are mandated by law. At this time, the Long Beach School District offers the program for intellectually gifted children in the mandated grades, 2-6.

All data collected as part of the identification process are protected by the Family Educational Rights and Privacy Act (FERPA). Access to this information is restricted to those personnel working directly with the identification process, working directly in the gifted education program, or that have a documented need to access. Parents have the right to view their children’s records at any time.

The identification process consists of a combination of subjective and objective measures to determine eligibility for the gifted program and includes an equitable opportunity for the inclusion of students who are culturally diverse, underachieving, disabled under IDEA guidelines, physically handicapped, or ADD/ADHD.

## **Requirements and Procedures for Referral for the Intellectually Gifted Program**

Referral for the gifted education program is based on consideration of performance in the regular classroom, potential ability, test performance, maturity, creativity, and leadership potential. While grades and/or achievement test scores might be an indicator of giftedness, by MDE Regulations, neither classroom behavior, grades, or achievement test scores may be used to eliminate a student from the identification process.

Referral must include documentation of two or more of the following:

- A group measure of intelligence that has been administered within the past twelve (12) months with a minimum score at or above the 90<sup>th</sup> percentile;
- Grades from the current or past school years with at least a “B” average;
- Published characteristics of giftedness measure at the superior range;
- Published measure of creativity at the superior range;
- Published measure of leadership at the superior range;
- Achievement test scores at the 90<sup>th</sup> percentile;
- Existing measure of individual intelligence that has been administered within the past twelve (12) months, and/or;
- Other measures that are documented in the research on identification of intellectually gifted students.

**A student may be referred for consideration, pending documentation of the above criteria, by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted.**

### **The Assessment Process and Eligibility Requirements**

If a student meets the criteria for referral, the Gifted Local Survey Committee will recommend individual assessment to determine eligibility for an “Intellectually Gifted” ruling. Written parental permission for testing must be obtained before any individual testing is initiated.

If parent permission is granted for testing, a student must meet the stated criteria for at least three of the following measures prior to the administration of an individual intelligence test:

- A full scale score at or above the 90<sup>th</sup> percentile on a normed group measure of intelligence;
- A score at or above the superior range on a normed characteristics of giftedness checklist;
- A score at or above the superior range on a normed measure of creativity;
- A score in the superior range on a normed measure of leadership;
- A score at or above the 90<sup>th</sup> percentile on a normed measure of cognitive abilities;
- A score at or above the 90<sup>th</sup> percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test;
- Other measures as approved by the State Board of Education on the district’s Gifted Education Program Proposal.

If the stated minimal acceptable criteria have been met on at least three of the above measures, an individual intelligence test will be administered by a licensed examiner. In no case will the examiner be related to the student being tested.

**The student must score at or above the 90<sup>th</sup> percentile composite/full scale in order to satisfy eligibility criteria. If a student meets criteria, the Gifted Local Survey Committee will grant an “Intellectually Gifted” eligibility ruling.**

Students who already have an eligibility ruling under IDEA and are being assessed for an intellectually gifted eligibility, and who did not satisfy the minimal acceptable criteria on the individual test of intelligence shall have their results reviewed by the LSC and a licensed examiner. If the student scores at or above the 90<sup>th</sup> percentile on the nonverbal scale, or who in the opinion of the reviewing committee would benefit from participation in the intellectually gifted program, the student may be granted a provisional eligibility for the intellectually gifted program

for a period of one year. At the end of that year, the student's teacher of the gifted shall meet with the review committee to discuss the student's performance in the program. If the student has demonstrated success in the program, the LSC shall change the eligibility status from a provisional to regular eligibility. If the student has not been successful in the program, the provisional eligibility shall be revoked.

Potentially disadvantaged students who did not satisfy minimal acceptable criteria on an individual test of intelligence, but did score at least the 85<sup>th</sup> percentile, may be administered additional measures to determine eligibility.

**Once a student is determined eligible for a gifted program in Mississippi, no reevaluation testing is required to remain in the program. Although criteria may vary from district to district, an eligible determination is accepted by all school districts within the State of Mississippi.**

### **Out of State Gifted Eligibilities**

*(As Outlined in MDE Gifted Education Regulations)*

As each state has a unique set of eligibility criteria for placement in a gifted program, a student moving to Mississippi with a gifted eligibility from another state must satisfy Mississippi eligibility criteria before being considered for placement in the gifted program. The eligibility ruling from another state may be used to initiate the referral process in Mississippi.

**There is NO temporary placement in the gifted program while the student goes through the eligibility process within the district.**

### **Placement in the Gifted Program**

Once a student is ruled eligible for placement in the gifted program, the parent has the right to agree to placement or withhold placement of the child in the program. Written parental permission must be obtained before the child can be placed in the program.

|  |
|--|
| <p><b>Participation in the Gifted Education Program is NOT a reward. It is an Entitlement under State Law (Mississippi Gifted Education Act of 1989, Mississippi Code Sections 37-23-171 through 37-23-181).</b></p> |
|--|

### **Instructional Management Plan**

As Discovery and Excel student work under specific Instructional Management Plan objectives and time frames, withholding permission to attend gifted classes should not be used as a disciplinary measure. Failure to complete enrichment class assignments can be used as grounds for dismissal from the program.

### **Homework/Class work**

As outlined in MDE Gifted Regulations, gifted students may not be required to make up class work missed when they are scheduled to be in the gifted classroom. Gifted students shall be held accountable for demonstrating mastery of concepts and information on regularly scheduled tests.

Homework assigned to the regular classroom students for the evening of the Discovery/Excel day must be completed.

## **Reassessment for Continued Placement**

A committee shall meet at least annually to reassess each gifted student's continuation in the gifted program. The committee must include at least the student's teacher of the gifted and a designated administrative representative.

**As stated in the MDE Gifted Education Regulations, "since participation in the gifted program is an entitlement under the law, the student should remain in the gifted program as long as they are being successful in the program. Grades and/or success in the regular education program are the responsibility of the regular classroom teachers and should not be considered as a reason for removal from the gifted program."**

In the event a student fails to make progress or exhibits unsatisfactory participation in the gifted program, a meeting of the reassessment committee will be held to consider the student's performance. If the committee determines that the student is failing to make progress in the program, the student will be placed on probation in the gifted program for the next 9-weeks term.

The parents will be notified and given an opportunity to meet with the committee to discuss the decision and develop a plan of action. During this time, the student will continue to participate in the gifted program. If at the end of the period of probation, the student's performance improves to a satisfactory level, the student will be removed from probation and recommended for continued placement. If at the end of the 9-weeks term the student has failed to improve his/her performance to a satisfactory level, the reassessment committee can recommend the student be removed from the program. The student's parents must be notified and given an opportunity to discuss the decision with district personnel before the student is removed from the program, the district shall grant the parents a hearing.

Parents who are not in agreement with the school based committee decision to remove a student from the gifted program will present their concerns, orally or in writing, to the principal of the school. The principal and parent will attempt to resolve the matter informally.

If the parents are not satisfied with the action taken by the principal, the parents shall, within five (5) school days after the meeting with the principal, put their concerns in writing and present them to the Long Beach gifted contact person. The gifted contact person will schedule a meeting of the District Student Assistance Team (D-SAT) composed of the gifted contact person, administrators (s), counselor(s), and teachers(s) of the gifted within five (5) days or a timeframe agreed upon by the parents. Parents will be extended an invitation to attend the D-SAT meeting. The D-SAT will render a written decision based on information shared during the meeting.

In the event a student has difficulty keeping up with regular classroom work, a conference will be held with the parent, classroom teacher, teacher of the gifted, and the student, if appropriate, to discuss the problem and to determine an appropriate course of action. The conference and plan of action will be documented and follow-up conferences will be held as needed.

As the academic progress and welfare of the students are always of prime consideration, special situations will be handled on a one-to-one basis.

**Reinstatement Procedures**

Students will be considered for reinstatement in the gifted program at the request of the parents and with the recommendation of classroom teachers. Consideration and arrangements for reinstatement in the program will be made through the Local Survey Committee and documented in the minutes. Written notification of the student's eligibility for reinstatement will be forwarded to the parents and teachers of the students. Written parental permission must be obtained before the student can be placed in the program.

**Visitors in Discovery and Excel**

Parents and interested parties are always welcome to visit the Discovery and Excel classes. Please contact the school office or teachers of the gifted to make arrangements.

**For additional information or questions about the Long Beach school District Gifted Education Program please contact Deborah Holt, Gifted Contact Person at [holtd@lbsdk12.com](mailto:holtd@lbsdk12.com) or the Long Beach School district Department of Student Services at 864-8085.**

# 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.

## **Acceptable Use Computer Network Policy Page 2**

### ***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.

## **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.

## 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.

## 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.

# 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)**

# RELEASE, PERMISSION AND ACKNOWLEDGMENT FORMS REQUIRING PARENT/GUARDIAN SIGNATURE

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Harper McCaughan Elementary School and the LONG BEACH SCHOOL DISTRICT request your permission to use and publish pictures (videos or photographs) and writings of your child during the current school year. These pictures or writings will be used for public relations and information in newspapers, television, magazines, district website, school yearbooks, etc.

Please indicate permission status for the **current** school year and sign below.

\_\_\_\_\_ My child's picture or writings may be published.

\_\_\_\_\_ My child's picture or writings may **not** be published.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

---

LONG BEACH SCHOOLS participate in a drug free school program. Below is a statement with regard to surveys and evaluations that are a part of "Drug Free Schools". Please read and sign that statement. Please return the form to your child's teacher in the morning. I understand that all children will participate in safe schools and drug free schools surveys and evaluations unless I send a written notification to the principal.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions regarding safe schools programs, please call your elementary school counselor.

---

**I received and reviewed with my child/children, the Harper McCaughan Upper Elementary School Student-Parent Handbook to use as a reference guide.**

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **PARENT ADVISORY COMMITTEE**

In order to provide an additional means of communication between the school board and parents of the Long Beach School District, the Long Beach School Board has formed a Parent Advisory Committee. This group, consisting of representatives from each school in the district and two rotating school board members, will meet a minimum of three times a year. The purpose of this group will be to provide parents and community members an opportunity to communicate concerns and ideas for the improvement of our school district directly to the school board and provide the school board a representative view of issues from each school and the community.

This committee encourages parents to become active PTO members at their respective schools and to first direct their individual school concerns to their PTO Board. Advisory Committee members, who are active PTO members, will in turn address any concerns which cannot be handled by the individual school, or issues that might be district - wide concerns.

The committee will not address individual student or personnel issues and feels these concerns are best handled by following the proper LBSD Grievance System. Students, parents, and teachers may report a concern through the proper channels, which are as follows:

Principals > Superintendent > School Board.

The Parent Advisory Committee will be introduced at the opening PTO general meeting of each school in the district.

## **PARENTS RIGHT TO KNOW**

In accordance with the No Child Left Behind Act, parents have the right to know:

### **Annual Report Cards:**

The Mississippi Department of Education and the Long Beach School District will disseminate to parents, schools and the public an annual report card with aggregate information, including student achievement (disaggregated by category) and graduation rates.

### **Teacher and Paraprofessional Qualifications:**

Parents of Title I, Part A students have the right to request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- i. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- ii. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- iii. The baccalaureate degree major of the teacher and any other graduate certifications or degree held by the teacher, and the field of discipline of the certification or degree; and
- iv. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Student Achievement:**

The Long Beach School District will provide individual student assessment reports to parents providing individual information on the level of achievement of the parent's child in each of the state's academic assessments.

### **Non-Highly Qualified Teachers:**

The Long Beach School District will provide to each individual parent timely notice if the parent's child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

To obtain any of the information listed above, please contact your school principal by phone, written communication or in person. The principal will provide the requested information within five (5) school days. To the extent practicable, Parent's Right to Know Information will be provided in a language that parents can understand.

# 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 students) 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 Section 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, and

**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 educational 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 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.
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 within 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 from a school under this policy is allowed 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 the 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 persistently 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

## 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 School Clinic  
Health Information and Consent**



Please complete and sign this form and return as soon as possible if you would like for your student to receive care in the School Clinic.

School year \_\_\_\_\_ School Name/Grade \_\_\_\_\_  
Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian/Custodian \_\_\_\_\_

Phone \_\_\_\_\_

(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

If we are unable to contact you, please list other persons we may contact regarding your student's health:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relation to student \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relation to student \_\_\_\_\_

Name of Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Please list the names of medications that your student takes and who prescribes them:

Medication \_\_\_\_\_ Doctor \_\_\_\_\_

Medication \_\_\_\_\_ Doctor \_\_\_\_\_

Medication \_\_\_\_\_ Doctor \_\_\_\_\_

Please list any medications your student is allergic to \_\_\_\_\_

Please list any foods your student is allergic to \_\_\_\_\_

**STUDENT HEALTH PROBLEMS (PLEASE CIRCLE ALL THAT APPLY)**

Asthma/Asthma Action Plan

Seizure/Convulsions

Heart Problems

Nose Bleeds

Headaches

Stomach problems

Skin problems

Emotional problems

Diabetes

Hearing problems

Breathing problems

Eye glasses/Contacts

Vision problems

Ear infections

Dental problems

Blood pressure problems

Bone/Muscle/Joint problems

Other (please describe)

I give my consent for \_\_\_\_\_ to be examined by a Registered Nurse for Screenings and Treatment as needed with understanding that I will be notified of significant findings that require intervention or emergency treatment. I also understand that care provided in the school clinic does not replace comprehensive care provided by my student's personal physician. I understand that I am responsible for the follow-up care of my student. Whenever possible it is best for medications to be given at home, however there are circumstances when an over the counter medication provided at school may help relieve aches and pains during the school day. Any chronic condition which requires repeated treatments will necessitate that their personal physician evaluate the student.

I authorize the school clinic RN to administer the following medications to my student.

(Please circle allowed medication)

Ibuprofen (Advil/Motrin)

Acetaminophen(Tylenol)

Ophthalmic Saline (contacts)

Cough Drops

Dimetapp (cold/allergy)

Orajel (mouth discomfort)

Bacitracin ointment (minor skin wounds)

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