

# **LONG BEACH MIDDLE SCHOOL STUDENT/PARENT HANDBOOK**

**2004-2005  
Long Beach, Mississippi**

Approved by the Long Beach School District Board of Trustees , June 2004  
Electronic File [LBMS Handbook v2003e.doc]

## Forward

The purpose of this book is to acquaint pupils, teacher, and parents with necessary information concerning the organization and administration of Long Beach Middle School.

The handbook should be of special help to all students. In it you will find the requirements for promotion, student organizations, school regulations, absentees, tardies, discipline, and other vital information concerning our school. We urge all students, teachers, and parents to read carefully the information provided, with the realization that such a booklet at its best has limitations. You are urged to contact teachers, counselors, or the principal concerning any school program. The Long Beach Superintendent of Education and the Long Beach Board of Trustees have approved this handbook.

We hope that the handbook may contribute to a better understanding and appreciation of our educational program.

### A Message from the Administration and Faculty

**The administration and faculty welcome you to LBMS!** We are excited about you being here and we hope that you are ready to have a year full of fun, learning, and great memories. During this year you will be offered opportunities to continue to grow intellectually and socially. The administration, faculty, and staff of the middle school will be here to help with this development throughout the year.

The information in this handbook is of vital importance. You are responsible for understanding and adhering to its content. It is not only a book of rules and regulations but also a book of recommendations and suggestions that should help you in everyday school life. If there are any questions as to the meaning of any regulations, seek advice from your teachers, counselors, or administrators. We have an open door policy and will be glad to speak to you at any time. We are looking forward to this year, as we work together as a team to help make our children successful.

Please feel free to contact us if we can be of assistance to you at any time throughout the year.

Mary Jean Harvey, Principal

#### \*\*\*\*\*Important Safety Notice To All Parents and Students:

The school campus is not opened or supervised until 7:30 a.m. and is closed at 4:00 p.m. Only students that are attending scheduled meetings will be supervised by school personnel after the 4:00 p.m. closing.

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## Long Beach Middle School Educational Philosophy

### Mission Statement

The mission of the Long Beach School District is to produce globally competitive graduates and responsible citizens utilizing the best learning opportunities while drawing on all community resources.

### ***Belief Statements***

1. All students can learn.
2. All students have a right to learn.
3. Students learn at different rates and in different ways.
4. High expectations contribute to higher levels of achievement.
5. The family and community share in the educational experience of the child.
6. Individuals must accept responsibility for the choices they make.
7. A safe, orderly environment must be maintained for learning to occur.
8. Self-discipline and self-motivation are expected in the educational setting.
9. A democracy relies upon an educated populace, capable of critical thinking and the use of communication skills.
10. The arts enhance the quality of life.
11. Public schools are essential tools in maintaining a democratic society.

The Long Beach School District will have in place strategies which meet the State Board of Accreditation Requirements and serve as the base standards for Process and Product Standards in the Long Beach School District.

Process Standards address accepted educational principles and practices that are believed to promote educational quality. Process Standards include active educational leadership, an instructionally focused organization, effective instruction, professional development, and a positive school climate.

Performance Standards address the district's output product level. Performance Standards include components of the statewide testing program and other outcome measures related to the performance of the Long Beach School District. Failure to meet base standards will result in the implementation of compensatory measures with interventions so that standards are met without delay.

**The Long Beach School District will not discriminate on the basis of gender, race, religion, national origin, or disability in admission or access to, or treatment, or employment in its programs and activities to the extent provided by law. Any complaints of discrimination should be directed to the Superintendent of Schools at (228) 864-1146.**

## Long Beach Middle School Agenda

### **Why do we issue an agenda to each student?**

The School Agenda is a time management tool designed to help a student take an active part in controlling his/her academic achievement. It also contains a copy of this handbook for reference by the parents and students.

### ***Long Beach Middle School requires every student to:***

- bring the agenda to school every school day
- purchase a new agenda if lost

### ***Students are expected to:***

- record assignments in their agendas (may be checked)
- be aware of exactly what the teacher expects and when it is due
- keep a record of test scores, marks for assignments, projects, or presentations in the "Record of Achievement"

Teachers will help with time management, academic progress, and will give advice about agenda use.

### ***To be a successful student at Long Beach Middle School:***

- attend regularly; come prepared to learn; complete homework
- realize problems can be overcome with forethought and organization

### ***In addition, this agenda may be used to:***

- communicate messages from school to home
- communicate about absences and appointments
- communicate directly (by parents or teachers) through the daily communication section in the agenda.

## **Assignment to Schools**

The Long Beach School Board of Trustees (School Board) determines the attendance area. Each pupil whose parent or guardian resides in the area served by the Long Beach School District must attend the school to which he is assigned. Long Beach has one Middle School to serve the entire district.

## **Residency Form**

Each student must have on file at his/her assigned school verification of residency form as required by state law. Verification of residency is determined by submitting any two of the following items as prescribed by the state board:

- **Filed homestead exemption application**
- **Mortgage documents or property deed**
- **Apartment or home lease**
- **Utility bills**
- **Drivers' license of parent or guardian**
- **Voter precinct identification**
- **Automobile registration**
- **Affidavit and/or personal visit by a school official.**

## **Address Change**

A parent/guardian must report in writing any change of address or telephone number to the office as soon as these changes occur. Your child's continued attendance in the school district is dependent on accurate residency information. Further, this information is necessary for the safety and welfare of all students.

## 2004-2005 BELL SCHEDULES

### SIXTH GRADE SCHEDULE

TIME	BLOCK/ACTIVITY
7:55	First Bell
8:00- 8:56	First Block
9:00- 9:51	Second Block
9:55- 10:46	Third Block
10:50- 11:56	Fourth Block
12:00- 1:21	Fifth Block
12:20-12:50	First Lunch
12:30- 1:00	Second Lunch
1:25- 2:21	Sixth Block
2:25- 3:21	Seventh Block
10:50	Channel One Time

<b>SIXTH GRADE ACTIVITY SCHEDULE</b>	
7:55	First Bell
8:00:- 8:51	First Block
8:55- 9:41	Second Block
9:45- 10:31	Third Block
10:35- 11:41	Fourth Block
11:45- 1:01	Fifth Block
12:20- 12:50	First Lunch
12:30- 1:01	Second Lunch
1:05- 1:56	Sixth Block
2:00- 2:51	Seventh Block
2:51- 3:21	ACTIVITY PERIOD

<b>EARLY DISMISSAL SCHEDULE</b>	
7:55	First Bell
8:00:- 8:56	First Block
9:00- 9:51	Second Block
9:55- 10:46	Third Block
10:50- 12:20	Fourth Block

### SEVENTH AND EIGHTH GRADE SCHEDULE

TIME	BLOCK/ACTIVITY
7:55	First Bell/RELEASE FROM GYM
8:00:- 8:56	First Block
9:00- 9:51	Second Block
9:55- 10:46	Third Block
10:50- 12:20	Fourth Block
10:50- 11:20	First Seventh Grade Lunch
11:00- 11:30	Second Seventh Grade Lunch
11:40- 12:10	First Eighth Grade Lunch
11:50- 12:20	Second Eighth Grade Lunch
12:24- 1:21	Fifth Block
1:25- 2:21	Sixth Block
2:25- 3:21	Seventh Block
10:50 and 12:10	Channel One Times

<b>SEVENTH AND EIGHTH GRADE ACTIVITY SCHEDULE</b>	
7:55	First Bell/RELEASE FROM GYM
8:00:- 8:51	First Block
8:55- 9:41	Second Block
9:45- 10:31	Third Block
10:35- 12:06	Fourth Block
10:35- 11:05	First Seventh Grade Lunch
10:45- 11:15	Second Seventh Grade Lunch
11:25- 11:55	First Eighth Grade Lunch
11:35- 12:06	Second Eighth Grade Lunch
12:10- 1:01	Fifth Block
1:05- 1:56	Sixth Block
2:00- 2:51	Seventh Block
2:51- 3:21	ACTIVITY PERIOD

## Long Beach School Calendar 2004 – 2005

August 2.....	Teacher Workday
August 3.....	Workday/Professional Development
August 4.....	Professional Development
August 5.....	First Day for Students
September 3 .....	Progress Reports
September 6 .....	Labor Day Holiday
October 5,6,7 .....	First Nine Weeks Exams
October 11 .....	Fall Break
<b>October 18 .....</b>	<b>Report Cards Issue</b>
October 19-20.....	Eng II Writing Assessment Test
October 26-29.....	SATP Online Testing
November 9 .....	Progress Reports
November 9-10 .....	FLE Retest
November 24,25,26 .....	Thanksgiving Holidays
December 7,8,9,10,13 .....	Subject Area Testing
December 13, 14, 15 .....	Second Nine Weeks Exams
December 16 .....	First Day of 2 <sup>nd</sup> Semester
December 21 (60% day); Dec 22-31 .....	Christmas Holidays
January 3 .....	Workday/Professional Development
January 4 .....	Students Return
January 11-13.....	MCT Retesting
<b>January 13 .....</b>	<b>Report Cards Issue</b>
January 17 .....	Martin Luther King Holiday
January 28 .....	Progress Reports
February 7, 8 .....	Mardi Gras Holiday
March 1, 2.....	FLE Re-test
March 1-4.....	SATP Online Retest
March 2, 3, 4.....	3 <sup>rd</sup> Nine Weeks Exams
March 7 .....	First Day of 4 <sup>th</sup> Nine Weeks
March 8, 9.....	Science Test Grades 5 & 8
March 8, 9, 10.....	Norm Reference Test (Grade 6)
March 9 – 10.....	Eng. II Writing Assessment Test
March 9 – 10.....	4 <sup>th</sup> and 7 <sup>th</sup> Writing Assessment Test
<b>March 15 .....</b>	<b>Report Cards Issued</b>
March 21 – 25.....	Spring Break
April 8.....	Progress Reports
April 26,27, 28, 29, May 2.....	Subject Area Test
May 3 – 6 .....	MCT Test (Grades 2-8)
May 11, 12, 13 (May 13 (60%) and last day for students .....	Final Exams
May 13.....	LBHS Graduation
May 16, 17, 18.....	Workday/Professional Development

Total Student Days = 180

Total Teacher Days = 187

Make-Up Days (if needed): October 11; November 24; January 3; February 7; March 21,22

## **Important Telephone Numbers**

Long Beach Middle School	(228) 864-3370
Middle School Guidance Office	(228) 864-9737
Superintendent's Office	(228) 864-1146

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### **BOARD OF TRUSTEES**

Ms. Claire Leatherwood - President  
Mr. Kirk Sharp- Vice - President  
Mr. Grady Holder – Secretary  
Mr. Mike Pruitt- Member  
Mr. James Stubbs – Member

### **DISTRICT ADMINISTRATORS AND DIRECTORS**

Ms. Carrolyn Hamilton - Superintendent  
Ms. Terry D'Angelo - Athletic Director  
Ms. Debra Bertucci - Student Services  
Mr. Jamie Harvey - Director of Finance  
Ms. Karen McManus - Technology /Curriculum Director  
Dr. Jim Hamilton – Chief Academic Officer  
Ms. Peggy Hertz - Director of Food Services

### **MIDDLE SCHOOL ADMINISTRATION**

Ms. Mary Jean Harvey - Principal  
Mr. Larry Ramsey - Assistant Principal  
Ms. Gay Spell - Assistant Principal

## MIDDLE SCHOOL FACULTY AND STAFF

### **ENGLISH**

Ms. Erica Carson  
Ms. Jennifer Fava  
Ms. Tricia Jackson  
Ms. Betty Jordon  
Mr. Allan Mathis  
Ms. Cherie Ramsey  
Mr. Rod Thompson

### **MATH**

Ms. Terry D'Angelo  
Ms. Trena Attipoe  
Mr. Michael Johnson  
Ms. Mary Jordan  
Ms. Sherrilyn Oakes  
Ms. Adrianne Powers  
Ms. Angela Wally  
Ms. Melissa Catchot

### **READING**

Ms. Judy Dunlap  
Ms. Sherry Etheridge  
Ms. Tracy Hansen  
Ms. Lisa Russell  
Ms. Laurie Symmes  
Ms. Mary Woodruff

### **GUIDANCE COUNSELORS**

Ms. Cynthia Ware  
Ms. Clare Smith

### **SCIENCE**

Ms. Denise Brown  
Ms. Laura Cuevas  
Ms. Kim DeMetz  
Ms. Gabrielle Flowers  
Ms. Aime Ladner  
Ms. Pat Rath

### **SOCIAL STUDIES**

Mr. Peter Dabbs  
Ms. Susan Ladner  
Ms. Mary Ann Rushing  
Mr. Steve Ulrich  
Mr. Scott Zink

### **TECHNOLOGY**

Ms. Debbie Allen  
Ms. Cherie Griffith  
Ms. Rebecca Mullins  
Ms. Lanette Randall

### **SCHOOL RESOURCE**

#### **OFFICER**

Officer Darrell Hughes

#### **LIBRARY**

Mr. Allen Kelly  
Ms. Allison Madigan

#### **PERMANENT SUBSTITUTE**

Ms. Carolyn Lassabe

### **ISI**

Mr. Jeff Granberry

#### **OFFICE STAFF**

Ms. Lorene Aldrich  
Ms. Debbie Knoch  
Ms. JoLynn Perrone  
Ms. Shirley Schexnayder

#### **SPECIAL EDUCATION**

Ms. Suzanne Davis  
Ms. Debbie Kouba  
Ms. LaQuita Moore  
Ms. Anne Sizemore  
Mr. Jim Reaves

#### **ELECTIVES**

Ms. Angele Crawford  
Ms. Mary Jordan  
Mr. John Gipson  
Ms. Angie Holmes  
Ms. Deborah Holt  
Ms. Kathleen Hodgins  
Ms. Lisa Russell  
Ms. Sandi Lane  
Mr. Benji Foreman

# **ATTENDANCE POLICY**

## ***Philosophy of Attendance***

Regular and punctual school attendance is a vital aspect of developing and maintaining a successful educational experience. Regular and punctual attendance promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares the student for his/her future career. Daily attendance is important both to the school and the community in that it is the measure by which the state funds are allocated to the school. While it is our belief that students have the primary responsibility for regular and punctual attendance to all classes, we recognize that parents, teachers, administrators, and other school personnel share in this responsibility.

## ***Explanation of Daily Attendance***

### **Explanation of Terminology**

A school year is composed of two sessions. The fall session starts in August and ends with the December break. The spring session starts in January and ends in May. Each session is composed of two terms - 1st and 2nd terms in the fall and 3rd and 4th terms in the spring. Each day's schedule is composed of 7 blocks.

### **Tardies**

An adequate amount of time has been allotted for students to move between classes. It is the student's responsibility to get to class on time. Students are allowed four (4) minutes to pass from one class to the next. No one should be tardy. If an emergency should arise, the pupil should get an admittance slip from the teacher who knows about the emergency. Students are allowed two unexcused tardies to class per session. On the third unexcused tardy a parent or guardian will be notified and an after school detention will be assigned by the teacher. Subsequent unexcused tardies will result in a referral to the office: 4th offense-office after school detention, 5th offense- ISI, and 6th offense- OSS. This policy will be strictly enforced. If a health problem exists that would affect a student's ability to get to class, the office should be notified in writing.

### **Absences**

Students will be allowed four (4) absences per semester excused by documentation provided by their parent, guardian or custodian. For these absences, students will be allowed to make up the work missed, provided an excuse is received by the school, in writing, no later than three (3) days after the absence occurs. After the 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. After two (2) unexcused/ undocumented absences per semester a student will not receive credit for that semester course. If a student has more than four (4) 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.

- Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
- Illness or injury which prevents the student from being physically able to attend school. (Must have a doctor's excuse after two (2) absences per semester.)
- When isolation is ordered by the county health officer, by the State Board of Health or by appropriate school official. (Must have a note from Health Department)
- Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters. (Two (2) days only, supported by a note from a parent.)
- A medical or dental appointment with prior approval of the superintendent or his designee except in the case of emergency. (Must have a doctor's excuse after two (2) absences per semester.)
- Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. (Must have a note from the courts.)
- Observance of a religious event, with the prior approval of the superintendent or his/her designees. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student's education.)

Absences are recorded on a class by class basis. A request for an excused absence must be received in writing within three days of the absence. Students missing five days/classes will be reported to the State Attendance officer (MS Code 37-13-91). Students taking courses that lead to a Carnegie Unit Credit must follow the high school attendance policy for those courses.

9-weeks classes  
18-week classes  
36-week classes

No more than three absences  
No more than five absences  
No more than ten absences

## **Appeal for Loss of Credit/Promotion**

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 a loss of credit or promotion. This request must be received in writing to the building principal by the end of the grading period of the absence. The waiver request must explain the nature of the extenuating circumstances for the absences. In addition, appropriate documentation must accompany the completed waiver request. Failure to request a waiver for loss of credit or promotion within the designated time frame will result in loss of credit or retention.

On the same day when a student is absent from school, the student's parent/guardian must call the school office (864-3370) to verify the absence (this communication does not provide excuse for the absence.) **All excuses must be in writing. Only one wavier request per year is allowed.**

## **Truancy**

Any absence is considered truant if:

- the parent/guardian was not aware that the student was absent;
- the parent/guardian was aware but chose not to inform the school; or
- the reason for the absence is not a valid excuse for temporary nonattendance according to the Mississippi Compulsory Attendance Law.

The absence is recorded as unexcused and the absence counts toward loss of course credit. The student is not allowed to make up work or tests missed. **Cutting school or class is truancy.** A student will receive two (2) to nine (9) days of In-school Isolation for the first act of truancy. Subsequent acts of truancy will result in a more severe penalty.

## **Late Check-In**

Whenever a student arrives at the office to check-in after the first twenty (20) minutes of class time has passed, an absence in that class is recorded. A late check-in absence that is verified by the parent/guardian in person or by phone and for which the cause is listed in the Mississippi Compulsory School Attendance Law is considered excused. Written documentation from a doctor, a lawyer, etc., must be provided for the absence to protect from loss of credit. The late check-in absence will be unexcused if the parent/guardian or the student does not have written documentation at the time of check-in. The student's parent/guardian will have three (3) school days to provide documentation. Chronic tardies will be subject to disciplinary action.

## **After School Events**

Students that want to attend after school events (athletic contests, band competitions, school sponsored dances, etc.) must be present for at least 50% of that school day.

## CHECKING OUT OF SCHOOL

(We ask that you do not check students out unless it is deemed an emergency if possible.)

Under normal circumstances, once a student arrives on school grounds, the student, regardless of age, is to remain throughout the entire day. Sometimes, however, it is necessary for parents to check students out of school prior to the end of the school day. To ensure that the student is being checked out with the permission of the parent/guardian, the student must have a completed emergency card on file in the school office. Only those individuals named on the student's check out card will be allowed to check a student out of school. Faculty or staff members are not allowed to check out any student unless he/she is an immediate family member.

### Checking Out of School Procedure

The following procedure will be followed when it becomes necessary to check a student out of school prior to the end of the school day:

- The parent/guardian or an adult designated on the emergency card by the parent/guardian must come to the school office to check the student out.
- A picture identification may be required and/or the parent/guardian notified before the student will be allowed to leave school.

The person checking out the student must complete the student check out form by providing the following information:

- the name of the student to be checked out
- the signature of the person checking out the student
- the date and time the check out request was made and
- the reason for the student to be checked out.

**SPECIAL NOTICE:** To prevent testing disturbance, students will not be allowed to check out on scheduled exam days unless there is a family emergency or a doctor's appointment that cannot be rescheduled. In the event that an exam is missed, the principal will consider the parents' request for a make-up exam.

### Emergency Forms

Emergency forms will be distributed to students at the beginning of school and must be completely filled in and promptly returned before a student will be allowed to check out. **It is the responsibility of the parent/guardian to inform the school of any changes on the card (i.e., telephone numbers, addresses, guardianship).** These forms provide the staff with essential information about the student in case of an emergency at school. These forms also give the staff information necessary to permit a student to check out during the school day. No student will be permitted to check out unless the emergency form is on file in the office. **It is the parent's responsibility to report in writing any change of address, telephone number, or guardianship status to the office as soon as the change occurs.** Current, accurate student information is necessary to ensure the safety and welfare of all students.

## **Mississippi Compulsory School Attendance Law**

Mississippi Code 37-13-91

The School Board is committed to providing the students of the Long Beach School District a performance based educational program. The School Board believes that all children can learn and that their daily attendance enhances the educational process. Therefore, in accordance with the MS Code 37-13-91, the Long Beach School District shall enforce the Mississippi Compulsory School Attendance Law.

“Compulsory-school-age children” means a child who has attained or will attain the age of six (6) years on or before September 1, of the calendar year.

An “unlawful absence” is an absence during a school day by a compulsory -school age child and is not due to a valid excuse for temporary nonattendance.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his/her designee.

### **Valid Excuses for Temporary Nonattendance**

1. An absence is excused when the absence results from the compulsory school-age child's attendance of an authorized school activity with the prior approval of the superintendent of the school district or his/her designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and similar activities.
2. An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
3. An absence is excused when isolation of a compulsory school-age child is ordered by the County Health Officer or by the State Board of Health.
4. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory school-age child. The immediate family member(s) of a compulsory school-age child shall include children, spouse, grandparents, parents, brothers, and sisters, including step-brothers and step-sisters.
5. An absence is excused when it results from a medical or dental appointment of a compulsory school-age child where an approval of the superintendent of the school district or his/her designee is gained prior to the absence, except in the case of an emergency.
6. An absence is excused when it results from the attendance of a compulsory school-age child at the proceedings of a court or administrative tribunal if such child is a party to the action or under subpoena as a witness.
7. An absence may be excused if the religion to which the compulsory school-age child or such child's parent adheres requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent or his/her designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.

8. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his/her designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of such absence must be gained from the superintendent of the school district or his/her designee prior to the absence but such approval shall not be unreasonably withheld.
9. An absence may be excused when it is demonstrated to the satisfaction of the superintendent or his/her designee that conditions are sufficient to warrant the compulsory- school-age child's nonattendance.

Any parent, guardian, or custodian of a compulsory-school-age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy, or who intentionally falsifies any information required to be contained in a certificate enrollment will be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with the provisions of MS Code 97-5-39.

If a compulsory school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated ten (10) unlawful absences during the school year. The principal or school superintendent shall report such absences to the school attendance officer of the youth court or family court.

The Compulsory School Attendance Law states that every child who has not reached the age of 17 years prior to September 1 of that school year SHALL be enrolled and regularly attend school.

### **MAKE UP WORK**

1. Work that has been missed during an excused absence may be made up. An absence that is verified by the parent/guardian and for which the cause is listed in the Mississippi Compulsory School Attendance Law is considered excused
2. When the absence is excused, it is the RESPONSIBILITY OF THE STUDENT to approach the teacher on the day following his/her absence to make arrangements to make up work.
3. If a student is absent for three or more consecutive days, work must be requested by phoning the office by 11:00 and must be picked up after 2:30 p.m. on the same day of the request.
4. Class assignments missed during an excused absence should be made up as follows:
  - a. Work assigned prior to absence from school is due the first day of the student's return to school unless a future date was specified at the time of the assignment was made.
  - b. Class work assigned during the student' absence must be completed and turned in after as many days as the student was absent. (absent two days, work is due in two days)
5. Work missed because of a school-sponsored activity, field trip, athletic event, music performance, is due on the day required by the teacher.
6. Make up tests will be taken as arranged by the teacher.
7. If a teacher has given prior notice of a test or assignments, the student should be prepared to take the test or turn in the assignment when he/she returns to school.

## EARLY DISMISSAL

Early dismissal and checking out will not be allowed until a parent or designated representative can be contacted. The student must be signed out in the school office. Failure to follow the procedure is considered a serious infraction of school regulations. Student check-out forms are sent home at the beginning of the school year. A student will not be allowed to check out for an early dismissal without a check out form on file in the office prior to the time of check out. It is the parent's responsibility to keep the information on the check out form current. If it is necessary to make additions to the list of designated representatives on the check out form, the additions must be made by the parent in person.

## GRADES

Students will receive a progress report and report card during a nine-week period. End-of-year report cards will be mailed to the parents. Report cards and progress reports are to be signed by the parent/guardian and returned to his/her teacher the following day.

### The grading scale is as follows:

A.....	93-100
B.....	85- 92
C.....	75- 84
D.....	70- 74
F.....	69 or below

### Grading System

Grades are determined from the following:

The daily average constitutes	40%
Test/quiz average	60%
Exam	20%.

The daily average and test average make-up the average for the quarter before the exam. The exam grade (20%) is averaged with the quarter average (80%) to determine the average for nine weeks grade. The semester grade is an average of the two nine week averages. The first and second semester averages will be added and divided by two to determine the yearly average.

### Academic Excellence

A student will receive Principal's List honors if he/she receives all A's on his/her report card. Honor Roll recognition is received for all A's and B's. Conduct grades of "C" or below will not be accepted for Principal's List or Honor Roll.

## Promotion Policy

In order to achieve academic excellence, promotion of students will be based on the student progress/performance. Students will be required to pass all of the major subjects.

If the failed subject is English, math, reading, or science the student will automatically be retained unless, the subject is successfully completed during the extended school year if offered.

Students must successfully complete the Mississippi Curriculum Test (MCT).

Students in grade 7 will be expected to meet benchmarks for those grades based on the Mississippi Curriculum Test given each May. Since score reports arrive in the districts mid-July, students will move on to grade 8 (unless they are retained for other reasons). Students who did not meet the benchmarks will be identified and will receive remediation during the first part of the school year. These students will be retested in January. If they reach the benchmarks, they are eligible to move on to grade 9, unless they are retained based on the district promotion/retention policy. Students who do not pass are referred to an External School Review Team. The team, using criteria set forth by the Mississippi Department of Education, will recommend retention or promotion to the school district. In 2004, based on this policy, the first group of students in grade 8 will be in jeopardy of retention.

## Curriculum

Long Beach Middle School recognizes that every child should have the opportunity to realize his or her potential through a curriculum which provides for continuous student progress in the areas of academic skills, personal development, citizenship responsibility, and flexible grouping based on the changing needs of the student.

The sixth grade curriculum consists of instruction in the basic five courses - reading, social studies, English, science, and mathematics. Elective courses will be chosen from band, excel (gifted), music, art, drama, teen leadership and physical education. The seventh and eighth grade curriculums consist of instruction in the basic five courses - reading, social studies, English, science, and mathematics. All seventh and eighth grade students are required to take a tech prep discovery course, which is state required. Elective courses will be chosen from band, excel (gifted), physical education, drama, art, chorus, girls' chorus and media communications.

Students will be placed in accelerated classes based upon teacher recommendations, grades, and standardized skills test. Algebra I will be offered to 8<sup>th</sup> grade students who meet these criteria and also meet the required score on the Algebra prognosis test. Those students taking Algebra I in the 8<sup>th</sup> grade will be eligible to receive one high school credit for this course.

Students may be removed from Algebra I at anytime when it is deemed necessary in the best interest of the student. Any student placed in an advanced class **must** maintain at least a "B" average to remain in the class. Failure to maintain a "B" average in these classes will automatically place the student on academic probation status. In order to be removed from probation, the student must improve to a "B" average by the next grading period. If not, the student will be removed from the advanced class.

Students will also have the opportunity to participate in extracurricular activities such as Beta Club, Student Council, Annual Staff, Christians on Campus, Teen Mediation, Jazz Cats, Dance Team, Mime Team, and Interscholastic Sports for seventh and eighth grade students.

## **Schedule Changes**

During registration, students are carefully counseled on their schedule for each year. Students are encouraged to discuss their schedule with their parents. This is done to prevent conflicts in the needs of each student. Therefore, students will not be allowed to change their schedules except in extreme emergencies. Schedule changes will be determined and made by the principal's office. When you register for a class, you will remain in that class. You will not be allowed to change a class just because you are failing or dislike the teacher.

## **ADVISOR/ADVISEE**

Students in 7th and 8th grade will be assigned to Advisory groups. Parents will be contacted when career plans must be signed (state requirements).

Students will participate in activities which will assist them in developing a career plan which will follow the student throughout high school.

## **COUNSELING SERVICES**

The counseling department offers personal and academic support and direction. We believe that one empathic individual can make a difference in the lives of others. We provide students with a safe place to express feelings and develop necessary life skills.

A comprehensive program is offered which focuses on the uniqueness of students in three broad areas of development: personal/social, academic/educational, and career. Counseling services includes:

- Individual/Group Counseling
- Teacher/Administrator Consultation
- Parent Education/Consultation
- Staff Development
- Peer Mediation
- Classroom Guidance
- Academic

## **Parent-Teacher Conference**

If at any time a student or parent would like information regarding student progress, achievement, or educational plans, please contact the counselor's office at 864-9737. Counselors will inform teachers to contact the parent(s) to arrange a conference time.

## **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:  
Principal>Superintendent>School Board.

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

## **Teacher Support Team**

In an effort to better meet the needs of its students, the Long Beach School District has developed and implemented a Teacher Support Team at each school within the District. The purpose of the Teacher Support Team is to assist the teacher(s) in meeting the specific individual needs of a student who is experiencing academic or behavioral difficulties. If your child's teacher is referring him/her to the Teacher Support Team, your attendance will be requested.

## **Revised Cumulative Folder and Permanent Record (State Department Guidelines)**

### **Transferring Records**

The written consent of parents or the written consent of eligible students is not required if the school includes a notice in its policies (such as a student handbook) that it forwards educational records to a school on request. This will meet the requirements of the Family Educational Rights and Privacy Act and will eliminate the need for using the parent signature cards provided by the State Department of Education. It is the policy of Long Beach School District that permanent records will not be given to the students or parents. Records will be sent upon request of the school to which the student transfers. Unofficial copies of a student's records are available upon request.

### **Withdrawal and Transfer**

The procedure for withdrawal or transferring is as follows (24 hours in advance):

- Parent must sign withdrawal form obtained from the Guidance office.
- Students must have the withdrawal form completed by teachers, return all school books and property, and make sure all fees are paid.
- Students must take the completed form to the Guidance office for final clearance.

## **DISCIPLINE**

When people exist together, it is necessary to have rules, laws, or understandings if confusion, chaos, and even violence are to be avoided. The public school is no exception. It is logical that when parents send their children away from home for seven or eight hours daily that the institution entrusted with their care also receives the authority to regulate the conduct of each student for his/her good and for the welfare of the total group. This control of conduct denotes rules and regulations, and the processes of seeing that these rules and regulations are honored and respected at school, on the school bus, and at school sponsored activities. These rules, regulations, and processes are the code of Discipline that governs Long Beach Middle School. The purpose of a discipline program is to establish conditions under which no student will be allowed to prevent any teacher from teaching or any student from learning, to provide a climate conducive to study and learning, and to develop in each student the realization that he/she is responsible for his/her behavior.

The authority to maintain discipline is affirmed by State law and decisions of the U.S. Supreme Court.

### **Conduct at All School Sponsored Events**

Long Beach students, participants, and spectators are expected to exhibit good sportsmanship and proper behavior at both home activities and activities away from school at all school sponsored events. All school rules apply to these events.

## Accessing Unauthorized Areas

During instructional times all students are expected to be in the classroom. However, on occasion the student must secure a teacher/office issued hall pass in his/her agenda to travel to another area of the campus for school related business. When moving under the authority of an agenda hall pass, students are expected to go directly to and from the location listed on the agenda hall pass, traveling by the most direct route. Students who are judged to be in unauthorized areas will be issued appropriate consequences.

## GENERAL RULES OF CONDUCT

*(Not Inclusive)*

1. No gum anywhere on campus.
2. Follow all instructions from faculty and staff the first time given.
3. Do not use profane language; possess pornographic literature, or paraphernalia.
4. Do not exhibit insolent, contemptuous, belligerent behavior, or remarks.
5. Do not vandalize school property or personal property of students, teacher, administrators, or school personnel on or off campus.
6. Do not steal or have possession of stolen items.
7. Do not fight or use force against another person. Horse playing is not permitted.
8. Do not instigate fighting behaviors, including verbal threats.
9. Intimidation, threatening, or coercion of students is prohibited. This is to include threats made on the internet as well.
10. Do not possess any weapon such as a knife, razor, razor blades, ice pick, brass knuckles, gun, look-a-likes or any other object that when used in a vicious manner could cause bodily harm.
11. Do not copy, cheat, allow another student to copy, or have possession of written materials in any form that might be used for such purposes. If this occurs, this action may result in a zero for all students involved.
12. Do not use, consume, carry, distribute, or be under the influence of any alcoholic beverage, narcotics, drugs, inhalants, tobacco, or tobacco related products, or a known or unknown substance (look-a-likes).
13. Do not make bomb threats, obscene, or abusive telephone calls to the school or school personnel or others.
14. Do not use or possess matches, lighters, fireworks, snap-n-pop, or flammable materials.
15. Only school sponsored fund raising is permitted.
16. Students will not wear, display, draw, or write any type of gang, drug, or satanic symbols or emblems at school.
17. Students are not to drive any type of motorized vehicle on campus.
18. Racial, ethnic, or sexual slurs are not permitted.
19. Use of any electronic equipment (such as CD players, cell phones, pagers) toys, collectibles, or other items which interrupt the learning process are prohibited. The items will be confiscated until the end of the year and will be donated if not picked up by May 30, 2005. If any of the previously mentioned items are stolen at school, the office will not investigate the theft or demand restitution for the victim. **“Cell phones are not allowed on student’s person or at their desk during state testing.”**

20. Deposit all waste in trash receptacles.
21. Students will not destroy, delete, or perform any other type of destructive action to computer software or hardware or break any rule from the Internet Policy. Students are not to use of E-mail.
22. Students will not engage in illegal computer operation of downloading anything to school computers.
23. Because of Federal Lunchroom restrictions, no candy or soft drinks may be sold on campus from 10:00 a.m. until 1:00 p.m.
24. Because of Federal Lunchroom restrictions, soft drink machines will be turned off from 10a.m. to 1p.m.
25. No open containers will be allowed on school grounds. Water/juice bottles are allowed for lunch purposes but only if the bottles are unopened at the beginning of lunch and the water/juice is consumed or discarded when the student leaves the cafeteria area.
26. Students will not be allowed to have inappropriate markings on the skin.
27. Students are not to walk out of class without permission from the teacher.
28. Failure to observe any other school regulations not specifically stated here that have been explained by teachers/administrators or that have appeared in other publications will result in students being disciplined. The administration has a right to determine what is a discipline issue.

### **Search and Seizure**

When a principal or his/her designee has probable cause or reasonable suspicion, that school official has a legal right and responsibility to search desks, persons, and/or vehicles for any item specifically prohibited by law and/or school board policy. A witness should be present during any search. It is not necessary to give prior warning of a search. The school resource officer (SRO) may search a student if requested by the school administration.

### **Possession and/or Use of Weapons**

The Long Beach School District recognizes that the possession of knives, pistols, other firearms, or other weapons on school premises/property, or at school functions by persons other than duly authorized law enforcement officials, creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests. Because of such dangers, the School District hereby prohibits the possession of knives, pistols, other firearms, or other weapons in any form by any person other than duly authorized law enforcement officials on school premises/property or at school functions, regardless of whether any such person possesses a valid permit to carry such knives, pistols, other firearms, or other weapons.

Any student who actually or constructively possess any real or look alike weapon, whether openly or concealed, including, but not limited to: any gun, rifle, pistol, air pistol, BB gun, revolver, shotgun, starter gun, any other firearm (loaded or unloaded, operable or inoperable), knife, dagger, star knife, Bowie knife, razor blade, sling shot, brass knuckles, nunchakus, spiked gloves, spiked armband, spiked boots, fireworks, any explosive device, tear gas, or any other weapon or dangerous instrument which imposes a danger to the safety of students, faculty and visitors on educational property of the Long Beach School District shall have the following disciplinary action imposed:

The principal shall suspend the student out of school for a period up to ten (10) days and may recommend the student for expulsion.

The proper law enforcement agency shall be called and the student shall be immediately suspended from school pending expulsion by the school board for a period of not less than one (1) year from the date of the violation of this policy with the school board retaining the prerogative to modify expulsions on a case by case basis after consideration of the totality to the circumstances; however, in cases involving a violation of this policy, the board may choose not to assign a student to the alternative school. Any disciplinary action administered in accordance herewith shall be subject to the requirements of Part B of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

For purposes of this policy, education property shall include school buildings, school campus, school grounds, playgrounds, recreational areas, athletic fields, gymnasiums, restrooms, school buses, all property used and operated by the Long Beach School District for educational and instrumental purposes, as well as property used and operated by the Long Beach School District for school sponsored events such as graduation, awards, banquets, etc.

**This policy shall also apply to the following:**

- Off site sponsored events;
- Any school sponsored activity;
- Travel to and from school;
- Attendance at and travel by students to participate in athletic programs, extra curricular activities, clubs, ceremonies, contests, field trips, competitions, etc.

Violations of this policy while on the campus of another institution while students may be present for purposes of participating in athletic programs, extracurricular activities, clubs, ceremonies, contests, field trips, competitions, etc.

For the purposes of the policy, “firearm” is defined as follows:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel
- a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- or Any destructive device.

**For the purposes of this policy, “a destructive device” is defined as follows:**

Any explosive, incendiary, or poison gas (i.e., bomb, grenades, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described in the preceding clauses);

Any type of weapon by whatever name known which will, or which may be readily assembled.

The superintendent (or his/her designee) shall notify the parent (and/or guardian) in writing of any student suspended for violating the weapons policy. Written notice shall also be provided to the local law enforcement agency and the Youth Court in accordance with law.

**97-37-13 Parental Responsibility-Weapons Possession**

A parent may be guilty of a misdemeanor and fined up to \$1000 and/or up to 6 months in jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon.

**Sexual Harassment**

The Long Beach School District will not tolerate sexual harassment activity by any of its employees or students. Sexual harassment is a form of sex discrimination and violates both federal and state laws.

Individuals who harass may be personally liable under civil suits.

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

Students and staff have been briefed on what sexual harassment is.

Examples of behaviors that can be sexual harassment if unwanted:

- Direct or indirect threats or bribes for unwanted sexual activity;
- Sexual innuendoes and comments;
- Asking or commenting about a person’s sexual activities;
- Humor or jokes about sex;
- Making sexually suggestive remarks, gestures, jokes, or remarks of a sexual nature about the student’s appearance;
- Sexual touching, pinching, brushing, or patting;
- Displaying offensive sexual illustrations in the school;
- Graffiti about a person’s sexuality;
- Spreading rumors about a person’s sexuality;
- Sexually referenced name calling;
- Letters, notes, telephone calls, or materials of a sexual nature;
- Stalking a person

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

The fact that someone does not intend to sexually harass an individual is generally not considered a

defense to a complaint of sexual harassment. In most cases it is the effect and characteristics of the behavior, not the intent of the person who is alleged to have harassed, that determines whether the behavior constitutes sexual harassment. Sexual harassment is not tolerated at Long Beach Middle School and should be reported to the school administration.

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

### **Classroom Rules**

The classroom rules and consequences are uniform throughout the school. Classroom procedures may differ in classes and grade levels, but the rules governing student conduct are uniform in the classroom. The Classroom Rules are as follows:

Be courteous and respectful to everyone.

Follow all classroom directions and procedures the first time given.

Do not disturb the teaching/learning process.

Keep hands, feet, and all objects to yourself.

Be in your assigned seat, with required materials with you when the tardy bell rings.

### **Discipline and Types of Consequences**

(A student may enter the discipline consequence at ANY step depending upon the nature of the offense)

#### **Classroom Discipline**

Step 1 Warning

Step 2: Lunch room detention or written punishment (teacher discretion)

Step 3: 30 minute After School Detention.

Notice to parent(s) in written form, telephone contact, or through contact in agenda.

Notice must be returned to the school signed by the parent or the student will not be allowed to serve the detention and will then move to an office referral.

Step 4: Student referred to the office.

### **After School Detention**

After School Detention (ASD) is assigned by the teachers for 30 minutes, or a principal's detention for one hour. Teacher assigned ASD will run from 3:25 - 3:55 on the day assigned by the teacher.

Principal assigned ASD will run 3:25 - 4:25 on the assigned day. Students will be given a minimum of a one-day notice prior to the detention, unless the parent is notified and wants the student to serve on that day (office ASD). Notice of the ASD will be via either a written note home (that must be signed by parents and returned to the teacher) or a phone call from the teacher to parent/ guardian.

Students will not be admitted to detention if they are tardy. Failure to report to detention will result in additional disciplinary measures.

### **Corporal Punishment**

A principal administers corporal punishment with a witness chosen from the certified staff. Even

though the U.S. Supreme Court declared that the use of corporal punishment is legal, the administration and School Board will respect a parent's request not to have his or her child paddled. The request to not paddle a child must be made in writing to the Principal at the beginning of each school year.

### **In School Isolation**

In School Isolation (ISI) is a temporary isolation during school hours. This class will allow students to continue school work in a structured setting. Students will have the opportunity to reflect upon the unacceptable behavior that placed them in ISI and the acceptable behavior that will keep them from returning to ISI. Assignment of an ISI will last the entire school day. ISI may be assigned one to nine days. Any ISI classroom disruption or refusal to do work will result in out of school suspension.

### **Time Out**

Time Out may be used where the student is removed from the classroom situation because of a disruption and is then placed in In School Isolation for that whole class period or the remainder of that class period. When the class period is complete, the student will be dismissed from ISI and continue with the remainder of the class schedule.

### **Out of School Suspension**

An Out of School Suspension prohibits the student from attending school for one or more days. The student will not be allowed to make-up any work and will receive no credit for all class work/tests while being suspended. Furthermore, the student will not be allowed to participate in any extra curricular school activities during this time (which includes but is not limited to, sports events, assembly programs, school sponsored trips, music programs, dances, club activities, etc.). Students are not allowed on any Long Beach School District grounds.

### **Alternative School**

The Alternative School is located across the street from the Long Beach High School. The District provides transportation for those students who must attend the Long Beach Alternative School. This step may be an intermediate step before a recommendation for expulsion. As a result of a student being placed at the Long Beach Alternative School, those students cannot attend or participate in any extra curricular school activities or be at any LBSG other than the Alternative School.

### **Expulsion**

Expulsion is the total exclusion from LBMS and school related activities for the school year. Recommendation of expulsion to the School Board will occur when a student through his/her conduct continues to disrupt the teaching/ learning process, or is a danger to himself/herself or others in the school environment, or commits an act or acts in violation of local, state, or federal law.

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

### **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, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm, or one who commits a violent on school property. The expulsion will take effect immediately subject to constitutional due process rights.

### **Denial of Admission for Violent/Other Acts.**

If the child was expelled or is a party to an expulsion proceeding for an act involving violent behavior or violent threats, 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.

### **Threats**

Any threat violent in nature (life threatening) made to a student or any employee of the Long Beach School District, whether verbal, written, in drawings, e-mail, or electronically transmitted will be investigated by the administration and may lead to an expulsion from school for one calendar year.

## ASSERTIVE DISCIPLINE PROGRAM

The assertive discipline program, adopted by the Long Beach School Board, is a behavioral modification plan to help create and maintain an orderly school environment. The following is a list of infractions and their consequences: **This list, however is not all inclusive.**

RULE VIOLATIONS	CONSEQUENCES STEPS
1. Open defiance of a teacher or administrator	1-5
2. Profanity or vulgarity (to include acts, gestures or symbols directed at another person)	1-5
3. Possession of or use of tobacco-related products, at or in the school or in the vicinity of the school.	1-5
4. Use, sale, or possession of drugs, or drugs paraphernalia on or near school	3-5
5. Defacing or otherwise damaging school property which may include restitution for damages	3-5
6. Fighting at school or on the way to and from school or school activities	3-5
7. Use or possession of dangerous objects	3-5
8. Use or possession of fireworks	1-5
9. Improper behavior in the cafeteria/school campus	1-5
10. Being in an unauthorized area	1-4
11. Improper behavior at assemblies/school activities	1-5
12. Violation of dress code-Students will meet dress code before attending class. Time missed will be unexcused.	1-4
13. Theft	1-5
14. Cutting class or truancy	1-4
15. Leaving campus without authorization	1-4
16. Gambling or possession of gambling devices	1-4
17. Harassment, intimidation, threatening of other students and school personnel. (This includes bomb threats or any other type of false or intimidating or obscene telephone calls).	1-5
18. Refusal to identify oneself properly when requested to do so by a school staff member	1-5
19. Tardies	1-4
20. Disobedient, discourteous, and disrespectful behavior	1-5
21. Refusal to report to the office when instructed to do so	1-4
22. Loitering in area near school campus	1-4
23. Other misbehavior as designated by the school administration	1-5
24. Students will not wear any type of gang emblems or symbols on campus or have in his/her possession any type of gang paraphernalia	1-5
25. Racial slurs directed at students/teacher	1-4
26. Forging a teacher's signature	1-5

27. Forging a progress report, report card, doctor's excuse or other official document	1-5
28. Failure to attend a detention	1-4
29. Use, sale, or possession of alcohol on or near school grounds or at school activity	3-5
30. Students are not to use any type of electronic devices on campus. This includes radios, CD players, pagers, beepers, phones, and scanners.	1-4
31. Students out of class without a pass	1-4

The provisions of these policies shall apply to all students during any period of time that they are under the jurisdiction of the Long Beach School Board of Education as defined by the laws of the State of Mississippi, and /or participating in, or going to and from any school activity sponsored by the school district, and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

### **DISCIPLINE LADDER**

STUDENTS MAY BE ASSIGNED TO ONE OR MORE OF THE BELOW LISTED CONSEQUENCES UPON MOVING TO A SPECIFIC STEP.

Step 1:        Verbal reprimand  
                   Contact parent or legal guardian  
                   Corporal Punishment  
                   Time Out (Period spent in ISI)  
                   Assignment of After School Detention  
                   Assignment of In-School-Isolation  
                   Removal from ladder if not referred to office for 10 school days

Step 2:        Contact parent or legal guardian  
                   Corporal Punishment  
                   Saturday detention  
                   Assignment of In-School-Isolation  
                   Removal from ladder if not referred to office for 15 school days

Step 3: Contact parents or legal guardian  
                   Assignment of In-School-Isolation  
                   Out of school suspension (One or more days)  
                   Removal from ladder if not referred to office for 15 school days

Step 4: Contact parent or legal guardian  
In-School-Isolation (Three or more days)  
Out of school suspension (Two or more days)  
Removal from ladder if not referred to office for 20 school days  
Other disciplinary or assignments determined by the school administration

Step 5: Recommendation for expulsion or alternative school  
A recommendation for expulsion or alternative school placement may occur at any time if the administration feels the student's conduct warrants such a recommendation

**A student may enter the discipline ladder at any step depending on the severity of the conduct violation.**

Contact of parent or legal guardian may be by written discipline notice, by telephone, or by parent conference.

The discipline ladder is designed to provide an incentive for the student to improve his/ her behavior through provisions of a probationary period that allows him /her to remove himself/herself from the discipline ladder by improved conduct.

A parent /guardian conference with an administrator or teacher may be required before a student can return to school after a suspension.

Failure to complete the punishment as designated will result in escalation to the next step on the discipline ladder.

Referral to the office during the probationary period prescribed in the discipline ladder will result in escalation to the next step.

Classroom rules and expectations are posted in each classroom. Teachers inform students if their behavior warrants entry on the classroom level of the assertive discipline ladder. Consequences of classroom rule infractions are posted in each classroom.

Disruptive behavior that continues to disrupt the orderly classroom environment will result in a referral to the Assistant Principal's office. Major classroom disruption or continuous minor disruptions will not be tolerated.

**SPECIAL NOTICE ON DISCIPLINE:**

1. A student may be assigned ANY discipline consequence depending upon the nature of offense.
2. The administration may administer an Out-of-school suspension for infractions which disrupts school climate and endanger the safety and health of students or staff.
3. The teacher has the right to revoke a reward, field trip, etc., from a student that receives a

discipline consequence.

4. Students at Long Beach Middle School are not allowed to fight (starting the fight, defending oneself, or retaliation.) Students that choose to fight will be disciplined and a School Violence/Criminal Act Form will be filed with the Long Beach Police Department. Severe fights may result in the student(s) being handcuffed and taken by police car to the LBPD where the police will contact the parents.

### **Gangs/Gang Paraphernalia/Gang Language**

Any student wearing, carrying, displaying gang paraphernalia, exhibiting behavior, gestures, or drawings which symbolize gang membership will be punished. The participation in activities which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action in the accordance with the disciplinary ladder.

### **Student Conduct on School Buses (Not All Inclusive)**

The school bus driver is expected to maintain discipline on the school bus but his or her primary responsibility is to safely drive the school bus. Students' conduct that interferes with the safety of the bus will not be tolerated. Students are to observe the following regulations:

- Loud talking and other distracting noises are not permitted.
- Students are to remain seated while the bus is moving.
- Students are not to hang heads, legs, arms, hands, or any other object out of the bus windows
- Vulgar language, actions, and smoking are absolutely forbidden.
- No beverages or food may be consumed on the bus.
- Students will board and leave the bus in an orderly manner.
- Fighting, molesting, or harassing another student while waiting for a bus or while on the bus is forbidden.
- Students are to obey all orders of the driver and are not allowed to talk in a disrespectful tone to the driver.
- Students are to ride assigned buses, if the need arises to ride another bus; a note from parents requesting permission is required and must be signed and approved by an administrator. The student **MUST** bring the note in to the office at the **beginning of the day**.
- Students are to load buses in a single file and are not to begin loading until the bus is stopped and the door is open.
- Students and parents will be held responsible for damage to any part of the school bus.
- Students may not leave campus in order to ride another school bus.
- Violations of the school bus rules may result in revocation of bus privileges. The Director of Transportation is Mr. Pat Donald and may be reached at (867-1775) for any transportation concerns. Students may be removed from all school buses if deemed necessary for the ongoing safety of the driver and students. Students can be removed from the school buses for the entire school year. If a parent drives the student to school the student is expected to arrive on time. Not riding the school bus does not give the student permission to be tardy.

## DRESS CODE

### (Classrooms and All Authorized School Functions)

The purpose of the dress code is to assist students in dressing in the appropriate attire for school. It is impossible to address all instances with a list such as this. The following is a guideline. If a student's dress comes into question, the appropriateness of dress will be determined by the school administration.

- Students' dress should present a neat, well-groomed appearance.
- Written slogans or pictures in poor taste on clothing or accessories will not be allowed. (Includes but is not limited to advertisements for alcoholic beverages or establishments, music groups, and wrestling, gang symbols, sexual references, and drugs.)
- Wallet chains or other long chains, and chain dog collars are not allowed.
- 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.
- Extremely tight clothing will not be allowed. This includes leggings or spandex as an outer garment.
- See-through clothing will not be allowed.
- Clothing must not expose the midriff (**with arms raised**). No halter-tops. Caps or any other type of head covering for males or females will not be allowed in school.
- No spaghetti strapped clothing, tank tops, strapless clothing, or tube tops will be allowed.
- Any clothing that exposes any part of the underwear will not be allowed.
- 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.
- Undergarments basic to good grooming are required.
- Appropriate footwear must be worn at all times.
- No hair colors or hair styles may be worn that would interfere with the learning process.
- Hair should be kept neat, clean, and out of eyes.
- Pants or shorts must be worn at the waist.
- No sagging, baggy, or loose-fitting shorts or pants may be worn. Pants should not drag the ground. Shoes should be seen.
- Pants or shorts with holes or slits above the knee will not be allowed.
- Undergarments, such as boxer shorts, may not be worn as an outer garment.
- Duster overcoats will not be permitted.
- **The administration retains the right to deny any garment that could harbor weapons or hide contraband.**
- School issued identification must be in a student's possession at all times.
- Pierced jewelry may be worn in ears only.

If a student does not follow the dress code, parents will be called to bring appropriate clothes to the student. However, in order for the student not to miss valuable class time the student will be issued clothes by the office and sent back to class. If clothes are not available, if student refuses to wear school clothing provided, or parent is unable to bring clothing, the student will be placed in ISI until parent arrives. School clothes are to be returned to the office at the end of the day. If clothes are not returned, the student and parents will be responsible for reimbursing the school for the missing clothing.

**Repeated violations of the dress code will not be tolerated and will result in placement on the office disciplinary ladder. After second placement in ISI the student will be subject to the discipline ladder for each infraction.**

### **PARENTAL RESPONSIBILITY**

97-37-13 Weapons Possession A parent may be guilty of a misdemeanor and fined up to \$1000 and/or up to 6 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. misdemeanor/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.

Conference Attendance A parent shall be guilty of a misdemeanor and upon conviction fined up to \$250 for failure to attend a notified conference.

### **Emergency Plans**

An emergency evacuation plan is beyond the normal fire and tornado drill. Cooperation has been solicited from local fire, police, and civil defense officials, as well as local experts on volatile substances that could force evacuation procedures to be enacted.

**Step 1** Secure the building with everyone inside and turn off the heating/air conditioning system.

**Step 2** Await specific evacuation instructions from the person in charge of the situation causing the evacuation to be considered.

**Step 3** Instructions will be relayed to the building principal, via the police network. These instructions will take into consideration: the wind direction, degree of urgency and danger, and available transportation.

In the event of an evacuation the staff, fire, and police departments will assist in moving the students. We must ask parents to stay away from the campus and to keep phone lines free.

We cannot safely execute an emergency plan with additional people involved. The staff and students have been fully briefed on the specific plans of evacuation. We ask you to stay tuned to local news media for current information. We realize parents are going to be most anxious about the welfare of their children. Therefore, unless extenuating circumstances, the reassembly point after evacuation will be Quarles Elementary School. Your child may be picked up at this destination point.

### **Tornado or Severe Weather (One long ring of the bell)**

A tornado watch means weather conditions are favorable for a tornado. A tornado warning means a tornado has been spotted. All pupils are to be moved to a school hall or interior classroom. While in the halls or classroom, the pupils are to be seated near the walls with their knees brought up to the sides of the head. If students are between classes when an alert is sounded they should report to the hallway nearest their class. **Students will not be allowed to use the phone at this time.**

### **Hurricanes**

The Long Beach School District will operate on a normal basis until a hurricane warning is issued and then the following steps will be taken: (a) Pupils will be dismissed from school immediately. (Local news media will be notified.) (b) Long Beach buses will transport pupils home.

### **Fire, Explosion, and Bomb Threat (Three short rings of the bell)**

In case of fire or bomb threat students will immediately be instructed to go to a designated area outside, away from the buildings. Under the supervision of the teacher, the students are to proceed in an orderly yet rapid manner to the designated area. The classroom door is to be closed as the students exit the room. Students are to stay with the supervising teacher and should not go to any other part of the school. In case of an explosion, pupils will be directed out of the building to a safe place

### **Red Alert (Two short rings of the bell)**

Red alert is a special situation in which students are notified with two (2) short rings of the bell 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.

**Note:** Plans and instructions are posted in classrooms.

## **GENERAL INFORMATION**

### **Advisory Program**

This program has been implemented as part of the Mississippi Tech Prep initiative. The purpose is to give the students the opportunity to discuss career and educational plans. Students participate in activities that explore topics related to careers and education.

### **Athletics**

Only seventh and eighth grade students may participate in inter-scholastic sports. Long Beach Schools abide by the no-pass/no-play rule imposed by the Mississippi High School Athletic Association. Seventh and eighth grade students must pass their grade level by achieving at least a grade of 70 in all courses the previous year in order to be eligible to participate.

### **Bad Weather Procedure**

In the morning, before school, all students will report to the gymnasium and the library will be open for student use at approximately 7:30 A.M. Students are to sit down and remain seated while in the gym.

### **Band Instruments**

The school will not be held responsible for the personal instruments of students that are left in the band hall overnight or left unattended on campus.

### **Book Bags**

This year we are permitting any type of book bag to be carried. Due to the excessive amount of the weight of the books and notebooks, we encourage parents to purchase the pull type of bags to help alleviate the stress to the student's back.

### **Cafeteria and Food Services**

Absolutely no "horseplay" will be tolerated. Students are to deposit all waste products in the garbage containers. Students are allowed to take food or drink outside the cafeteria into the designated eating areas only. The outside lunch area has tables for eating and the student must have permission of his/her teacher to eat in this area. All trash should be deposited into trash cans and eating area should be kept clean. Students are to stay in the designated areas after lunch. Under no circumstances is a student to return to a building without teacher permission.

Because of Federal Lunchroom restrictions, no candy or soft drinks may be sold in the cafeteria. Food from restaurants may not be delivered and will not be accepted for students at the school. Soft drink machines will be turned off from 10:00 a.m. until 1:00 p.m.

Free and reduced lunch applications may be picked up in the office at any time. Cafeterias in the district are under the management and supervision of a district supervisor. The cafeterias are operated on a nonprofit plan in cooperation with the State and Federal Lunch Room Programs. Guidelines that have been established are very precise as to how lunch programs may be operated. Students pay for meals as they go through the lunch line. In accordance with new policies and guidelines, NEITHER CHILDREN NOR ADULTS WILL BE ALLOWED TO CHARGE MILK OR

MEALS. PLEASE BE SURE THAT YOUR CHILD HAS LUNCH MONEY BEFORE LEAVING HOME. Student lunch for the 2004-2005 school year will cost \$1.75 and breakfast is \$.75. Lunches may be paid for by the week. The cashier will not accept personal checks during lunch period. If the student must pay by check the student must pay in the cafeteria before school begins. The director of Food Services for Long Beach Schools is Ms. Peggy Hertz (863-3092.)

### **Career Education Plan Portfolio**

This document is initiated in the seventh grade in the Career Discovery Program. It is updated each year through the twelfth grade. The state requires that parents review and sign the portfolio each year in grades seven through twelve. Parents will be notified when portfolios should be signed. The parent's signature in the portfolio is a state requirement.

### **Child Find**

The Long Beach School District is participating in an ongoing state effort to locate, identify, and evaluate children from birth through 21 years of age who have physical, mental, communication, and/or emotional disabilities. 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, Visually Impaired, Autism, and Traumatic Brain Injury. 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 Student Services at 864-8085.

### **Emergency Restroom Procedure**

If a student finds it absolutely necessary to use the restroom at any other time, he/she should secure written permission in his/her agenda from the teacher. If a medical problem exists, the parent should notify the office. The only emergency restrooms to be used during the student's lunch period are the restrooms in the cafeteria. Students must get permission from a teacher or administrator to use the bathrooms in the cafeteria.

### **Environmental Protection Agency**

The Long Beach School District has asbestos containing materials present at several school locations. The asbestos material poses a controllable health risk. The EPA conducted an audit of the Long Beach School System in April 1994. We are in compliance with all requirements as set forth by the EPA. The maintenance staff has been trained to handle asbestos materials.

## **Fees**

The following fees are charged at Long Beach Middle School for elective classes: 7th and 8th grade Band - \$5.00, Art- \$10.00 per semester, Expressive Arts - \$5.00. Fees charged for workbooks depend on the actual cost of the book. Students are charged only for the actual cost and shipping. Those 7th and 8th grade students electing to take Choir will be required to purchase a choir uniform for performance.

Application for a hardship waiver for any fee may be made to the principal. Such waivers will be kept in the strictest of confidence.

## **Library**

The library is open thirty minutes after school each day for student and teacher use. Books are checked out for two weeks. They may be renewed if they are needed for a longer period. Only two books at a time may be checked out to a student. In the event of projects, special permission may be obtained from the library to check out more books. A fine of five cents per school day is charged for overdue books. The borrower must pay for a lost or damaged book.

### **Lost and Found**

Lost books and equipment will be stored in the office in what is known as "Lost and Found." At the end of each nine weeks period, unclaimed items will be given to charity. The school cannot guarantee the safe return of articles left in lost and found. Such return is often governed by the time lapses before claims are made and/or the honesty of claimants.

## **Medication**

The preference of the Long Beach Schools is never to administer a prescription medication to a student. However, we understand there are extreme emergencies that justify school personnel's dispensing prescription drugs. Emergency standby medication will be administered to students with chronic asthma, diabetes, epilepsy, or violent allergic reactions, and to students with hyperactivity, provided all cases are discussed individually with the principal before they can be considered. All medications must be prescribed by a licensed physician. No medication will be administered for such illnesses as colds, coughs, viruses, etc. When a doctor prescribes a medication, the parent must 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/she should have the parent/guardian come to the school to give the medication. No student will be allowed to bring medicine to school and take it without supervision. No medicine will be administered to students without proper documentation from a physician. Students that need medicine should not miss class time to take the medicine. Students should report to the office before school or during lunch time.

## **Medicine Procedures**

In case of a legitimate request to administer medicine the parent must adhere to these procedures: The parent must call the principal 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 with the student's name as prescribed by law. Only prescription medicines, according to Long Beach Schools' medication policy as written above, will be dispensed at school. A child may not bring medicine to school or take medicine home from school (even if sent by the parent).

The written consent form may be obtained from the school office and must be signed by the parent and returned to the principal before any medication will be dispensed to the child.

## **Media Privacy**

Any Student not wishing his/her name or picture to appear in any school publication should submit a written request to the principal.

## **New Graduation Requirement**

Students who began 9th grade in school year 1999-2000 (anticipated graduation in 2003) must pass the Functional Literacy Examination (FLE) plus the Subject Area Test in U.S. History from 1877.

Students who begin 9th grade in school year 2000-2001 (anticipated graduation in 2004) must pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History from 1877 and English II (with a writing component).

Students who begin 9th grade in 2001-2002 (anticipated graduation in 2005) must pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History from 1877, English II (with a writing component), and Biology I.

Students who begin 9th grade in 2002-2003 (anticipated graduation in 2006 or later) must pass the Subject Area Tests in U.S. History from 1877, English II (with a writing component), Biology I, and Algebra I. This group of students must pass all four Subject Area Tests even if they take the course (s) prior to their 9th grade year.

## **Organizations/Clubs Student Council - Government**

The Student Council at Long Beach Middle School consists of a president, vice-president, secretary, treasurer, reporter-historian, and eight representatives from each grade. These are chosen by secret ballot by the student body, and four representatives from each grade are chosen by the faculty. The Student Council meetings are scheduled on one afternoon from 3:25 to 4:00 p.m. The election of general officers and eight representatives from 7th and 8th grade will take place in the spring of the year. The election of 6th grade representatives from the student body will take place during the fourth week of school and the selection of four 6th grade representatives from faculty selection will take place after the first nine-week exams. The president, vice-president, and secretary must have served on Student Council for one year at LBMS.

Clubs, Activities, and Organizations that are available to the student body:

Yearbook Staff, Beta Club, Character Council, Library Helpers, Science Fair, Reading Fair, Spelling Bee, Mime Team, Mississippi Art Award, Author of the Month, Concert Choir, Solo Ensemble, Girls Chorus, Advanced Band, Beginner Band, Gulf Coast Honor Band, Jazz Cats, Valentine Beau and Sweetheart, and Christians on Campus.

### **Parent Pick-up After School and After School Events**

Students should be picked up from school no later than 3:45 p.m. unless the student has an Office ASD on Monday or Friday, in which case the student must be picked up at 4:25 p.m. It is expected that parents will arrange to pick-up students when ball games or other after school activities are over.

Playing areas will be closed after participants have dressed. Parents are requested to pick-up students no later than 10 minutes after the ending of the school activity. The approximate ending time of activity will be announced to the students. School supervision of the students will be provided for twenty (20) minutes after the ending of the event. If the student is not picked up within twenty minutes, the student will not be allowed to attend the next after school event. If this were to happen a second time, the student will not be allowed to attend any after school events for the remainder of the year. Campus hours are 7:30 a.m. until 4:00 p.m. It is only during these times the students are supervised unless a club activity is scheduled which the sponsor is supervising the group.

### **Protecting P.E. Equipment and Valuables**

The Physical Education Department will furnish a basket for students' P.E. equipment. All reasonable precautions will be made to safeguard the basket, but the ultimate responsibility for the protection of its contents is that of the student. The school and coaches cannot be held responsible. A student may take home his P.E. equipment each day. Although valuables and money should not be brought to school, there is a procedure for storing such valuables with the P.E. teacher. Students are advised to follow such procedure after seeking details from the teacher.

### **School Pictures**

Students are offered the opportunity to take school pictures. This is strictly voluntary. Price of pictures is advertised in advance. A percentage of the cost of pictures is returned to the school district.

### **Soft Drink Machines**

Students will be allowed to purchase drinks at a designated time. Drinks will not be bought during lunch period. Drinks may not be bought from 10:00a.m. until 1:00 p.m. Violations of this will result in forfeiture of the drink and possible referral to the office.

### **State and District Tests**

The School District shall 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 shall administer other standardized tests to students in grades K-12 as the Board of Trustees, Superintendent of Schools, and the staff judge to be necessary and /or desirable.

## Textbooks

Section 37-7-301 of the Mississippi Code of 1972 states: As a part of their duties, the local district school boards may require that parents/guardians be responsible for the textbooks and for the compensation to the school district for textbooks that are not returned to the proper schools upon the withdrawal of their dependent child. If a textbook is lost or not returned by any student who drops out of the public school district, the parent/legal guardian shall also compensate the school district for the fair market value of the textbooks.

Students are responsible for all textbooks assigned to them each semester. Textbooks are expected to last (5) years. The condition of the book is checked at the beginning of the school year and checked again at the close of the session. Students are held responsible for any damages to textbooks while in their possession. Mississippi law requires that schools collect for damages and/or loss of textbooks. **Textbooks not returned or replaced at fair market value will result in legal action being pursued through the local law enforcement agency**

Damages are assessed according to the following guide:

Fair market value of the textbook is assessed according to the following guide:

New Books.....	100% of purchase price
1 year old.....	80% of purchase price
2 years old.....	60% of purchase price
3 years old .....	40% of purchase price
4 years old .....	20% of purchase price
Minimum fee for non-returned textbooks older than 4 years is	\$10.00
Rebinding fee .....	\$12.00

Other fines on damages will be assessed by the teacher when the textbook is returned.

## Tobacco Free Campus

Long Beach Middle School is designated a tobacco free zone. This includes cigarettes, cigars, pipes, and smokeless tobaccos. (MS code ss 97-32-25-29) Students using or in possession of any of the above items will be ticketed by the Long Beach Police Department and be punished in accordance with the school discipline ladder.

### **Use of Telephone**

Students will not be allowed to use the office telephone except in the case of an emergency. These calls will be made by the secretary. Forgetting items needed at school does not constitute an emergency. The office will not interrupt class time to call a student to the office to pick up a lunch. Teachers will give 24 hours notice for any after school activity, after school detention, or club meeting. Therefore, phone calls will not be allowed to notify parents of these activities.

### **Visitors on Campus**

Because safety is of paramount concern at LBMS and our commitment to time on task for our students, student visitors are not allowed on campus. All authorized visitors should secure a visitor's pass from the office upon arriving on campus.

## **Especially for Parents**

- Some students lead parents to believe they are attending school for the day, but fail to report to school. Parents should call the school, 864-3370, if they have questions concerning a child's attendance. Effort is made to contact the parent if the student arrives at school and then leaves without permission or if a student is absent and the parent has not notified the school of the absence.
- If a student is sent to the office with a written report of misbehavior from the teacher, the teacher's report is accepted unless there are unusual circumstances.
- The responsibility for enrolling a student and being aware of his/her daily attendance or failure to attend rests with the student and his/her parents.
- Students are not allowed to bring visitors to school.
- Students are escorted to the restroom during fourth block. If a medical concern exists, even temporarily, contact the office. A note may be sent to the office to verify medical concerns. Special permission will be arranged for the student to visit the restroom more frequently.
- Parental conferences are welcomed. If you have a special problem, we urge you to call the office or guidance office.
- Parents are notified of suspension by telephone or by letter. If a parent is not contacted by telephone, a letter with the information is given to the student and a second letter is mailed to the address on the student information. On occasion a student is suspended immediately if it is considered in the general welfare for the student, other students, or school personnel.
- Only for legitimate reasons should a student check out.
- Progress reports (mid-nine weeks) and report cards will be sent out each nine weeks. Parents need to contact the school office if the student has not brought report cards or progress reports home on assigned dates. Parents need to sign progress reports and report cards and have the child return them to their teacher.
- If special mental or physical problems exist which would affect the educational well being of the student or any of the consequence procedures that might be administrated to the student, the school Principal should be notified in writing, each school year. If, for any reason, a parent does not want a student paddled, the administration should be notified in writing immediately after the student's enrollment. This procedure must be followed each year.
- Students are allowed to use the school's telephone for illness and emergencies only. Forgetting items needed at school, such as projects, homework, books, or lunch money; failure to notify parents because of an after school activity, does not constitute an emergency.
- Parents must complete emergency forms issued at the beginning of the school year. Additions or changes to the list must be made in person by a parent. Older brothers and sisters enrolled in the senior high are considered authorized, but their names must be listed on the form sent home at the beginning of the school year.

- Be sure that your child has his/her lunch money before leaving home. Cafeteria regulations do not allow students to charge lunches. The school office does not have money to lend to students.
- Please discourage your child from wearing expensive and dangling jewelry or bring valuables to school. Students are not allowed to bring toys, games, CD players, cell phones, pagers, or any electronic equipment to school. The school is not responsible for items brought to school by your child.
- Long Beach Middle School grounds and classrooms are subject to unannounced police searches. Drug dogs are regularly on campus.
- The Long Beach School Board has regularly scheduled meetings on the second Monday of each month at the School District Central Office. Further information is available from Central Office 228-864-1146.

## Long Beach School District Internet Use and Computer Policy

### Internet:

Long Beach School District is pleased to offer to its students, faculty, and staff access to the Internet 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 to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

### Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, 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 President signed into law, the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). Long Beach School District is in compliance with CIPA and COPPA.

**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.

**COPPA** (The Children's Online Privacy Protection Act) applies to individually identifiable information about a child that is collected online, such as name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Act also covers other types of information such as hobbies, interests, and information collected through cookies or other types of tracking mechanisms when they are tied to individually identifiable information.

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Long Beach School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

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

### ***Internet Terms and Conditions of Use***

#### **Personal Safety**

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, 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 shall not 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 shall not 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, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

#### **System Resource Limits**

1. User shall only use the Long Beach School District system 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 or software
3. User agrees not to download any attachments in email that has the potential to spread a virus, such as .vbs, .vbe, or .exe files.
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 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. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. Long Beach School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

## **Security**

1. No one shall attempt to access software on a computer that is not directly related to their classroom assignment for that day.
2. All users must use their own login and password. No user is allowed to use another user's login. NEVER TELL ANYONE YOUR PASSWORD.
3. Users may be monitored while on district computers through tracking software.
4. Any diskette to be used in a district computer shall be approved by the teacher and also must be virus scanned by approved virus scanning software.
5. Browsing and scanning through files on a hard drive or network is not permitted.
6. Student users may not send mass-mails.
7. Users may not change any screen displays. Cracking, hacking, or otherwise breaking into accounts 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, or and other tools used to expedite the process of information on this network will not be permitted.
8. Users cannot install any software which requires making a file without approval of the network administrator.
9. 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 disciplinary action and cancellation of user privileges.
10. Computer systems will be denied access to the network.
11. Unauthorized downloading of information to student disks will not be tolerated.
12. Purchasing of goods or services via the Internet is strictly prohibited.

13. Students will not respond to unsolicited online contact.

**Liability – The school district will not be liable for:**

1. Information stored on school district diskette, hard drives or servers.
2. Information retrieved through school district computers, networks, 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 or the State Regional Hub Site. This includes, but is not limited to, the uploading or creations of computer viruses. Vandalism also includes damage to the computer hardware.

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.

**Consequences for Failure to Follow Terms and Conditions of Internet Use Policy**

There will be consequences for any user who fails to follow Long Beach School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of 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.

When user is using the Long Beach School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

## Contract Regarding the Use of Internet

\*\*\*\*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.

### Users: Students

School \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

**User Printed Full Name** \_\_\_\_\_ I accept and agree to abide by the Long Beach School District Acceptable Use Computer 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: \_\_\_\_\_  
**(Student 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)**

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### Users: Staff, Substitutes, Community Users:

**User Printed Full Name** \_\_\_\_\_ I accept and agree to abide by the Long Beach School District Acceptable Use Computer 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.

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Long Beach Schools participates 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, and then return to your child’s teacher in the morning.

I understand that all children will participate in Safe and Drug Free Schools surveys and evaluations unless I send a written notification to the principal.

---

Parent/Guardian Signature

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Date

## **SUBSTANCE ABUSE TESTING**

All Long Beach Middle School and High School students enrolled in grades six through twelve shall be subject to drug and alcohol testing to the extent and in the manner provided in this policy. Students who wish to participate in extracurricular activities, co-curricular activities or who seek a privilege for which a school permit is required (i.e. operating a motor vehicle on campus) may not illegally use or consume alcohol, tobacco products, mood altering substances or drugs at any time including school hours and non-school hours, school days and non-school days, twelve months a year. If the school administration determines that the student who is participating in an activity or enjoys a privilege stated above, or seeks to participate in any activity or privilege stated above, is engaged in the illegal use of alcohol, tobacco, or drugs, the student may be subject to consequences in accordance with the Long Beach School District Policy **JCBJ**. Prior to making this determination and imposing any exclusionary consequence, the administration shall give the student the right to explain his or her conduct. ([www2.lbsd.k12.ms.us/district/policy/sectionj.htm#JCBJ](http://www2.lbsd.k12.ms.us/district/policy/sectionj.htm#JCBJ))

## **Keeping Your Kids DRUG-FREE**

### **A Message To Parents**

Whether you are a parent, grandparent or any other person who cares about a child's future, we thank you for your interest in preventing drug abuse. It's hard for us to imagine that a child we love could end up using drugs. But chances are, most children will be faced with, "Should I, or shouldn't I?"

Kids who learn about the risks of drug abuse from their parents or caregivers are less likely to use drugs than kids who do not. How much less? Kids are about 36 percent less likely to smoke marijuana, 50 percent less likely to use inhalants, 56 percent less likely to use cocaine and 65 percent less likely to use LSD.

Two-thirds of kids say that losing their parent's respect and pride is one of the main reasons they don't smoke marijuana or use other drugs. Your words and actions matter.

*American Academy of Pediatrics  
Long Beach School District*

*National PTA  
Long Beach Substance Abuse Task Force*

### **Parents' and Guardians' Pledge to Our Youth and the Greater Community of Long Beach**

As a responsible parent, guardian or citizen of Long Beach I voluntarily pledge I will not allow the underage use of alcohol or tobacco nor will I partake in or allow the illegal use of any drug in my home, on my property, or in my presence at any time by my child, my child's friends or any other persons.

## Parents' and Guardians' Pledge to Our Youth and the Greater Community of Long Beach

As a responsible parent, guardian or citizen of Long Beach I voluntarily pledge I will not allow the underage use of alcohol or tobacco nor will I partake in or allow the illegal use of any drug in my home, on my property, or in my presence at any time by my child, my child's friends or any other persons.

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Date

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

A directory will be compiled of all individuals who sign this pledge and made available on the school district's website. The purpose of this directory is to empower parents with information about who your child is with when he/she leaves the house with friends.

**PLEASE NOTE**

**To be eligible to participate in activities and privileges (including parking) this form must be completed and returned to the principal's office.**

**Parent/Guardian:** Please complete **ONE** of the following three forms concerning the LBSD Substance Abuse Testing Policy. Consent Form 1 provides students with the opportunity to pledge to be free of alcohol, tobacco and illegal substances at all times. If students do not wish to make that pledge, they may sign Consent Form 2 acknowledging the terms and conditions of the LBSD drug testing policy. If students do not participate in any activity / privilege, parents may use Consent Form 3 to enroll their child in the Substance Abuse Testing Program.

- *Consent Form 1: This form includes a pledge to remain free of alcohol, tobacco and illegal substances at all times.*
- *Consent Form 2: This form is an acknowledgement that I have read and understand the conditions of the LBSD drug testing policy.*
- *Consent Form 3: If your child does not participate in a school activity or enjoy a privilege covered by the substance abuse testing policy, you may request that he/she be included in the random drug testing policy by completing the form below and returning it to the principal's office.*

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Consent Form 1

**Long Beach School District Participant's Pledge and Policy Consent/Release Form**

As a participant in Extracurricular Activities, Co-curricular activities or the recipient of a privilege for which a permit is required (i.e. operating a motor vehicle on campus), **I pledge to remain free of alcohol, tobacco and illegal substances at all times.** I understand that violation of the Long Beach School District Substance Abuse Testing Policy might result in my exclusion from extracurricular activities, co-curricular activities and privileges as determined by the administration of my school. I agree to submit to alcohol, tobacco and drug testing at any time as a condition for my initial or continued participation in the above stated privileges and activities. I authorize the testing agency, laboratory, or medical provider to release test results to the Long Beach School District and its Medical Review Officer. I authorize the Medical Review Officer to release final test results to the designated Long Beach School District official.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student Printed Name \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Printed Name \_\_\_\_\_  
Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Consent Form 2

**Long Beach School District Policy Consent/Release Form**

As a participant in Extracurricular Activities, Co-curricular activities or the recipient of a privilege for which a permit is required (i.e. operating a motor vehicle on campus), I acknowledge having read and understand the conditions of the Long Beach School District Substance Abuse Testing Policy and understand that a violation of that policy might result in my exclusion from extracurricular activities, co-curricular activities and privileges as determined by the administration of my school. I agree to submit to alcohol, tobacco and drug testing at any time as a condition for my initial or continued participation in the above stated privileges and activities. I authorize the testing agency, laboratory, or medical provider to release test results to the Long Beach School District and its Medical Review Officer. I authorize the Medical Review Officer to release final test results to the designated Long Beach School District official.

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

Student Printed Name \_\_\_\_\_

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

Parent/Guardian Printed Name \_\_\_\_\_

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

.....

Consent Form 3

**Long Beach School District Policy Consent/Student Release Form**

As a student in the Long Beach School District, I acknowledge having read and understand the conditions of the Long Beach School District Substance Abuse Testing Policy and understand that a violation of that policy might result in my exclusion from extracurricular activities, co-curricular activities and privileges as determined by the administration of my school. I agree to submit to alcohol, tobacco and drug testing at any time as a condition for my initial or continued participation in the above stated privileges and activities. I authorize the testing agency, laboratory, or medical provider to release test results to the Long Beach School District and its Medical Review Officer. I authorize the Medical Review Officer to release final test results to the designated Long Beach School District official.

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

Student Printed Name \_\_\_\_\_

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

Parent/Guardian Printed Name \_\_\_\_\_

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

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

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

**Handbook Acknowledgement Form**

I, \_\_\_\_\_, the legal parent/guardian of \_\_\_\_\_,  
(Please Print) (Please Print)  
a student at Long Beach Middle School (LBMS), declare that I have received and read a copy of the LBMS Handbook, and that I have/or will discuss it fully with my child. I fully understand that the contents of this Handbook are policy set down by the Long Beach Board of Trustees that exists to provide the best quality of education for the boys and girls of the district.

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



I, \_\_\_\_\_, (Please Print) a student at Long Beach Middle School, do hereby declare that I agree with the provisions of the Parent/ Student/School Handbook/Code of Conduct, and that I will comply with the provisions of the district Handbook and Code of Conduct.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

Long Beach Middle School and the Long Beach School District request your permission to use and publish names, pictures (videos or photographs) and writings of your child during the 2004 – 05 school year. These names, pictures and writings may be used in newspapers, television, magazines, school yearbooks, district newsletters and district website.

Please indicate permission status and sign below. Thank You.

\_\_\_\_\_ My child's name, picture or writings may be published during the 2004-05 school year.

\_\_\_\_\_ My child's name, picture or writings may NOT be published during the 2004-05 school year.

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_