PHILOSOPHY

Democratic citizens believe that all children and youth have equal moral worth. Education is the concern of all. The home, school, church and community share in giving children a firm foundation on which to grow. Since education is a cooperative undertaking, the philosophy of education in the Brookhaven School District is

- To provide for every child, regardless of ability, environment or status, the opportunity to develop to his/her highest capacity – physically, socially, morally, and spiritually – so that he/she will become an effective member of society, capable and desirous of making a definite, positive contribution to that society;
- To adapt our method of instruction to the individual as well as to the group; to set up goals within the grasp of the pupil's understanding; to train the mind to think critically; to afford opportunities for practical applications; to arouse curiosity and to stimulate further study;
- To lead the pupil into active participation in the learning process and to guide and inspire him/her;
- To continually evaluate, revise and maintain a varied and flexible curriculum which will meet the changing needs of society; and
- To take our community into our confidence and discuss, plan and work out together our educational problems under the professional leadership and guidance which we are able to give.

The Current Mission of the Brookhaven School District:

The mission of the Brookhaven School District is to educate every student regardless of ability, race, creed, or socioeconomic status. It is our belief that all students have equal moral worth and that all students can learn. It is also our belief that high expectations lead to increased student performance.

All facets of the school program shall embody the ideals which will ultimately lead to the development of critical and analytical decision-making skills, a strong work ethic, constructive citizenship, and recognition of the worth of other individuals.

Education is the concern of all; the home, the school, and the community share in giving students a firm foundation on which to grow.

NO CHILD LEFT BEHIND AND THE "RIGHT TO KNOW"

In January of 2002, President Bush signed the *No Child Left Behind* legislation. This piece of legislation makes several changes in education.

One of the new requirements of this legislation is the notification of all parents of their "right to know" the qualifications of the teachers and teacher assistants who work with their children.

Brookhaven School District is committed to providing highly qualified staff for every student, and if your child will be taught by someone that does not meet the federal definition of "highly qualified" for four or more consecutive weeks, you will be notified in writing.

If you have any questions, you may contact your child's principal or you may contact the central office.

Brookhaven School District
P.O. Box 540
Brookhaven, Mississippi 39601

Dr. Lisa Karmancharya
Superintendent

To: Parents, Guardians or Custodians, and Students of the Brookhaven School District

To ensure that the parents and students of the Brookhaven School District are aware of the policies and procedures of the district, the 2009-2010 Student Handbook has been published and provided to you for your review. This Handbook includes (1) the Brookhaven School District Policy JCB - Code of Conduct, (2) the Assertive Discipline Plan for this school, Brookhaven School District Policies: (3) JDA - Discipline Plan, (4) JDACM - Classroom Management, (5) JDAP - Parental Responsibilities, and (6) JCA - Student Conduct / Severe Disruptions. The policies and procedures in this handbook have been approved by the Brookhaven School District Board of Trustees.

In accordance with MS Code 37-11-53 (1), the District requests that you sign the statement below which is verification that you have been given notice of the discipline policies of this school. Your student was also given a review of this handbook at school. We urge you to read this entire manual, the Brookhaven School District Policy JCB - Code of Conduct, the Assertive Discipline Plan for this school, Brookhaven School District Policies: JDA - Discipline Plan, JDACM - Classroom Management, JDAP - Parental Responsibilities, and JCA - Student Conduct / Severe Disruptions prior to signing. Remember that all students are required to abide by these rules while attending this school as well as any function in connection with this school. After signing the statement, please detach and have your student return it to his/her teacher.

I have received the 20011-2012 _____

School Student Handbook and verify that I have been given notice of the policies and procedures that will be enforced at this school during the 2009-2010 school term.

_____ _____
Student Date

_____ _____
Parent, Guardian, Custodian Date

Street Address: 326 Court Street, Brookhaven, Mississippi 601-833-6661

EFFECTIVE MONDAY, AUGUST 28, 2000

STUDENTS MUST BE SIGNED OUT BY 2:30 P.M. IF CHECKED OUT BY THE PARENT IN THE OFFICE
Per Superintendent

THE FRONT OF THE SCHOOL IS DESIGNATED FOR BUS DISMISSAL ONLY. PARENT PICK-UP IS IN THE BACK. PARENTS MUST STAY IN THE CAR AND COME THROUGH THE PARENT PICK-UP LINE!

ALL VISITORS AND PARENTS MUST CHECK IN AT THE OFFICE

SCHOOL CALENDAR 2011-2012

August 2, 2011	**Teachers Report**
August 3, 2011	**Professional Development**
August 4, 2011	**Professional Development**
August 5, 2011	**Teacher Work Day**
August 8, 2011	**Convocation**
August 9, 2011	**Students Begin**
September 5, 2011	**Labor Day**
September 15, 2011	**Early Release Professional Development Site**
September 29, 2011	**Early Release Professional Development District**
October 6, 2011	**Early Release Professional Development Site**
October 14, 2011	**Homecoming /60% Day**
October 27, 2011	**Early Release Professional Development (TBD)**
November 10, 2011	**Early Release Professional Development District**
November 21-25	**Thanksgiving Holidays**
December 19-30	**Christmas Break**
January 2, 2012	**Welcome Back Convocation and Professional Development**
January 16, 2012	**Martin Luther King Holiday**
February 9, 2012	**Early Release Professional Development Site**
February 20, 2012	**President's Day**
February 23, 2012	**Early Release Professional Development District**
March 12-16	**Spring Break**
April 6, 2012	**Good Friday*** ***Potential Make-up Day**
April 9, 2012	**Good Monday*** ***Potential Make-up Day**
April 26, 2012	**Early Release Professional Development (TBD)**
May 22, 2012	**Student's Last Day/60% Day**
May 23, 2012	**Teachers' Last Day**
May 25, 2012	**Graduation**

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BROOKHAVEN SCHOOL DISTRICT INFORMATION 20011-2012

District Administrators

Dr. Lisa Karmacharya……Superintendent
Mrs. Stephanie Henderson ……...Director of Assessment and Accountability
Mrs. Susan Quin ....……...……. Finance Director
Mrs. Brandy Myers……... Special Services Director
Mrs. Marsha Bond….....……..….. Federal Programs Director
Mr. Clay Whittington…….Director of Bands
Mrs. Tonya Thomas-McSweyn…….....Director of Food Service
Mr. Scott Campbell……....Technology Coordinator
Mr. Versie Rushing ..……..……..16th Section Land Manager
Mr. Steve Huey..……..……Director of Transportation
Mr. Wade Henderson..…….Athletic Director
Mr. Tucker Peavey…….Director of Maintenance

Board of Trustees

Mr. Carl Aycock – Chairman
Mrs. Karen Braden – Vice-Chairman
Mr. Willie Harrison – Secretary
Mr. Stan Patrick – Member
Mr. Dan Brown – Member

Contact Information

Superintendent of Schools ……..…833-6661
Federal Programs Office ……833-6661
Special Services……...…835-1211
Transportation…….835-1806
Bus Barn……..…835-1788
Brookhaven Technical Center……...….833-8335
Don Coleman, Director
Brookhaven High School……...….833-4498
Jay Smith, Ph.D., Principal
Alexander Junior High School……..833-7549
Rod Henderson, Principal
Lipsey School…….833-6148
Sonya Foster, Principal
Brookhaven Elementary School……833-3139
Delores Gearing, Principal
Mamie Martin Elementary School……833-7359
Rob McCreary, Principal
Mullins School
Trevor Brister, Principal……...……833-7472

School Office Hours 8:00 A.M. – 4:00 P.M.
Superintendent's Office Hours 8:00 A.M. – 4:30 P.M.

LIPSEY SCHOOL DIRECTORY

Sonya Foster, Principal	833-6148
Janee' Harrison, Assistant Principal	833-6148
Deborah Bowman, Counselor	835-3988
Cafeteria	835-1802
Lipsey School	833-6148
Lipsey Fax	835-3968
Connie Board, Nurse	833-2172

Lipsey School Staff

Kristi Bridge
Nicole Byrd
Margie Cameron
Rosemary Cavilee
Rhonda Church
Fred Daniel
Sondra Dunn
Camille Grim
Pam Nations
Julie Smith
Kristi Smith
Michelle Smith
Jackie Stroud
Linda Thames
Rick Ward
Viola Winborne

Special Subject Teachers

Shane Adam s
Debbie Smith
Sally Ogden

Special Education

Marjorie McNamee-Baugh
Bonnie Palmer
Heather P. Smith

Stephanie Varuchi

Resource Teachers

Dana Rushing

Gwen Case

Alternative/In School Suspension

Lamareo Brown

Assistants

Connie Brinson

Aides

Annie Henderson

Secretaries

Linda Davis

Lanell Coley

Mission Statement

The mission of Lipsey School is to produce self-directed, lifelong learners who can successfully contribute to society.

Vision Statement

Lipsey School students will attain advanced or proficient level and meet AYP in all areas of the MCT II. Lipsey School will achieve a 96% attendance rate. Therefore, Lipsey School will be designated a Level Five school.

Parents, the student planner will be used to communicate to you school information in the form of parent memos, discipline forms, homework assignments, teacher notes, and other important information. Lipsey School requires that a parent/guardian sign the planner every night!

The Brookhaven Public School System does not discriminate on the grounds or race, religion, sex, or national origin.

BROOKHAVEN SCHOOL DISTRICT

ATTENDANCE POLICY
Grades K – 6

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

EXCUSED ABSENCE

The following constitute a valid excuse for temporary non-attendance in school:

A. Prior approved authorized school activity.
B. Illness or injury.
C. Isolation required by health official.
D. Death or serous illness of a member of immediate family
E. Prior approved medical or dental appointment.
F. Attendance at the proceedings of a court or administrative tribunal if the student is a party to the action or under subpoena as a witness.
G. Prior approved absence for a religious event.
H. Prior approved valid educational opportunity.
I. Other prior approved conditions sufficient to warrant non-attendance.

THE WRITTEN EXCUSE

The student must present a signed written excuse from a parent, guardian or custodian on the day the student returns to school unless permission to be absent was granted by school official before the absence occurred. The written excuse shall contain: the date written, full name of the student, the date(s) the student was absent, the cause of the absence, the signature of parent, guardian or custodian and the phone number where parent, guardian or custodian can be reached.

UNEXCUSED ABSENCE

All absences other than excused absences will be classified unexcused. Days missed from school due to disciplinary suspension are considered unexcused absences. Students will receive a daily grade of “0” in each class each day class work is missed because of unexcused absence. Students will have the opportunity to make up a major test. Students are responsible for making arrangements to make up tests within three (3) days. Students on suspension are required to return to school accompanied by a parent, guardian or custodian before being readmitted.

TARDINESS

Promptness is a virtue that becomes a habit. The School Board encourages the development of this habit. Students are expected to be in class on time each period. A student is tardy for class if the student is not in his/her assigned classroom when the tardy bell rings. If a teacher or administrator detains the student, the student will secure a written note before going to the next class. Tardies will result in penalties and may require parent-pupil-principal conference.

Parents who transport their children to school are encouraged to have students at school on time. Students who are late must check in through the office. Parents are asked to accompany students to the office if arriving to school late.

MAKE-UP

It is the student's responsibility to make up work due to an absence. All work shall be made for excused absences. Make-up shall begin immediately upon the return of the student to school. The number of days allowed for a student to make up missed work will be equal to the number of days missed. (Example: If a student misses three (3) days he/she will have three (3) days to make up missed work for excused absence.) It is the responsibility of the student, on the first day back to school to arrange with the teachers for the assignment of missed work and completion of missed work in the
required number of days. Failure to complete the work in the time period specified will result in a grade of zero "0" for the missed work.

Any student suspended from school will receive a daily grade of "0" in each class each day the class is missed. Major tests may be made up within three (3) days. Any pre-announced work or tests missed due to unexcused absence shall be made up on the day the student returns to school. If the absence is pre-planned, students are encouraged to arrange for make-up work prior to the absence.

ABSENCES AFFECTING LOSS OF ACADEMIC CREDIT

Student's <u>unexcused</u> absence from school for more than ten (10) school days or unexcused absence from the same class period more than ten (10) times in one semester shall be recommended by the principal to the superintendent for a denial of academic credit for the semester. A parent, guardian or custodian shall be notified by registered mail after the fifth (5th) unexcused absence. Extenuating circumstances causing absences in excess of ten (10) school days or ten (10) class periods per semester may be considered by the principal and the superintendent on an individual basis. It shall be the responsibility of the parent, guardian, or custodian to furnish to school officials, no later than the close of business on the third (3rd) school day following the student's return to school, sufficient and satisfactory documentation which supports a claim of extenuating circumstances. In the event the superintendent elects to deny a student academic credit for a semester due to unexcused absences, he/she shall at the time of his/her determination send written notice by registered mail to the student and his/her parent, guardian, or custodian informing them of his/her decision. The student, parent, guardian, or custodian may, within seven (7) calendar days of the date of notice, request a fair and impartial hearing before the School board. Should the student, parent, guardian, or custodian fail to request said hearing within seven (7) calendar days of the date of notice, the decision of the superintendent becomes final and effective. The School Board, upon request for hearing from

the student, parent, guardian, or custodian, shall set the time, place, and date of such hearing and notify the student, parent, guardian, or custodian in writing of same. The date shall be set not later than thirty (30) days from the date of request, unless otherwise agreed. At such hearing, student, parent, guardian, or custodian shall have the right to be present (in person and/or with legal counsel) and participate in the hearing, to cross-examine the witness heard and to offer such witnesses or other evidence in their behalf as they may desire.

ATTENDANCE AND SCHOOL ACTIVITIES

No student can represent the school in any activity or practice on any school day unless he/she has been in attendance in each academic class on the day of such participation. The only exception will be excused absences approved by the principal. Any student absent any part of the school day must have the approval of the principal before the sponsoring teacher will permit the student to participate in a school activity on the day of the absence. If the event is out of town, participants must report to school authorities and will be dismissed from school by school officials.

ATTENDANCE AND ACADEMIC EXEMPTION

Students with perfect attendance and having a "C" average are exempt from final exams. Exemptions will be determined on a class period basis. Students who are exempt may take the final exam to improve their grade. The exam will not lower the student's average.

ATTENDANCE AND DROP FROM ENROLLMENT

Students absent from school for 20 consecutive days will be dropped from the school register.

ATTENDANCE AND DROP FROM ENROLLMENT

1. Attendance is checked daily and submitted to the office.

2. All students are required to be at school and in class on time. In the event you are detained, an admission slip by the detaining teacher or the office is needed.

3. All students are to remain on campus the entire day, except when given permission to be away from campus.

4. No student is to be absent from scheduled classes or activities at any time without the permission of the principal beforehand.

5. All permits to leave the building and campus are to be issued by the principal.
6. Students absent from school for 20 consecutive days will be dropped from the school register.

STUDENT ARRIVAL AT SCHOOL

To help ensure that there is a safe and orderly environment at Lipsey School:

1. **There will be no students on campus <u>before</u> 7:20 a.m.**
After 7:20 a.m., students will report to breakfast and then go directly to homeroom. If the students do not eat breakfast, they will report directly to homeroom.

2. **At. 8:00 a.m. all students are to be seated in homeroom**. **No students are to be in the hall or bathroom**. No students will be allowed to check out books in the library, the only students allowed in the library at this time will be late arriving students. These students will wait in the library until after announcements.

4. At 8:10 a.m. students will move to first period.

5. At 8:10 a.m., first period will begin.

Parent Pick-Up

Any student picked up in the afternoon must be picked up by 3:30 p.m. If not picked up by 3:30 they will come to the office to call parents or someone on their check out list.

Students will remain **quietly** seated reading a Lexile book while waiting at parent pick-up. Talking is not allowed in order for students to hear their names called for pick-up. Failure to adhere to this rule could result in disciplinary action.

DISTRICT DISCIPLINE POLICIES

The Brookhaven School District Board of Trustees has allowed each school to adopt an Assertive Discipline Plan to meet the needs of the individual school and its students. The following discipline policies are Board policies and apply district wide.

WEAPONS

The Brookhaven School District operates in compliance with the Gun-Free School Act, title VIII of the Elementary and Secondary Education Act of 1965, and the applicable Mississippi law. These regulations are set forth in Brookhaven School District Board Policies JCBC, JCBF/KP, JCBH, JDD, JDE, and JDF. The requirement of these policies are substantially as follows:

I. Prohibitions

The Brookhaven School District prohibits the possession of firearms or any other weapon on school property. No student, employee, or visitor may possess or carry any weapon on or about school property or within a vehicle brought upon school property except as specifically outlined in Section VI.

Definitions

A. A firearm means:

Any type of weapon, including a starter gun which will or is designed to be 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; any destructive device, including any explosive, incinerator, frozen gas, bomb, grenade, rocket, missile, mine, or other similar device, and any type of weapon; and any combination of parts either designed or intended for the use in converting any device into a destructive device described above and from which a destructive device may be readily assembled or as otherwise defined by federal law.

B. A weapon means:

1. Any gun, rifle, pistol, or other firearm of any kind, any dynamite cartridge, bomb, grenade, mine, or powerful explosive.
2. BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for shaving purposes), and sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance on educational property).
3. Any pocketknife or other knife or any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, or knives).

C. School property:

School property includes any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the District.

Disciplinary Action

The penalty for bringing a weapon on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

Any student who is charged with bringing a weapon on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with Policies JDD, JDE and all others subsequently adopted by the Board.

The Superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.

Readmission

A student who is expelled for bringing a firearm or other weapon on school property must apply to the Board for readmission to the regular school program. Readmission may be granted by the Board upon a document showing that the student has participated in successful rehabilitation efforts, including, but not limited to, progress in the alternative school or similar program.

Reporting Violations

Violations of the firearms and weapons policy shall be reported in accordance with Brookhaven School District Policy JCBF/KP and KCBF-P/KP-P and applicable federal and state laws.

ZERO TOLERANCE

The Brookhaven School District will call for a mandatory recommendation for expulsion from school for those students who commit any of the following acts, unless the recommendation is considered inappropriate for the circumstances of the act:

1. Violation of the District's weapons policy
2. Violations of the following misconduct of the Board's severe disruptions policy which include:

   - Fighting
   - Harassment, intimidation, or threats of violence against any student or any school personnel
   - Possession, personal use or being under the influence of alcohol

- Possession, personal use or being under the influence of marijuana, illegal drugs, or any controlled substances, as defined by Mississippi State Law, not prescribed to the student
- Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescription drugs, tobacco products, tobacco or drug paraphernalia or any substance having the effect or appearance of a prohibited substance

3. Any offense punishable by the laws of the State of Mississippi that pertain to crimes against persons. (Mississippi Code Section 97-3-1 through 97-3-117); or
4. Violation of Mississippi code Section 97-37-21 which prohibits reporting that a bomb or other explosive has been, or is to be, placed or secreted in any public or private place, knowing that such report is false.

Upon recommendation for expulsion, the School Board will conduct a due process hearing as provided by District Board Policy.

STUDENT TITLE IX PROTECTION

Students in the Brookhaven School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited by law and should be reported as provided by board policy.

PARENTAL RESPONSIBILITIES

Parents, legal guardians and custodians are reminded of their obligation to adhere to Mississippi Law which provides:

A. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against property or persons;
B. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (A) of this subsection, or for any other discipline conference regarding the acts of the child;
C. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (B) of this section may be summoned by proper notification by the superintendent of schools and be required to attend such discipline conference; and
D. A parent, guardian or custodian of a compulsory-school age child enrolled in a public school district shall be responsible for any criminal fines brought against

such student for unlawful activity as defined in Section 37-11-29 occurring on school grounds.

E. Any parent, guardian or custodian of a school age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars ($250.00)

F. Any public school district shall be entitled to recover damages in amount not to exceed Twenty Thousand Dollars ($20,000), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor, or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

Ref. MS Code 37-11-53

STUDENT DRESS CODE

While the Brookhaven School District Board of Trustees recognizes that individual students have a right to free expression and that a student's style of dress and/or grooming may reflect individual preferences, these rights must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students. As such, the Brookhaven School District has implemented this Dress Code to maintain a safe, respectful and positive learning environment as well as to model good citizenship.

GENERAL RULES:

1. All students are expected to observe certain minimal standards of hygiene, sanitation and personal appearance. Cleanliness of both dress and body is mandatory.

2. Articles of clothing must not be a health or safety hazard.

3. Student's appearance must not be a distraction or interfere with the instructional program.

4. The following decorations, whether imprinted on the body or clothing are prohibited:

- Symbols, mottos, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit or sexually suggestive messages.
- Symbols, mottos, words or acronyms advertising tobacco, alcohol, or illegal drug use or drug paraphernalia.
- Symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly anti-social group or gang or that identifies a student as a member of an organization that professes violence or hatred toward ones fellow man.

* Visible and permanent tatoos/brands incompatible with the standard set forth herein shall be covered to prohibit their display.

5. Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspender straps must be attached as designed and worn on shoulders.
- Shirt/Blouses must be buttoned.
- Zippers must be zippered.
- Belts must be fastened.

6. Approved garments must be of a length and fit that are suitable to the build and stature of the student. Excessively large or baggy clothes are prohibited. Similarly, excessively tight clothes are prohibited.

HAIR:

1. Hair should be groomed so as not to extend to the eyebrows and cover or obscure the eyes or any part thereof.

2. Hair should be free from obnoxious odors, maintained clean in quality and neat in appearance.

3. Hair should not be groomed in class.

HEAD COVERING/SUN GLASSES

1. Picks, curlers, rollers, bandanas, sweatbands or other similar head coverings or adornments shall not be worn to class or within school buildings.

2. Caps, hats, doo-rags, skullcaps, toboggans, visors, hoods or other similar head coverings shall not be worn on campus unless prescribed by a physician, previously approved by the School's Administration for religious reasons, or approved by the School's Administration for a special school activity.

3. Sun glasses (unless indoor use is prescribed by a physician) shall not be worn to class or within school buildings.

ACCEPTABLE TOPS:

1. All tops must be size appropriate and should neither be overly baggy nor overly tight.

2. All tops must completely cover the abdomen, back, mid-drift, chest and cleavage at all times. This means full coverage while sitting, standing, bending or raising arms.

3. Undergarments must be covered at all times and shall not be seen through outer-garments.

4. Tops may not have holes or rips.

5. Tops shall not be longer than the fingertips of the wearer with the arm fully extended.

6. Tank tops, tube tops, halter tops, cut-off tops, fish net, see-through tops, spaghetti straps, strapless tops, or backless tops are prohibited.

7. Sports bras are an undergarment and are prohibited as an outer-garment.

8. Male students: No muscle shirts or jerseys are allowed without a shirt underneath.

ACCEPTABLE BOTTOMS:

1. All bottoms such as pants, jeans, shorts, skorts or skirts must be securely fastened around the waist.

2. All shorts, skorts and skirts must be no shorter than 6 inches above the knee when sitting or the fingertips when the arm is fully extended while standing, which ever is longer.

3. Undergarments shall not be visible.

4. Outermost lower garment shall be worn at the waist and shall not extend below the heel of the shoe in length. Bottoms may not be so long as to drag the floor.

5. Tights or leggings worn as outer wear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), are not permitted.

6. Bottoms may not have holes or rips on or above the knee.

ACCEPTABLE SHOES

1. Shoes, boots or sandals should be worn at all times.
2. Neither house shoes nor shower shoes are permitted.

UNACCEPTABLE DRESS

1. Trench coats are prohibited.

2. Hanging wallet chains, banging belt ends, spiked/studded belts, bracelets, chain belts, handcuffs, sharp heavy rings, removable decorations that cover teeth ("Grills"), and gloves are prohibited.

3. Visible body piercing, with the exception of earrings, is prohibited. Visible body piercing includes, but is not limited to, tongue rings and tongue studs.

4. Oversized style pant that would give the appearance of being baggy or saggy.

5. Any item of clothing that a student must hold in place to be compliant.

SCHOOL SANCTIONED ATHLETIC WEAR

1. Students participating in school athletic events (including Cheerleaders and Band Members) are permitted to wear school team apparel on game day if permitted by their Coach or other Administrator responsible for that particular activity.

IN ALL INSTANCES, COMPLIANCE OR NON-COMPLIANCE WITH THIS DRESS CODE WILL BE DETERMINED BY THE SCHOOL ADMINISTRATORS. STUDENTS WHO DRESS IN A MANNER DETERMINED TO BE OUT OF COMPLIANCE WITH THE DRESS CODE WILL BE REQUIRED TO CALL A PARENT OR GUARDIAN TO BRING A CHANGE OF CLOTHES THAT CONFORMS WITH THE DRESS CODE. STUDENTS MAY NOT RETURN TO CLASS UNTIL THE PARENT OR GUIARDIAN ARRIVES.

SCHOOL BUS CONDUCT

It is the desire of the Board of Education that the buses operated by the District be operated in such a manner that will allow for the safe transportation of students to and from schools. We consider the bus to be a part of the school and; therefore, all School Board Policies shall be enforced while pupils are being transported. Because of the inherent danger involved in transporting students the Superintendent or Principal, or their designees, are authorized to institute appropriate disciplinary action for disorderly conduct or misconduct including but not limited to, the following:

Pupils Shall Not:

1. Play on road while waiting for the bus.
2. Put head or hands outside of windows.
3. Ride outside of bus.
4. Mar or deface bus.
5. Use/possession of tobacco or intoxicants.
6. Fight.
7. Tussle or push.
8. Strike or threaten bus driver.
9. Use profane language or make vulgar gestures.
10. Carry deadly weapons.
11. Make excessive noise.
12. Throw objects.
13. Eat or drink on bus (including chewing gum).
14. Commit any other act of improper conduct that is covered by the Board Policies of the Brookhaven School District.

Fighting on a school bus will result in automatic three-day suspension or longer. The bus driver has the authority to assign seats for students riding the bus. No objects that will obstruct the vision of the driver will be allowed on buses (balloons, etc.). Children should get off at the same stop that they boarded in the morning, unless prior approved permission is granted. To ride a different bus than the one they normally ride, a note must be brought to the principal on the morning of the occasion, to be verified by the principal. If a child is suspended three (3) times from the bus, on the 4th time the child loses riding privileges for the remainder of the semester. If a child is suspended from one bus, he/she cannot ride another bus. A suspension from the school is a suspension from all activities, including buses. If a child's behavior results in a discipline form being turned in on a child the principal or designee will determine the necessary steps to remedy the situation. Notification to the parents will be sent home with the student.

REPORTING OF UNLAWFUL OR VIOLENT ACTS

As required by state law certain unlawful acts will be reported by the principal to local law enforcement authorities as more particularly set forth in Board Policy JCBF-KP.

SCHOOL SEARCHES

The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of student's persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. Searches are permitted under the guidelines and procedures of Board Policy JCBG.

CORPORAL PUNISHMENT

As a matter of policy, reasonable corporal punishment of a student is permitted in grades K—8 as a disciplinary measure in order to preserve an effective educational environment. Corporal punishment is permitted only by an administrator under the guidelines and procedures of Board Policy JDA, which also specifies the presence of a witness and a maximum of 3 strokes.

July 21, 1999

JCB

(Issued 8/28/01)

CODE OF CONDUCT

PREAMBLE:

As provided by Senate Bill 2239 Regular Session 2001 entitled *The Mississippi School Safety Act of 2001* and after conferring with the appropriate parties the Trustees of the Brookhaven School District hereby establish and adopt this STUDENT CODE OF CONDUCT.

I. DISSEMINATION OF THIS POLICY

A. For the school year 2001-2002 this policy shall be distributed to each student enrolled in the District and the parents, guardians or custodians of such student shall sign a statement verifying that they have received notice of this policy. Further a copy of this policy shall be distributed to all certificated staff and made readily available in the office of the principal for the general public.

B. From and after the school year 2001-2002 this policy shall be incorporated within the student handbook that is distributed to each student and the parents, guardians or custodians of such student shall sign a statement verifying that they have been given the student handbook. Further the policy shall be distributed to all certificated employees and made readily available in the office of the principal for the general public.

II. CONDUCT REQUIREMENTS

A. The Brookhaven School District Trustees has allowed each school in the District to adopt an assertive discipline plan to meet the needs of the individual school and its students. Those rights, privileges, requirements and prohibitions of each plan, when not in conflict with these policies, shall govern student behavior to the extent they are applicable.

B. The following policies and procedures shall be applicable to student conduct District wide.

1. WEAPONS - The Brookhaven School District operates in compliance with the *Gun Free School Act, Title VIII of the Elementary and Secondary Educational of 1965* and the applicable Mississippi statutes. These policies and regulations as set forth in the Brookhaven School District policy manual as policies JCBC (Weapons), JCBH(Gun Free Schools), JDD (Suspension), JDE (Expulsion), JDF (Due Process), JCBF/KP (Reporting of Unlawful or Violent Acts) and JCBF-P/KP-P (Reporting of Unlawful or Violent Acts – Procedures).

2. UNLAWFUL OR VIOLENT ACTS – The Brookhaven School District operates in compliance with *The Prevention of School Violence Act*, SB 3349 (1994) and its amendments and prohibits any unlawful or violent act on school property or during school related activities as set forth in policy JCBE.

3. SEVERE DISRUPTIONS - Any misbehavior, misconduct or violation of any school rule or regulation will be dealt with using appropriate punishment. Certain types of misconduct may be considered as "cause" for disciplinary action including suspension or expulsion as outlined in the Assertive Discipline Plan or Board policy JCA and they apply if the act is committed on school property, at a school activity or function, on a school trip, or at a period of time that the student is under the control or responsibility of the school.

4. ZERO TOLERANCE - The Brookhaven School District has a policy of zero tolerance for certain violations that call for a mandatory recommendation for expulsion from the school system.

5. ATTENDANCE - The Brookhaven School District adheres to state law and mandates regarding attendance. See policies JB and JBD

6. PERSONAL APPEARANCE - The Brookhaven School District expects student to observe minimal standards of hygiene, sanitation, and personal appearance as so set forth under policy JCDB.

7. REPORTING OF UNLAWFUL OR VIOLENT ACTS - The Brookhaven School District in compliance with state statute has adopted policy JCBF/KP and JCBF-P/KP-P that requires the reporting of certain unlawful and violent acts which have occurred on school property or during school related activities.

8. TITLE IX - Students in the Brookhaven School District are protected from sexual discrimination, including sexual harassment, by *Title IX of the Education Amendment of 1972 to the Civil Rights Act*. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited by law and should be reported as provided by board policy JAA.

9. SCHOOL SEARCHES – The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of student's persons, possessions, lockers, desks, and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. Searches are permitted under the guidelines and procedures of policy JCBG.

10. FAMILY RIGHTS AND PRIVACY - Information which could identify an individual child will be maintained by the Brookhaven School District and will be provided to other agencies only in accord with the Family rights and Privacy Act and IDEA. Parents are guaranteed the right to inspect any such information about their child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. Parents should address requests to review educational records to their school principal. An agency official will provide parents with explanations or interpretations of the educational records being reviewed. The agency may charge a fee for copies of educational records if the fee does not effectively prevent the parents from exercising their right to inspect and review those records.

11. PARENTAL RESPONSIBILITY - Parents, legal guardians and custodians of each child shall be responsible financially for the student's destructive acts against school property or persons as provided by Miss. Code Ann. Sec. 37-11-53 and 37-11-19 and District policy JDAP.

12. DRUG TESTING POLICY - All students enrolled in varsity sports in the Brookhaven School District shall be subject to drug testing to the extent and manner provided for in School Board Policy JCDAC. Specific information will be provided to the parent or legal guardian and to the student and consent forms will be required. Additional information can be obtained by contacting the principal or the athletic director.

13. GANG ACTIVITY – The Brookhaven School District is committed to maintaining a safe school environment for its students and staff. In addition to applying the disciplinary policies of the district where gang activity is suspected a complaint will be filed in accordance with *The Mississippi Street Gang Act* (Miss Code Sec. 97-44-1 et. sec.)

14. SCHOOL BUS CONDUCT – While the District is required to transport eligible students, each student must adhere to all established district policies dealing with conduct and discipline as well as in policy JCDAD.

15. VANDALISM – Willful destruction, damage, or injury to school property will not be tolerated and the student and the student's parents will be subject to, in addition to state law, the District's policy on vandalism JCBD and parental responsibilities JDAP.

16. PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES – The Constitution of this state provides for a free appropriate education. The Brookhaven School District acknowledges this as a right of each student. Participation in school programs and activities are privileges as opposed to rights and are governed by, in addition to state law, District policies and the student handbook.

17. SCHOOL HANDBOOK – An explanation of other responsibilities and rights of students are set forth in the student handbook for each school in the District that is approved by the Board of Trustees on an annual basis. These handbooks address, among other things, respect for persons and property, knowledge and observation of rules and conduct, free speech and student publications, assembly, privacy, and participation in programs and activities.

18. DISCIPLINE PLAN – Non-adherence to this code of conduct policy will result in the application of the District's student discipline plan JDA as well as any other applicable statute, regulation or policy.

This policy shall be effective from and after the date of its adoption by the Brookhaven School Board of Trustees and any prior policy in conflict with any portion herein shall stand appealed.

(Issued 8/28/01)

DISCIPLINE PLAN

PREAMBLE:

As provided by Senate Bill 2239 Regular Session 2001 entitled *The Mississippi School Safety Act of 2001* and after conferring with the appropriate parties the Trustees of the Brookhaven School District hereby establish and adopt this student DISCIPLINE PLAN.

I. DISSEMINATION OF THIS POLICY

A. For the school year 2001-2002 this policy shall be distributed to each student enrolled in the District and the parents, guardians or custodians of such student shall sign a statement verifying that they have received notice of this policy. Further, a copy of this policy shall be distributed to all certificated staff and made readily available in the office of the principal for the general public.

B. From and after the school year 2001-2002 this policy shall be incorporated within the student handbook that is distributed to each student, and the parents, guardians or custodians of such student shall sign a statement verifying that they have been given the student handbook. Further, the policy shall be distributed to all certificated employees and made readily available in the office of the principal for the general public.

II. ADMINISTRATION OF DISCIPLINE

A. The Brookhaven School District Trustees has allowed each school in the District to adopt an assertive discipline plan to meet the needs of the individual school and its students. Those rights, privileges, requirements and prohibitions of each plan, when not in conflict with these policies, shall govern student behavior to the extent they are applicable.

B. CORPORAL PUNISHMENT - Corporal punishment as a matter of policy may be administered in the District as a disciplinary measure provided by Board Policy JDA.

C. CLASSROOM MANAGEMENT - The teacher is the authority in the classroom and, as such, is charged with classroom management as provided by the *School Safety Act 2001*. The act, along with policy JDACM, sets forth those rights, duties and responsibilities.

D. SUSPENSION - When unacceptable behavior cannot be corrected by the resources of the teacher or the school administration, the District's student suspension policy, designated as JDD, shall apply.

E. EXPULSIONS - The right to a free appropriate education is a fundamental right; however, under certain circumstances the Brookhaven School District Board of Trustees has outlined policies and procedures for expulsion from the District that are governed by policy JDE.

F. ALTERNATIVE SCHOOL PROGRAM - An alternative school program has been implemented by the Brookhaven School District Board of Trustees as set forth in policy JDAB.

G. DUE PROCESS - The policies and provisions pertaining to students' rights and due process regarding disciplinary matters is set forth in policy JDF.

H. PARENTAL RESPONSIBILITY -- Parents, legal guardians and custodians of each child shall be responsible financially for the student's destructive acts against school property or persons as provided by Miss. Code Ann. Sec. 37-11-53 and 37-11-19 and District policy JDAP.

This policy shall be effective from and after the date of its adoption by the Brookhaven School District Board of Trustees and any prior policy in conflict with any portion herein shall stand appealed.

JDACM
(Issued 8/28/01)

CLASSROOM MANAGEMENT

The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.

1. Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute *disruptive behavior* as defined in the *School Safety Act of 2001* ("Act"). In accordance with the Act and the Attorney General opinion, dated June 25, 2001, this District designates the principal and/or assistant principal of each school to make the determination as to whether a student's behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of "disruptive behavior" as defined by the Act.

2. *Disruptive Behavior* means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at

school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

3. *Habitually disruptive* refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

4. Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student's behavior in the information provided to the principal or assistant principal. If the principal or assistant principal disagrees with the teacher's decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal or assistant principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Ann. Sec. 37-11-54 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district's discipline plan or code of conduct.

5. Should the principal or assistant principal determine that the student's conduct does rise to the level of a "disruptive behavior" required in the Act or in accordance with existing procedures addressing the removal of the student from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to, telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.

6. After the second incident of disruptive behavior as determined by the principal or assistant principal, the student's parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the principal or assistant principal shall prepare the plan and mail a copy to the parent/guardian.

7. Once the determination has been made by the principal or assistant principal that the student has not complied with the behavior modification plan, the principal or assistant principal shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include expulsion to the alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under Board policy

and other discipline procedures, expulsion may also apply to students under age 13.

8. If a student under age 13 has two instance of behavior that the principal or assistant principal classifies as "disruptive behavior", the District will appoint trained personnel to evaluate the child's behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with federal laws requiring parental notification of certain types of evaluations.

9. Any discipline, including expulsion, for "habitually disruptive" behavior under the Act, must follow existing procedures to ensure that the student is afforded his/her due process protections (Section 37-11-55(b)).

JCA

(Issued 8/28/01)

STUDENT CONDUCT/SEVERE DISRUPTIONS

Any misbehavior, misconduct or violation of any school rule or regulation will be dealt with using appropriate punishment. Certain types of misconduct may be considered as "cause" for disciplinary action including suspension or expulsion as outlined in the Assertive Discipline Plan or Board policies and they apply if the act is committed on school property, at a school activity or function, on a school trip, or at a period of time that the student is under the control or responsibility of the school.

A. *Any offense otherwise punishable by law and against the law of the State of Mississippi*
B. Fighting
C. Harassment, intimidation or threats or violence against any student or any school personnel
D. Disruption of normal school functions or operations, programs, or activities
E. Disobedience to school personnel, including refusal to accept or follow instructions, disciplinary measures or counseling
F. Disrespect to students or school personnel
G. Profanity, insulting language, obscene language or gestures directed toward students or school personnel
H. Unauthorized entry on school premises
I. Unauthorized use of school property
J. Vandalism, malicious mischief, damage to buildings, fixtures or personal property, including public and private property
K. Possession, personal use or being under the influence of alcohol

L. Possession, personal use or being under the influence of marijuana, illegal drugs, or any controlled substances, as defined by Mississippi State Law, not prescribed to the student or any substance having the effect or appear of such substance or held out by the student to be such substance

M. Possession or use of any tobacco product or paraphernalia

N. Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescription drugs, tobacco products, tobacco or drug paraphernalia or any substance having the effect or appearance of a prohibited substance proclaimed or professed by a student to be such substance

O. Gambling of any nature or possession of gambling paraphernalia

P. Truancy or cutting class

Q. Leaving school or leaving class without permission

R. Cheating

S. Public display of affection or sexual activity, including such activity in cars parked in the vicinity of school property

T. Use or possession of pornographic materials, stolen property, noise making devices, beepers or pagers, cellular phones, fireworks, other disruptive materials or look-alikes of such items

U. Gang activity

V. The privilege of obtaining a free and appropriate education is fundamental; however, along with this privilege come certain responsibilities. One of these responsibilities is to respect the right to learn and to not disrupt the learning environment of the school. A student who repeatedly disregards the rights of others, violates school rules and/or repeatedly disrupts the learning environment will have to appear in a hearing before the School Board to face possible expulsion from school. Every effort, such as referral to a counselor, contacting parents, suspension, etc., will be made by school officials to avoid this School Board hearing; however, it should also be noted that the Board of Trustees has indicated through their policies that a continued pattern of disruptive behavior will not be permitted.

IMMUNIZATION

The School Board requires that all students have Certificates of Vaccination issued by the local health department or family physician on forms specified by the Mississippi State Board of Health (blue card). These forms shall be the only acceptable means of showing compliance with these immunization requirements. The Certification of Immunization will be filed with each student's records.

EMERGENCY CLOSING

Radio stations WKMB, WCHJ, and WMRQ will make announcements beginning at 6:00 a.m. if school will be closed. It is important that parents not try to contact administrative personnel, as the lines will be busy making arrangements for emergency closings. If it becomes

necessary to close school early, announcements will be made on the radio. In case of any emergency conditions that will affect the school, please listen to the radio station for announcements.

FAMILY RIGHTS AND PRIVACY

Information which could identify an individual child will be maintained by the Brookhaven School District and will be provided to other agencies only in accord with the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and IDEA.

As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. Parents should address requests to review educational records to their school principal. An agency official will provide parents with explanations or interpretations of the educational records being reviewed. The agency may charge a fee for copies of educational records if the fee does not effectively prevent the parents from exercising their right to inspect and review those records.

CHILD FIND

The Brookhaven School District is participating in an ongoing statewide effort to identify, locate and evaluate children ages birth through the age of 21 who are physically, mentally, communicatively, and/or emotionally disabled.

Child Find Director is also the Director of Special Services. Child Find implements child identification, location, and evaluation of children ages birth through 21 who are disabled, regardless of the severity of their disabilities, and are in need of special education and related services.

If you know a child who needs special services, please contact the Child Find Coordinator at Brookhaven School District, P. O. Box 540, Brookhaven, MS 39602-0540, or you may call 601-835-1211.

BIRTH CERTIFICATES

All students registering for the first time must submit a Certified Birth Certificate at the time of registration.

RESIDENCY VERIFICATION

As a result of the residency verification procedure adopted by the Mississippi State Board of Education, each parent, legal guardian or custodian with whom the student lives must provide the school administration a verification of residency on the form provided in this handbook. If you already have this form on file you are not required to submit the form annually; however, if you should change your residence, you must at that time submit an updated form.

SOLICITING

Students will not be permitted to sell candy or other cash items at school for the purpose of raising money for the school activity fund. An exception to this would be fundraising projects by the PTA, Booster Club, or other outside groups; proper approval is required for these activities.

BROOKHAVEN SCHOOL DISTRICT TEXTBOOKS POLICY

Textbooks for students are furnished by the Brookhaven School District. As soon as classes have organized, free textbooks are assigned to all pupils. Parents are required to sign the book card assuming full responsibility for the books and their proper care until they have been returned to school. Pupils should see that their books are not abused, as a fine will be charged for any school owned book that shows unnecessary wear. In the case of a lost book, the value of the book, based on years used, must be paid. All fines collected for damages or lost books will be used to replace or repair books owned by the Brookhaven School District. If a pupil loses a book and desires to pay for a lost book, arrangements must be made with the principal's office in order to get another book. At any time during the school year, the staff may conduct a check on all textbooks.

The fine and damage replacement schedule is as follows

Damage	Fine
Writing/drawing/scribbling in book	$1.00 per page
Excessive wear/damage, but Usable	10% cost of textbook
Cover of book damaged	25% cost of textbook
Spine damaged	25% cost of textbook
Water damaged, but Usable	25% cost of textbook

Any damage which makes the textbook unusable for the following term will result in a fine equal to the cost of the textbook. Examples are water damage, missing pages, obscene or vulgar writing or drawing, profanity.

A lost textbook will result in a fine equal to the cost of the textbook.

LOST BOOKS

If at any time during the session, the pupil loses a book, he/she shall be charged a replacement fee. This fee shall be based upon an average life of four years for each book, and shall be given a

25% discount off the contract price for each year the book has been in use. For a book used more than four years and lost, the price shall be 25 % of the contract price based on the depreciation for years used.

Example:

1. If the contract price of a new book is $ 35.00 and a student loses it, he/she shall be charged the full price of the $ 35.00 the book.
2. The same price book issued to a student the second year and lost, allow a discount of 25% of $35.00 = $26.25.
3. If lost the third year, allow a discount of 25% of 26.25 = $19.69
4. If lost the fourth year, allow a discount of 25% of 19.69 = $ 14.77
5. If lost the fifth year, allow a discount of 25% of $14.77 = $11.08.

DAMAGED BOOKS

The local custodian, superintendents, and teachers distributing books to pupils are authorized to collect for any damage to, or excess wear of textbook. The amount collected should be determined by the extent such damage has impaired the future use of the book and should be sufficient to impress upon parent and children the necessity for the proper care in the use of state-owned textbooks.

NOTE:

I. A book shall be considered to be damaged for any of the following:

A. Torn pages
B. Backs separated
C. Defaced books (writing, drawing, etc.)
D. Books with names erased

II. A book shall be considered to the unusable for any of the following:

A. Excess writing in book
B. Names carved on backs or outside of pages
C. Holes drilled in books

For damaged books, chare the student 20% of the book's cost for that year.

Example:

The same book that was used three years and cost $19.69, if damage
The student would pay 20% of 19.69 = $3.94

AN UNUSABLE BOOK SHALL BE TREATED THE SAME AS A BOOK WHICH HAS BEEN LOST.

FEE Policy

1. The Brookhaven School District Board of Trustees of Trustees shall be authorized to charge reasonable fees, but not more than the actual cost, for the following:

   a. Supplemental instructional materials and supplies, excluding textbooks;
   b. Any other fees designated by the Brookhaven School District Board of Trustees as fees related to a valid curriculum educational objective, including transportation; and
   c. Extracurricular activities and any other educational activities of the Brookhaven School District that are not designated by the Brookhaven School District Board of Trustees as valid curriculum educational objectives, such as band trips and athletic events.

2. a. All fees authorized to be charged under this section, except those fees authorized under subsection (1)(c) of this section, shall be charged only upon the condition that the Brookhaven School District Board of Trustees shall adopt a financial hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The financial hardship waiver policy must be distributed in writing to pupils at the time of enrollment. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver.

   The Brookhaven School District Board of Trustees shall insure that a pupil eligible to have any such fees waived as a result of an inability to pay for those fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means. In no case shall the Brookhaven School District procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.

   b. The confidentiality of the financial hardship waiver policy adopted by the Brookhaven School District Board of Trustees shall apply to any students who have an inability to pay any fees authorized under subsection (1) of this section.

3. In no case shall the inability to pay the assessment of fees authorized under the provisions of this section result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational enhancement.

FINANCIAL HARDSHIP WAIVER OF FEES CHARGED BY SCHOOL DISTRICTS

1. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Program Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver pursuant to Section 37-7-335 of the Mississippi Code.

2. Within one week of enrollment, each parent or guardian applying for a financial hardship (full or reduced) waiver of fees must provide documentation of proof of income that would qualify the student for a free or reduced lunch pursuant to the United States Department of Agriculture (USDA) annual free and reduced lunch eligibility income guidelines by submitting a copy of the Family Application for Free and Reduced Price Meals (which has the effect of an original) to the school principal that includes the following required information:

    a. To receive a financial hardship (full or reduced) waiver of fees for households applying for free and reduced lunches on the basis of income and household size, the parent/guardian applying for the waiver of fees must provide names of all household members; income received by each household member, identified by source of the income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation and social security and other cash income); the signature of an adult household member; and the social security number of the adult household member who signs the application or an indication that he/she does not possess a social security number; or
    b. To receive a financial hardship (full or reduced) waiver of fees for a child who is a member of a food stamp or TANF (Temporary Assistance for Needy Families) household, the parent/guardian applying for the waiver of fees must provide the child's name and appropriate food stamp or TANF case number; and the name and signature of an adult household member; and
    c. To receive a financial hardship (full or reduced) waiver of fees in lieu of completion of the free and reduced price application, information obtained from the State or local agency responsible for the Food Stamp Program or TANF program which includes the name of the child; a statement certifying that the child is a member of a currently certified food stamp or TANF household; information in sufficient detail to match the child attending school in the school food authority with the name of the child certified as a member of a food stamp or TANF household; the signature or a copy of the signature of the individual authorized to provide the certification on behalf of the Food Stamp or TANF office, as appropriate; and the date. When the signature is impracticable to obtain, such as in a computer match, other arrangements may be made to ensure that a responsible official can attest to the data.

3. The parent/guardian requesting a financial hardship wavier of fees must sign the certification attached to this policy certifying (promising) that all information furnished to the school district is true and correct and providing a social security number for each adult household member or an indication that such member does not have a social security number. Information provided for a waiver of fees may be verified at any time during the school year to determine if the student qualifies for a waiver of fees. Written evidence/documentation shall be used as the primary source of information for verification. Written evidence/documentation to verify the financial information and written confirmation of a household's circumstances must be provided at the time application is made for a waiver of fees and includes such documentation as the following:

   a. wage stubs,
   b. award letters, and
   c. letters from employers.

   A request for a waiver of fees cannot be approved unless it contains the information required by this policy.

4. Whenever written evidence is insufficient to confirm income information or current eligibility, the school may require collateral contacts, verbal confirmation of a household's circumstances by a person outside the household. The collateral contact may be made by person or by phone. The verifying school official may select a collateral contact if the household fails to designate one or designates one that is unacceptable to the verifying school official. If the verifying school official designates a collateral contact, the contact shall not be made without providing written or oral notice to the household. At the time of this notice, the household shall be informed that it may consent to the contact or provide acceptable verification in another form. If the household refuses to choose one of these options, its eligibility for a waiver of fees shall be terminated.

5. Information concerning income, household size or food stamp or TANF eligibility maintained by other governmental agencies to which the school can legally gain access may be used to confirm a household's income, size or receipt of benefits. If a food stamp or TANF case number is provided for a child, verification for such child shall only include confirmation that the child is included in a currently certified food stamp or TANF program.

6. Households receiving a wavier of fees must notify school officials during the school year of any decrease in household size and any increases in income of over $50 per month or $600 per year, or in the households that provided a food stamp or TANF case number to establish eligibility for free or reduced meals of any termination of benefits for such children under the Food Stamp or TANF programs.

7. Students who qualify for the free lunch program pursuant to the USDA annual free lunch income eligibility guidelines shall receive a complete/full

waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code.

8. Students who qualify for the reduced lunch program pursuant to the USDA annual reduced lunch income eligibility guidelines shall receive a reduced or adjusted cost waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code. The reduced waiver shall be equal to the percentage of the most current federal reimbursement rate for a reduced price meal to that of a free meal. The student will only be required to pay a fee amount that has been reduced by the waiver percentage. For example, in the 2006 - 2007 fiscal year, the federal reimbursement rate for a reduced meal is $2.02 and for a free meal is $2.42. The percentage of the reduced lunch rate to the free lunch rate equals $2.02/$2.42 or 83.48%. Therefore, the reduced waiver of Section 37-7-335 fees for 2006-2007 would equal 83.48% and students qualifying for a reduced waiver would be required to pay only 16.52% of the required fee (100% fee - 83.48% waiver = 16.5% reduced fee amount).

9. The information provided in compliance with this financial hardship wavier policy shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public and shall be used solely for the purpose of determining the child's eligibility for the financial hardship waiver of fees charged by the Brookhaven School District.

10. This financial hardship waiver policy will be distributed in writing to pupils at the time of enrollment.

FOR INFORMATION PURPOSES

Family Application for Free and Reduced Price Meals 2007-2007

http://www.cn.mde.k12.ms.us/cnprogs/nslp/Documents/2007-08FamilyMealApplication.pdf

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy JAA C Equal Educational Opportunities

NOTE: PLEASE SEE THE FEE WAIVER CERTIFICATION FORM

BROOKHAVEN SCHOOL DISTRICT
504/ADA COORDINATOR

The Brookhaven School District provides a free appropriate public education to each qualified person with disabilities who is in the District's jurisdiction, regardless of the nature of severity of the person's disability. The provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the persons with disabilities as adequately as the needs of the non-disabled persons are met and that are based upon adherence to procedures that satisfy the requirements of Section 504 or the Vocational Rehabilitation Act of 1973.

To ensure compliance with Section 504 and the Americans with Disabilities Act, the School District has appointed a Section 504/ADA Coordinator.

The School District has adopted grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints. Section 504 and ADA complaints should be addressed in writing to the Section 504/ADA Coordinator.

No qualified person with disabilities, shall, on the basis of disability, be excluded from participation in, be denied the benefits of, nor otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. In determining the site or location of a facility or classroom, selections will not be made that have the effect of excluding disabled persons. The School District does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs and activities.

MEDICATION / MEDICINE

In order to protect the safety of your child, the Brookhaven School District requires that all students who need medication during school hours must do the following:

1. For prescription medications:
   A. The "Administering Medication to Students" form must be completed and signed by the physician and by the parent/guardian, and brought to the school office.
   B. The medication must be in the original prescription bottle, properly labeled for the student by a registered pharmacist as prescribed by the physician. (Note: Check with your pharmacist for a duplicate bottle to keep one at home as needed.)
   C. <u>The medication must be brought to the school office by an adult, not sent with the student.</u>

2. For over-the-counter (non-prescription) medications:
   A. The "Administering Medication to Students" form **must be completed and signed by the physician** and by the parent/guardian, and brought to the school office.

B. Non-prescription medication must also be in the original container and labeled with the student's name.
C. **The medication must be brought to the school office by an adult, not sent with the student.**

STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION TO SCHOOL WITH THE EXCEPTION OF AN ASTHMA INHALER AS PRESCRIBED BY A PHYSICIAN.

SPECIAL EDUCATION

The Brookhaven School District offers a variety of programs to meet the unique needs of each exceptional student. Special services are available for children between the ages of birth through twenty who are physically, mentally, communicatively and/or emotionally disabled.

For information about the special education department, parents should contact the Director of Special Services. This office is located in the Mullins School at 413 S. Hamilton Street, Brookhaven, MS 39601; the phone number is 601-835-1211.

BROOKHAVEN SCHOOL DISTRICT
TITLE IX COORDINATOR

The Brookhaven School District does not discriminate on the basis of sex in its admission to or its employment in its education programs or activities.

To ensure compliance with the requirements of Title IX of the Education Amendments of 1972, 20 U.S. C. section 1681 *et. seq*. (Title IX), and its implementing regulations 34 C.F.R. Part 106, the Brookhaven School District has appointed a Title IX Coordinator. At this time the office of Title IX Coordinator and District Athletic Director are filled by the same individual.

The School District has adopted grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints. Title IX complaints should be addressed in writing to the Title IX Coordinator or to the Office of Civil Rights.

Parent Involvement Policy
Lipsey School

Lipsey School believes the responsibility of educating a child is threefold. First, the child, secondly the school, and lastly, the parents. Without these three entities working together in close harmony, the education of a child may be impaired. Lipsey has an open door policy which permits parents to visit the school and classrooms as much as possible. Planned parent conferences are held once a year with scheduled conferences occurring throughout the school session based on the student needs. Conferences may be parent or teacher driven. Parents are included in the academic planning, instruction, and discipline of their child. There is open communication between the student, parent and school. It is the responsibility of the school to make sure these lines of communication are on-going for the continued growth of the student.

ASSERTIVE DISCIPLINE PLAN

Dear Parent,

In order to guarantee your child, and all the students in this school, the excellent learning climate they deserve, we will be using the following DISCIPLINE PLAN:

Our Philosophy:

We believe that our students can behave appropriately in our classrooms. We will not tolerate a student stopping us from teaching and/or any student from learning.

OUR CLASS RULES

1. The students will be respectful to peers and teachers.
2. The students will keep their hands, feet, and other objects to themselves.
3. The students will stay in their seats unless otherwise instructed by the teacher.
4. The students will raise his/her hand before speaking out in class especially during teacher instructional time.
5. No eating or drinking in class. (Water is allowed.)

STEP 1: Verbal Warning

STEP 1: If any of these class rules are disobeyed again, their name is written on the board as a warning.

STEP 2: √ *FIRST CHECK:*

1) Student's free time will be taken away (Break)
2) This is entry onto the discipline ladder
3) Removed from ladder if not referred for discipline for five days from date of entry on ladder ((Monday-Friday)
4) **NOTE: The school does not inform the parent each time the child has detention.**

STEP 3: √ √ *SECOND CHECK:*

1) A form will be sent home to the parent, the teacher MAY try contacting the parents by phone.
2) Student will be assigned to *After School Detention* (ASD) for one hour (3:30-4:30) and/or complete a duty assigned by a staff member and/or the administration according to progress of child's behavior.
3) Removed from ladder if not referred for discipline for five days from date of entry onto ladder (Monday-Friday)

PLEASE NOTE: IF A STUDENT SKIPS *AFTER SCHOOL DETENTION* (ASD),
THAT STUDENT IS *AUTOMATICALLY ASSIGNED TO* IN-SCHOOL SUSPENSION FOR ONE DAY.
IF A STUDENT IS ASSIGNED TO SERVE TWO ASD IN THE SAME WEEK, THE SECOND ASD AUTOMATICALLY BECOMES ISS FOR ONE DAY.

STEP 4: SEVERE CLAUSE:

A. A form will be sent home to the parent or guardian
B. Corporal punishment (paddling) will be administered by the Principal or Assistant Principal unless parents have sent a written refusal or the student may be suspended from school for one to three days.
C. Removed from ladder if not referred for discipline for five days from date of entry onto ladder (Monday-Friday)

STEP 5: SEVERE CLAUSE:

A. A form will be sent home to the parent or guardian
B. In school or out-of-school suspension (three to nine days)
C. Removed from ladder if not referred for discipline for five days from date of entry onto ladder (Monday-Friday)

STEP 6: SEVERE CLAUSE:

A. Office will contact or notify parent. In addition to this contact, a form will be sent home
B. Recommendation for expulsion
C. A student may be recommended for expulsion at any time if the administrator feels the student's action warrants such recommendation.

PLAYGROUND RULES/CONSEQUENCES

RULES

A. No running or rough-housing of any kind to include wrestling, gang hitting, jumping on back, etc.
B. No gymnastic style activities
C. No candy, gum, food, etc. on the playground
D. Stay in designated playing areas; the equipment behind the gym is for P.E. only and cannot be used at break.

NOTE: STUDENTS MAY USE GYM LOBBY RESTROOM AND WATER FOUNTAIN DURING BREAK

CONSEQUENCES

1) Have student sit down in designated area
2) After two time outs during break, students will then be placed on the discipline ladder

In-School or Alternative School Suspension Protocols and Procedures

The following protocols and procedures will be followed by all students placed in In-School Suspension or Alternative School.

- The Lipsey Handbook is in effect at all times**. The following rules are in addition to the Lipsey Handbook.**
- Upon arrival at school, the ISS student eats breakfast in the cafeteria and then reports directly to a designated area in the gym**. If a student chooses to not eat breakfast in the cafeteria, they report directly to a designated area in the gym. Students are not allowed to walk around campus or to go to their rooms to get their books and/or school supplies.**
- Students eat lunch under the supervision of the instructor after all other students on campus have eaten**. Meal choices are not optional for students.**
- There are four bathroom breaks, time determined by the instructor, during the day**. There are no other opportunities to use the bathroom. This is also the only time students are allowed to sharpen pencils.**
- Students bring all required materials to ISS (i.e. paper, writing utensils, and textbooks). **No materials are provided in ISS and failure to bring required materials could result in an immediate Out-of-School Suspension. The student will return to the assigned ISS when they have their required materials.**
- All book bags are emptied by the students and placed against a wall, along with coats and other unnecessary materials**. Students keep their books and school materials in their desk and are not allowed to visit the book bag till the end of the day. Students sit up straight, look only at their work, and follow all rules expressed by the instructor.**
- Students MAY NOT communicate with ANYONE in any fashion**. Only a raised hand from the student may be acknowledged by the instructor, but communication is not required beyond what the instructor deems necessary.**
- Students work the entire time they are in ISS and complete all work at the end of the day for the teacher to grade**. All student work is sent to ISS everyday by 8:30 a.m. and collected and returned to the office by 2:45 p.m. ISS students are not allowed to collect or return their work as they are not allowed on the halls or in the rooms during the assigned ISS. Teachers will provide information about classroom and homework assignments daily, with other work assigned by the instructor and school administration. If the work turned in by a student is deemed unsatisfactory, the student may be reassigned to ISS until the work is completed satisfactorily.**
- Students do not leave the ISS room for any reason unless under the supervision of the instructor. **Students remain in their seats until instructed otherwise. Visits to the nurse are prohibited unless it is to take prescription medicine at previously scheduled times. The nurse will provide the instructor with information about the health needs of**

the students. Students will not participate in any extra or co-curricular activities.

- Failure to follow the ISS rules will result in further/stricter disciplinary actions. **Students are given only one warning. A second warning means an immediate office referral.**
- If a student is checked out from ISS before the end of the school day, another day of ISS will be assigned. **Only successfully completing an entire day in the ISS room, from 8:00 a.m. to 3:00 p.m., constitutes completion of an assigned ISS.**
- The ISS instructor will enforce any additional policies and procedures as needed to ensure a safe and orderly climate in the ISS room. **The students must consistently display proper behavior in ISS before being allowed to return to class.**

In-School Suspension Protocol and Procedure Continued

If a student is assigned to serve three After-School detentions in the same week, the fourth detention will immediately become an In-School Suspension pending administrator approval. The Third ASD is not served. Parents/guardians will receive notice of the assigned ISS by phone or a disciplinary form. Failure to correctly serve an assigned After-School Suspension will also result in an immediate assignment to In-School Suspension. **Failure to serve three (3) ASDs will result in a one (1) day suspension.**

- **Student failure to serve an ASD, one (1) day of ISS assigned.**
- **Student failure to serve two (2) ASD, two (2) days of ISS assigned.**

Out of- School Protocol And Policy

A student will be assigned an Out-of-School suspension after receiving due process on a disciplinary action report. Parents may be notified by phone and will receive a disciplinary report of the incident and the resulting action. A parent/guardian is required to pick-up their child immediately from school upon notification of an Out-of-School Suspension. A student suspended from school to home may not participate in any district school-related activities and is not allowed on any district school properties during the suspension.

Upon return to school from an Out-of-School Suspension, the student will report, along with a parent/guardian, for a conference with an administrator before the student is allowed back to class with a pass.

Alternative School Protocol and Policy

Alternative school students will comply with the same policies as In-School Suspension students, only for a longer duration. Placement into Alternative School is reserved for infractions occurring either on or off campus and include, but are not limited to, the following:

- Threatening behavior to school faculty or staff,
- Profanity directed at school faculty or staff,

- Fighting,
- Return from incarceration or a reform facility,
- Return from expulsion,
- 10 or more days accumulated in ISS or OSS, or ten days accumulated in combination of ISS and OSS.
- Violent or delinquent behaviors.

This list is not all-inclusive and does not limit the consequence options for administration nor limit the authority of the administration and the ISS instructor in maintaining order. In all cases, due process for the student and prior written notice will be followed. If a student is sent home from Alternative School for failure to comply with policies and procedures, another day of Alternative School will be assigned equivalent to the number of days suspended home.

Dress Code-Students will not wear any jewelry, including watches and earrings, while in ISS or Alternative. Pants will be true to size, shirts tucked in, and a belt worn.

BOOK FINES

Book cards cannot be issued at the end of the year until all fines are paid and books will not be issued the next school year until all fines are paid in full.

FOOD SERVICE PROGRAM

ADVANCE SALES PROCEDURE

Schools will accept payments in advance for lunch/breakfast/extra sales for a period not to exceed one (1) week. Advance payment will be accepted daily. Meals not utilized will be credited to the next week meals. Those who do not wish to pay in advance may pay daily on the serving line. Advance payments will be made to cashiers in the classrooms or other designated location.

REFUNDS

Cash refunds will be made only when a student withdraws from school. All requests for refunds shall be addressed to the Food Service Director at 833-2886.

NO CHARGED MEALS

Students will not be allowed to charge meals. If a student forgets or loses his/her meal money, they may check with the school office for procedures to borrow enough money for **one day**. This is the responsibility of the student, as is repayment of the loan.
*See Procedures for Students Borrowing Lunch Money.

BAD DEBTS

It is not the role of the school or Food Service Department to serve as a bank. Bad checks are bad debts and under Federal Management Circular 796-(Rev.2) are not allowable expenditures of Child Nutrition Funds. A family that sends more than two non-sufficient funds for meals will be notified in writing that the Food Service Department will not accept another check. A letter will be sent by regular postal service.

PROCEDURE FOR STUDENTS BORROWING LUNCH MONEY

The following procedures will be followed for students who need to borrow lunch money for the day.

1. The PTA of each school will be asked to supply money for a petty cash fund.
2. The petty cash fund will be housed in the school office.
3. When a child needs to borrow lunch money, he/she may come to the office. The student's name and the amount borrowed will be recorded.
4. Students will be asked to return the money the next day.
5. When a student fails to pay back the borrowed money, a reminder note will be sent home to the parents.

STUDENTS WHO BRING LUNCH

All lunch and snack items, including drinks, must be contained within a lunchbox or paper bag.

No squeeze bottles or special type bottles or containers are allowed at school for snacks or lunch purposes.

General Rules

HALLS AND CORRIDORS are to be orderly with students moving by the nearest route to the next assignment. **GANGING UP** or taking the entire hall for your friend is wrong…KEEP TO THE RIGHT! If a teacher or visitor comes through the corridor when it is crowded, courteously make way for him/her.

RADIOS, STEREO SYSTEMS, CASSETTE PLAYERS, BEEPERS, VIDEO GAMES, CELL PHONES, POKEMON CARDS, Etc. brought from home will not be permitted in the classroom. If you bring one to school, it must be left in the office during the school day and the parent will have to come pick it/them up.

PARENT CONFERENCES AND SCHOOL VISITS ARE ENCOURAGED. We feel that Lipsey School is YOUR SCHOOL. Your children, our students, are THE reason we are here. By working together, we can help our students achieve at their appropriate rate.

VISITORS are welcome. All visitors must report to the office for a visitor pass and to sign in. All visitors must sign out and return the visitor pass when leaving the campus.

VALENTINE'S WEEK WE WILL HAVE **NO** VALENTINE'S DAY BALLOONS, FLOWERS, ETC. DELIVERED TO THE SCHOOL

BIRTHDAYS: NO BALLOONS CAN BE DELIVERED UNLESS THE STUDENT IS A PARENT PICK UP. BALLOONS **CANNOT** BE TRANSPORTED ON THE BUS.
NO BIRTHDAY PARTIES ALLOWED.

Policy on Competition and Extra Food Sales

On February 22, 1985, the State Board of Education passed the following policy on the selling of foods in competition with the National School Food Service Programs and on the nutritional quality if foods sold extra:

To ensure that children are not in the position of having to decide between non-nutritious and nutritious foods immediately before or during any meal service period.

(a) No food is to be sold on the school campus for one (1) hour before the start of any meal service period.

(b) The school food service staff shall serve only those foods, which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.

(c) With the exceptions of milk products and bottled water, a student may purchase individual components of the meal only if the full meal unit also is being purchased.

(d) Students who bring lunch from home may purchase milk products and bottled water only.

(e) This policy should be viewed as a minimum standard. Local boards of education are encouraged to develop more comprehensive restrictions.

Clarification and/or Interpretation of Competitive Foods Rule

(a) No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. Any food may be sold after breakfast and until one hour before lunch.

(b)&(c) After the full meal has been served, a student may purchase individual components or milk products and bottled water as extra sales. The old rule that a food item must be on the menu to be sold no longer applies. The new rule is that a food must be a component of the meal to be sold extra.

(d) Students who bring lunch can purchase only milk, ice cream and bottled water.

(e) Self explanatory

Food service for profit or sales in competition with the National School Lunch Program shall not be operated in the cafeteria at any time during the day. Snack item, such as soft drinks, candies, nabs, potato chips, pop corn, popsicles, etc., including those meeting nutritional requirements, cannot be sold in the cafeteria at any time during the school day and cannot be sold in the school during the designated meal service period.

Canned Drinks and Fast Food in the Cafeteria

It is recommended that neither children nor adults bring canned or bottled drinks into the cafeteria, without the label being removed or covered with aluminum foil.

It is further recommended that children or adults bring no “fast food” into the cafeteria. If a parent brings his or her child “fast food”, the food should be placed in a container other than the original container that promotes products which are in direct competition with the National School Lunch/Breakfast Program.

Food shall not be delivered to children or adults. “Fast Food” deliveries could be an introduction point for alcohol, drugs, or weapons to the campus. “Fast Food” deliveries could also pose a sanitation problem by introducing food borne illness or pests.

Food Substitutions

Substitutions may be made in foods listed in the meal patterns if individual participating children are unable, because of medical or other special dietary needs, to consume such foods. Such substitutions shall be made only when supported by a statement from a recognized medical authority that includes recommended alternate foods. A copy of this medical statement shall be kept in the cafeteria of the school the child attends and the original maintained in the Food Service Office. A copy of the medical statement the physician needs to complete can be found on this web page under general information.

Classroom Parties

Classroom parties shall be held after lunch service and follow the guidelines that follow:

The Mississippi Healthy Students Act, Senate Bill 2369, states that schools shall develop a food safety program to include all food offered to students through sale or

service. The Brookhaven School District has developed the following guidelines to help insure food safety.

Classroom Party Guidelines to Promote Health, Wellness and Safety

- Classroom parties will be held for Christmas and Valentines only. All parties will be held after lunch to allow children the opportunity to have breakfast and lunch in the school cafeteria.

- All faculty and students have access to proper hand washing facilities before eating.

- Parents are encouraged to purchase items for parties instead of baking from scratch. Purchase from reputable vendors with current food service permits posted.

- Food items served to children will be in single ready-to-serve packaging when practical and possible.

- Parents and teachers are encouraged to provide fresh fruit and whole grain snacks when practical and possible.

- When providing food for classroom parties, please follow the following food safety rules:

    a. Keep hot food hot. For food to remain safe, it should be held at 135° F or
    above.
    b. Keep cold food cold. For food to remain safe, it should be held at 41° F or lower.

Vending Machines and School Stores

All snacks and beverages sold to students meet the nutritional guidelines stated in Vending Regulations for MS Public Schools as approved by State Board of Education October 20, 2006.

Parents, the student planner will be used to communicate to you school information in the form of parent memos, discipline forms, homework assignments, teacher notes, and other important information. Lipsey School requires that a parent/guardian sign the planner every night!