



# LEE MIDDLE SCHOOL

## PHONE NUMBERS AND EMAIL

Main Office.....	(662) 241-7300
Principal Wamble's Email Address.....	<a href="mailto:wamblec@columbus.k12.ms.us">wamblec@columbus.k12.ms.us</a>
Assistant Principal Dismukes' Email.....	<a href="mailto:dismukesf@columbus.k12.ms.us">dismukesf@columbus.k12.ms.us</a>
Assistant Principal McGaha's Email.....	<a href="mailto:mcgahak@columbus.k12.ms.us">mcgahak@columbus.k12.ms.us</a>
Counselors Office .....	(662) 241-7300
Counselor Gavin's Email Address .....	<a href="mailto:gavinp@columbus.k12.ms.us">gavinp@columbus.k12.ms.us</a>
Counselor Heleniak's Email Address .....	<a href="mailto:heleniakm@columbus.k12.ms.us">heleniakm@columbus.k12.ms.us</a>
Counselors Office FAX.....	(662) 241-7306
Chorus Room.....	(662) 241-7307
Gymnasium .....	(662) 241-7310

## ATTENDANCE

The Columbus School District complies with the Compulsory Education Law (Mississippi Code of 1972, Section 37-13-91). Regular daily attendance at school is the responsibility of each student and his/her parents or guardians. Students who maintain regular attendance develop responsibility, remain current with their class work and class discussions, and receive the most benefit from the school day and the extra-curricular activities in which they are involved. Daily classroom grades will reflect participation that is based on regular attendance.

Regular and punctual attendance of all students is necessary during the school year. Absences from a class in excess of thirteen (13) days in a semester course or twenty-six (26) days in a year course will cause the student to fail. Students in a homebound program, students who are under a physician's care for long-term or chronic illness, or students who have unusual or extenuating circumstances beyond their control who otherwise maintain a passing average will be considered on an individual basis by the building principal and submitted in writing to the Superintendent for approval. The following guidelines are offered:

1. **Absences:** If a student is absent from school, the parent must do one of the following:
  - A. Call the school each day the child is absent.
  - B. Come to the school and sign a signature card, which will allow the child to bring a note acceptable for admittance. (Such notes must contain dates of class periods missed, the student's full name, the reason for the absence, and the parent's signature.)
  - C. Bring the child back to school and explain why he/she was absent.
2. **Excused Absences:** Absences classified as excused are those due to personal illness, illness in the family, death in the family, or extreme emergencies. The principal prior to the absence can approve other absences. Work missed under an excused absence must be made up at the earliest possible time.
3. **Unexcused Absences:** Any absence from class or school that is not excused by the principal is an unexcused absence. An unexcused absence means the student receives a grade of zero per assignment each day he/she is unexcused.
4. **Admittance Slip:** Following **ALL** absences from school, the student **MUST** secure a re-admittance slip from the homeroom teacher prior to first period. Losing and/or failing to pick up the slip will result in a tardy for each occurrence during the day.
5. **Checkout:** Any student who needs to leave school during the day for an appointment or because of illness must check out in the office prior to leaving the school building. No student will be dismissed unless one of the following has occurred:
  - A. Parent/guardian had contacted the school and arranged for the dismissal (either by phone or note).
  - B. The office has contacted the parents/guardians to arrange for the dismissal (in the case of illness).
  - C. No student is to leave school (or school grounds) after arriving at school unless he/she has checked out through the office before leaving the building.
6. **Withdrawals:** Students withdrawing or transferring to another school must proceed as follows:



- A. The student’s parent/legal guardian must be present at the school in order to withdraw a student.
  - B. The parent/legal guardian should take the student to the LMS Guidance Counselor’s office as soon as the school day begins. The counselor will issue a withdrawal form.
  - C. The parent/legal guardian should be prepared to give the name and location of school to which the student will be transferring.
  - D. Each subject area teacher, bookkeeper, and the media specialist (Librarian) must sign the withdrawal form and indicate current grade and/or condition of books returned. Lost and damaged textbooks or library books must be paid for according to the price list furnished to each teacher.
7. **Perfect Attendance Policy:** A student is considered as present or absent for each class in which he/she is enrolled. To be considered as not missing an entire day, the student must attend 60% of the school day. Students are considered present at school when assigned to ISD, but will not qualify for perfect attendance exemption purposes. A student absent from a class for more that 15 minutes will be considered absent from that class for the period. Exceptions will include students involved in school activities.

**ASSEMBLIES AND PROGRAMS**

Students' behavior in assemblies should be refined and courteous at all times. An indication of the maturity of students and the cultural level of the school is the conduct of its students in an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, laughing, talking, shouting, stomping, or making fun of program participants.

Students should move quickly and quietly to assembly and sit in their assigned seat unless participating in the program. **Students with behavioral problems will not be allowed to attend assemblies and incentive programs.**

**BELL SCHEDULES**

**Regular Schedule**

7:50 AM - 8:10 AM.....	Breakfast is served
7:50 AM - 8:15 AM.....	7 <sup>th</sup> Gr report to 1 <sup>st</sup> period
7:50 AM - 8:16 AM.....	8 <sup>th</sup> Gr report to gym/cafeteria
8:16 AM - 8:20 AM.....	8 <sup>th</sup> Graders report to 1 <sup>st</sup> period
8:20 AM - 9:15 AM.....	1 <sup>st</sup> Period
9:21 AM -10:09 AM.....	2 <sup>nd</sup> Period
10:15 AM -11:03 AM.....	3 <sup>rd</sup> Period
11:09 AM -12:33 AM.....	4 <sup>th</sup> Period & Lunch
11:09 AM -11:30 AM.....	1 <sup>st</sup> Lunch
11:30 AM -11:51 PM.....	2 <sup>nd</sup> Lunch
11:51 PM – 12:12 PM.....	3 <sup>rd</sup> Lunch
12:12 PM – 12:33 PM.....	4 <sup>th</sup> Lunch
12:39 AM - 1:27 PM.....	5 <sup>th</sup> Period
1:33 PM - 2:21 PM.....	6 <sup>th</sup> Period
2:29 PM - 3:20 PM.....	7 <sup>th</sup> Period

**Afternoon Activity Schedule**

7:50 AM - 8:10 AM.....	Breakfast is served
7:50 AM - 8:15 AM.....	7 <sup>th</sup> Gr report to 1st period
7:50 AM - 8:16 AM.....	8 <sup>th</sup> Gr report to gym/cafeteria
8:16 AM - 8:20 AM.....	8 <sup>th</sup> Graders report to 1 <sup>st</sup> period
8:20 AM - 9:00 AM.....	1 <sup>st</sup> Period
9:06 AM - 9:46 AM.....	2 <sup>nd</sup> Period
9:52 AM - 10:32 AM.....	3 <sup>rd</sup> Period
10:38 AM - 12:02 AM.....	4 <sup>th</sup> Period & Lunch
10:38 AM -10:59 AM.....	1 <sup>st</sup> Lunch
10:59 AM -11:20 AM.....	2 <sup>nd</sup> Lunch
11:20 AM -11:41 AM.....	3 <sup>rd</sup> Lunch
11:41 AM – 12:02 PM.....	4 <sup>th</sup> Lunch
12:08 AM - 12:48 PM.....	5 <sup>th</sup> Period
12:56 PM - 1:36 PM.....	6 <sup>th</sup> Period
1:44 PM - 2:24 PM.....	7 <sup>th</sup> Period
2:24 pm - 3:20 PM.....	Activity Period



**Team Time Schedule**

7:50 AM - 8:10 AM.....	Breakfast is served
7:50 AM - 8:15 AM.....	7th Gr report to 1st period
7:50 AM - 8:16 AM.....	8th Gr report to gym/cafeteria
8:16 AM - 8:20 AM.....	8th Graders report to 1st period
8:20 AM - 9:10 AM.....	1st Period
9:16 AM - 9:46 AM.....	Team Time
9:52 AM - 10:35 AM.....	2nd Period
10:41 AM - 11:24 AM.....	3rd Period
11:30 AM - 12:54 AM.....	4th Period & Lunch
11:30 AM - 11:51 AM .....	1 <sup>st</sup> Lunch
11:51 AM - 12:12 PM .....	2nd Lunch
12:12 PM - 12:33 PM .....	3rd Lunch
12:33 PM - 12:54 PM.....	4th Lunch
1:00 PM - 1:43 PM.....	5th Period
1:49 PM - 2:32 PM.....	6th Period
2:40 pm - 3:20 PM.....	7th Period

**BICYCLES**

Students riding their bicycles to school are required to park them in a designated area. Once the bicycles are parked, they may not be moved until the students leave the campus. Students may not ride their bikes during the lunch period. Students, not the school, are responsible for their bicycles. Bicycles should be locked to the racks to eliminate the possibility of their being stolen.

**BOOKS**

All books checked out to students are the property of the Columbus Municipal School District. These materials are loaned for student use and are expected to be returned so that they may be loaned out again the following year. Students are responsible for showing the teacher any marks or other minor defects or damages when the book is first checked out. The teacher will note those items on the student's checkout sheet. At that time, the student will fill out a book use form and will be responsible for that book being returned in usable condition for the following year. Any different book that is turned in will require the student to either find his/her original book or pay the current, full replacement cost. Books damaged beyond repair, lost, or stolen are the full responsibility of the student to whom they were checked out.

**CHEATING**

Cheating is a very serious offense. Students should not have any part in aiding someone to cheat or cheating themselves on class work, tests, or assignments. Anyone involved in cheating will have his or her work taken up, a grade of zero will be given, and disciplinary action may be taken.



## **CODE OF CONDUCT**

### **Rules and Policies**

All students at Lee Middle School have the right to attend classes without interference or disruption. No student will be permitted to interfere with the right to the education of our students. LMS will maintain a safe environment for the welfare of all students, and the code of conduct is designed to help provide a positive learning environment for faculty, staff, and students. Discipline will be enacted upon any student who denies this right to an education to others or who is defiant of the rules necessary to provide a secure and productive environment in which a quality education may occur. It is the student's responsibility to make himself/herself aware of the Code of Conduct Book used for behavior and attendance related problems, which will be given to each student at the beginning of the year and sent home for parents to read also.

Lee Middle School will institute a new Five-Step Intervention Plan to help students correct their behavior before being referred to the office for further disciplinary action. The following procedures will be implemented in team classes, but if the offense is more severe or occurs away from team classes, the teacher will refer the student to the building level administrator for disciplinary consequences.

### **Procedures**

**1<sup>st</sup> Step** – The student will be warned and the team leader will document behavior.

**2<sup>nd</sup> Step** – Classroom teachers/team will make a successful parental contact to discuss student's behavior.

**3<sup>rd</sup> Step** – A Team meeting with the student and team teachers will be held, and a letter will be mailed home to the parent documenting behavior.

**4<sup>th</sup> Step** –The student will receive Overnight Suspension by the Team Leader and must return with a parent to school to discuss behavior in a Team meeting.

**5<sup>th</sup> Step** – The student will be referred to the office to the building level principal.

Once a student has gone through the 5-step intervention process, the following disciplinary measures listed below may be utilized to correct behavior by the building level principal:

- Corporal Punishment
- After School Detention
- In School Detention
- Saturday Detention
- Out of School Suspension

If the behavior still does not improve after the Intervention Process and above disciplinary measures, the administrators will meet to discuss an alternative setting for the student.

## **COUNSELING SERVICES**

The basic purpose of the guidance counselors at Lee Middle School is to help each individual student understand and help himself/herself. The guidance program strives to assist the students in making the most of their capacities, interests, and other qualities. Counselors seek to help each student successfully adjust at school and with his/her fellow students.

Students and parents are welcome to make an appointment with the counselor to discuss education, vocation, social, or personal problems. Students must have a hall permit from a teacher in order to see a counselor during regular class periods. Appointments may be made before and after school or between classes by signing up in the guidance office.



There are two counselors to work with students. The counselor will be happy to review a student's cumulative record and interpret test scores and past achievements in terms of the student's ability. Guidance materials are available both in the guidance office and in the library to assist students in many areas, including educational, vocational, personal, and social problems.

**CUTTING SCHOOL OR CUTTING CLASSES**

A student will be assigned a maximum of 5 days ISD for cutting consecutive days of school. Days of ISD will increase by one day for each office visit for cutting during a school year.

- Example: 1<sup>st</sup> Incident..... Over-Night Suspension (ONS) – Parent/guardian must accompany student back to school for student-parent-administrator conference
- 2<sup>nd</sup> day missed ..... May result in Out-of-School Suspension (OSS) - – Parent/guardian must accompany student back to school for student-parent-administrator conference

**DELIVERY OF GIFTS**

Secondary schools of the Columbus Municipal School District will not accept delivery nor be responsible for students receiving flowers, balloons, or other favors. Such deliveries should be made to the student at home. This includes special days such as Valentines, birthdays, anniversaries, etc.

**EARLY ARRIVALS**

Students should not come to school before 6:45 a.m., unless they ride a bus or some emergency makes it necessary.

**EMERGENCY DRILLS - FIRE AND TORNADO**

Fire and tornado drills will be held periodically throughout the school year. Students will be informed of drill procedures and assigned areas to report to in emergency situations. Verbal instructions will be used to indicate tornado and other disaster drills.

**FEES**

Registration fee.....	\$5.00
Band fee .....	\$10.00
SPIRIT fee.....	\$10.00
Chorus fee.....	\$10.00
Student Planner/Agenda Book.....	\$5.00

**GRADING SYSTEM**  
**CMSD School Board Policy JFC**

**Nine Weeks, Semester, and Yearly Averages**

1. **First, Second, Third and Fourth Nine Weeks**
  - A. Daily grade average (comprised of daily test, homework, etc.), chapter, weekly, and unit tests make up three fourths or 75% of the nine-week average.
  - B. Nine Weeks exam will count as one-fourth or 25% of the nine-week average.
2. **Second and Fourth Nine Weeks** - The grade is comprised of daily grade average, chapter, weekly, and unit tests.



3. **Semester Average** - To get a semester average, the two nine-weeks' averages are averaged. If there is exemption from the final exam, the two nine weeks are added and divided by two for the semester average.
4. **Yearly Average** - The two semester averages are totaled and divided by two for the final yearly average.
5. **Exemption policy** – To be eligible to be exempt in a year-long course from the second (2nd) semester comprehensive exam only, a student must have perfect attendance for the year in that class, all fees and fines paid, and have a 75 average OR have a 93 average in that class during 2<sup>nd</sup> semester and all fees and fines paid. No exemptions will be granted for semester-long courses either semester.
6. **Exams** - Nine-weeks texts, mid-term exams, and final exams will be given in all subjects.
7. **The grading standard** for evaluation is, as follows:
  - A ..... 93-100..... Superior achievement
  - B ..... 85-92..... Above average achievement
  - C ..... 75-84..... Average achievement
  - D ..... 70-74..... Below average achievement (but passing)
  - F ..... Below 70 ..... Failing (no credit)

### **HOMEWORK/CLASS WORK**

As students progress through the middle school, academic requirements and the level of difficulty of the class work will increase. In order to provide a better understanding of the classroom work, it will be necessary to assign work to be completed outside of the classroom.

Middle school-age students need to become involved in activities, but a high priority must be placed on academic needs. Teachers will require assignments as necessary, but will keep in mind the balance that is needed to provide for the middle school experience.

Parental support is needed to insure that this balance is provided at home also. Concerns about the homework situation can be addressed by contacting the teacher directly.

Teachers will set time aside after school for students to complete missing or incomplete assignments. Parents will be notified of this time so students can benefit from the extra help.

#### **Guidelines for Homework:**

- A. All work is due on the date and time for which it is assigned. Unless a student has an excused absence, assignments turned in after the assigned date and time will be considered late assignments.
- B. In the case of excused absence, the student has three (3) days to make up any work or tests missed. The teacher can grant time beyond the three days if extenuating circumstances are present. In the case of an extended absence, the time allowed for make-up will be left to the discretion of the teacher.
- C. It is the responsibility of a student to get his/her own homework if absent. If a student is to be absent over three days, parents should call the school before 9:00 a.m. and request homework. This should be picked up in the office after 1:30 on the day requested. Absences of less than three days should not require phoning the school for assignments.
- D. An assignment may be turned in one (1) day after it was due but a grade of 70 will be the highest mark given as a grade on that assignment. If the assignment is not turned in the day after it was due, a zero will be recorded for that assignment.

### **LIBRARY**

A library is a place for enjoyment and research. Students are welcome in the library, and since it is a place for quiet work, they are expected to be on very best behavior. Students are encouraged to use the library as often as possible. The librarian will be glad to help find information or suggest books. Students who find it is necessary to go to the library during class time must have written permission from the teacher, and then, upon entering the library, inform the librarian of their needs.

Books are checked out for two (2) weeks. A \$.05 per day fine is charged for overdue books. If books are not returned, students will be responsible for paying the replacement cost of the books. It will be the responsibility of the parents to insure that fines, books and damages are taken care of in an expedient manner.



### **NATIONAL JUNIOR HONOR SOCIETY**

Students eligible to become active members of the National Junior Honor Society must have a high academic average and must display outstanding qualifications in the areas of citizenship, human relations, and school service. The Lee Middle School Faculty Council determines the academic average necessary each year.

### **PARENT CONFERENCES**

Conferences with teachers should be arranged by calling the counselor's office. Exploratory teacher conferences may also be arranged by calling the counselor. Parents and guardians are a very important link in a son or daughter's success. The difference between a student's motivation toward being successful and not achieving personal success can be the support that is given by a parent/guardian at home. Parents and guardians should encourage their sons and/or daughters to become involved in the total middle school program. We strongly urge parents and guardians to take an active interest in how they are doing. We believe that parents will see very positive results.

### **PERSONAL BELONGINGS**

1. Each student is responsible for his/her belongings. All items should be marked with the student's name.
2. Each student will be assigned his/her own locker. Students may not share lockers.
3. Legally, each student is individually and personally responsible for all the contents of his/her assigned locker.
4. Students should bring only school-related items to school. For example: NO computer games, toys, Walkman, tape players, radios, pagers, cell phones, or other electronic devices, hats, sports cards, etc., should be brought to school. Demerits will be assigned for violations of this prohibition. Inappropriate items will be confiscated from the student and a parent must come to LMS to get them.
5. Students should never be in possession of more than \$5.00 while at school unless they have brought it for a school-sponsored event.
6. The selling of candy, chewing gum, toys or other items at school is not allowed and such items will be confiscated and held for parents to pick up.
7. **Book bags, large purses, and coats/jackets must be placed in the locker at the start of the day and remain in the locker until the end of the day.**

### **PROGRESS REPORT**

Each student's progress report will be mailed to their home address on Wednesday of the fifth week of each nine-week term. We believe that through the close cooperation of the parents, student, and the teacher, failures will be kept to a minimum. Parents should contact teachers by email or phone if they have questions about progress reports.

### **SCHOOL PROPERTY DAMAGE**

Any student, who damages school property, deliberately or while playing around, will be responsible for paying for the destruction and/or restoring it to the original value. Students may be subject to suspension or expulsion, or placed in the alternative program, depending upon the severity of the situation.

### **SCHOOL PUBLICATIONS**

The yearbook is distributed to the student body in May. Yearbooks will be sold in the fall of the school year. Students will receive advance notice one week prior to the sale. The price of the yearbook must be paid in full during the sale period.

The school newspaper is published a minimum of four (4) times during the school year. Students at large may participate on the newspaper staff.



### **STUDENT RESPONSIBILITIES**

- ... **IF YOU HAVE BEEN ABSENT:** A student returning to school must bring a written parental explanation to be given to the homeroom teacher as soon as the student enters class. If ill for more than two days, a student may request assignments through the counselor. Be sure to ask your teacher for make-up work upon your return to school. Students should make up missed work within three (3) days of their absence. All assignments must, however, be made up within two weeks of the student's return to school.
- ... **IF YOU ARE TARDY OR YOUR BUS IS LATE:** If you arrive at school during first period, report to the office.
- ... **IF YOU MISS THE BUS:** If you miss the bus in the morning, your parents are responsible for bringing you to school. If you miss your bus after school, you may use the phone to call your parents.
- ... **IF YOU NEED TO CHANGE YOUR BUS ARRANGEMENTS:** If, for any reason, you need to ride a bus other than your assigned one, or need to get off your bus at a stop other than your usual one, you must bring a note from your parents. Bring this note to the main office and you will be issued a ticket enabling you to make the necessary change.
- ... **IF YOU NEED TO LEAVE CLASS:** Never leave an assigned class or area without your LMS planner that has been signed and dated by your teacher.
- ... **IF YOU DO NOT HAVE LUNCH MONEY:** You will have to call home. We do not charge lunches.
- ... **IF YOU ARE MOVING AND NEED TO WITHDRAW FROM SCHOOL:** Bring a written request for withdrawal from your parent indicating your last full day of school. Show your note to your teacher, who will send it to the front office. The office will give you a withdrawal form, which must be completed by your teachers, physical education, exploratory teachers, your counselor, the media specialist, and administrator. You need to return all textbooks and library books and pay any fines due. Take the completed withdrawal form back to the front office by 2:00 p.m. on your last day, where you will be given a copy for your parents to present when enrolling in your new school.
- ... **IF YOU LOSE YOUR ADMITTANCE SLIP:** You must report to the office to secure another one. This will constitute a TARDY in each class.

### **TELEPHONE USE BY STUDENTS**

During the school day the telephones in the school offices are strictly business phones for office use only, not for public use. Students may use the telephone only in case of emergency. Students will not be able to receive personal telephone calls at school. Students will not be excused from classes to receive or make phone calls.

### **TESTING SCHEDULE**

Nine Weeks Tests, Semester Exams, and Final Exams will be administered in all subjects

### **VEHICLES**

Middle school students shall not drive vehicles on campus.