

OLIVE BRANCH HIGH SCHOOL ADMINISTRATION

Jacob Stripling, Principal
Shawn Arnell, Assistant Principal
Dana Kendrick, Assistant Principal
Sid McNeil, Assistant Principal
Lindsey Chunn, Counselor
Katelyn Hutchens, Counselor
Omega Simmons, Counselor

TELEPHONE DIRECTORY

School..... 662-893-3344
Athletics..... 662-893-3350

Extension Directory

For the following departments, dial the main school number followed by the extension

Receptionist ext. 0
Attendance ext. 101
Bookkeeping..... ext. 102
Guidance.....ext. 106

Olive Branch High School
9366 E. Sandidge Road
Olive Branch, MS 38654
PH: 662-892-6208
Fax: 662-893-3344

DeSoto County Schools
5 E. South Street
Hernando, MS 38632
PH: 662-429-5271
Fax: 662-429-4198

DESOTO COUNTY SCHOOLS 2023-2024 CALENDAR

August 1	Teachers' First Day
August 3	Students' First Day
September 4	Labor Day Holiday
October 9	Fall Break
November 20-24	Thanksgiving Holidays
December 15	First Semester Ends
December 18 – January 1	Christmas Break
January 2 and 3	Staff Development Days
January 4	Students Return
January 15	Martin Luther King Jr. Holiday
February 16	Staff Development Day
February 19	Presidents' Day Holiday
March 11-15	Spring Break
March 29	Good Friday Holiday
April 1	Easter Break
May 22	Students' Last Day
May 24	Teachers' Last Day

Tentative Make-up Days: February 16, February 19, April 1, May 23

BELL SCHEDULE

Students allowed in halls	7:08
Break.....	7:15-7:30
1st Block	7:35-9:09
Quistor Voices (remain in 1 st block)	9:09-9:19
2nd Block	9:29-11:03
3rd Block	11:13-1:11
4th Block	1:21-2:55

LUNCH SCHEDULE

1st Lunch	11:13-11:37
2nd Lunch	11:40-12:04
3rd Lunch	12:20-12:44
4th Lunch	12:47-1:11

OBHS MISSION STATEMENT

OBHS exists to provide our students with the necessary tools to compete in an ever-changing global economy. OBHS does so by focusing on safety, academic rigor, and extracurricular activities in that order. OBHS strives to develop well rounded students capable of meeting any challenge whatever their career path.

SUBJECT AREA TESTING PROGRAM

Students must pass four state tests to earn a high school diploma:

Algebra I Biology II English II U.S. History from 1877

These tests are taken when the student takes the class. Therefore, our students' best chance to do well on the test is when they are in the class getting focused daily instruction. The four performance levels are advanced, proficient, basic, and minimal. We want all students to score proficient or advanced.

Listed below are a few ways you as a parent can help your student do his or her best:

- Be sure he/she attends school every day
- Talk to him/her about the importance of the test
- Sign up for ParentPortal to track grades and attendance. See further information below

PARENT PORTAL

ParentPortal is a free tool designed to enhance the communication and involvement of parents in their child's education in Desoto County Schools. ParentPortal allows you to monitor your child's progress in school by providing Internet access to grades, attendance, discipline, academic history, graduation verification and standardized test results in a secure password protected environment.

Activation codes are necessary to create individual usernames and passwords. Activation codes must be picked up in person at the school office during normal school hours. Instructions concerning how to use the site will be provided with your activation code.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Dear Parent/Guardian & Student:

DeSoto County School System is pleased to offer students access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. DeSoto County Schools is CIPA (Child Internet Protection Act) and COPPA (Children's On-line Privacy Protection Act) compliant. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, DCS is expected to engage in a "good faith effort" to abide by the requirements of CIPA/FERPA. CIPA/FERPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA/FERPA.

Due to the fragile nature of the equipment being used and the nature of much of the material available over the Internet, this form must be signed by you and your child before use of the equipment will be allowed. The use of the Internet is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action. The administrator of the school and/or the school technology committee will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

As a DeSoto County School parent, I understand that my child is enrolled in the DeSoto County School System and will need to be able to use the computers/equipment at school. I understand, as well, that my child may be involved in research projects and class activities involving the Internet. As parent or guardian, I also understand that I will be responsible for my child concerning the following items:

- Students will not use the Internet provided at their school for illegal purposes of any kind.
- Students will not use the Internet provided at their school to transmit, receive, or view material that is pornographic in nature.
- Students will not use the Internet provided at their school to transmit, receive or view material that is threatening or harassing in nature.
- Students will not use the Internet provided at their school in an attempt to gain access or "hack" into computer systems that they have no permission to use.
- Students will not use the Internet provided at their school to access any student records existing on the schools' networks.
- Students will not use the Internet provided at their school to propagate computer viruses.
- Students will not use the Internet provided at their school for the purpose of lobbying or distributing of political information.
- Students will not use the Internet provided at their school for commercial ventures of purchasing, selling, taking orders or placing orders. DeSoto County Schools is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.
- Students will not damage, abuse or misuse the equipment provided for their use at their school.
- Students will not make changes to the screen or appearance of the desktop on computers provided at their school.
- Students will not load games or other software brought from home or downloaded from the Internet onto the computers provided for their use.
- Students will not attempt to bypass school internet filters by way of internet proxy sites.
- Students will not use the Internet provided at their school to access social networking websites such as "Instagram," "TicTok," etc.
- Students will not use the Internet and/or computer to violate any state or federal law (i.e. Copyright law).

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by DeSoto County Schools is for research and discovery or educational media and information.

DESOTO COUNTY SCHOOLS GANG POLICY

The DeSoto County School District prohibits gang activity, defined hereinafter. Students who engage in gang activity will be subject to discipline pursuant to the District's Code of Discipline, up to and including possible expulsion.

A "gang" is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property on school grounds, or at supervised school functions, or activities that are harmful to the education process.

Prohibited "gang activity" includes, but is not limited to:

Soliciting students to become gang members;

1. Participating in gang initiation or other gang ceremonies;
2. Deliberately wearing, displaying or possessing prohibited gang symbols;
3. Engaging in gang-related violence or threats of violence;
4. Threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or
5. Engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.
6. Soliciting students to become gang members;

Prohibited "gang symbols" may include any type of clothing decoration, jewelry, patches, bandanas, gang names, depiction of gang signs or symbols, and/or body signal/movement which is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications, including, but not limited to those appearing with the "Gang Awareness" pamphlet attached hereto as well as the additions thereto in the future. School officials will keep a booklet containing known "gang symbols" in each school office. Students and parents who may have questions regarding this policy should contact the school principal for further clarification of any part of the policy.

Students may be disciplined for engaging in any activity prohibited by this policy including the prohibited "gang activity" enumerated in the third paragraph hereof. District officials will cooperate with local law enforcement to provide the school with gang information to aid in the prevention of violence, gangs, and drugs in our schools. This information shall include but is not limited to the following: gang names, colors, symbols, signals, and gestures associated with gangs (all of which are prohibited gang activity). Amendments and updates to the list of prohibited gang symbols and gang activity and/or handbook must be submitted to the Director of Pupil Services for approval. Thereafter, the Director of Pupil Services will distribute the amended and/or updated information to the appropriate district officials.

Each school shall make regular announcements to the student body advising that gang activity and gang symbols are strictly prohibited.

Notwithstanding anything to the contrary contained herein, nothing herein prohibits the display of recognized religious symbols such as the Star of David or the Crescent or the Cross unless these or other religious symbols are altered or augmented in some way.

Notwithstanding anything to the contrary contained herein, wearing of clothing or particular colors in and of itself is not prohibited unless the clothing (color or otherwise) is worn in combination with other prohibited gang signs or symbols. The wearing or displaying in any manner of gang names, however, is prohibited.

DESOTO COUNTY SCHOOLS SAFETY ANNOUNCEMENT

In an attempt to keep DeSoto County Schools safe for all students and staff, the following behaviors will not be tolerated:

- The use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity
- Distribution of illegal drugs, prescription drugs, or any substance dangerous to students. (Distribution includes giving substances to students.)

Students who openly defy this warning(s) will be considered a threat to the safety of students and staff and suspended pending a disciplinary hearing. The student could be expelled from DeSoto County Schools.

DESOTO COUNTY SCHOOLS BULLYING /HARRASSMENT POLICY

BULLYING OR HARASSING BEHAVIOR

DeSoto County Schools prohibits bullying or harassing behavior of students, school employees, or volunteers. DeSoto County Schools will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or school employees.

DEFINITIONS

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school.

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

The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited.

DeSoto County Schools recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

"Reasonable action" includes, but is not limited to, promptly reporting the bullying or harassing behavior to a teacher, principal, counselor, or other school employee.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigation, and addressing bullying and harassing behaviors.

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

PROCEDURES FOR REPORTING A COMPLAINT

1. Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly, but no later than five (5) calendar days after the alleged act or acts occurred.
2. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es), and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or his/her designee who shall institute an immediate investigation.
3. Parents and guardians will be notified of the nature of any complaint involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after the initial receipt of the complaint. The parties will have an opportunity to submit evidence and a list of witnesses. The school official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding the disciplinary action, as warranted, is determined.
4. If a individual is not satisfied with the decision of the school official, he/she may request a procedural review of the findings. Such requests shall be submitted in writing within ten (10) working days after receipt of the results of the initial decision. Complaints of bullying against school employees or volunteers shall be reviewed by the Assistant Superintendent over Human Resources or his/her designee. Complaints of bullying against students shall be reviewed by the Assistant Superintendent over Pupil Services or his/her designee. The individual requesting the procedural review shall be provided a response to the procedural review within ten (10) working days.
5. If the individual is not satisfied with the outcome of the procedural review, he/she may submit a written request to appear before the Superintendent and School Board. Such requests shall be filed within ten (10) working days after the receipt of the decision. The Superintendent and School Board shall allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision. The Board shall provide a decision within ten (10) working days following the victim's appearance before the Board.
6. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary consequences on the basis of that student's use of "reasonable actions" in response to the bullying. "Reasonable Actions" includes, but is not limited to, promptly reporting the bullying or harassing behavior to a teacher, principal, counselor, or to other school employees.
7. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act (20 USCS Section 1400 et seq.)

The school district shall maintain and make available a list of counseling services to any student who is victim of or a witness to bullying, or who engages in bullying.

The procedures for reporting bullying shall also be posted on the district website.

STUDENT ATTENDANCE **TRUANCY (BOARD POLICY JBA)**

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. A child, five (5) years of age, who enrolls in public kindergarten, will have to abide by the same guidelines as outlined in the §37-13-91.

Compulsory-school-age children must be enrolled in school unless the child is:

1. Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
2. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
3. Being educated in a legitimate home instruction program. Ms Code 37-13-91 (3)

REPORTS

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the principal shall, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the school attendance officer. The principal, or his/her designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. Ms Code 37-13-91 (6)

School districts shall maintain accurate records documenting enrollment and attendance in a manner that allows the State Department of Education to make an assessment of changes in enrollment and attendance, including dropout rates.

The State Department of Education shall compile annually a statewide report on school district effectiveness in reducing absentee problems, dropout rates, and other attendance-related problems during the previous school year, incorporate the information into the annual Mississippi Report Card required by Section 37-3-53, Mississippi Code of 1972, on school district performance and offer technical assistance and coordination services to assist districts in improving performance.

UNLAWFUL ABSENCES / VALID EXCUSES

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the principal or his/her designee:

- a. Attendance at an authorized school activity with the prior approval of the principal of the school district or his/her designee.
- b. Illness or injury which prevents the student from being physically able to attend school.
- c. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
- e. A medical or dental appointment with prior approval of the principal or his/her designee, except in the case of emergency.
- f. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- g. Observance of a religious event, with the prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of the absence would adversely affect the student's education.)
- h. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the principal or his/her designee. (Approval shall be based on the professional judgment of the principal or his/her designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
- i. Other conditions sufficient to warrant nonattendance, with prior approval of the principal or his/her designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. MS Code 37-13-91 (4)
- j. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
- k. An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

SCHOOL ATTENDANCE OFFICER

The superintendent and principals shall cooperate with the school attendance officer employed by the State Department of Education, pursuant to MS Code 37-13-85.

Process Standard 10 is as follows:

10. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. (MS Code 37-13-91)

The Mississippi Public School Accountability Standards for this policy are standards 10 and 11.

ABSENCES AND EXCUSES K-12 (Board Policy JBD) Instructional Day

Pursuant to Mississippi Code 37-13-91, a parent, guardian or custodian of a compulsory- school-age child in this state shall cause the child to enroll in and attend a public school or legitimate nonpublic for the period of time that the child is of compulsory-school-age. Mississippi Code Section 37-9-14(2)(u) states that School District Superintendents are "to comply in a timely manner with the compulsory education reporting requirements prescribed in Section 37-13-92(6)." The State Department of Education shall prescribe a uniform method for schools to utilize in reporting the unlawful absences to the school attendance officer.

The instructional day is therefore defined as a school day in which pupils are in regular attendance for scheduled classroom instruction for not less than sixty-three percent (63%) of the required instructional time, as fixed by the local school board for each school in the school district. The school board will review and approve the instructional time for each school in the school district annually prior to the beginning of the school year.

Each of the following shall constitute an excused absence:

1. Illness or injury which prevents the student from being physically able to attend school.
2. When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.
3. Death or serious illness of a member of the immediate family, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters. The absences must be approved by the principal or his/her designee.
4. A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
5. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Observance of a religious event, with prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of absence would adversely affect the student's education.)
7. Attendance at an authorized school activity with the prior approval of the principal or his/her designee.
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with prior approval of the principal or his/her designee.
9. An absence may be excused when it is demonstrated to the satisfaction of the principal or his/her designee, that conditions are sufficient to warrant the child's non-attendance. However, no absences shall be excused by the principal or his/her designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

* Five (5) absences may be excused by a note from a parent/guardian. **(Note must include student's legal name, date of absence, reason for absence, parent/guardian signature, and date note was written.)**

* Any additional absence after the five (5) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.

* Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within two (2) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.

* When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

MAKE-UP WORK POLICY

When a student is absent from school (excused or unexcused), the number of days allowed to complete any required make-up work is commensurate with the number of days missed to a maximum of five (5) days.

For example, if a student is absent from school for one (1) day, the student has one (1) day to complete the required make-up assignments. If the student is absent for five (5) days, he/she will have five (5) days to complete his/her make-up work. If the student is absent for twelve (12) days, the student has five (5) days to complete the missed work.

The principal has the discretion to allow additional time or limit the number of required assignments in extreme situations.

ASSIGNMENT REQUEST PROCEDURE FOR EXTENDED PERIOD OF ABSENCES

The following steps must be followed to request assignments for extended absences:

- Student must be absent three or more days.
- Parents must contact the Guidance Office.
- Parents must give the school a 24-hour notice.
- Assignments will be available at 3:00 p.m. the following day in the Guidance Office.

GRADING POLICY-MINIMUM STANDARDS

Students must demonstrate mastery of the content required for each grade/course.

Content for grades 6-12 is determined by Mississippi College and Career Readiness Standards for Language Arts, Mathematics, Science, and the Mississippi Content Frameworks for all remaining subjects.

MONITORING STUDENT PROGRESS

Each teacher has the responsibility of identifying pupils who are not making satisfactory progress toward the achievement of grade level or course objectives.

Teachers are encouraged to notify parents during each grading period if students do not meet minimum requirements. Progress Reports will be sent at week four or week five of the nine-week period. Teachers are not required by district policy to take a specified number of grades.

However, any grades taken must be posted to the electronic grade book bi-weekly.

The following guidelines apply to all subject areas:

1. The DeSoto County School District requires that the Mississippi College and Career Readiness Standards for Language Arts and Mathematics and the Mississippi Curriculum Frameworks for all other subject areas be included in the course scope and sequence. The district provides a curriculum manual for each teacher.
2. Required lesson plans are developed and include all of the components outlined and approved by the school district.

DeSoto County Schools Grading Scale

A – 90 - 100

B – 80 - 89

C – 70 - 79

D – 65 - 69

F – 0 – 64

GRADING POLICY: Grades 9-12

Each term grade is computed by averaging the grades for that term. Eighty percent of the grade will be a compilation of the grades that the teacher has for the student in his/her grade book including, but not limited to, formative assessments, quizzes, homework, classwork, unit tests, mid-term tests, etc. Twenty percent of the grade will be the grade received on the end of course final exam for half credit courses and end of term exams for full credit courses. In full credit courses, the final grade will be the average of the two term grades.

Advanced Courses, Advanced Placement Courses, and Dual Enrollment/Credit Courses will be weighted as outlined in policy IHEA.

EXEMPTION POLICY (GRADES 9-12)

Students in grades 9-12 may be exempt from end of course final exams for full credit and half credit courses if the following criteria are met:

1. The student has a ninety-five (95) or above semester/term average in the course;
2. The student has an eighty-five (85) or above average and does not have more than four (4) days/periods **unexcused** absences for final exams in full credit courses;
3. The student had an eighty-five (85) or above average and does not have more than two (2) days/periods **unexcused** absences for final exams in half credit courses;
4. Student has not been assigned to an Alternative Learning Center (ALC) for more than five (5) days, has not been suspended and/or placed in DeSoto County Alternative Center (DCAC) or the Juvenile Detention Center (JDC) at any time during the semester (August-December or January-May).
5. **Excused** absences will not impact course exemptions.

GRADE REVISIONS

In accordance with House Bill 696 and State Board Policy 403, DeSoto County Schools will follow the following guidelines regarding the changing of student grades.

Any change of grades, other than the final grade, shall be addressed with the teacher who issued the grade and the building level administrator.

PROMOTION/RETENTION GRADES 9-12

Promotion in grades 9-12 is based upon earning Carnegie units. A Carnegie unit or half-unit is earned when a student completes the course with an average of 65 or better. Half-units are earned in courses designed to be completed in nine weeks. (Refer to Classification of Students – IEDB)

The high school academic program in the DeSoto County School District requires four (4) full years or eight (8) semesters of work. Students may not take courses that are sequential in nature until the proper prerequisites have been successfully completed. (For example, a student may not take Algebra II without having passed Algebra I) Exceptions to this rule may be made for seniors who may be permitted to take two (2) sequential classes simultaneously.

The retention of a student for extracurricular purposes is prohibited.

GRADUATION REQUIREMENTS (Board Policy IHF)

All 2018-2019 incoming freshmen must meet one of the following options: 1) Traditional 24 Credit Diploma, 2) Traditional 26 Credit Diploma with a Career Technical Endorsement, 3) Traditional 26 Credit Diploma with an Academic Endorsement, or 4) Traditional 28 Credit Diploma with a Distinguished Academic Endorsement. Incoming freshmen (2018-2019 and beyond) with Significant Cognitive Disabilities are eligible to earn an Alternate Diploma.

All students are required to meet the Mississippi Department of Education state assessment requirements.

Contents of each required and elective course must include the core objectives identified in the Mississippi College and Career Readiness Standards. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools in Mississippi. Students enrolled in grades 7 -12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual and meets the specifications outlined in the Mississippi Public School Accountability Standards. Enrollment in online courses listed in this manual must have prior approval granted by the principal.

FIFTH YEAR SENIORS

If a student returns to a DeSoto County High School as a fifth-year senior, the student will only enroll in the needed courses. The student will not be required to attend two courses all four terms.

EARLY GRADUATION POLICY

Early graduation involves the completion of all high school academic requirements in less than a traditional four-year program. Any high school student who will complete the number of Carnegie units and other existing standards required by both the state and the district prior to completing eight (8) semesters of high school work may petition to graduate early.

1. Students may petition the high school principal to graduate one semester early, and the principal may grant the request without board approval.
2. If a student requests to graduate more than one semester early, the principal must submit the request by December 1 of the current school year for board approval. The student must meet one of the following criteria to make the request:
 - A non-Senior who will turn 18 before December 1st of the current school year.
 - A student who has been retained in one or more grades.
 - A student with a hardship situation (child, family, etc.)
 - If none of these apply, the student must be on track to receive a traditional diploma with an academic endorsement.
 - If there is an emergency situation and a request is made after December 1st, a district committee will review the request to determine if submission to the school board is warranted.
3. A student's plan may be terminated at any time due to academic, behavioral, or attendance issue

EARLY RELEASE/LATE ARRIVAL

Seniors must be enrolled in two courses all four terms. Seniors are eligible for early release and/or late arrival if they meet the following requirements:

- Must have met College or Career Readiness Benchmarks ACT sub scores of 17 in English and 19 in Math or earned a Silver level on ACT WorkKeys suite of assessments. For seniors that have not met the benchmarks, to qualify for early release (work release) students must meet the following requirements:

- Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments

AND

- Are on track to meet the diploma requirements

AND

- Are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course

OR

- Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments

AND

- Are on track to meet the diploma requirements

AND

- Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT College Algebra or have previously earned credit for ENG Comp I and/or MAT College Algebra

If a student is released early and desires to return for extracurricular activities, he/she is allowed to do so.

Any student desiring early release or late arrival must have a signed parental permission form on file.

DESOTO COUNTY SCHOOLS
Application for Early Release/Late Arrival

Name _____ DOB _____ Grade _____

Please check the class period for which you are applying for early release/late arrival.

1st Block 2nd Block 3rd Block 4th Block

Signed Student Statement:

Upon approval, I agree to leave the school campus at the above designated period. I understand that I may only return to campus to participate in a scheduled extracurricular activity.

Signature of Student

Date

Signed Parent Statement:

I request early release/late arrival for my child and give permission for him/her to leave school.

Signature of Parent

Date

*The principal has the authority to revoke this privilege at any time.

Denied Early Release/Late Arrival
 Approved Early Release/Late Arrival

Reason for Denial: _____

OR

Early Release/Late Arrival is approved for the following dates:

_____ to _____

Signature of Principal/Asst. Principal: _____

SENIOR PRIVILEGES

Seniors are allowed two (2) college visit days per semester. The visits must be pre-approved by the principal or his or her designee, and documentation of the visits must be provided. A college visit will be documented as a school activity for attendance purposes.

Seniors may also enjoy the privilege of early release or late arrival if they meet the requirements as outlined in Board Policy JGFCB- Early Release- Late Arrivals. All seniors must be enrolled in two (2) courses all four terms.

CHECKING IN AND CHECKING OUT

Only a parent/guardian or person on the student's emergency contact list will be allowed to check students out. Parents and students must sign out in the attendance office, after the attendance clerk's approval, before leaving campus. No student may be checked out or receive messages after 2:00pm.

While the administration at OBHS recognizes a parent's right and need to exercise personal judgment, excessive instances of a student checking in or out that are not "excused" will result in referral to the authorities for truancy.

Once a student arrives on campus, he or she must check in immediately.

Failure to sign in or out appropriately will result in disciplinary action.

EMERGENCY CHECK OUT

Parents are required to come into the school and sign their student out when the need arises for a student to leave campus. However, as a courtesy to parents, students are allowed **ONE EMERGENCY CHECK OUT PER SEMESTER**. During a rare emergency, parents may send a note, email, fax, or phone call to check their child out. This is a courtesy and there are **NO EXCEPTIONS** to this rule.

ITEMS BROUGHT TO STUDENTS ARE PROHIBITED

For the safety of students and staff, **NO ITEMS MAY BE DELIVERED TO STUDENTS**. This includes but is not limited to academic items, athletic items, personal items, etc. If a parent needs to get his/her student medication, it may be checked by the school nurse.

NO FOOD (Lunches) may be brought to students, including items for a class. No birthday balloons, gifts, flowers, or valentines will be delivered to students.

Attendance Forms:

See Attendance Office.

HONOR ROLL:

At the end of each nine weeks, students with a final numerical average of 90 or above in each course taken during that nine weeks will be listed on the Principal's List. A student with an average of 80 or above in each course taken during that nine weeks will be listed on the Honor Roll. An Honor Roll reception is held each nine weeks for those making the Principal's List and Honor Roll.

ACADEMIC RECOGNITION

The annual Awards Night held in the spring recognizes academic excellence for students.

PARENT PORTAL

Parents are encouraged to come by the school to pick up their passwords. Parent Portal will allow parents to view student grades and attendance throughout the school year.

TRANSCRIPT REQUEST

- Forms for release of transcripts are available from the Guidance Office.
- To be **official** a transcript must be sealed and mailed by the school.
- Requests must be made at least three days prior to mailing.
- Transcripts to colleges and/or committees are mailed only after applications have been mailed by the student.

Students desiring their GPA must submit a request to the Guidance Office in writing at least three days before needed.

DRESS CODE POLICY

Proper attire and grooming are deemed important to scholastic achievement and orderliness. The responsibility for the appearance of the students begins with the parents and the students themselves. Students' clothing, make-up, and hair styles should reflect neatness, cleanliness, and self-respect so that the school is a desirable place in which to promote learning and character development

It is virtually impossible to formulate a set of regulations that adequately cover every detail of proper grooming. Violations of the dress code will be dealt with in accordance to the DeSoto County Schools Code of Discipline. It will be treated as insubordination and will be handled as stated in the Code of Discipline of the DeSoto County Schools. Insubordination is a Level 2 violation.

DRESS CODE DISCIPLINARY ACTION

- First violation: Administrator/Parent conference, home suspension, or ALC
- Second violation: School suspension (3 days)
- Repeated violations: Suspension from school pending a disciplinary hearing

No mode of dress or grooming disruptive to academic pursuits is permissible. The principal has the authority to decide whether or not the student is properly attired or groomed in keeping with the following regulations that apply both to male and female students.

1. Hair must be neat, clean and worn in a manner that does not interfere with vision or cause a disruption in the classroom. No combs, picks, rollers or extreme coloring will be allowed.
2. T-shirts with sleeves, white or colored, are acceptable. Shirts must be properly closed, zipped or buttoned.
3. No article of clothing that pertains to or depicts the following will be acceptable:
 - a. Substances or activities illegal by law for minors, such as, alcohol, drugs, tobacco, gambling
 - b. Profane, suggestive or violent language
 - c. Derogatory symbols; remarks directed to any ethnic group. Sufficient underclothes must be worn appropriately and must not be exposed.
4. Sufficient underclothes must be worn appropriately and must not be exposed.
5. Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust, excessive part of the back, are excessively tight or are distracting in class are not permitted. No slits in shirts are to be above the waistline of pants or skirts. Shirts are to be tucked in. Blouses/tops made to be worn outside should be at least three (3) inches below the waistline and no longer than five (5) inches below the waistline.
6. Students in grades K - 5 are allowed to wear shorts as part of their daily attire. Shorts should be walking shorts or Bermuda shorts. Students in grades 6- 12 may wear walking or Bermuda shorts that are knee length. They should not be excessively tight or baggy. Athletic shorts are not permitted (**Must have zipper and belt loops**). **NO CUT OFF SHORTS ALLOWED!**
7. Knee length dresses and skirts are allowed. No slits in these skirts or dresses above the kneecaps are allowed.
8. No spandex articles of clothing are allowed.
9. Shoes must be worn at all times, and no house shoes are allowed. Shoes with laces should be laced and tied.
10. No visible tattoos will be allowed. Neither male nor female students will be permitted to wear rings and/or studs in their noses, tongues, or any exposed body parts other than the ear and appropriate rings on fingers.
11. Coaches, physical education classes or any organized athletics have the option to ban all jewelry due to safety reasons and/or violation of the Mississippi High School Activity Association regulations.
12. Sunglasses, other than prescription, must be removed when inside the building.
13. All pants must be worn fitted to the waist, at the waist, with or without a belt. Belts must be worn and buckled appropriately for pants that have belt loops. Pants should fit appropriately. No baggy pants are allowed. No writing is to be on the seat of the pants, even the cheerleader's uniform and dance team.
14. Leggings are allowed when worn with a top that meets the dress length guidelines specified in #7.
15. Pants must have no exposed skin above the knee.
16. Hats, caps, sweatbands, or other head coverings are not to be worn in the buildings or on the grounds of the school except for medical

reasons as prescribed by a physician. Head coverings as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of the religious sect. Head coverings may be worn if authorized by the faculty and/or administration, if it is part of a uniform (i.e., wearing a full baseball uniform during games or practice) or as deemed necessary.

17. Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.
18. Local principals or their designee have the power and discretion to make all decisions on their campus.

TARDY POLICY

- 1-5 Warning (No consequence from admin, but teachers may issue their own.)
- 7 Parent Contact
- 9, 11 ALC
- 13 Mandatory Parent Conference
- 15 RAMP
- 17 School Suspension

Tardy Accrual is per 9 weeks.

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE

FORWARD

The Uniform Discipline Code has been developed in consultation with students, parents, teachers, and administrators so they will know and understand that firm, fair and consistent discipline policies are to be maintained in all DeSoto County public schools. Use of this Code is intended to ensure a stable learning environment in an atmosphere which encourages academic excellence. It is expected that staff members, students and parents will work together to support and enforce the code regulations with equity and consistency for all students.

A copy of this Code shall be distributed to each student and the parents, legal guardian or custodian of each such student shall sign a statement verifying that they have been given notice of the Code.

INTRODUCTION

The uniform Discipline Code of the DeSoto County Schools provides a uniform standard of conduct for all public-school students. It describes inappropriate student behavior, ensures equal treatment for misconduct, and presets specific actions for remediating prohibited behaviors. The Code is based on the premise that rules must be enforced fairly, firmly and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students' progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It is also recognized that differences in age and maturity require different types of disciplinary action.

In this Code, discipline is defined as the implementation of and adherence to behavioral rules and regulations which will ensure an educational environment free of mental and physical hazards to students, teachers and staff. Such an

environment is conducive to the practice of good citizenship and encourages learning. The enforcement of the Code will help ensure a safe and orderly school climate for students and staff alike.

Specific provisions of the Code include:

1. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools may be requested to appear at school by the school attendance officer or the principal, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools who refuses or willfully fails to attend such discipline conference specified in paragraph (2) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. Any parent, guardian or custodian of a compulsory 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 law shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed an amount provided by law.
6. The DeSoto County Schools shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.
7. As an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with this Code.

STUDENT CONDUCT:

Acts of Misconduct

These acts of misconduct include those student behaviors which disrupt the orderly educational process in the classroom or on the school grounds including the following:

LEVEL I

1 – 1 Tardiness

1 – 2 Running and/or making excessive noise in the hall or building

1 – 3 Inappropriate personal contact including but not limited to pushing and shoving, inappropriate gestures and public displays of affection, recklessness, or any inappropriate contact which does not result in physical harm, or any additional contact which the principal determines to be in this level.

1 – 4 In unauthorized area without pass (halls, etc.)

1 – 5 Dress code violation

* 1 – 6 Displaying any behavior which is disruptive to the orderly process of education

DISCIPLINARY ACTION

First Violation:

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference

Repeated or Flagrant Violation

Minimum: Mandatory Student -Parent-Administrator Conference (Home Suspension)

Maximum: Corporal Punishment, ALC, RAMP, detention, and/or school suspension

*Students, who after having a student-teacher conference, a teacher-student-parent conference, home suspension, Teacher Support Team interventions, continue displaying behavior, which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing.

LEVEL II

- * 2 – 1 Leaving the school grounds without permission
- * 2 – 2 Skipping class
- * 2 – 3 Insubordination- refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults
- * 2 – 4 Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. This includes the possession and/or use of any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to electronic cigarettes, vapes, vaporizers, cigars, pipes, hookahs or any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device
- * 2 – 5 Exhibiting any hostile physical or verbal actions
- ** 2 – 6 Unauthorized and/or inappropriate use of electronic devices (as defined in Board Policy IJBA)
- 2 – 7 Cheating on tests or exams (The grade “0” will be assigned regardless of other punishment.)

DISCIPLINARY ACTION

First Violation

Minimum: Administrator-Conference, ALC, RAMP, mandatory student-parent-administrator conference, corporal punishment
 Maximum: School suspension (one to three days)

Repeated or Flagrant Violation

Minimum: School suspension (three days)
 Maximum: School suspension (three days) and/or ALC/RAMP for up to ten (10) days and/or Teacher Support Team interventions

*Students who, after having a student-teacher conference, a teacher-student-parent conference, a mandatory student-parent-administrator conference, and Teacher Support Team interventions, continue displaying behavior which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing.

** Additional disciplinary action for unauthorized use of personal electronic devices (as defined in Board Policy IJBA):

1st Offense—First offense will result in confiscation of the device with parental contact. The electronic device will be returned at the end of the school day to the student or his/her parent/guardian as determined by the building principal.

2nd Offense—Second offense will result in confiscation of the electronic device and a mandatory parent/administrator conference. The electronic device **will not** be returned directly to the student; parent/guardian must meet with a school-level administrator to collect the electronic device.

3rd Offense—Third offense will be considered repeated and/or flagrant and the penalty for such acts will be determined by the building administrator. The phone will be confiscated, and penalties could include, but are not limited to the following:

- Check-in/Check-out procedures for the electronic device during the school day (1-10 days)
- ALC/In-School Suspension (1-3 days)

4th Offense—Fourth offense will result in school suspension (1-3 days), and a loss of electronic device privileges pending reinstatement by the building principal.

LEVEL III

3-1 Fighting

3 – 2 Gambling

* 3 – 3 Theft or possession of stolen property

3 – 4 Acts which threaten the safety and well-being of students and/or staff: engaging in any behavior (by word or act) that encourages, incites, or instigates threatening or aggressive acts which can create the risk of harm to another person.

3 – 5 Extortion- use of intimidation, coercion or force

* 3 – 6 Vandalism of personal and/or school property

3 – 7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral or offensive materials

3 – 8 Sexual conduct, including unwelcomed sexual contact, or recording and or transferring sexually suggestive images through personal electronic devices

3 – 9 Bullying (as defined in Board Policy JDDA)

DISCIPLINARY ACTION

First Violation

Minimum: School suspension from one to three days, ALC, corporal punishment

Maximum: School suspension (three days), report to authorities when applicable

Repeated or Flagrant Violation

Minimum: School suspension (three days), ALC (ten days), and/or Levels 3-4 and 3-8 Teacher Support Team interventions

Maximum: School suspension (three days) and possible assignment to DeSoto County Alternative Center pending the results of a disciplinary hearing.

* For theft or vandalism restitution shall be made regardless of other punishment

LEVEL IV

4 – 1 Possession, use or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia.

4 – 2 Assault on a student. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 3 Assault on a school employee. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 4 Directing profanity, vulgar or threatening language, and/or obscene gestures toward a staff member.

4 – 5 Participating in sexual activity including but not limited to sexual intercourse, sexual contact or exposing intimate body parts while attending a school-sponsored or school-related activity on or off school property.

Any student in violation of the above shall be suspended by the principal for three days and ordered to appear for a disciplinary hearing before a District Hearing Officer.

DISCIPLINARY ACTION

Minimum: Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement Authorities.

Maximum: Expulsion

Students below grade 6 may be given other punishment.

LEVEL V

5 – 1 Possession and/or use of a weapon as defined in MS CODE § 97-37-17. Weapons possession on educational property. The definition of weapon for the sake of this policy also includes any instrument used as a weapon which is capable of causing death or serious physical injury. Also, any toy or look-alike weapons that looks enough like an authentic weapon to be reasonably mistaken as authentic. Examples of weapons include, but are not limited to guns, rifles, pistols, toy guns, knives, toy knives, craft knives, utility tools, scissors, air or gas operated weapons, Airsoft pistols, BB guns, air rifle, air pistol, daggers, slingshots, razors, dynamite cartridges, bombs, grenades, mines, etc.

DISCIPLINARY ACTION

Minimum: Possession other than gun will result in assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities

Maximum: Possession of a firearm/gun or use of other weapon will result in expulsion from school for a period of not less than one year (under certain circumstances expulsion can be from the student's assigned school to the DeSoto County Alternative Center)

For students below grade 6, the hearing officer may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation

5 – 2 Sale or distribution, or conspiring to sell counterfeit drugs, synthetic drugs, illegal drugs/alcohol, narcotics or controlled substance(s)

DISCIPLINARY ACTION

Minimum: Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities

Maximum: Expulsion

For students below grade 6, the hearing officer may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation

- 5 – 3 Students are prohibited from wearing, displaying, or possessing in any manner on school property or at school-sponsored events clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies.

DISCIPLINARY ACTION

Minimum: Mandatory student/parent/resource officer/administrator meeting to investigate situation and determine proper discipline consequence

Repeated: Assignment to the DeSoto County Alternative Center

Maximum: Expulsion for repeated violations and/or gang activity that includes but is not limited to:

- Acts which disrupt the process of orderly education
- Recruitment with use of intimidation
- Tagging or marking
- Assault
- Battery

For students below grade 6, the hearing officer may recommend other punishment if the behavior does not require expulsion and the student is likely to benefit from remediation.

5 – 4 Threats of violence or harm: Any spoken, written, gestured or electronically communicated threat that disrupts the educational environment of the school and/or suggest a student intends to cause bodily harm or carry out an act of violence against district property students, employees, or others (e.g. bomb threats, school shootings threats, etc.).

DISCIPLINARY ACTION

Students found to have made threats of violence or harm against district property, students, employees or others will be subject to expulsion from school for a period of not less than one year (under certain circumstances expulsion can be from the student's assigned school to the Desoto County Alternative Center)

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police. Students committing any crime or involved with any criminal behavior are subject to arrest by local law enforcement.

The DeSoto County Board of Education permits individual schools to adopt additional regulations governing actions not covered by Conduct Code. However, such additional regulations may neither substitute for nor negate any of the provisions, in spirit or intent of the Conduct Code, and **must be approved in writing by the School Superintendent.**

DUE PROCESS

In cases where the imposition of punishment is for a suspension of three (3) days or less, the student will be orally informed of the charges lodged against him. The student shall have a right to respond and refute these charges. There may be a delay between the time that "notice" is given and the time of the parent/student right to respond. A parent will be notified of the suspension by telephone, if possible, and in writing. The student's parent/guardian has a right to discuss this matter further and have the charge and punishment explained by the administration along with all other rights provided by board policy.

DISCIPLINARY HEARING

When a student appears before a disciplinary hearing, the student will be subject to additional punishment up to and including suspension of more than three (3) days, assignment to an alternative educational setting for more than ten (10) days, or an expulsion from school.

For additional information on due process and disciplinary hearings, please refer to Board Policy JDD – Disciplinary Procedures.

ALTERNATIVE PLACEMENT PROCEDURES

After a student is referred for consideration of placement at DeSoto County Alternative Center (DCAC), the District Review Board and Transition Team will determine appropriate placement for the student. Once a student is accepted into DCAC, the District Review Board and Transition Team will develop an Individualized Instruction Plan (IIP) for each student. The plan will follow the program and class schedule of the home school. DCAC follows the frameworks that are established by the state of Mississippi for the subject matter to be taught in each course. Certified personnel will send a daily feedback sheet home that requires a parent signature for all students attending DCAC.

An Individualized Education Plan (IEP) committee meets to determine every change of placement for our special education students. Students with special education rulings follow their IEP while at DCAC.

Parents are notified of the recommendation for placement at DCAC during the disciplinary hearing. The home school will contact the parent once acceptance is granted by the District Review Board. All parents and students will meet with a DCAC administrator to discuss the DCAC program and requirements. The minimum time that is required to complete DCAC is 30 school days, but the stay can be longer if the student does not progress properly.

The District Review Board consists of school-level administrators, district-level administrators, and counselors as determined by the Director of Pupil Services.

FELONY CHARGES AND CONVICTIONS FOR OFF-CAMPUS CONDUCT

If a student commits a crime off campus and is formally charged with a felony or an act that substantially disrupts or has the potential to disrupt the educational process the student will be recommended for reassignment or expulsion.

ALC (In School Suspension)

The In- School Suspension/Alternative Learning Center is a program designed to give a second chance to students whose misconduct is disruptive to the school environment. It is an alternative to suspension and allows students to complete class work and receive partial credit for it. The goal of ALC is for the student to acknowledge and work through his/her problem, make a positive and permanent change and then successfully return to class.

ALC is an automatic penalty for the following violations:

- Skipping class
- Leaving campus without parent/guardian and school permission • Continuous or severe violation of school rules

ANY STUDENT IS SUSPENDED, PLACED IN ALC FOR 5 OR MORE DAYS, RAMP, DCAC, MAGNOLIA, OR ALPHA OMEGA MAY NOT ATTEND ANY EXTRACURRICULAR OR AFTER SCHOOL EVENTS.

BUS & PARKING LOT RULES

Bus Rules

The DeSoto County School District Transportation Department operates as an extension of the school(s) and student conduct is governed accordingly. Students who do not conduct themselves properly are subject to disciplinary action in accordance with the DeSoto County School District policies. Punishments may include but are not limited to suspension and expulsion from school or from the bus for misconduct on the bus.

Responsibilities

Bus drivers and aides are responsible and authorized to maintain student order and discipline at all times.

Principals are responsible and authorized to administer any and all necessary student discipline. Principals shall also ensure that all bus rules are communicated to eligible riders.

Students have the responsibility to obey all policies and procedures established by the DeSoto County Board of Education, their respective schools and the Transportation Department while waiting for, boarding, riding or off-loading a DeSoto County School Bus.

The Transportation Department shall post rules clearly on every school bus and shall include but not be limited by the rules listed below.

Rules of Conduct

- Be waiting at your stop 5 minutes early.
- If you need to cross the street, wait for traffic to stop; driver will motion to you when it is safe to pass in front of the bus to load or unload.
- Obey the bus driver.
- No unauthorized items on bus. (No weapons, tobacco, combustibles, pets, large items, etc.)
- Be nice and courteous.
- Keep the bus clean.
- No profanity and no fighting.
- Keep hands and head inside of bus.
- Do not throw anything, anywhere.
- Stay in your seat. Driver may assign seats.
- No eating or drinking.
- Damage to bus interior may result in student paying for damage.
- Emergency door/windows may only be opened in case of emergency.
- Do not distract or bother the driver through loud talking or misbehavior.
- Report any problems you may have to the bus driver as soon as possible.
- School District and drivers are not responsible for articles left on the bus.
- Use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity of any kind may result in expulsion from school.

Parking Lot Rules

- Any vehicle brought onto campus must be registered with the school. Students **MAY NOT** park on campus without a hangtag.
- All vehicles must have hangtags displayed on the rearview mirror. If students do not get the required hangtag, a \$10.00 fine will be assessed, or the student will be assigned 3 days ALC. All vehicles must be parked in the proper designated areas. Vehicles can only be parked in marked parking places between the lines.
- Students must exit vehicles upon entering campus. No sitting in cars!
- **Students are not allowed to return to their vehicles without the permission of an administrator.**
- All vehicles must be driven safely and responsibly.
- If music is being played, the volume may not be loud enough to be heard outside of the car.
- Students on early dismissal may return to pick up students in front of the school building.
- Students returning to school for school-related activities must exit their vehicles.
- Upon dismissal all students are to leave the parking area in a timely fashion. No loitering, standing outside cars, or sitting in cars is allowed.
- There is a \$5.00 fee to replace a lost tag.
- **Any student who does not drive him or herself to school can only be picked up at the front of the school – no exceptions.**

***NON-COMPLIANCE OF PARKING LOT RULES MAY RESULT IN TERMINATION OF DRIVING PRIVILEGES.**

STUDENT SCHEDULES

COUNSELORS

Students last names A-G: Katelyn Hutchens
Students last names H-O: Lindsey Chunn

Students last names Q-Z: Angela Burkes

Any student who would like a conference with a guidance counselor should make arrangements during a study hall period. If the student doesn't have a study hall period, the counselor should be contacted before school, during break, lunch, or after school to make an appointment.

STUDENTS IN STATE TESTED COURSES

Students in English II, Algebra I, Biology I, and US History must pass a state test in order to graduate. Should a student not be successful in the class, his/her schedule may be changed to a class in which a credit or half credit can be earned. The student will repeat the state-tested course before graduation.

GUIDANCE PHILOSOPHY

The main responsibility of guidance services is first to aid young people in becoming familiar with the opportunities available to them; second, to help the students understand the significance of test data and other information about themselves; and third, to provide a continuous program of individual counseling and group guidance which will lead young people to discover and recognize the opportunities best suited to their personalities and abilities. Olive Branch High School counselors are committed to the individual growth and development of each student and toward that end will work diligently with parents and students to gain the greatest good from the school experience.

Parents are encouraged to contact school counselors for assistance in the following areas:

- Registration/withdrawal
- Subject selection
- Parent/teacher conferences
- Progress reports
- Test interpretation
- Parent/child communication
- Referral agencies

Students may contact the counselors for assistance in the following areas:

- Selecting an appropriate program of study and developing a three-year high school plan.
- Dealing effectively with personal problems.
- Interpreting test scores and relating them to interest and abilities.
- Identifying abilities and relating them to occupational or job choices.
- Gathering information about college entrance requirements to a four-year college in Mississippi. Students research other entrance requirements through their school(s) of choice.
- Contacting specialists in out-of-school agencies, such as Mental Health Clinic, Employment Service, Social Welfare, etc.

*OBHS guidance will assist students by providing the tools they need while encouraging the development of their autonomy.

GRADUATION REQUIREMENTS

All 2018-2019 incoming freshmen must meet one of the following graduation options: 1) Traditional 24 Credit Diploma, 2) Traditional 26 Credit Diploma with a Career Technical Endorsement, 3) Traditional 26 Credit Diploma with an Academic Endorsement, or 4) Traditional 28 Credit Diploma with a Distinguished Academic Endorsement. Incoming freshmen (2018-

2019 and beyond) with Significant Cognitive Disabilities are eligible to earn an Alternate Diploma.

All students are required to meet the Mississippi Department of Education state assessment requirements.

Contents of each required and elective course must include the core objectives identified in the Mississippi College and Career Readiness Standards. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools in Mississippi. Students enrolled in grades 7 -12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual and meets the specifications outlined in the Mississippi Public School Accountability Standards. Enrollment in online courses listed in this manual must have prior approval granted by the principal.

Traditional Diploma
24 Credit

(Entering ninth graders in 2018-2019 and thereafter)

See Appendix A-6 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3 ½	World History, U.S. History, U.S. Government, Economics, Mississippi Studies
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	*Must occur in the student’s junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	5 ½	
Total Units Required	24	

Requirements:

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
 - For early release, students must have met the College or Career Readiness Benchmarks (ACT sub scores: 17 English and 19 Math or earned a Silver level on ACT WorkKeys suite of assessments. For seniors that have not met the benchmarks, to qualify for early release (work release) students must meet the following requirements:
 - Have a 2.5 GPA and have passed or meet the assessment option requirements for all four end-of-course assessments
AND
 - Are on track to meet diploma requirements
AND
 - Are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course.
- OR
- Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments
AND
 - Are on track to meet the diploma requirements
AND
 - Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT

College Algebra or have previously earned credit for ENG Comp I and/or MAT College Algebra

Traditional Diploma with a Career and Technical Endorsement

26 Credits

(Entering ninth graders in 2018-2019 and thereafter)

See Appendix A-7 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum	Carnegie	Required
Area English	4	English I, English II
Mathematics	4	Algebra I
Science	3	Biology I
Social	3 ½	World History, U.S. History, U.S. Government, Economics, Mississippi Studies
Physical Education	½	
Health	½	
Arts	1	
College and Career	1	Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	Must complete a four-course sequential program of study
Additional Electives	3 ½	
Total Units	26	

Additional Requirements:

- Earn an overall GPA of 2.5.
- Earn a Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
 - One dual credit course
 - Work-based Learning
 - Earn a State Board of Education-approved national credential
 - One (1) AP, Diploma Program-IB, or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam.

Traditional Diploma with an Academic Endorsement

26 Credits

(Entering ninth graders in 2018-2019 and thereafter)

See Appendix A-8 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum	Carnegie	Required
Area English	4	English I, English II
Mathematics	4	Algebra I plus two additional math courses above Algebra I
Science	3	Biology I plus two additional science courses above Biology I
Social	3 ½	World History, U.S. History, U.S. Government, Economics, Mississippi Studies
Physical Education	½	
Health	½	
The Arts	1	
College and Career	1	*Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units	26	

Additional Requirements:

- Earn an overall GPA of 2.5.
- Two (2) elective courses must meet MS IHL CPC requirements.

- Must successfully complete one (1) of the following
 1. ACT sub scores of 17 in English and 19 in Math
 2. Essentials of College Math or Essentials of College Literacy (in senior year)
 3. SAT equivalency subscore
- Earn two additional Carnegie Units for a total of 26
- Must successfully complete one of the following:
 - One AP course with a C or higher and take the appropriate AP exam
 - One Diploma Program IB course with a C or higher and take the appropriate IB exams
 - One dual credit course with a C or higher in the course

Traditional Diploma with a Distinguished Academic Endorsement

28 Credits

(Entering ninth graders in 2018-2019 and thereafter)

See Appendix A-9 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum	Carnegie	Required
Area English	4	English I, English II
Mathematics	4	Algebra I plus two additional math courses above Algebra I
Science	4	Biology I plus two additional science courses above Biology I
Social	4	World History, U.S. History, U.S. Government, Economics, Mississippi Studies
Physical Education	½	
Health	½	
The Arts	1	
College and Career	1	*Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units	28	

Additional Requirements:

- Earn an overall GPA of 3.0.
- Two (2) elective courses must meet MS IHL CPC recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or the SAT equivalency sub score.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
 - One AP course with a B or higher and take the appropriate AP exam
 - One Diploma Program IB course with a B or higher and take the appropriate IB exams
 - One academic dual credit course with a B or higher in the course

Alternate Diploma Option

(Entering ninth graders of 2018-2019 and thereafter for students with significant cognitive disabilities)

See Appendix A-10 of the Mississippi Public Accountability Standards for additional details regarding allowable courses for each curriculum area.

Curriculum	Carnegie	Required
Area English	4	Alternate English I-IV
Mathematics	4	Alternate Math I-III Alternate Algebra
Sci	2	Alternate Biology Alternate Science II
Social	2	Alternate History Alternate Social Studies
Physical Education	½	
Health	½	Alternate Health
Arts	1	
Career	4	Career Readiness I-IV (Strands: Technology Systems, Employability, and Social)

Life Skills Development	4	Life Skills Development I-IV
Additional Electives	2	
Total Units Required	24	

ADDITIONAL REQUIREMENTS

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) and achieve a level Passing or Proficient.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma

Graduates of Distinction and Special Distinction

Graduates of Distinction:

A “Graduate of Distinction” must have an overall weighted numerical average of 90-94 for the freshman, sophomore, and junior years and the first three (3) terms of the senior year. The student must meet the Traditional Diploma twenty-four (24) credit graduation requirements. Beginning with 2021-2022 entering freshmen, students must also successfully complete an endorsement option (Career & Technical, Academic, Distinguished) to be considered a “Graduate of Distinction.”

Graduates of Special Distinction:

A “Graduate of Special Distinction” must have an overall weighted numerical average of 95 or higher for the freshman, sophomore, and junior years and the first three (3) terms of the senior year. The student must meet the Traditional Diploma twenty-four (24) credit graduation requirements. Beginning with 2021-2022 entering freshmen, students must also successfully complete an endorsement option (Career & Technical, Academic, Distinguished) to be considered a “Graduate of Special Distinction.”

TECHNOLOGY AND INSTRUCTION/DISTANCE LEARNING

TERMS

All users of district provided laptops, tablets, or other personal computing devices will comply at all times with the DeSoto County School District Technology policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

TITLE

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the DeSoto County School District Technology policies, and all District policies and procedures.

LOSS, THEFT, FULL DAMAGE

If a device is stolen, the parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report. Once a police report has been filed, the district, in conjunction with the local law enforcement agency may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately. If the stolen device is not reported within three calendar days to a district school administrator, the employee or parent/guardian will be responsible for full replacement cost.

If a device is damaged, lost or stolen as a result of irresponsible behavior, the user or the parent may be responsible for the full replacement cost. The user or the parent/guardian will be responsible for full replacement cost of the device if not reported to district personnel within three calendar days of missing or damaged device.

In the event that a device is damaged, lost, or stolen, the user will be assessed a deductible for the repair or replacement of the device. A chart listing replacement cost is included in this policy.

Students who leave the district during the school year must return all devices and additional accessories to the school administrator.

REPOSSESSION

If the user does not fully comply with all terms of this agreement and the DeSoto County School District Technology policies, including the timely return of the property, DeSoto County School District shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

TERMS OF AGREEMENT

The user's right to use and possession of the property terminates no later than the last day of enrollment

UNLAWFUL APPROPRIATION

Failure to timely return the property and the continued use of it for non-school purposes without the DeSoto County School District's consent may be considered unlawful appropriation of the District's property.

FEES FOR DEVICE USE

USE AND MAINTENANCE FEE

- Parents/Guardians shall pay a non-refundable annual support fee of \$25.00 for students grades 6th-12th for the use of a DeSoto County School electronic device.
- Homebound students in grades K-5th will be assessed a \$25.00 fee annually for the use of a DeSoto County Electronic device.
- The annual fee can be paid online through a link on the district's website or at the school.
- For damage that occurs to any district device there will be a required deductible to cover damage by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or damaged beyond repair, the parent/guardian (in the case of a student) may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.
- If there are fees that are outstanding, the district may take all legal measures that are available to recoup those fees.

DAMAGED DEVICES

Any damage must be reported to school authorities immediately. Power adapters, and sleeves, case and hotspots must be returned to DeSoto County Schools or paid in full.

DEDUCTIBLE FEES

- * First damage occurrence: \$50.00 deductible to cover damage.
- * Second damage occurrence: \$50.00 deductible *plus* 25% of the repair cost to repair the laptop and possible loss of take home privileges.
- * Third damage occurrence: \$50.00 deductible *plus* 50% of the repair cost to repair the laptop and loss of take home privileges.
- * Fourth damage occurrence: Fair market value to repair the laptop or tablet.
- * Full replacement cost for; adapter \$50.00, case \$25.00, hotspot \$84.00

HANDLING AND CARE

- * Keep the device in the district-issued or approved sleeve and case if provided.
- * Keep the device and sleeve free of any writing, drawing, stickers, or labels that are not applied by DeSoto County Schools.
- * Use the device on a flat, stable surface.
- * Do not place books on the device.
- * Do not have food or drinks around the device.
- * Wipe surfaces with a clean, dry soft cloth.
- * Avoid touching the screen with pens or pencils.
- * Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- * Do not remove bar code or existing labels that are on the device.

POWER MANAGEMENT

- * It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.
- * Devices with no battery life must be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it.
- * All class work missed because of uncharged batteries must be made up on a student's own time. Transport
- * Transport the device in its protective case and sleeve.
- * Do not leave the device in a vehicle for extended periods of time or overnight.
- * Do not leave the device in visible sight when left in a vehicle. Monitoring and Supervision
- * Do not leave the device unattended in an unlocked classroom or during an extracurricular activity. * Do not lend the device to a classmate, friend, or family member. If any person damages the device it will be the user's (parent/guardian in the case of a student) responsibility, and the damage cost policy will be in effect.
- * Any attempt to "jailbreak" or remove the DeSoto County School District profile could result in disciplinary action, including suspension.
- * Students are responsible for the safety and security of the device and any activity on the device.

USER DATA

All users are responsible for keeping backups of important data. If a device has to be repaired there may be a need to reset, it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of the process.

HELP AND SUPPORT

Each school will have a designated Distance Learning Support Person. An online help ticket will need to be filled out and submitted.

USE OF PERSONAL LAPTOPS AND TABLETS

In grades where students are issued a laptop or tablet by the district, students will not be allowed to use their personal laptops or tablets in place of a district device. The goal of the 1:1 initiative is to provide every student with the same device. If a parent refuses a device for home use, the student will be required to check out a device at school for use each day in class. The district is not able to provide support or install software in personal devices; therefore, the use of personal devices is not a viable alternative to a district provided device.

EXTRACURRICULAR ACTIVITIES

CLASS OFFICERS

In order to run for class officer, a student must gather a petition with 25 signatures from members of his/her grade and turn it in to his/her English teacher. A candidate must have attained a C average the previous school year. A candidate must be an official member of the grade he/she plans to represent. Students who have been in ALC, RAMP, DCAC or suspended during the previous school year are not allowed to run for class officer.

ORGANIZATIONS AT OBHS

- Fellowship of Christian Students
- Interact Club
- Chess Club
- Distributive Education Cooperative Association (DECA)
- Drama Club
- Mu Alpha Theta (National Mathematics Honor Society)
- Art Club
- Foreign Language Club
- Photography Club
- National Honor Society
- Beta Club
- Conquistador Yearbook Staff
- Best Buddies
- MJROTC
- Future Educators of America

SPORTS/ACTIVITIES

- Cheerleading
- Football
- Golf
- Basketball
- Baseball
- Softball
- Track
- Swim
- Power Lifting
- Volleyball
- Tennis
- Soccer
- Bowling

****Students must be certain to abide by/follow ALL rules of organizations and sports activities as deemed appropriate by coaches, sponsors, administrators. Not following rules/procedures may result in immediate removal from club or sports activities.**

LOSS OF EXTRACURRICULAR ACTIVITIES

The following behaviors may result in the loss of extra-curricular privileges:

- Misconduct at any event sponsored by a DeSoto County School
- Multiple level 1 and 2 infractions and/or any level 3, 4, or 5 infraction of the DCS Code of Discipline
- Any behavior that the principal deems a threat to the safety of others
- Students assigned to ALC for 5 or more days
- Any student who has been suspended, placed in RAMP, assigned to DCAC, or who has been arrested for a crime off campus

Any student who has been assigned to ALC for 5 or more days, placed in RAMP, suspended, assigned to DCAC, or has been arrested for a crime off campus will not be allowed to attend any extra-curricular activities related to Olive Branch High School. This includes activities to and from Olive Branch High School.

MISCELLANEOUS INFORMATON

Office Telephone

The office telephone is to be used by students only in case of emergency. Phone privileges should not be abused.

Visitors

All persons, other than school employees and pupils currently enrolled in this school, must report to the main office, sign in, and get a visitor's pass.

Parent/Teacher Communication

Parents may contact any teacher at the school by leaving a message on his/her voice mail. Calls are normally returned within two days. Teachers may also be contacted through the DeSoto County School website. All email addresses use the following format: firstname.lastname@dcsms.org

Example: john.doe@dcsms.org

Conferences between parents and teacher may be scheduled by contacting the individual teacher or scheduled through the guidance office.

Teachers and parents are also encouraged to use School Status for communication.

Cafeteria

Olive Branch High School operates a closed lunch period, meaning **students are not allowed to leave campus during lunch**. The penalty will be ALC. All students will report to the cafeteria during their respective lunch periods.

Fast food may not be delivered to students. Students shall return trays and waste to the appropriate areas when finished. Students who do not clean their eating area will be assigned ten days of community service, lunch detention, or ALC.

Students are expected to follow the following cafeteria rules:

- No cutting line, saving places, or letting students in front of you. (Penalty for violation is lunch detention, ALC and/or cafeteria duty)
- No littering or leaving trays on the tables or floor.

- No food or drink taken from the cafeteria.
- No leaving cafeteria without approval from administrator or monitor.

Leaving Campus

No student may leave campus during the school day without **parent and administration** permission. Student and parents must sign-out in the attendance office before leaving. Failure to sign out by the student will result in disciplinary action for the student.

Skipping Policy

1st Violation – 1 day of ALC

2nd Violation – 2 days of ALC

3rd Violation – 3 days of RAMP with referral to TST (Teacher Support Team) with behavior plan

4th Violation – 3-day Suspension

5th Violation – School Suspension and Disciplinary Hearing

Insubordination

If a person in authority at Olive Branch High School asks a student to do something reasonable, the administration expects the student to comply. If the student refuses, that will be considered direct insubordination. Inappropriate student responses, delayed student responses or negative body language will also be considered insubordination. The administration will have severe consequences for any actions deemed insubordinate. **THIS INCLUDES LYING AND REFUSAL TO GIVE TEACHER, STAFF MEMBER, OR ADMINISTRATOR CELL PHONE).**

Laser Pointers and Lighters

No student is permitted at any time to possess a laser pointer or cigarette lighter while on campus.

Textbooks

All textbooks will be checked out through the Destiny Textbook Management System. Students are responsible for textbooks issued them until they are returned or purchased. It is the personal responsibility of the student to check books in to the librarian or librarian assistant when returning them. **NO TEXTBOOK RETURNS TO TEACHERS WILL BE PERMITTED!** Fines will be assessed for unreturned books. Students losing a book during the term must pay for the lost book before another can be issued. The cost will be determined by the administration and replacement cost. The same regulations will apply to books checked out of the library and/or resource centers.

Insurance

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this insurance is optional. Students participating in extracurricular activities must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this packet.

Cell Phone and Electronic Device Usage

Cell phones and other electronic devices **are not to be used or visible** on campus from the time the student arrives until the 2:55 dismissal **REGARDLESS** of when the student's last class ends. Cell phones, electronic devices, including ear buds/similar devices, will be taken if used/visible before the 2:55 dismissal. Teachers/staff are instructed to retrieve phones if they are seen, heard, or used. Checking the time is NOT an acceptable excuse for having phones visible.

EMERGENCY PROCEDURES

Fire Drill Instructions

The primary alarm will be the fire siren. An alternate alarm will be made on the PA system. When the alarm is given, students should exit the building in a quiet, orderly manner.

- **Hall A** will exit through southwest end door to student parking lot.
- **Hall B** will exit through northwest end door to student parking lot.
- **Hall C** will exit through northeast end door and cross the drive.
- **Hall D** will exit through southeast end door and cross the drive.
- **Halls E & F** will exit east gym lobby door and cross the drive.
- **Hall G** will exit through end doors to appropriate area.
- **Library, Cafeteria, Guidance, and Office** will exit through front doors to teacher parking lot.
- **Art and Quistor Voices** will exit their outside doors and go to the student parking lot.
- **Study Hall, Upstairs South classroom, and Weight room** will exit west gym lobby door to the student parking lot.
- **Football, Boys Basketball, and Upstairs North classroom** will exit northeast hall outside door to parking lot.
- **Band Hall** will exit outside door to parking lot.
- **Girls Basketball, Cheerleading, and Band** will exit northeast hall outside door and cross the drive.

Tornado Emergency Procedures

Primary announcement will be made over the PA system. The procedures listed below should be followed.

- Open all windows and close doors
- Take students to assigned areas
(Main buildings: students go to the hall outside your classroom)
(F hall, Band, Athletics: go to hall by room or dressing room)
- Students face wall on knees and bend head to knees
- Call roll
- In case of tornado, an all clear announcement will be made by principal, using the main or a portable PA system

School Closings

In the event of bad weather conditions when it would be unsafe for students to come to or remain at OBHS, the superintendent will notify the news media of the closing as soon as possible. Parents may sign up for E-alert on the DCS website at www.desotocountyschools.org.

INCLEMENT WEATHER

Beginning with the 2010-2011 school term, if DeSoto County Schools is required to close the operation of its schools by decision of the superintendent, under the authority provided by the local school board, due to extreme weather conditions, in the best interests of the health and safety of the students, administration, and staff of the school district, shall be exempt from the requirement that schools be kept in session a minimum of one hundred eighty (180) days. If DeSoto County Schools closes its schools for reasons authorized under this section shall receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance not to exceed ten (10) days.

In the event weather conditions are cause for the closure of operations of schools in any local school district in any instance in which a state of emergency has not been declared pursuant to Section 37-151-7(3) (C), the State Board of Education may consider, on a case-by-case basis, requests submitted by local school districts to alter the school calendar consistent with the provision of that section.

Districts shall provide sufficient notice (before the close of the prior school day) to staff and students for any weather-related or other unforeseen virtual days. The district shall either make up any missed days or use the days as weather days as allowed under Mississippi law.

Leave Due to Declared Emergency Closures

The school board may, in its discretion, provide additional administrative leave with pay for all employees (professional, certified, and classified) in the event of declared emergency closures/inclement weather.

Equal Education Opportunity

Each student in the DeSoto County School District will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, or extra-curricular activities.

Further, the DeSoto County School District prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action.

Tobacco-Free School Property

The DeSoto County Board of Education bans the use of all tobacco products in all school buildings and property in the district and on all school vehicles by all persons at all times. Tobacco products are defined as any substance that contains tobacco, including but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes.

This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings and to school-owned or operated vehicles and facilities. The board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

The Federal code states that neither a person nor a federal agency shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person or agency for provision of routine or regular kindergarten, elementary, or secondary education or library services to children. Any failure to comply with a prohibition in this section shall be in violation of this section and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation, or may be subject to an administrative compliance order, or both. Each day a violation continues shall constitute a separate violation. In the case of any civil penalty under this section, the total amount shall not exceed the amount of Federal funds received by such person for the fiscal year in which the continuing violations occurred.

REF: Public Law 103-227, 20 US CODE 6083 Section 1043 (a) and (c-1) and (f-1)

SECTION 504

A parent, staff member, student, or personnel may request a Section 504 Plan. This request may be made, in writing, to the school's Section 504 Coordinator. A meeting will be scheduled, at the school, to discuss a student's possible substantial limitation to access the facility and/or educational benefit.

No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the DeSoto County School system.

SPECIAL EDUCATION PROGRAM

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. '37-23-133 and '37-23-1

The educational programs and services provided for exceptional children in Sections 37-23-1 through 37-23-15, 37-23-31 through 37-23-35, 37-23-61 through 37-23-75 and 37-23-77 shall be designed to provide individualized appropriate special education and related services that enable a child to reach his or her appropriate and uniquely designed goals for success. The State Board of Education shall establish an accountability system for special education programs and students with disabilities. The system shall establish accountability standards for services provided to improve the educational skills designed to prepare children for life after their years in school. '37-23-1

CREDIT RECOVERY POLICY

Credit recovery is defined as a course-specific, skills-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. The goal of the credit recovery program is to prevent students from dropping out of high school.

DeSoto County Schools will implement a web-based curriculum program to provide extensive support for students in credit recovery, credit completion, remediation and intervention. The program will be aligned with the Mississippi standards. The program will provide diagnostic testing which prescribes an individualized study plan for each student as well as progress monitoring to ensure students achieve success as they move throughout the lessons.

Admission To or Removal From Credit Recovery

The purpose of credit recovery is to provide a second chance to obtain credit for courses, allowing students to remain on track for graduation. In order for students to be candidates for the program, the following criteria must be met:

1. Parental consent is required before a student can enroll in credit recovery.
2. A student may not participate in credit recovery if a grade below 50 was received for a course.
3. Any student who has passed a state subject area test but did not receive credit in the course may participate in credit recovery.
4. Students shall not remain in a Credit Recovery Course for more than one year.
5. Only students who have failed a course may enroll in credit recovery to earn a passing grade of 65. Credit recovery cannot be used by a student that has passed the course to improve the students assigned course grade.
6. A student that has passed a subject area tested class but failed the assessment may enroll in credit recovery for remediation only.

Course Load

Students may enroll in no more than two courses simultaneously. Course work must be completed within one year for a full credit class and one semester for a half credit class. Upon completion of a course, a new course may be started subject to the participation criteria stated above.

Instruction

A web-based curriculum program featuring a multimedia-rich curriculum for grades K-12 will be used for instruction. The curriculum-software solutions is self-paced and customizable. Web tools for administrators and teachers give educators and programs the features they need to individualize instruction and manage student data. Web-based materials can be used as a core or supplemental educational program for a variety of target populations and situations. Web-based curriculum is designed to effectively improve instruction for all types of students at a variety of learning levels.

Grading

The credit recovery program was established to allow students to demonstrate mastery. In order for a student to receive credit for a unit, he/she must earn 65% mastery of the material in that unit. This sets the minimum grade for each course taken at 65.

MEDICATION POLICY

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school. No narcotic pain medications will be given at school without prior authorization from the principal and/or Health Services Department at the Board of Education.
2. Medications will only be administered if:
 1. A physician's order (a prescription label is considered an order) and a medical authorization form signed by a parent/guardian is received at school including the child's name, name of medication needed, and time of administration.
 2. Prescription medication must be supplied in the bottle dispensed by the pharmacy with the following on the label before the school can accept it: child's name, name of medication, how often the medication is to be given, the dosage, and the date of expiration. Non-prescription medication must be in the original package and it is up to the school principal if it can be given with parent consent only or parent consent plus a physician signature. The principal has the option of not allowing over the counter medication to be administered at their school.
3. Medications will not be accepted in household containers, envelopes, baggies, etc.
4. The first dose of any medication should be given at home in case there is an allergic reaction.
5. Medications are to be stored in a locked cabinet in a secure location. Medications requiring refrigeration will be stored in a refrigerator in a secured area (medication and food must be stored separately).
6. No medication will be administered without written parental/guardian consent. The schools will provide the parents/guardians with the necessary medication authorization forms and it is the parent's/guardian's responsibility to complete the form and return it to the school. The forms must be updated every school year and anytime there is a medication or dosage change. **NO CHANGES IN THE ADMINISTRATION OF THE MEDICINE WILL BE MADE UNTIL THE FORM IS SUBMITTED** to the designated staff member in the school. If there is a change in the dosage of medication, the parent/guardian will have to also supply the school with a new doctor's order indicating the change.
7. The designated staff member will maintain a daily log of medications administered to each individual student and will maintain these records in a secure location with the medication. The log should contain the student's name, date, medication given, time it was given, and the initials of the person who gave the medication along with a signature. If a medication dose is missed, the designated staff member is to document this on the daily log along with the reason why the medication was missed and notify the appropriate personnel. The school should keep medication logs on file for at least five (5) years.
8. Students that have asthma are allowed to keep their inhaler with them as long as they have an asthma medication permission form signed by their doctor and on file with the school. These forms are provided by the schools and should be updated every year.
9. Diabetic students should supply a diabetic care plan from their doctor to the school. Diabetic supplies are to be accessible to the student at all times. It is at the principal's (or principal designee's) discretion as to where medication and supplies are to be stored.
10. EpiPen's are for severe allergic reactions. An EpiPen care plan should be sent to the parent/guardian for them to get their doctor to complete and send back to the school. The EpiPen should be stored as close to the student as possible, since it is for emergency use. Individual consideration will be given by the principal or principal designee to determine if the student is

able to carry their own medication and properly self-administer or if a designated staff member needs to keep and administer the medication.

11. Emergency medications should be taken on field trips (e.g. asthma inhalers, EpiPen, diabetic supplies).
12. The proper disposal of unused medications is important, and it is the responsibility of the parent/guardian to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another district or school. The unused medication has to be picked up by the parent/guardian by the deadline set forth by the school nurse and/or principal or it will be disposed of by a designated person at the school with a witness present. The medication disposal should be documented on the medication log and signed by both employees.
13. Schools will not provide medications to students.
14. Prescription drugs must be brought to the school by a responsible adult. A medication receiving form (see page 3 of policy) must be signed by the person bringing in the medication and an authorized staff member indicating the number of pills or amount of liquid received.
15. All prescription drugs will be counted on a regular basis by two designated staff members. It is at the principal's or his/her designee's discretion as to how often this is to be done.
 16. Medications that are not FDA approved will not be administered at school.

MEDICAL MARIJUANA

17.

DeSoto County Schools does not allow the administration or use of medical cannabis while on district or school property. Students are absolutely prohibited from possessing any form of medical marijuana or cannabis derivatives. Possession of such items will result in disciplinary action as outlined in DCS Board Policy JD.

VISITORS (JCCA)

Visitors are welcome on the campus of any DeSoto County School. However, listed below are regulations that must be observed:

- * All visitors must report to the office. (including news media)
- * If the principal has any reason to question the legitimacy of the visit, the superintendent's office will be consulted.
- * Teachers will not be interrupted while teaching except for emergencies.
- * It is at the principal's discretion to ask a visitor to leave the campus, if he or she is causing a disruption to the environment, program, or activity to which the visitor is attending.
- * Pupils from other schools and pre-school children are not allowed unless specifically invited and pre-arranged through the principal's office.
- * News media must be granted permission by the Superintendent or his/her designee before they enter a school campus, or they will be considered trespassing and are subject to fines and/or arrest.

DISCLAIMER:

Rules and guidelines within the student handbook are in accordance with policies set forth by the DeSoto County Board of Education. These policies are current as of printing time and are subject to change as deemed necessary by our governing school board. To review updated policies, go to the DeSoto County School website:

www.desotocountyschools.org

NONDISCRIMINATORY STATEMENT

The DeSoto County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups:

Compliance Coordinator
Office of Assistant Superintendent of Human Resources
DeSoto County Schools
5 East South Street
Hernando, MS 38632
662-429-5271

The Compliance Coordinator has been designated to address all inquiries regarding the following Federal policies:

Title VI – race, color, ethnicity, and national origin
Title IX – sex and pregnancy
Section 504 of Americans with Disabilities Act
Title II
Age Discrimination Act
Boy Scouts

After initial investigation, all inquiries shall be directed to the appropriate person(s). A thorough investigation shall be conducted in accordance with DeSoto County School Board Policy GAF: Staff Grievances and Complaints.

