



# Holly Springs School District Parent~Student Handbook 2021~2023

**Where Hawks Learn  
to Soar**

## **Holly Springs Schools**

Holly Springs Primary School

662.252.1768

Pre-Kindergarten through  
Third Grade

Holly Springs Intermediate  
School

662.252.2329

Fourth through Sixth Grade

Holly Springs Junior High  
School

662.252.7737

Seventh and Eighth Grade

Holly Springs High School

662.252.4371

Ninth through Twelfth Grade

Holly Springs Career &  
Technical Center

662.252.2071

Ombudsman Alternative  
Program

662.252.2622



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## **Mission:**

The mission of the Holly Springs School District is to educate students that can compete in the global community.

**Holly Springs School District**  
Parental Consent of Receiving Student Handbook

I, \_\_\_\_\_, parent of \_\_\_\_\_  
Signature of Parent Name of Student

acknowledge by signing this form that I have received a copy of the **2021 - 2023** Parent~Student Handbook. It is my responsibility to become familiar with the school's rules, regulations, policies, and procedures. Failure to become familiar with aforementioned items does not excuse my son or daughter from being governed by the rules and regulations of the Holly Springs School District as outlined in this handbook.

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

**Grade** \_\_\_\_\_

**Date** \_\_\_\_\_

PARENTAL RESPONSIBILITY  
MISSISSIPPI LAW 97-37-13

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

**MISSISSIPPI LAW 37-11-53**

**General Responsibility for Child's Acts** – A parent, guardian, or custodian of a compulsory–school–age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity.

Any parent, guardian or custodian of a compulsory–school–age child who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed **Three Thousand Five Hundred Dollars (\$3,500.00)**.

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

**CONFERENCE ATTENDANCE – A PARENT MAY BE GUILTY OF A MISDEMEANOR AND FINED UP TO \$250.00 FOR FAILURE TO ATTEND A NOTICED CONFERENCE.**

**MISSISSIPPI CODE 37-11-21 – Abuse of Superintendent, Administration, Teacher or Bus Driver**

If any parent, guardian or other person shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school–related activity in the presence of school pupils, such person shall be guilty of a misdemeanor and upon conviction, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty dollars (\$50.00).

**PUBLIC NOTICE**

The Holly Springs School District wishes to inform its staff, students, and parents as to the status of its asbestos management program. The district has on file with the Mississippi Department of Education an approved asbestos management plan. Remaining asbestos materials in district facilities are in good condition and do not present a health risk to students, employees, or the general public.

Asbestos management plans are available for public review at each school and at the district office.

## TABLE OF CONTENT

<b>Parent Consent – Handbook Receipt</b> .....	1
Student Directory Information.....	5
Acceptable Use and Internet Safety Policy.....	8
Permission for Child to be Photographed.....	10
Anti-Discrimination Policy.....	11
Foreword.....	12
District Mission and Vision Statements.....	12
Message from Superintendent.....	13
District Leadership.....	13
District Office Administrative Personnel.....	14
School Administrative Personnel.....	14
District School Sites.....	15
Emergency Operations.....	16
District Calendar SY 2021-2022.....	17
Students' and Parents/Guardians' Rights and Responsibilities.....	18
General School Day Activities.....	19
Grievance Procedures.....	19
Admissions.....	20
Attendance.....	23
Compulsory School Attendance.....	23
Unlawful Absences/Valid Excuses.....	23
Attendance, Tardies and Excuses.....	24
Instructional Day.....	24
Student Absences (PreK-12).....	24
Tardiness and Timeline for Excuses.....	24
Tardiness to School.....	24
Tardiness to Class.....	25
Pupils Leaving School Grounds Tardiness to Class.....	25
Unexcused, Absences, Tardies, or Dismissals Tardiness to Class.....	25
Reporting of Non-Attendance Tardiness to Class.....	25
Allowable Credit Tardiness to Class.....	25
Make-Up Work Tardiness to Class.....	25
Perfect Attendance Tardiness to Class.....	25
School Related Activities Tardiness to Class.....	25
Automatic Fail Provisions Tardiness to Class.....	25
PowerSchool.....	26
Academics.....	26
Instructional Management, Goals, and Curriculum Development.....	26
Essential Learning Standards.....	26
Special Education Placement.....	26
Homebound Instruction.....	26
Home Schooled Children.....	26
Homework.....	27
Field Trips and All Off Campus Activities.....	27
Extended Day Programs.....	27
Extended Year Programs.....	27
Summer School.....	27
Textbooks.....	28
Media Center/Library.....	28
Students' Fees, Fines, and Charges.....	28
Grading.....	29
Progress Reports.....	30
Report Cards.....	30
Transferring Credits.....	30
Honor Roll.....	30
Class Rankings.....	30
Graduation Requirements.....	31
District Option.....	31
Standard Diploma Option.....	32
Career Pathway Option.....	33
Graduation Assessments Options.....	33
Special Education Student Requirements for Graduation.....	34
Requirement for the Mississippi Occupational Diploma.....	35
Promotion and Retention.....	38
Literacy Promotion Act.....	38
Appeal Process for Progression/Retention Decisions.....	39
Career and Technical.....	39

Dual Enrollment/Dual Credit and Advanced Placement.....	39
Credit Recovery.....	40
Extracurricular Activities.....	41
Activity Schedule.....	41
Fund Raising.....	41
Activity Fund.....	41
Athletics.....	41
Academic Eligibility.....	41
Scholastic Requirements.....	41
Purpose.....	43
Edibility Requirements.....	43
Insurance.....	43
Absences.....	43
Conduct.....	43
Uniforms and Other Expenses.....	44
Practices.....	44
Requirements.....	44
Requirement for Eligibility and Selection Procedures.....	44
Cheerleader.....	44
Majorette and Flag Corps.....	45
Drum Major.....	45
Student Government Membership, Officers, and Class Officers.....	45
Homecoming Court Elections.....	46
Student Publications.....	46
Club/Organizations.....	46
Services to Students.....	47
Guidance Program.....	47
Gifted Education.....	47
Special Education for Children with Disabilities.....	48
Child Find Responsibilities.....	48
Special Education Testing.....	48
Homebound Program.....	48
English Language Learners (ELL) Programs.....	48
Food Services.....	48
Health Services.....	49
Screenings.....	50
Dressing and Grooming.....	50
School Dress Code (PreK-12).....	50
Uniforms.....	51
Uniform Dress Code.....	51
Special Dress Code Requirements.....	52
Student Safety.....	52
Accident Procedure.....	52
Student Insurance Program.....	52
Fire and Disaster Drills.....	52
Transportation Rules and Procedures.....	52
School Bus/District Vehicle Services.....	52
Student Conduct on Buses.....	52
Discipline Plan on Buses.....	53
Suspendable Violations on Buses.....	53
Bus Changes.....	53
Interference with School Buses.....	53
Privately-owned Vehicles.....	53
Parking.....	53
Bus Safety.....	53
Use of Electronic Devices, Videoing and Recording.....	54
Purpose.....	54
Definition.....	54
Prohibitions.....	54
Confiscations.....	55
Security of Devices.....	55
Prohibitions of Audio and Video Recording.....	55
Prohibitions of Audio and Videoing of the Media or Outside Agencies.....	55
Conduct.....	55
Positive Behavior Intervention Support (PBIS).....	55
Discipline/General Information.....	55
District Code of Conduct - General Procedures.....	55
Misconduct Constituting Cause for Major Disciplinary Actions.....	56
Assault.....	56

Battery.....	56
Breaking Laws at School.....	56
Cheating.....	56
Couples Inappropriate Behavior.....	56
Disruption of School Operations.....	56
Disregard of Dress and/or Grooming Code.....	56
Disrespect and/or Insolence.....	56
Fighting or Provocating a Fight.....	56
Forgery.....	56
Gambling.....	56
Gang Activity or Association.....	56
Harassment, Intimidation, or Verbal Assault.....	56
Indecent Exposure.....	57
Insubordination.....	57
Bullying.....	57
Secret Societies.....	57
Possession of, Use of, Transfer of, or Threatened Use of any Type of Weapon.....	57
Possession of or Use of Fireworks.....	58
Possession of, Use of, Transfer of, Any Illegal or Stolen Materials.....	58
Prohibited Organizations.....	58
Sexual Harassment.....	58
Sexual Misconduct.....	58
Possession of, Use of, Transfer of Illegal Drugs or Look-A- Likes.....	58
Possession of, Use of Laser Items.....	59
Student Cell/Mobile Phones and Electronic Devices.....	59
Vandalism and Graffiti.....	60
Vulgarity.....	60
Consequences of Disciplinary Problems.....	60
After-School, Before School, or During School Detention.....	60
Conference.....	60
Corporal Punishment.....	60
Counselor Involvement.....	60
Parent Involvement.....	60
Parent Conference at School.....	60
In-School Behavior Intervention.....	61
Referral to the Alternative School.....	61
Expulsion.....	61
Referral to Outside Agencies.....	61
School Bus Suspension.....	61
Suspension (In-School and Out-of-School).....	61
Assertive Discipline Programs.....	62
Discipline Ladders.....	62
Discipline Ladders - Steps Aligned with Consequences.....	63
Disciplining Students with Disabilities.....	65
Manifestation Determination Process.....	65
Transition and/or Change of Placement Back to the Home School.....	66
Tier Intervention.....	66
Searching and Questioning.....	67
Questioning.....	67
Searches.....	67
Vehicles.....	67
Canine.....	67
Desks.....	67
Bookbags, Purses, etc. ....	67
Personal Search of Students.....	67
Metal Detectors.....	67
Strip Searches.....	67
School/Community Relations.....	67
School/Community Relations.....	67
Community Members as Resources.....	67
School Volunteers.....	68
Parental Involvement.....	68
Parent/Guardian Conferences.....	68
Federal Programs.....	68
Title I.....	68
School Parent Student Compact.....	68
Notice to Parents.....	69
Appendix.....	70
Parent & Community Involvement Plan.....	70

## STUDENT DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA) provides students, parents and guardians with the right to inspect educational records pertaining to the individual student.

Information from student records will only be available to authorized officials within the district with a legitimate educational interest, as defined in policy. Information from student records is not available to any person outside the school district without the express written consent of the parents/guardians, or eligible student (18 years or older), except to comply with a court order or subpoena, or in cases where the safety of persons or property is involved.

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

### ***I. Annual Notification:***

- A. The HSSD shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights to:
  1. Inspect and review the student's education records within a reasonable period of time, but not more than 45 days after a request has been submitted, including the procedure for submitting a request;
  2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; including the procedure for requesting amendment;
  3. Consent to disclosures of personally identifiable information contained in the student's education records, except as provided herein; and
  4. File a complaint concerning alleged non-compliance of FERPA.
- B. The annual notice shall contain a list of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest when education records are disclosed to authorized school officials
- C. The HSSD shall provide this notice by any means reasonable likely to inform the parents or eligible students of their rights.
- D. The HSSD shall effectively notify parents or eligible students who are disabled or have a primary home language other than English.
- E. If circumstances exist which prevent the parent/eligible student from exercising the right to inspect and review the student's education record, the HSSD will provide the parent/eligible student with a copy of the records requested; or make other arrangements for the parent/eligible student to inspect and review the requested records.

### ***II. Fees for Copies of Education Record***

Unless the imposition of a fee prevents a parent or eligible student from exercising the right to inspect and review the student's education records, the HSSD may charge a fee for a copy of an education record which is made for the parent or eligible student. There is no fee charged to search for or to retrieve the education records of a student.

### ***III. Procedures for Amending Education Records:***

- A. If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
- B. The HSSD shall decide whether to amend the record as requested within a reasonable time after receiving the request.
- C. If the HSSD decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing.

### ***IV. Hearings for Amendment Requests:***

- A. The HSSD shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- B. If, as a result of the hearing, the HSSD decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly; and inform the parent or eligible student of the amendment in writing.
- C. If, as a result of the hearing, the HSSD decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both. The statement shall be disclosed whenever the portion of the record is disclosed to which the statement relates and will remain a part of the record for as long as the record is maintained.

### ***V. Hearing Requirements:***

- A. The HSSD shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student, and shall give notice of the date, time and place, reasonably in advance of the hearing to the parent or eligible student.
- B. The hearing may be conducted by an official of the HSSD who does not have a direct interest in the outcome of the hearing.

- C. The HSSD will give the parent or eligible student a full and fair opportunity to submit evidence relevant to the issues raised. The parent or eligible student may, at his or her expense, be assisted or represented by one or more individuals of his or her choice, including an attorney.
- D. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The hearing shall be conducted informally without formal rules of procedure or evidence. The HSSD shall make its decision in writing within a reasonable period of time after the hearing.

**VI. Disclosure of Personally Identifiable Information from Education Records:**

Prior consent **IS** required to disclose information from education records as follows:

- A. The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records. If a parent or eligible student so requests, the HSSD shall provide him or her with a copy of the records disclosed.
- B. The written consent must:
  - 1. Specify the records that may be disclosed;
  - 2. State the purpose of the disclosure; and
  - 3. Identify the party or class of parties to whom the disclosure may be made.

Prior written consent **IS NOT** required to disclose information as follows:

- A. HSSD may disclose personally identifiable information from an education record of a student without consent if the disclosure is to authorized HSSD school officials, including teachers who have legitimate educational interests; or to a contractor, consultant, volunteer, or other party to whom the HSSD has outsourced institutional services or functions who may be considered a school official under this paragraph provided that the party performs an institutional service or function for which the HSSD would otherwise use employees and is under the direct control of the HSSD with respect to the use and maintenance of education records. The HSSD will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.
- B. The disclosure is to authorize representatives of State or local educational authorities.
- C. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility, amount or to enforce the terms and conditions of the aid.
- D. The disclosure is to State and local officials or authorities if the disclosure concerns the juvenile justice system and the ability to effectively serve the student whose records are released or pursuant to State Statute.
- E. The disclosure is to organizations conducting studies for, or on behalf of educational agencies or institutions provided the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; and provided that the information is destroyed when no longer needed for the purposes for which the study was conducted. The term organization includes, but is not limited to, Federal, State, and local agencies, and independent organizations.
- F. The disclosure is to accrediting organizations to carry out their accrediting functions.
- G. The disclosure is to comply with a judicial order or lawfully issued subpoena. The District will make reasonable efforts to notify the parent or eligible student of the order or subpoena in advance of disclosure, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a court order.
- H. The disclosure is in connection with a health or safety emergency.
- I. The disclosure is information the HSSD has designated as "directory information", under the conditions described herein.

*The HSSD may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.*

**VII. Recordkeeping Requirements**

The District shall maintain a record of all requests for information which includes, but is not limited to, the name of the student, the name of the requestor, and the legitimate interest the party had in requesting or obtaining the information.

**VIII. Directory Information Disclosure**

- A. The District may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance of:
  - 1. The types of personally identifiable information designated as directory information;
  - 2. A parent's or eligible student's right to refuse to be designated in any or all of those types of information about the student as directory information; and
  - 3. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information.
- B. The District may disclose directory information about former students without complying with the notice and opt out conditions. However, the District will continue to honor any valid request to opt out of the disclosure of

directory information made while a student was in attendance unless the student rescinds the opt out request.

*The District will not disclose or confirm directory information if a student's social security number or other non-directory information is used alone or combined with other data which would identify the student or the student's records.*

**FERPA Definitions:**

**Authorized School Official** means a HSSD school official, including teachers, who have legitimate educational interests; or to a contractor, consultant, volunteer, or other party to whom the HSSD has outsourced institutional services or functions who may be considered a school official under this paragraph provided that the party performs an institutional service or function for which the HSSD would otherwise use employees and is under the direct control of the HSSD with respect to the use and maintenance of education records. The HSSD will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

**Directory information** means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

- (a) Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.
- (b) Directory information does not include a student's—
  - 1. Social security number; or
  - 2. Student identification (ID) number, except as provided in paragraph (c) of this section.
- (c) Directory information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

**Disciplinary action or proceeding** means the investigation and result of a student violating a policy of the HSSD.

**Disclosure** means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

**Education records** means those records that are directly related to a student of the HSSD that are maintained by the HSSD, or designee thereof.

**Eligible student** means a student who has reached 18 years of age or is attending an institution of postsecondary education.

**Parent** means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

**Personally Identifiable Information:** Includes, but is not limited to:

- (a) The student's name;
- (b) The name of the student's parent or other family members;
- (c) The address of the student or student's family;
- (d) A personal identifier, such as the student's social security number, or student number;
- (e) Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; or
- (f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person to identify the student with reasonable certainty.

**Record** means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

**Student** means any individual who is or has been enrolled in a school within the HSSD.



## Holly Springs Holly Springs School District's

### ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS

#### PURPOSE:

Holly Springs School District provides all students access to the Internet, and also in some cases laptop computers, iPad, iPods, as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of these resources. In addition to this policy, the use of any school computers, including laptop computers, iPads, iPods, Smartphones, iPhones, or any other school device that may be connected through Holly Springs School District's network to the Internet also requires students to abide by the Holly Springs School District Computer use Guidelines. During the course of the school year, additional rules regarding Internet safety may be added. If this occurs, any new rule will become a part of this policy.

#### TERMS OF THE ACCEPTABLE USE AND INTERNET SAFETY POLICY AND THE CHILDREN'S INTERNET PROTECTION ACT (CIPA)

Specifically, the student:

Should use the resources available through the Internet and other electronic media to supplement material available through the classroom, media center or through any other resource provided by the school.

Should adhere to guidelines each time the Internet is used at home and school.

Should make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location.

Should use appropriate language in all communications. The student should not use profanity or obscenity and should avoid offensive or inflammatory speech. The student should not participate in "Cyber Bullying" such as personal attacks and/or threats on/against anyone using these resources. The student should report to responsible school personnel any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) observed while using school-owned technology.

Should abide by copyright laws and should only download/import music or other files to a school-owned computer, including laptop that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

Should use his or her real name in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.).

Should respect the privacy of others. The student should re-post (to make appear online again) communications only after obtaining the original author's prior consent.

Should use technology for school-related purposes only during the instructional day.

Should not make use of material (files) or attempt to locate material (files) that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files). The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school owned computers should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

Should not access or attempt to access instant messages, chat rooms, forums, e-mail, message boards, or host personal web pages, except school approved, teacher-supervised filtered Internet communication, during the instructional day.

Should not attempt to discover passwords or to control access to the Internet or the computer network.

Should not change or attempt to change the configuration of the software that controls access to the Internet or any other electronic media.

Should not download any programs, files, or games from the Internet or other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called “executable files.”

Should not use this resource for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.

Should not knowingly introduce or knowingly allow the introduction of any computer virus to any HSSD computer.

Should not connect a personal, non-school-district-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), or any other network (wireless or directly plugged) device to any part of the HSSD network (local area network “LAN,” wide area network “WAN,” or metropolitan area network “MAN”).

Should not share passwords with anyone for any reason and should make every effort to keep all passwords secure and private.

Should not play games, including Internet-based games, except school-approved, teacher-supervised educational games, during the instructional day.

Should not download, upload, import or view files or websites that purport the use of illegal drugs, alcohol or illegal and/or violent behavior except school-approved, teacher-supervised digital media.

Should not bypass or attempt to bypass HSSD filtering software.

Should not access or attempt to access any prohibited sites, such as myspace.com, facebook.com or similarities.

Should not use the network system for soliciting or distributing information with the intent to harass, intimidate, or bully which can be described as Cyber Bullying.

Students should not post chain letters or engage in “spamming” (that is sending an annoying or unnecessary message to multiple recipients).

I have read the Acceptable Use Policy. If my child follows the rules he or she may keep access to the network. If he or she does not follow the rules in the Student Acceptable Use Policy, I understand that my child’s network access will be suspended and or other disciplinary actions. Additionally, I understand that my child must be in compliance with CIPA (Children’s Internet Protect Act).

The specifications of the Acceptable Use policy will include the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and Cyberbullying awareness and response.

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

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

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

**Email:** \_\_\_\_\_ **Relationship to Student** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Relationship to Student** \_\_\_\_\_

# PERMISSION FORM FOR A CHILD TO BE PHOTOGRAPHED

I hereby give my permission to the Holly Springs School District to use for publication in brochures or press releases, any photographs, films, and/or videotapes in which my child, \_\_\_\_\_, is featured during this school year. I further agree to the use of such photographs, films, and/or videotapes without liability to the Holly Springs School District.

Please check one:

\_\_\_\_\_ Yes, you have permission to photograph, film, and/or videotape my child.

\_\_\_\_\_ No, you do not have permission to photograph, film, and/or videotape my child.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## Holly Springs School District

### Parent Authorization Form

Holly Springs School District (HSSD) is committed to protecting the privacy and safety of all students. There are times when teachers and administrators feel it is appropriate to recognize students and their work in a public forum. Examples of such recognition include publishing a team roster on a school's web page, exhibiting student art work on the web, and inviting local media to report on special school events. In order for your student to be included, we need your permission to disclose your child's photograph, name, voice, and/or schoolwork. HSSD endeavors to take every precaution to ensure that such disclosure is limited to appropriate school-related events.

**Please circle your preference.**

**Circle One**

I grant permission for my child's name to be disclosed.

Y      N

I grant permission for my child's photograph or videotaped image to be disclosed.

Y      N

I grant permission for a recording of my child's voice to be disclosed.

Y      N

I grant permission for copies of my child's work (ex. art, poetry) to be disclosed.

Y      N

### Directory Information

Certain information about students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want HSSD to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing within 10 days of enrollment. HSSD has determined the following information as directory information: name, address, telephone number, grade level, pictures, participation in recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, etc.

**Please circle your preference.**

**Circle One**

I agree to allow the release of directory information to any third party such as youth organizations, businesses, and direct marketers.

Y      N

I agree to allow the release of directory information to military recruiters and institution of higher education.

Y      N

I agree to allow the release of directory information for school sponsored purposes such as student directory, yearbook, and school newspaper.

Y      N

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

**Grade:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

## **ANTI-DISCRIMINATION POLICY**

The Holly Springs School District advocates and adheres to a policy of equal educational and employment opportunity without regard to race sex, color, creed, religion, disability, or national origin. This policy, which extends to all programs and activities of the school district, arises out of the following statutes:

Title VI of the Civil Rights Act of 1964, 42 U. S. C. 2000 et seq. and its implementing regulation, 43 C. F. R., Part 100

Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C., 1400 et seq.

Section 504 of the Rehabilitation Act of 1973, 20 U. S. C. 794 and its implementing regulation, 34 C. F. R., Part 104

Title IX of the Education Amendments of 1972, as amended, 20 U. S. C. 1681 et seq., and its implementing regulation, 34 C. F. R. Part 106

The Age Discrimination Act of 1975, 42 U. S. C. 6601 et seq. and its implementing regulation, 45 C. F. R. Part 90

The Americans with Disabilities Act of 1990

Inquiries regarding compliance may be directed to:

Dr. Irene Walton Turnage, Superintendent  
840 Highway 178 East  
Holly Springs, MS 38635

Or

Dr. Erica Avent, Civil Rights Coordinator  
840 Highway 178 East  
Holly Springs, MS 38635  
662.252.2183

## **District Updates and New Information**

The Holly Springs School District understands the role technology will play in the educational process and future endeavors for all students. As a result, students in Holly Springs School District will be required to have a Chromebook each year. The Chromebook will be utilized as an essential part of the everyday instructional process; used to load textbooks to prevent students from having to carry heavy textbooks when possible; and used as the method by which students will complete various promotion goals like interventions. Since the Chromebook will be an essential learning tool similar to pencil and paper, parents checking out the device and student use of the device will be mandatory in Holly Springs School District to ensure students meet promotion goals each year.

## **FOREWORD**

This parent–student handbook has been prepared by the faculty, staff, and administration, along with input from students, parents/guardians, community and constituents of the Holly Springs School District as a guideline to procedures, policies, and practices governing the operation of our schools and the behaviors of our students. The administration and instructional staff of the Holly Springs School District believe that it will help both parents/guardians and students to be properly informed about matters which concern all of us. The School Board and the administration of the Holly Springs School District work closely together with a student/parent/community advisory committee (MS code 37-11-55), to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make students' school experiences in this environment more satisfying because it will tell them what they need to know and what they need to do in order to make their school experience both pleasant and successful.

It is the responsibility of parents/guardians and students to familiarize themselves with this Parent–Student Handbook. Parents/guardians are encouraged to read and discuss the handbook content with their children.

The policies described in this handbook shall pertain to any student who is on school property, on the school bus, on the way to and from school, or who is in attendance at school or at a school–sponsored activity or event, or for conduct occurring on property other than school property or other than at a school–related event when such conduct by a pupil, in the determination of the school principal or superintendent, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupil and teacher of such class as a whole (MS Code 37-7-301). School–sponsored activities include, but shall not be limited to, practices, rehearsal, participation or spectator, on or off school property, within and outside the school district.

## **GOVERNING INFORMATION**

Parents and students are subject to all policies, procedures and regulations sanctioned by the HSSD Board of Trustees and Mississippi State Board of Education at any time during the school year, in addition to the rules and regulations described in the current student handbook, as well as all laws described in the Mississippi Code.

## **DISTRICT MISSION STATEMENT**

The mission of the Holly Springs School District  
is to educate students who can compete in the global community.

## **DISTRICT VISION STATEMENT**

The vision of the Holly Springs School District  
is to be an A+ School District with all A+ Schools.

## **A MESSAGE FROM THE SUPERINTENDENT**

It is the goal of our Parent~Student Handbook to provide policies, procedures, and information to guide students and inform parents. We believe by providing this information in the following format, parents and students have an informative overview of both individual school and school district policies and procedures.

Our staff encourages and expects students and parents to read this handbook. This knowledge will help ensure the success of our students in school by enabling pertinent rules and regulations to be followed.

Our school culture encourages and welcomes questions from students and parents regarding policies and/or procedures. The teachers, counselors, and principals are available and willing to answer any questions or address any concerns about this handbook or the policies and procedures included in the handbook.

The district believes that educating our students can only be done when the school staff and parents work in partnership to ensure that our students receive the best education possible. Parents are encouraged to become familiar with our data package, PowerSchool. Through PowerSchool, parents can obtain updated information related to their child's attendance, discipline, instruction, and other communication. PowerSchool has a parent component where parents can check all of the above-mentioned areas. A password for parents to access information can be obtained through the school that the child attends.

By encouraging open communication among parents, students, and staff, and cooperating to provide what is best for our students, we will have an excellent school year. We wish each of you the very best in the upcoming school years.

**The Holly Springs School District will print the entire Student~Parent Handbook every two years unless major changes occur with policies and procedures. New Handbook Updates and Addendums will be sent each year between the years the handbook is printed.**

### **DISTRICT LEADERSHIP**

#### **SUPERINTENDENT**

Dr. Irene Walton Turnage  
840 Highway 178 East  
Holly Springs, MS 38635  
Office Phone Number: 662.252.2183 or 662.252.2184  
Office Fax Number 662.252.7718  
E-mail address: [iwalton@hssdk12.org](mailto:iwalton@hssdk12.org)

#### **BOARD OF TRUSTEES**

Mr. Lemon Phelps, President  
Mrs. Ejeera Dukes, Vice~President  
Mrs. Charisse Brown-Harris, Secretary  
Mr. Ray Von Autry, Member  
Dr. Gemma Beckley, Member

## **DISTRICT OFFICE ADMINISTRATIVE PERSONNEL**

### **HOLLY SPRINGS SCHOOL DISTRICT**

840 Highway 178 East  
Holly Springs, MS 38635  
Website: [www.hssdk12.org](http://www.hssdk12.org)  
Phone number: 662.252.2183  
Fax number: 662.252.7718

Ms. Eileen Dowsing, Assistant Superintendent/Federal Programs Director  
[edowsing@hssdk12.org](mailto:edowsing@hssdk12.org)

Mrs. Tennys Mayfield, School Business Officer/Administrator  
[tmayfield@hssdk12.org](mailto:tmayfield@hssdk12.org)

Mrs. Karin Autry, Special Education Supervisor  
[kautry@hssdk12.org](mailto:kautry@hssdk12.org)

Mr. Joseph Selman, Technology Coordinator  
[jselman@hssdk12.org](mailto:jselman@hssdk12.org)

Mr. Frederick Prowell, Sr., Food Service Director  
[fprowell@hssdk12.org](mailto:fprowell@hssdk12.org)

Mr. Albert Lawrence, Transportation Supervisor  
[alawrence@hssdk12.org](mailto:alawrence@hssdk12.org)

## **SCHOOL ADMINISTRATIVE PERSONNEL**

### **HOLLY SPRINGS PRIMARY SCHOOL**

Grades Pre-K – 3<sup>rd</sup>

Dr. Sherna Jones, Principal  
[shjones@hssdk12.org](mailto:shjones@hssdk12.org)

### **HOLLY SPRINGS INTERMEDIATE SCHOOL**

Grades 4<sup>th</sup> - 6<sup>th</sup>

Mrs. Vikki Marion, Principal  
[vmarion@hssdk12.org](mailto:vmarion@hssdk12.org)

### **HOLLY SPRINGS JUNIOR HIGH SCHOOL**

Grades 7<sup>th</sup> and 8<sup>th</sup>

Ms. LeTashia White, Principal  
[lwhite@hssdk12.org](mailto:lwhite@hssdk12.org)

### **HOLLY SPRINGS HIGH SCHOOL**

Grades 9<sup>th</sup> - 12<sup>th</sup>

Mr. Cravin Turnage, Principal  
[cturnage@hssdk12.org](mailto:cturnage@hssdk12.org)

Mrs. Tamera Onwuemenyi, Assistant Principal  
[tonwuemenyi@hssdk12.org](mailto:tonwuemenyi@hssdk12.org)

## **HOLLY SPRINGS CAREER AND TECHNICAL EDUCATION CENTER**

Mrs. Susie Brown, Director  
[sbrown@hssdk12.org](mailto:sbrown@hssdk12.org)

## **OMBUDSMAN ALTERNATIVE PROGRAM**

Mr. Norbert Woods, Director  
662.252.2622

## **DISTRICT SCHOOL SITES**

### **HOLLY SPRINGS PRIMARY SCHOOL (Pre-K–3<sup>rd</sup>)**

405 South Maury Street  
Holly Springs, MS 38635  
Phone Number: 662.252.1768  
Fax Number: 662.252.7732  
Website Address: [www.hssdk12.org/hspis](http://www.hssdk12.org/hspis)

### **HOLLY SPRINGS INTERMEDIATE SCHOOL (4<sup>th</sup>–6<sup>th</sup>)**

655 South Maury Street  
Holly Springs, MS 38635  
Phone Number: 662.252.2329  
Fax Number: 662.252.5185  
Website Address: [www.hssdk12.org/hsis](http://www.hssdk12.org/hsis)

### **HOLLY SPRINGS JUNIOR HIGH SCHOOL (7<sup>th</sup>–8<sup>th</sup>)**

325 East Falconer Street  
Holly Springs, MS 38635  
Phone Number: 662.252.7737  
Fax Number: 662.252.7751  
Website Address: [www.hssdk12.org/hsjhs](http://www.hssdk12.org/hsjhs)

### **HOLLY SPRINGS HIGH SCHOOL (9<sup>th</sup>–12<sup>th</sup>)**

165 North Walthall  
Holly Springs, MS 38635  
Phone Number: 662.252.4371  
Fax Number: 662.252.7720  
Website Address: [www.hssdk12.org/hshs](http://www.hssdk12.org/hshs)

### **HOLLY SPRINGS CAREER & TECHNICAL CENTER**

410 East Falconer Street  
Holly Springs, MS 38635  
Phone Number: 662.252.2071  
Fax Number: 662.252.7754  
Website Address: [www.catc.hssdk12.org](http://www.catc.hssdk12.org)

### **OMBUDSMAN ALTERNATIVE PROGRAM**

325 East Falconer Street  
Holly Springs, MS 38635  
Phone Number: 662.252.2622  
Website Address: [www.hssdk12.org](http://www.hssdk12.org)



## **EMERGENCY OPERATIONS**

School staff members faced with an emergency affecting the health and welfare of a student will exercise their discretion and judgment as to procedures for handling the emergency, following established policy and procedural guidelines as far as possible. In the event that a student's parent or guardian cannot be reached, the school officials will act to safeguard the student in a reasonable way.

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The Holly Springs School District schools have detailed crisis management plans for operating under such emergency conditions as fire, tornado, severe weather, active shooter, and other emergencies.

Fire drills and other emergency preparedness measures are a regular part of each school's program. Detailed instructions for emergency operations will be outlined to all students at their respective schools. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher, staff, and/or administrator during drills and/or the actual event of such an emergency.

When a decision must be made to close or dismiss any school(s) within the Holly Springs School District, the superintendent or his/her designee will notify local radio and television stations. Parents/Guardians and students should listen for announcements from these media outlets and/or message from the district's phone call-out system.



# HOLLY SPRINGS SCHOOL DISTRICT

DISTRICT CALENDAR 2021 – 2022

BOARD APPROVED:

JULY 28–30, 2021  
AUGUST 3, 2021  
AUGUST 3–4, 2021  
AUGUST 5, 2021

NEW TEACHER ACADEMY  
TEACHERS’ FIRST DAY  
TEACHER ACADEMY  
STUDENTS’ FIRST DAY

SEPTEMBER 6, 2021  
SEPTEMBER 15, 2021

LABOR DAY HOLIDAY  
PROGRESS REPORTS

OCTOBER 6–8, 2021  
OCTOBER 11, 2021  
OCTOBER 12, 2021  
OCTOBER 20, 2021

FIRST NINE WEEKS EXAMS  
FALL BREAK  
PROFESSIONAL DEVELOPMENT DAY/FALL BREAK STUDENTS  
PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS

NOVEMBER 10, 2021  
NOVEMBER 22–26, 2021

PROGRESS REPORTS  
THANKSGIVING HOLIDAYS

DECEMBER 15–17, 2021  
DECEMBER 17, 2021  
DECEMBER 20–31, 2021

SECOND NINE WEEKS/FIRST SEMESTER EXAMS  
60% DAY  
CHRISTMAS/NEW YEAR’S HOLIDAYS

JANUARY 3-4, 2022  
JANUARY 5, 2022  
JANUARY 17, 2022  
JANUARY 19, 2022

PROFESSIONAL DEVELOPMENT DAYS/STUDENT HOLIDAYS  
STUDENTS RETURN  
DR. MARTIN LUTHER KING, JR. HOLIDAY  
PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS

FEBRUARY 9, 2022  
FEBRUARY 21, 2022

PROGRESS REPORTS  
PRESIDENTS DAY HOLIDAY (MAKE-UP DAY)

MARCH 9–11, 2022  
MARCH 14–18, 2022  
MARCH 21, 2022  
MARCH 22, 2022  
MARCH 30, 2022

THIRD NINE WEEKS EXAMS  
SPRING BREAK  
PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY (MAKE-UP DAY)  
STUDENTS RETURN  
PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS

APRIL 15, 2022  
APRIL 18, 2022  
APRIL 20, 2022

GOOD FRIDAY HOLIDAY  
GOOD MONDAY HOLIDAY (MAKE-UP DAY)  
PROGRESS REPORTS

MAY 19–25, 2022  
MAY 21, 2022  
MAY 25, 2022  
MAY 26, 2022  
MAY 30, 2022

4<sup>TH</sup> NINE WEEKS/SECOND SEMESTER EXAMS  
GRADUATION  
STUDENTS’ LAST DAY (60%)  
TEACHER WORK DAY (MAKE-UP DAY)  
MEMORIAL DAY HOLIDAY

FIRST SEMESTER:  
STUDENT DAYS – 89  
FACULTY DAYS – 92

SECOND SEMESTER:  
STUDENT DAYS – 91  
FACULTY DAYS – 95

\*\*The above calendar is subject to change for reasons of inclement weather conditions and/or state assessments. \*\*

**MAKE-UP DAYS** due to inclement weather conditions and/or state assessments will be as follows:

- FEBRUARY 21, 2022 (PRESIDENT’S DAY HOLIDAY)
- MARCH 21, 2022 (PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY)
- APRIL 18, 2022 (GOOD MONDAY HOLIDAY)
- MAY 26–27, 2022 (TEACHER WORK DAY + ONE)

## STUDENTS' AND PARENTS/GUARDIAN' RIGHTS AND RESPONSIBILITIES

Both parents/guardians and students have certain rights and responsibilities regarding schools.

### PARENTS/GUARDIANS\*:

Parents/Guardians have expectation for the following **rights**:

- their child to be safe
- fair evaluations and treatment of their child
- personal property protection
- an atmosphere conducive to learning
- their child to be taught and treated in a competent and professional manner

Parents/ Guardians have the following **responsibilities**:

- realize the extent of their responsibility for the behavior of their child (Parents are responsible for the behavior of their children while at school and to and from school.)
- prepare their children to assume the responsibility for their own behavior
- foster in their children positive attitudes toward themselves, others, school, and community
- communicate with school personnel about their child
- comply with state law on compulsory attendance, property damage, suspension and expulsion procedures
- know and see that their child follows school rules
- attend individual or group training sessions and conferences when requested
- recognize that the teacher acts as parent while the child is at school
- safeguard the physical and mental health of their child and be responsible for necessary health examinations and immunizations
- work with and support school personnel who are trying to help their child

\*Parents (as used in this handbook) – Defined as the biological parent, step-parent, court appointed (legal) guardian or foster parent, and any individual who is acting in *loco parentis* on behalf of a court of jurisdiction.

### STUDENTS:

Students have the following **rights** within the provisions of constitutional, federal, state and common laws:

- an atmosphere conducive to learning
- free speech and student publications
- assembly
- participation in school program and activities
- freedom from discrimination
- due process
- participation in decision making

Students have the following **responsibilities**:

- attend school and be on time
- take seriously their responsibility to learn
- assume responsibility for their personal growth and self-discipline
- take care of their personal property
- respect the rights and privacy of others
- work cooperatively with school personnel and other students
- study the school's handbook
- know and follow school rules
- accept responsibility for their actions
- must not disrupt educational process

# PROCEDURES RELATED TO GENERAL SCHOOL DAY ACTIVITIES

## STUDENT EXPRESSION

Holly Springs School District shall not discriminate against students or parents on the basis of a religious viewpoint or religious expression. HSSD shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the district treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

## STUDENT ID CARDS (GRADES PRE K-12)

Student ID cards may be issued at the beginning of school. If the card is lost, an additional card will be made for a cost to the student of \$5.00. Students are required to carry their ID cards on their persons at all times. After reporting a lost ID card, students will have two days to get a new card before being placed on discipline ladder. Failure to produce ID card when requested by any employee of the school district will result in the student being placed on the discipline ladder.

## STUDENTS AND THE NEWS MEDIA

During registration of students in the Holly Springs School District a parental permission form is signed for permission to publish students' pictures or news media programs. The school district will publish the name and/or picture of a student in school publications or school-related articles or include students in other school-related news media programs unless prior requests have been made by a student's parent/guardian for exclusion of his/her child's name or picture from such publications or news media programs or district's internet website.

## DELIVERIES TO STUDENTS AT SCHOOL

**NO** deliveries of flowers, balloons or other gifts for students will be accepted at any school in the district.

## DISTRIBUTION OF MATERIALS BY STUDENTS

In order not to use the time of the schools, the pupils, and the parents for non-school purposes, the distribution of outside materials and communications to the homes through the pupils will be kept to a minimum and confined to sources dedicated to the interests of students. Only educational materials approved by the Superintendent and School Board or materials by organized groups sponsored by the School Board will be distributed.

## USE OF TELEPHONE

- School telephones are for school business only, and students will not be permitted to use them. In case of emergency or illness, calls for students are made through the office.
- Students are not permitted to possess or use personal cell phones, beepers (pagers), or other electronic devices during school hours on any school campus. Electronic devices will be confiscated by any school personnel and will only be returned to a parent or guardian **ACCORDING THE CELL PHONE AND ELECTRONIC DEVICES POLICY**. Parent or guardian whose child continues to violate this policy will not receive the items until the end of the school year

## VISITORS ON CAMPUS

Visitors to school campuses are defined as all persons except school employees and currently enrolled students on campus for official school business.

- Visitors must first obtain a pass from the Principal's office immediately upon arriving on campus.
- Visitors who fail to secure written permission from the Principal's office to be on campus may be referred to police officials.
- Students shall not bring children to school.

# GRIEVANCE PROCEDURES

## ACCOUNTABILITY

The Holly Springs School Board recognizes and willingly accepts individual and system-wide accountability for its actions to parents, students, and all school patrons. Students' complaints and grievances will be resolved through orderly processes at the earliest possible time and at the most immediate level of supervision. Complaints and grievances will be approached in the following manner:

The time limits at any step of the grievance procedure may be adjusted at the mutual consent of the parties concerned or by authorization of the superintendent. The superintendent may extend the time limitation, not to exceed five working days. If it is mutually agreed upon by both parties to the grievance that any step listed below is not necessary to the presentation of the grievance then the step or steps may be deleted from the process.

## INFORMAL PROCEDURE

### **Step One:**

A parent or student who feels that he/she has a grievance should present the matter in writing to the principal or whoever has the authority or responsibility to deal most effectively with the grievance. If the problem is resolved or no further action is necessary, the matter is considered closed. It will be the responsibility of the principal or supervisor to submit the written grievance, along with a report of action taken, to the superintendent.

### **Step Two:**

If a parent or student feels his/ her problem had not been resolved, he/she should contact the Superintendent's office for the grievance to be presented at the next administrative level. This meeting will occur within one week of the receipt of the complaint. This meeting will normally be held between the parent and/ or student and the administrator, except in unusual circumstances when legal counsel may be present, as well as the parties involved in STEP ONE. If the problem is resolved, or no further action is requested, the matter is considered closed.

### **Step Three:**

If the problem is unresolved after STEP TWO, the complainant may, within five working days after the second meeting, request in writing that the superintendent or his/her designee arrange a meeting with the complainant. Participants in this meeting would be in attendance as requested by the student/ parent and/or administrator involved in STEP TWO. This meeting will be held within seven working days after receipt of the request. A decision will be made within fifteen days from the receipt of the written request. If the aggrieved person or persons desire to appeal the superintendent's decision, they must request in writing a hearing before the Board of Trustees. Such a request must be made through the superintendent. The Board will provide the student or parent with its written decision in this matter as expeditiously as possible following completion of the hearing.

## **ADMISSIONS**

Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child's parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child's parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child. § 37-15-11 (2002)

### **GENERAL ELIGIBILITY**

1. This school district shall admit into its free public schools all minor-age children (that is, those under twenty-one years of age, Miss. Code Ann. §1-3-27), and all compulsory school age children as defined in Policy JBA, which quotes Mississippi code definitions.
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to Miss. Code §37-15-29.
3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend.
4. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process.
5. The person in charge of each school or his/her designee shall require any child enrolling in pre-kindergarten, kindergarten, or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate.
6. Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:
  - a) The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
  - b) The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
  - c) Such child was legally enrolled in a public or private school for a minimum of four weeks in the previous state; and
  - d) The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state.
7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian or unaccompanied youth, in the absence of an accompanying parent or guardian, shall indicate to the principal or his/he designee if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his/her designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion.

### **IMMUNIZATIONS AND VACCINATIONS**

8. No child in grades Pre-K through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. Valid certificates include:
  - a. Form 121 -- Certificate of Compliance
  - b. Form 121-A -- Medical Exemption Certificate
  - c. Form 121-T -- Temporary Compliance Certificate
    - The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.
9. The Mississippi State Department of Health (MSDH) requires the Tdap vaccination for all students entering 7th grade. The Tdap vaccine includes tetanus, diphtheria, and pertussis. Pertussis, also known as whooping cough, has increased in frequency across the country in recent years, as protection from the childhood pertussis vaccine has become weaker over time in the adolescent population.

The required Tdap vaccination and other recommended vaccinations are available at health department clinics throughout the state and through all Vaccines for Children (VFC) providers for a \$10 administrative fee per vaccine.

Students must have any certificate and/or vaccination required by the Mississippi State Department of Health (MSDH).

### **RESIDENCE VERIFICATION PROCEDURE**

Definition of residence for school attendance purposes: The student physically resides full time week days/nights and weekends, at a place of abode located within the limits of this school district.

Residency may be determined in the following manner:

#### **A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)**

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 10 below as verification of their address, except that a document with a post office box as an address will not be accepted.

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills
5. Driver's license
6. Voter precinct identification (Must be dated in current school year)
7. Automobile registration
8. Affidavit and/or personal visit by a designated school district official
9. Certified copy of filed petition for guardianship if pending and final decree when granted.
10. Government assistance documentation dated in current school year (SSI, WIC, Medicaid, TANF, or CHIPS)

#### **B. HOMELESS CHILDREN**

*When a child is determined to be homeless as defined below, this school district shall consider and take enrollment action that is in the best interest of the child.*

As defined by 42 U.S.C. §11302(a), a homeless person includes:

1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
2. an individual who has a primary nighttime residence that is--
  - a) a supervised publicly or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - b) an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

42 U.S.C. §11432(g)(3)(A) requires that the local school decide whether it is in the child's best interest to

- a) continue the child's or youth's education in the school of origin for the duration of homelessness—
  - 1) in any case in which a family becomes homeless between academic years or during an academic year; or
  - 2) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year;or
- b) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the local educational agency shall—

- a) to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;
- b) provide a written explanation, including a statement regarding the right to appeal, to the homeless child's or youth's parent or guardian, if the local educational agency sends such child or youth to a school other than the school of origin or a school requested by the parent or guardian; and
- c) in the case of an unaccompanied youth, ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

42 U.S.C. §11432(g)(3)(B).

#### **C. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:**

1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (A) (1) through (10) above, required of a parent or legal guardian.
2. The district resident must provide the school with an affidavit (form may be obtained in the school office) stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include, but are not limited to, the following:
  - a) Death or serious illness of the child's parent(s) or guardian(s);
  - a) Abandonment of the child;
  - b) Child abuse or neglect;

- c) Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
  - d) Students enrolled in recognized exchange programs residing with host families.
3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.
- D. The school district may require additional documentation and verification at any time. At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
- E. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Any court ordered procedure shall take precedent over any procedure contained herein.

**AGE VERIFICATION PROCEDURE**

It shall be the responsibility of the person in charge of each school or his designee to enforce the requirement for evidence of the age of each pupil before enrollment. The following shall be accepted:

- A certified birth certificate (Miss. Code Ann. §37-15-1.)

**TRANSFER STUDENTS**

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.
2. Students suspended or expelled from another school or school district may not be allowed to enroll.
3. No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil shall have been received from the school from which he/she transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record.
4. Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended.
5. All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test or district approved assessment to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The principal of the school or his/her designee shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given to the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon, the superintendent of this school district or the principal of the school to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within this school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test or district approved assessment shall be waived.

6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board.

LEGAL REF.: Miss Code § 37-15-1; 37-15-3; 37-15-9; 37-15-11; 37-15-13; 37-15-29;

**FOREIGN EXCHANGE STUDENTS**

It is the intent of the Holly Springs School District to participate in the foreign exchange program whereby students from foreign countries are allowed temporary enrollment in the HSSD to enhance cultural exchange. In order to facilitate placement of foreign exchange students in the school district, the following criteria will be considered by the building principal upon receipt of any such application.

1. The application for enrollment be approved by the building principal prior to the start of the school year in which the student plans to attend, and the application must be for the entire school year.
2. Only placement agencies appearing on the National Association of Secondary School Principals list will be eligible to submit applications.
3. All applications shall have attached a resume of the host family with whom the student will be living during the school year. The resume shall contain the names of all adult members of the host family and their addresses and telephone numbers where they may be reached during and after school hours. The names and ages of all children in the home should also be included in the resume.
4. All applicants and/or agencies applying for enrollment and admission will be individually responsible to ensure that all requirements of the Immigration and Naturalization Service are met.
5. It is the responsibility for the foreign exchange counselor to secure, transfer, and have validated all records that are required by the foreign exchange student's home country. The school counselor will provide only a record of credits earned in the Holly Springs School District.

# ATTENDANCE

## COMPULSORY SCHOOL ATTENDANCE

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code 1-3-27

Holly Springs School District shall comply with the requirements of the "Mississippi Compulsory School Attendance Law" (MS Code 37-13-91). Appropriate reports as required by law shall be provided to the Mississippi Department of Education's Office of Compulsory School Attendance Enforcement.

### ***COMPULSORY-SCHOOL-AGE CHILD***

"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. However, the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to dis-enroll the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years. MS Code 37-13-91 (2) (f)

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 or his/her designee 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 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 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)

### **SCHOOL ATTENDANCE OFFICER**

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



# ATTENDANCE, TARDINESS, AND EXCUSES

## INSTRUCTIONAL DAY

HB 1530 is an act to amend section 37-13-91, Mississippi code of 1972, to provide that a compulsory-school-age child who is absent more than 37% of the instructional day must be considered absent the entire day. Therefore, for the purposes of determining and reporting attendance, a pupil must be present for at least sixty-three percent (63%) of the instructional day to be considered present the entire school day.

The instructional day is therefore defined as a school day in which both teachers and 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.
10. A student will be recorded as absent from a class if a dismissal requires the student to be absent from class for thirty (30) minutes or longer. All unexcused check-ins and check-outs may result in both period and daily absences.
11. Leaving school without proper authorization will result in disciplinary action. In no case shall a person other than an authorized parent/guardian or designee be permitted to take a student from school.

## STUDENT ABSENCES (PRE-K-12)

- Seven (7) cumulative absences may be excused by a note from a parent/guardian.
- **Any** additional absence after the seven (7) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation given to excuse an absence(s) **must** be submitted to the principal or his/her designee within three (3) school days of returning to school, unless granted an exception by the principal or his/her designee for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the Marshall County School Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

## TARDINESS AND TIMELINE FOR EXCUSES

### *A. Tardiness to school*

Promptness is a virtue that becomes a habit. The school board encourages the development of this habit. Students are expected to be in school and class on time each day.

1. Excused Tardies – Tardies through the first period shall be excused if the following occurs:
  - a. A school bus is late;
  - b. A student had to report to a doctor and presents verification from the doctor's office;
  - c. A student was involved in an accident, and presents verification from the police department;
  - d. There are medical reasons, which due to their nature may cause a student to be tardy from time to time, if the school has been notified in writing in advance by a doctor; or
  - e. The principal or his/her designee has detained the student in the office.

**Verification required by this policy must be submitted within three days for the tardy to be excused.**

Regardless to who brings a student to school late, a student is tardy for school if he/she arrives at school after the tardy bell has rung. A tardy slip must be secured from the principal's office and/or attendance clerk before a student can be admitted to class. Any student failing to get an admittance slip before going to class after being tardy to school shall be charged an absence. Consequences and procedures for tardiness to school will be the same as the consequences for tardiness to class. To be considered present for the school day, the student must be at school 63% of the school day. A student will be recorded as absent from a class if a dismissal requires the student to be absent from class for thirty (30) minutes or longer.

***B. Tardiness to Class***

Students will be given one week at the beginning of the school year to become acclimated to their schedules. Beginning with the second week, school district's rules for tardiness to school and class will be enforced.

1. A student will be considered tardy to class when he or she is not in the class when the tardy bell rings.
2. When a student is tardy to class, the teacher will be responsible for keeping the record of the tardiness in his/her attendance log.
3. A student will be recorded as absent from a class if a dismissal requires the student to be absent from class for thirty (30) minutes or longer

**PUPILS LEAVING SCHOOL GROUNDS (DISMISSALS)**

- A. A pupil is not permitted to leave the school grounds during the regular school day without a written note from the parent/guardian to the principal or the designee stating the reason. The note shall be kept on file at the school. A violator shall be subject to disciplinary action. A pupil excused from school shall be in the custody of a parent or legal guardian or excused pursuant to specific instructions from the parent or guardian.
- B. Acceptable dismissals shall include:
  1. Personal illness;
  2. Medical appointments that cannot be arranged after school hours; and
  3. Special family emergencies as approved by the principal.
- C. All dismissals from school may count against the pupil's attendance record.

**THE UNEXCUSED ABSENCES, TARDIES OR DISMISSALS**

An unlawful/unexcused absence is an absence not due to a valid excuse for temporary nonattendance. Any absences, tardies, or dismissals that do not meet the requirements listed in this policy shall be considered unexcused. No absence will be excused when it is due to suspension, expulsion or other disciplinary action [MS Code §37-13-91 (4)].

**REPORTING OF NONATTENDANCE FOR COMPULSORY SCHOOL-AGE STUDENT**

If a compulsory school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated five (5) unlawful absences during the school year of the public school in which such child is enrolled, the superintendent or his/her designee shall, within two (2) school days or within five (5) calendar days, whichever is less, report such absences to the school attendance officer of the youth court or family court. The superintendent or his/her designee shall also in the same manner report any student suspensions or student expulsions to the school attendance officer.

**ALLOWABLE CREDIT**

Excused absences, tardies or dismissals will allow 100% credit for work required by the teacher, provided that work is completed and submitted within five (5) school days. Teachers may require earlier submission of assignments or make exceptions as circumstances dictate.

**MAKE UP WORK**

When an unexcused absence, unexcused tardy, unexcused dismissal, or suspension causes a pupil to miss class time, that pupil shall be given the opportunity to make up work required by the teacher. A pupil shall have the opportunity to complete and submit required work within five (5) school days after returning to school, or earlier as required by the teacher. Otherwise, no credit shall be given for all missed work. Parents may request schoolwork during the time of a suspension. A student who is expelled shall not be permitted to make up missed work. However, enrollment at the Alternative School will allow students to continue all schoolwork.

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

**PERFECT ATTENDANCE**

"Perfect Attendance" shall be defined and observed by all schools as no absences, no tardies, and no dismissals from school. Exceptions shall be bus tardies or school sponsored field trips/activities.

**SCHOOL-RELATED ACTIVITIES**

Participation and/or practice in school-related activities shall not be permitted the day that an unexcused absence occurs.

**SPECIAL NOTE:**

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

# POWERSCHOOL

The Holly Springs School District uses a data package for attendance, discipline, instruction, and communication. PowerSchool has a parent component which allows parents to check all areas. A password for parents to access information can be obtained through the school that the student attends.

## ACADEMICS

### **INSTRUCTIONAL MANAGEMENT, GOALS, AND CURRICULUM DEVELOPMENT**

Holly Springs School District implements an instructional and curriculum management system that meets and/or exceeds criteria established by the Mississippi Department of Education and the *Mississippi Public School Accountability Standards* (most recent edition). Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required MS State Framework. Instructional time in the classroom shall be protected, and professional development time shall be designated to work on the district's curriculum.

Holly Springs School District's curriculum will include the following:

- A. All competencies and objectives assessed by the Mississippi Department of Education Assessment System,
  - B. Established standards to determine mastery for each competency and objective, and
  - C. A system to determine strengths and weaknesses in the instructional program.
2. The basic curriculum of each elementary, intermediate, and middle school shall consist of reading/language arts, mathematics, science, social studies, and the arts, which may be taught by regular classroom teachers.
  3. The basic curriculum of each high school shall consist of required and approved courses outlined in the current edition of the *Mississippi Public School Accountability Standards* (most recent edition) and the *Approved Courses for the Secondary Schools of Mississippi*.
  4. The district conducts an annual analysis of student performance and takes action to improve the curriculum, the instructional delivery, and/or the evaluation procedures.

### **ESSENTIAL LEARNING STANDARDS (ELS)**

Students in grades K-12 will participate in district Essential Learning Standards (ELS) testing this school year in the core academic subjects. The results of these ELS tests will determine the mastery of standards at each grade level needed for promotion to the next grade level, as stated in the district promotion and retention policy.

The ELS test will count as 100% of the nine weeks' exam grade; specifically, the Essential Learning Standards Test is the same as the Nine Weeks Exam. All students must master 80% of the ELSs taught individually with a grade of 80 or higher on each skill to be promoted to the next grade level, though a student may earn any grade on the overall test as a whole. ELS retests will not count as a portion of a student's grade nor will the retest score replace a grade obtained on the primary test.

All students will have at least one retest opportunity for all standards. In most cases, students will have multiple retest opportunities, as retests are cumulative. This means that on the second nine weeks' retest, for example, students may retest on both first and second nine weeks standards.

All teachers will distribute the ELS lists during the school year. These lists will also be available on the district website when possible. The ELS have been identified and/or developed by HSSD teachers using the Mississippi College and Career Readiness Standard, Mississippi Approved Frameworks, and knowledge of prerequisite standards needed for success.

### **Special Education Placement**

Educational programming and placement will be in accordance with the student's Individualized Education Plan (IEP).

### **Homebound Instruction**

The Holly Springs School District provides homebound instruction for students who cannot successfully attend a general education campus for the following reasons:

1. Medical circumstances, including, but not limited to:
  - a. Reasons related to childhood cancer
  - b. Reasons related to medical fragility that exceeds the limits of a general education environment
  - c. Bed rest, as related to pregnancy
  - d. Reasonable maternity leave
  - e. Reasonable medical circumstances with a student's child
2. The student presents such a danger and threat to the campus that he cannot be accommodated in the typical school environment.
3. Decision based on a 504 Committee's prudent judgment

Requests for general homebound service are to be submitted to the Assistant Superintendent or designee for consideration. General education homebound services are limited to two (2) hours per week. Prior to submitting a request for general education homebound services, the appropriate school personnel shall have a meaningful conversation with the student's parent. The results of this conversation shall indicate that the short-term homebound service cannot be reasonably accommodated by arrangements to secure assignments and other classwork during the homebound period.

### **HOME SCHOOLED CHILDREN**

The School Board encourages the admission of all eligible students to the Holly Springs School District. All students seeking to enter the Holly Springs School District from a home school environment shall be placed in grades and classes in accordance with the following criteria:

***Elementary: (Grades K–8)***

- The student shall not be placed more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil enrolled during the year the child reached his sixth birthday on or before September 1.
- The student shall be required to take a test deemed appropriate by the Holly Springs School District. This test will be the primary determining factor in the student’s grade/class placement. No enrollment of the home school student shall be considered official until the test has been administered.
- The pupil will be assigned to the grade or class for which the test shows the student is best suited in accordance with the age limitation as set forth above.

***High School: (Grades 9–12)***

- The student shall not be placed above the grade that the pupil would have attained had the pupil enrolled during the year the child reached his/her sixth birthday on or before September 1.
- The student shall be required to take a test deemed appropriate by the Holly Springs School District. This test will be used to ensure the student has the ability to perform on a high school level.
- The student shall be required to complete all state and local requirements for graduation. The set of requirements that the student must meet will be determined as follows:
  - a. If the student is placed above the ninth-grade level, the student will meet requirements for entering the ninth grade based on his chronological age as set forth above.
  - b. If the student is placed in the ninth grade, the pupil will meet requirements of the ninth-grade class in which he is enrolled.
- The Carnegie Unit System is the primary factor in determining grade level placement of the high school student. The awarding of Carnegie Units for home study courses shall be at the discretion of the building principal. As a minimum, formal documentation for each course for which a Carnegie Unit is requested shall be presented to the building principal as follows:
  - a. A set of standards for the courses that are significantly similar to the standards used in the Holly Springs School District Instructional Management Plan.
  - b. Extensive samples of work that reflect an extended period of study and practice/application of each standards presented in Item a.
  - c. Assessment measures used to determine that standards have been met at a minimum of 80% mastery level.

The number of Carnegie Units awarded by the building principal shall determine the grade placement of the pupil in accordance with the graduation requirements and state/local mandates. No authority is given or is to be implied regarding the waiver of any state or local graduation requirements for the home school student.

A permanent record for the home school student shall be made upon enrollment. The record will contain all pertinent information. The record will show that the student entered from a home school environment. Any Carnegie Units awarded by the building principal will be listed on the cumulative records and will be reflected as home school. (Home school credit will be recorded as pass/fail and will not count toward GPA.)

**HOMEWORK**

The Holly Springs School Board recognizes the value of purposeful, well-planned, and properly motivated homework assignments that are (1) appropriate to the grade level, age, and abilities of the student; (2) designed to stimulate initiative and independence or to reinforce and enrich classroom instruction; (3) in complete accord with the goals established for the development of the school curriculum; (4) carefully planned so that homework assignments are not so lengthy as to be self-defeating nor so complicated as to require assistance or resource materials not available to the student; and (5) an extension of class work that has already been introduced. As in the assignment of in-school work, homework assignments must be left to the sound professional judgment of the teacher, who will be expected to interpret the needs and assess the abilities and interests of each student.

**FIELD TRIPS AND ALL OFF CAMPUS ACTIVITIES (INCLUDING ATHLETICS, BAND, CHEERLEADING, ETC.)**

As part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the student’s parent. When such trips are being planned, permission slips will be sent home to be signed by the parent. All field trips must be approved by the district administration and must be supervised by regular classroom teachers or designees. Teachers serving as supervisors shall submit all forms (field trip requests, school business leave requests, and requisitions) at the same time, and all requests must be approved at least two weeks prior to the field trip. Field trip funding requests that require Board approval must be in the district office no later than the first Wednesday of the month prior to the month of the field trip in order to meet the deadline for Board agenda items.

**EXTENDED DAY PROGRAM**

Extended Day programs may be offered in grades K–12. Students will have an opportunity to complete standards not mastered during the regular school day or year.

**EXTENDED YEAR PROGRAM**

The district may offer an extended year program to make up incomplete work, standards/objectives not mastered, or for credit recovery. Extended year programs begin after the end of the school year. A fee for each course may be charged, which is the responsibility of the parent. The district may also offer a tuition-free Extended Year Program during the summer for students in grades K–6 for remediation purposes only if funds are available. The district may also offer tuition-based extended year program during the summer for students in grades 4–12 for promotion purposes.

**SUMMER SCHOOL**

Only one (1) Carnegie unit (course) may be earned in summer school. Students may attend a district approved summer school program to obtain credit for a course failed. A summer school course must include 140 hours of instruction and meet all requirements for the student to get credit.

## **TEXTBOOKS**

Textbooks are supplied by the school at no cost to the student on a loan basis. Since these books remain the property of the school district, defacement or abuse of books will result in the assessment of a damage fee. In cases where books are lost or damaged to a degree that will prevent further use, the student will be charged fines as established under district policy. Free state-owned textbooks are furnished to each student at the request of the parent. Mississippi state law requires that teachers collect fines for damages to a book and/or for the loss of books.

Teachers are to record book identification numbers, book title, and the student receiving the textbook at the beginning of the school year. The same information will be used during the year for book checks and at the end of the year for book collection and to determine if fines are owed.

When a child moves from his/her school, the books should be returned in to the classroom teacher **before** records are released.

Students will be charged for books that are lost. The fee will be based on the four-year average textbook life. Minimum charge is 25% of the contract price. All such losses and collections shall be reported to the principal.

Teachers and staff distributing books to pupils are authorized to collect for any damage or excessive wear of the textbooks. The amount collected should be determined by the extent such damage has impaired the future use of the book and should be sufficient to impress upon parents and children the necessity for proper care and the use of the state-funded textbooks.

## **MEDIA CENTER/LIBRARY**

- All pupils in the school are entitled to use the media center and check out books. Students with overdue books are not permitted to check out books until the overdue books are returned and fines are paid.
- Reference books, such as encyclopedias and dictionaries, are to be used only in the media center.
- Books on reserve may be borrowed for one period or after school, in which case they must be returned the next morning before school starts.
- Other books may be checked out for a period of two weeks.
- The student must have the book with him/her when he/she wishes to renew it.
- Students will pay for lost books and will pay fines on books that have been damaged.
- No book may be taken from the media center unless it is checked out to the borrower.
- The media center is open at times set by the building principal.
- Students in the media center are subject to book checks.
- Students are urged to use the media center regularly and to comply with the above regulations.

## **STUDENT FEES, FINES, CHARGES – MS CODE 37-7-335**

The school board authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:

- a. Supplemental instructional materials, supplies, and computer equipment
- b. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation
- c. Extracurricular activities and any other educational activities of the school district that are not designated by the superintendent as valid curriculum educational standards, such as band trips and athletic events

All fees authorized to be charged under this policy, except those fees authorized for section C above, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following:

- Applicants for hardship waivers will be kept in the strictest of confidence with all files and personal disclosures restricted from review from the general public.
- Pupils eligible to have such fee waived as a result of an inability to pay for said fees, will not be discriminated against nor will there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials, or by any other means.
- In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
- The confidentiality provisions of this policy shall apply equally to any students who have the inability to pay any fees authorized under section C above.

In no case will the inability to pay the assessment of fees authorized under the Fee Policy result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript, or the right to participate in any activity related to educational advancement.

## **SCHOOL OWNED COMPUTERS AND OTHER ELECTRONIC COMMUNICATION RESOURCES**

The responsible Access and Use of Electronic Information Resources and Networked Services Policy of the Holly Springs School District establishes expectations for responsible access and use of the district's telecommunications, electronic information resources, and networked services by staff, students, parents/guardians and community members who use the services. Because telecommunications and other new technologies are changing the ways information may be accessed, communicated, and transferred, responsible access and use of electronic information resources and networked services must be considered in the support and enhancement of student learning and achievement. Access by students to electronic information resources and networked services with the development by staff of appropriate skills to analyze and evaluate these resources and services is generally recognized by the Board as a valid component of the district's educational mission.

The school district's telecommunications equipment, electronic information resources, and networked services are to be used to support curriculum and instruction and learning opportunities for students and staff. All electronic information resources and networked services must be consistent with district-adopted guides for selection of educational materials. Additionally, these resources must be used to enhance and enrich the district's curriculum while providing for the varied instructional needs, learning styles, abilities, and developmental levels of students.

Based on these educational goals, use of the district's telecommunications equipment, electronic information resources, or networked services for the transmission of any materials in violation of any United States, state or local law is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene materials, or materials protected by trade secret. Use of electronic resources or services for any non-educational purpose (as defined by the school district) or commercial activity by any individual or group, regardless of for-profit or not-for-profit status, is not acceptable. The use of electronic equipment or networked services for product advertisement or political lobbying is also strictly prohibited.

With the access to computers and people all over the world made possible by the school district's telecommunication, electronic resources, and networked services, comes the availability of some material that may not be considered of educational value within the context of the school setting. The school district will take both technical and human steps to either block out or restrict access to objectionable materials, but potential dangers remain. On a global network such as the Internet, it is not possible to control the content of all available materials. Computer security is not absolutely perfect and it is likely that the determined student or other individual could make use of the district's electronic resources and networked services for inappropriate purposes.

Students are responsible for appropriate behavior when using the district's electronic information resources and networked services just as they are in a classroom or a school hallway. Any action by a student that is determined by an administrator to constitute an inappropriate use of electronic information resources or networked services may result in termination of the student's privilege to use these resources and may initiate other actions in compliance with the district's discipline policy.

The school district will provide student access to Internet resources only in supervised environments. Students and their parent/guardians are advised that some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually offensive, threatening, racially offensive, or otherwise illegal material. The school district does not condone the issue of such materials and does not permit usage of such materials on the school's electronic equipment or in the school environment.

Electronic information resources and networked services are provided to students and staff for educational purposes consistent with the educational goals previously listed in this document and with the education mission of the school district. Access to electronic information resources and networked services will be provided to staff and students who agree to act in a considerate and responsible manner as defined within the Holly Springs School District's Responsible Access and Use of Electronic Information Resources and Networked Services Policy Agreement.

Staff and Student use of the district's telecommunication, electronic information resources, and networked services will be permitted upon submission of a signed school district's Responsible Access and Use of Electronic Information Resources and Networked Services Policy Agreement. Parents of students under the age of eighteen (18) must agree to and sign the school district's Responsible Access and Use of Electronic Information Resources and Networked Services Policy Agreement. Account Holders (students) and their parent/guardians will be legally bound by the terms and conditions of the signed agreement.

While it is believed that the advantages of access to telecommunications, electronic information resources, and networked services by students far exceed the disadvantages, ultimately parents and guardians of minor students must decide the standards their children should follow when using electronic media and information. To that end, the school district respects each family's right to decide whether or not to apply for access to these resources and services.

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

### **GRADING**

All subjects Grades K-12, will reflect as a minimum the competencies outlined in the State Curriculum Frameworks for each subject area. A passing grade in a course/subject will indicate mastery/learning of at least 65% of the course content. Students must also master 80% of essential learning standards (ELS) in specific grades and courses in order to pass the course.

The grading system of the Holly Springs School District shall be as follows:

- A = 90–100%
- B = 80–89%
- C = 70–79%
- D = 65–69%
- F = below 65%

No nine week grade below a 50 will be entered.

Nine Weeks and Semester Exams count as  $\frac{1}{4}$  of a student's grade. The first and third nine weeks grade will be determined as follows:

Class average (homework – 10%; classwork – 15%; weekly tests and quizzes – 50%) multiplied by 3, plus nine weeks exam (25%), divided by four equals Nine Weeks Average.

The Class Average will be recorded as the second and fourth Nine Weeks Average. To determine the Semester average, add the first and second nine weeks averages, divide by two, multiply remainder by three, add semester exam and divide by four.

Example:

95     1<sup>st</sup> Nine Weeks  
95     2<sup>nd</sup> Nine Weeks  
190     divided by 2 = 95 x 3 = 285 + 95 (Exam) = 380 divided by four = 95 Semester Average

Determine the yearly average by averaging the first and second semesters

Example:

95     1<sup>st</sup> Semester  
95    2<sup>nd</sup> Semester  
190    divided by 2 = 95 Yearly Average

**Note: There should be a minimum of eight grades each grading period.** The Nine Weeks Test will be one hour. The Semester Exam will be two hours. Semester exams are not given by the Primary and Intermediate Schools, but other district retests will be given to measure students' progress.

### **PROGRESS REPORTS**

At mid-term during each nine-week term the teacher will inform parents of the academic work of all students. This is done by way of a progress report. Additionally, if a student is identified as a possible or probable failure, the parent will be informed and a conference will be requested. Teachers in grades K–12 will require progress reports to be signed by a parent and returned. Parents who wish to receive progress reports more frequently may contact the student's teacher or counselor. Parents should request information on both the student's grades and progress on Essential Learning Standards each nine weeks.

### **REPORT CARDS**

Parents are required to pick up report cards from their children's schools for the first, second and third nine weeks. Report cards will be issued during open house each nine week except for the end of year report card which can be mailed or picked up by parents. Parents desiring to have their children report cards mailed must provide a self-addressed envelope to the school.

### **AWARDING ACADEMIC CREDIT**

- Academic credit for courses taken by students shall be awarded upon successful completion of courses.
- Credit for high school courses will be awarded in half-units, full units, or multiple units as approved in the latest edition of Mississippi Public School Accountability Standards, Mississippi Department of Education.
- In grades 9–12, the student must complete both semesters for a full-year (two-semester) course with a yearly passing average of 65 or higher in order to receive any credit for that course, subject to the following guidelines which indicate progress in the course(s) as shown by the second semester grade.
- The school will recognize and honor courses taken at other accredited schools if courses are recorded on the permanent record or transcript, but in the matter of required courses, students shall meet all regulations governing graduation requirements for Holly Springs School District. Students transferring into a district school from a non-accredited school must be given achievement tests and/or special subject tests to determine grade and/or subject placement.
- Each student is responsible for completing required work without unauthorized assistance. The integrity of the grading and testing procedures must not be compromised, and any student who is determined to be guilty of cheating will receive a zero on graded work and will receive appropriate counseling and/or disciplinary action.
- In order to graduate with honors or highest honors from a district high school, a student must have attended the high school for a minimum of three full semesters.
- Transfer students who enroll in district schools for less than twenty (20) school days must arrange for credit through their previous schools.

### **TRANSFERRING CREDITS**

The district schools will accept transfer students and award credit for grades earned during the school year if the student is enrolled in the district schools for at least twenty school days. A student enrolled in a district school for less than twenty school days will receive an incomplete grade, except for those students transferring into the school system whose grades in progress at a previous school are sent to the principal's office. Grades in progress will be averaged with grades received while in attendance in the district schools.

### **HONOR ROLL**

To qualify for nine weeks and semester honor roll, students in grade 1–12 who receive report card grades of 80–100 in Reading, Language Arts (English and Reading), Mathematics, Social Studies, and Science are eligible for honor roll.

Breakdown of honor rolls is as follows:

Superintendent's List:        All A's (90-100) in all subjects  
Principal's List:                All A's (90-100) and B's (80-89) in all subjects with no C's

### **CLASS RANKING (GRADES 9–12)**

The procedure for determining class rank is as follows:

- Scholastic averages are computed for grades 9–12, with each semester grade being counted once.
- Grade averages are computed on seven semesters, with the ranking assigned yearly in January.
- Grade averages will be carried out two decimal points. Example: 83.01. No averages will be rounded.
- Students graduating with honors are listed by rank. The remaining class members will be listed alphabetically.

## GRADUATION REQUIREMENTS

### GRADUATION AND SUBJECT AREA TESTING REQUIREMENTS

#### POLICIES FOR SUBJECT AREA TESTING

Students will not be required to pass any end-of-course Subject Area Test in a course for which the Carnegie unit was earned by the student in a Mississippi public school prior to the 2001–2002 school year.

Students entering Holly Springs High School will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a Mississippi high school diploma.

Students entering Holly Springs High School will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.

Students entering Holly Springs High School will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma if the private school is not accredited regionally or by the state of Mississippi.

Students entering Holly Springs High School will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through home schooling as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test two times each year until a passing score is achieved.

Student entering Holly Springs High School will have to meet the following attendance criteria for graduation:

- Seven (7) cumulative absences may be excused by a note from a parent/guardian.
- **Any** additional absence after the seven (7) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation given for excuse of absence(s) **must** be submitted to the principal or his/her designee within three (3) school days of returning to school, unless granted an exception by the principal or his/her designee for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the student will not be allowed to participate in the graduation ceremony

### WORK RELEASE GUIDELINES

#### WORK RELEASE PROGRAM

The Holly Springs School District will allow work release for students under the following guidelines:

- All work release will be coordinated through the Career and Technical Center as part of a coordinated program of work partnerships and internships.
- Career and Technical staff monitor student work release ensuring students are meeting work goals and showing success with employment skills.
- Students will only be allowed for work release if they are meeting educational goals for promotion and retention, successful on their educational track, and successfully completing all requirements for their program or pathway.
- Students who do not meet the goals of the work release program will be removed from the program and assigned classes that will help them be successful in college or careers.

### CHANGES FOR GRADUATION HONORS

#### Note: Ending with incoming ninth graders of 2017-2018

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. 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 of Mississippi*. See Miss. Admin. Code 7-3:28.2 and 28.3, State Board Policy Chapter 28, Rules 28.2 and 28.3. 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*. Enrollment in online courses listed in this book must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.



CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3 <sup>4&amp;6</sup>	1 World History <sup>4</sup> 1 U.S. History <sup>4</sup> Y, U.S. Government <sup>4</sup> Y, Mississippi Studies <sup>6</sup>
HEALTH	½ <sup>7&amp;8</sup>	Contemporary Health <sup>9</sup>
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>10</sup>	
THE ARTS	1 <sup>11</sup>	
ELECTIVES	4½ <sup>12</sup>	
TOTAL UNITS REQUIRED	21	

**Note: Ending with incoming ninth graders of 2017-2018**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. 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 of Mississippi*. See Miss. Admin. Code 7-3:28.2 and 28.3, State Board Policy Chapter 28, Rules 28.2 and 28.3. 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. Enrollment in online courses must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

Beginning school year 2008-2009 and ending with school year 2017-2018, all entering ninth graders will be required to have a minimum of 24 Carnegie units as specified below, unless their parent/guardian requests to opt the student out of Appendix A-2 requirements in accordance with local school board policy. All students must meet one of the graduation options as specified in the appendices. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7. NOTE: This option will no longer be available for entering ninth graders after the 2017-2018 school year. New graduation requirements will go into effect for entering ninth graders for 2018-2019.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	4 <sup>3</sup>	Biology I
SOCIAL STUDIES	4	1 World History <sup>4</sup> 1 U.S. History <sup>4</sup> Y, Geography <sup>4</sup> Y, U.S. Government Y, Economics <sup>5</sup> Y, Mississippi Studies <sup>4</sup>
HEALTH and PHYSICAL EDUCATION	1 <sup>7&amp;8</sup>	Y, Contemporary Health and Y, Physical Education <sup>9</sup>
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>10</sup>	
THE ARTS	1 <sup>11</sup>	
ELECTIVES	5 <sup>12</sup>	
TOTAL UNITS REQUIRED	24	

**SENIORS OF SCHOOL YEAR 2011-2012**

**(Entering eleventh graders 2010-2011 ending with incoming ninth graders in 2016-2017)**

In 2010, Mississippi state policymakers passed legislation to create multiple pathways to a standard diploma. The 2010 legislative actions created a career pathway to a standard diploma, with the goal of improving Mississippi graduation rates and providing students with career and technical training that prepares students for postsecondary credential or certification programs and employable workplace skills. This legislative change created Miss. Code Ann. § 37-16-17, to provide for high school career option programs and career track curricula for students not wishing to pursue a baccalaureate degree.

Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	3 <sup>2</sup>	Algebra I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3 <sup>4&amp;5</sup>	I.U.S. History Y. U.S. Government Y. Mississippi Studies
HEALTH or PHYSICAL EDUCATION	½ <sup>6</sup>	Y. Contemporary Health or Y. Physical Education <sup>10</sup>
CAREER and TECHNICAL	4 <sup>7</sup>	(Selected from Student's Program of Study)
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>8</sup>	
ELECTIVES	2½ <sup>9</sup>	Courses selected from the student's approved program of study
TOTAL UNITS REQUIRED	21	

NOTE: Mississippi's Institutions of Higher Learning requirements differ from minimum graduation requirements for this diploma pathway.

**GRADUATION REQUIREMENTS STANDARD 14**

**CAREER PATHWAY OPTION**

**SENIORS OF SCHOOL YEAR 2011-2012**

**(Entering eleventh graders 2010-2011 ending with incoming ninth graders in 2016-2017)**

In 2010, Mississippi state policymakers passed legislation to create multiple pathways to a standard diploma. The 2010 legislative actions created a career pathway to a standard diploma, with the goal of improving Mississippi graduation rates and providing students with career and technical training that prepares students for postsecondary credential or certification programs and employable workplace skills. This legislative change created Miss. Code Ann. § 37-16-17, to provide for high school career option programs and career track curricula for students not wishing to pursue a baccalaureate degree.

Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	3 <sup>2</sup>	Algebra I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3 <sup>4&amp;5</sup>	I.U.S. History Y. U.S. Government Y. Mississippi Studies
HEALTH or PHYSICAL EDUCATION	½ <sup>6</sup>	Y. Contemporary Health or Y. Physical Education <sup>10</sup>
CAREER and TECHNICAL	4 <sup>7</sup>	(Selected from Student's Program of Study)
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>8</sup>	

ELECTIVES	2Y.9	Courses selected from the student's approved program of study
TOTAL UNITS REQUIRED	21	

NOTE: Mississippi's Institutions of Higher Learning requirements differ from minimum graduation requirements for this diploma pathway.

**MISSISSIPPI EARLY EXIT DIPLOMA**  
**(ending with incoming ninth graders in 2017-2018)**

Qualification for a Mississippi Early Exit Diploma signifies to students that they are ready to do college level work without remediation and opens up a variety of education and career pathways within and beyond high school.

In order to qualify for a Mississippi Early Exit Diploma, in addition to earning the Carnegie units listed below, students must meet college- and career-qualification scores in all core content areas on a series of end-of-course exams (see the following page for Equivalency Chart for Innovative Programs - Authorized by the State Board of Education) and/or the required benchmarks for college readiness on the ACT (18 in English Composition; 22 in Mathematics; 22 in Reading; 23 in Science) or Institutions of Higher Learning (IHL) approved college entrance exam.

Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	2	English II (equivalent Course)
MATHEMATICS	3	Algebra I (Equivalent Course)
SCIENCE	2	Biology I (Equivalent Course)
SOCIAL STUDIES	2Yz	I World History IU.S. History (Equivalent Courses) Yz Mississippi Studies
HEALTH and PHYSICAL EDUCATION	1	Any combination of Health and Physical Education
TECHNOLOGY or COMPUTER SCIENCE	1	
THE ARTS	1	
ELECTIVES	5	(Should focus on college admission or national certification requirements)
TOTAL UNITS REQUIRED	17Yz	

**TRADITIONAL DIPLOMA**  
**(Entering ninth graders in 2018-2019 and thereafter)**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. 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 of Mississippi*. See Miss. Admin. Code 7-3: 28.2 and 28.3, State Board Policy Chapter 28, Rules 28.2 and 28.3. 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*. Enrollment in online courses listed in this book must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 24 Carnegie units as specified below. Student may earn one of the following endorsements to be added to the traditional diploma: Career and Technical

Endorsement, Academic Endorsement, and/or Distinguished Academic Endorsement. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	41	English I English II
MATHEMATICS	42	Algebra I
SCIENCE	33	Biology I
SOCIAL STUDIES	3Y.	1 World History" 1 U.S. History" Y. U.S. Government <sup>4</sup> Y. Economics <sup>5</sup> Y. Mississippi Studies <sup>6</sup>
PHYSICAL EDUCATION	y.7	Y. Physical Education
HEALTH	y. s	Y. Contemporary Health
TECHNOLOGY or COMPUTER SCIENCE	19	
THE ARTS	110	
COLLEGE- and CAREER-READINESS	111	
ELECTIVES	5Y.	
TOTAL UNITS REQUIRED	2412&13	

**TRADITIONAL DIPLOMA WITH CAREER AND TECHNICAL ENDORSEMENT**  
**(Entering ninth graders in 2018-2019 and thereafter)**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. 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 of Mississippi*. See Miss. Admin. Code 7-3: 28.2 and 28.3, State Board Policy Chapter 28, Rules 28.2 and 28.3. 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*. Enrollment in online courses listed in this book must have prior approval granted by the principal.

In order to earn the Career and Technical Endorsement, a student must complete the minimum graduation requirements as specified below, meet the requirements for each of the required high school assessments and complete all career and technical endorsement additional requirements. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 26 Carnegie units as specified below to earn a Traditional Diploma with a Career and Technical Endorsement. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	41	English I English II
MATHEMATICS	42	Algebra I
SCIENCE	33	Biology I
SOCIAL STUDIES	3Yz	1 World History <sup>4</sup> 1 US. History <sup>4</sup> Yz U.S. Government <sup>4</sup> Yz Economics <sup>5</sup> Yz Mississippi Studies <sup>6</sup>
PHYSICAL EDUCATION	Yz1	Yz Physical Education

HEALTH	y. s	Yz Contemporary Health
TECHNOLGY or COMPUTER SCIENCE	19	
THE ARTS	110	
COLLEGE- AND CAREER-READINESS	111	
CAREER and TECHNICAL	4	
ELECTIVES	3Yz	
TOTAL UNITS REQUIRED	2612&13	

Additional requirements above Traditional Diploma Option and the 26 Carnegie Units and the assessment include:

- Earn an overall GPA of 2.5
- Earn silver level on ACT WorkKeys
- Must successfully complete one of the following:
  - One CTE dual credit
  - A Career Pathway Experience
  - Earn a State Board of Education approved national credential

Additional recommendations (not requirements) above 26 Carnegie Units and assessment requirement include:

- For early graduation, a student should successfully complete an area of endorsement
- Student should take a math or math equivalency senior year appropriate Essentials of College Math or on the SAT as defined by IHL

**TRADITIONAL DIPLOMA with an ACADEMIC ENDORSEMENT  
(Entering ninth graders in 2018-2019 and thereafter)**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. 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 of Mississippi*. See Miss. Admin. Code 7-3: 28.2 and 28.3, State Board Policy Chapter 28, Rules 28.2 and 28.3. Enrollment in online courses listed in this book must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met requirements for each of the required high school assessments is eligible to receive a high school diploma. 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*.

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 26 Carnegie units as specified below to earn a Traditional Diploma with an Academic Endorsement. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann §37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II Two additional English Courses above English II
MATHEMATICS	4 <sup>2</sup>	Algebra I Two additional Math Courses above Algebra I
SCIENCE	3 <sup>3</sup>	Biology I Two additional Science courses above Biology I
SOCIAL STUDIES	3 <sup>1/2</sup>	World History U.S. History Y. U.S. Government <sup>4</sup> Y. Economics <sup>5</sup> Mississippi Studies <sup>6</sup>
PHYSICAL EDUCATION	1/2 <sup>7</sup>	Y. Physical Education
HEALTH	1/2 <sup>8</sup>	Y. Contemporary Health
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>9</sup>	
THE ARTS	1 <sup>10</sup>	
COLLEGE- and CAREER-READINESS	1 <sup>11</sup>	
ELECTIVES	7 <sup>1/2</sup>	Must Include 2 advanced electives of the College Preparatory curriculum requirements (See Appendix C.)
TOTAL UNITS REQUIRED	26 <sup>12&amp;13</sup>	

### ACADEMIC HONORS

English	4
Math	4
Science	4
Social Studies	4
Physical Education	1/2
Health and Physical Education	1/2
Art	1
Keyboarding/Computer Application or Computer Discovery	1
College and Career Readiness	1
Additional Electives	5
<b>Total</b>	<b>25</b>

#### **ADDITIONAL REQUIREMENTS:**

- Must meet state requirements of minimum 25 credits
- Earn an overall GPA of 3.0 based on district course guidelines
- Courses must meet MS IHL–CPC recommended requirements
- 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 and earn a c or higher in the course

**\*\*\*VALEDICTORIAN, SALUTATORIAN, HISTORIAN AND TOP 10% OF HONOR STUDENTS WILL BE CHOSEN FROM THE DISTINGUISHED ACADEMIC ENDORSEMENT OPTION\*\*\***

### DISTINGUISHED ACADEMIC HONORS

English	4
Math	4
Science	4
Social Studies	4
Physical Education	1/2
Health and Physical Education	1/2
Art	1
Keyboarding/Computer Application or Computer Discovery	1
College and Career Readiness	3
Additional Electives	4
<b>Total</b>	<b>26</b>

#### **Additional Requirements:**

- Must meet state requirements of 26 credits
- Earn an overall GPA of 3.0 based on district course guidelines
- Courses must meet MS IHL–CPC recommended requirements
- 3 or more Dual Enrollment/AP Courses. Student must earn a C or higher in AP course and take the appropriate AP exam; C or higher in Diploma Program-IB and take the appropriate IB exams; or C or higher in Dual Credit Course. Dual Credit; Advanced Placement; and Diploma Program-IB courses will be weighted if requirements are met.

**\*\*\*VALEDICTORIAN, SALUTATORIAN, HISTORIAN AND TOP 10% OF HONOR STUDENTS WILL BE CHOSEN FROM THE DISTINGUISHED ACADEMIC ENDORSEMENT OPTION\*\*\***

# PROMOTION AND RETENTION

## **GRADE: KINDERGARTEN (K)**

Progression from kindergarten to first (1<sup>st</sup>) grade shall be based on each student's achievement in terms of established instructional goals. Students must meet the following requirements to be promoted to first grade:

1. Master 80% of the ELA (Reading, Language, and Writing) Standards
2. Master 80% of the Mathematics Standards
3. Meet grade level requirements in Reading and Math
4. Meet district grade level growth goals

**Note:** Students failing to master standards and meet requirements will be retained or required to attend an approved extended year program in order to master standards for promotion.

## **GRADE: FIRST-SECOND (1<sup>ST</sup>-2<sup>ND</sup>)**

Student promotion in grades first-second (1<sup>st</sup>-2<sup>nd</sup>) shall be based on each student's achievement in terms of established instructional goals. Students must meet the following requirements to be promoted:

1. Obtain a minimum yearly average of 65 in ELA (Reading, Language and Writing) and Mathematics
2. Master 80% of the standards/objectives in ALL subjects
3. Meet grade level requirements in Reading and Math
4. Meet district grade level growth goals

**NOTE:** Those failing to master standards and requirements will be retained or required to attend an approved extended year program in order to master standards for promotion.

**An automatic referral and intervention for a student should be initiated when a student first begins to experience failure in the classroom.**

## **GRADE: THIRD (3<sup>RD</sup>)**

Students must meet the following requirements to be promoted to the next grade:

1. Obtain a minimum yearly average of 65 in ELA (Reading, Language and Writing) and Mathematics Standards
2. Master 80% of the standards/objectives in ALL Subjects
3. Meet grade level requirements in Reading and Math
4. Meet district grade level growth goals

## **SPECIAL NOTE:**

**Students that do not meet state requirements by achieving grade-level reading by end of third (3<sup>rd</sup>) will not be promoted unless the criteria for good clause is met. (SB 2347 – Literacy-Based Promotion Act)**

Those failing to master necessary district standards will be retained or required to attend an approved extended year program in order to master standards.

**An automatic referral and intervention for a student should be initiated when a student first begins to experience failure in the classroom or has been retained previously.**

## **GRADE: FOURTH-EIGHTH (4<sup>TH</sup>-8<sup>TH</sup>)**

Student progression in grades fourth-eighth (4<sup>th</sup>-8<sup>th</sup>) shall be based on student's achievement in terms of established instructional goals. Students must meet the following requirements to be promoted:

1. Obtain a minimum yearly average of 65 in ALL subjects
2. Must master 80% of standards/objectives in ALL Subjects
3. Meet grade level requirements in Reading and Math
4. Meet district grade level growth goals

**\*\*Students must pass all subjects for promotion in grades 4-8.**

Those failing to master necessary standards will be retained or required to attend an approved extended year program in order to master standards.

**An automatic referral and intervention for a student should be initiated when a student first begins to experience failure in the classroom or has been retained previously.**

## **GRADES: NINTH – TWELFTH (9<sup>TH</sup>-12<sup>TH</sup>)**

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 a semester. Students must meet the Grade Level Classification based upon each student's accumulation of earned course units (Carnegie Units) to be promoted to the next grade level.

The high school academic program in the Holly Springs School District requires four (4) full years or eight (8) semesters of work. Exceptions to this rule may be permitted in cases where students transfer in from an accelerated program or unique circumstances exist with the permission of the Superintendent or his/her designee. The following additional requirements may also apply for courses that are required as part of the state assessment system:

1. Obtain a minimum yearly average of 65 in ALL subjects
2. Master eighty percent (80%) of the relevant course's state standards/objectives
3. Students must meet the district grade level reading and math requirements.
4. Students must meet grade level growth goals as determined by their individual goal setting plan

**Special Note:**

**The retention of a student for extracurricular purposes is prohibited.**

**APPEAL PROCESS FOR PROGRESSION/ RETENTION DECISIONS**

1. Parent expresses concern to the student's teacher. The teacher will give an explanation to the parent.
2. Principal-parent-teacher(s) conference is held in which documented evidence of pupil performance is exhibited. The principal will render a decision.
3. The superintendent will review the case and make a decision.
4. A parent may appeal to the Holly Springs School Board for a final decision. Successive steps are utilized only in cases where the problem has not been solved in earlier steps.

**CAREER AND TECHNICAL EDUCATION**

Career and Technical Education (CTE) courses help students develop marketable job skills and earn national industry certifications needed to achieve their occupational goals. The Holly Springs School District offers five Career and Technical Programs:

- Business Fundamentals and Marketing
- Health Sciences
- Law and Public Safety
- Teacher Academy
- Welding

The CTE's research-based programs meet national and/or accreditation standards. They also constantly evolve in response to changing workforce needs. Because Career and Technical Education is critical to our state's economic development, it is a critical part of the district's curriculum.

**DUAL ENROLLMENT/DUAL CREDIT AND ADVANCED PLACEMENT COURSES**

**DEFINITION**

Dual Enrollment – A student is enrolled in an IHL/CJC course for college credit only. The student does not receive credit on his or her high school transcript.

Dual Credit – A student is enrolled in an IHL/CJC course for both college credit and high school credit.

**ELIGIBILITY**

Students wishing to participate in the Holly Springs Schools' Dual Enrollment/Dual Credit program must meet the following eligibility requirements:

- 1) 14 Core Carnegie Units (minimum) and/or Junior status with a 3.0 GPA in all courses
- 2) In the absence of 14 Core Carnegie Units and/or Junior status
  - a. 30 Composite ACT score with an overall 3.0 GPA **OR**
  - b. 3.5 GPA in all courses
- 3) Appropriate ACT/SAT (or equivalent scores for placement)

**PRELIMINARY APPROVAL**

The District and IHL or CJC institutions must **have** an articulation agreement in place prior to enrollment in a Dual Enrollment/Dual Credit course.

**PROGRAM CONTINUATION**

The student must earn a "C" average in approved courses.

**APPROVED DUAL CREDIT COURSES**

In order to receive dual credit for a college course, the course must be listed as an approved course in the *Mississippi Department of Education Approved Courses for Secondary Schools*.

A student is not allowed to take English II or Algebra I or any subject area assessment for dual credit.

**Each Dual Credit course will count as one (1) Carnegie Unit and will be weighted at 1.10.**

**ADVANCED PLACEMENT COURSE CREDIT**

Holly Springs School District will offer at least one (1) Advanced Placement (AP) course in each of the four (4) core areas (mathematics, science, language arts, and social studies). Distance learning or the Mississippi Department of Education's Mississippi Virtual Public School may be used as an appropriate alternative for the delivery of AP courses.

**Each Advanced Placement Course credit will count as one (1) Carnegie Unit and will be weighted at 1.10.**

**CREDIT RECOVERY**

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 which will lead to an increase in the district's graduation rate.

Holly Springs 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 Curriculum Frameworks' competencies and



objectives and state standards. The program will provide diagnostic testing which prescribes an individualized study plan for each student as well as progress monitoring to ensure students meet 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, no matter the grade received in the class.
4. Students, who have already received credit for a course, are not eligible for credit recovery unless they have not passed the end of course state test(s) required for graduation.

### **COURSE LOAD**

Students may enroll in no more than two courses simultaneously. Course work must be completed within two semesters for a full credit class and a 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**

Credit Recovery will be provided through an approved web-based curriculum program featuring a multimedia-rich curriculum for grades K-12. The curriculum-software solutions should be self-paced and customizable. Web tools for administrators and teachers give educators and programs the features and flexibility they need to individualize instruction and manage student data. Materials from the program can be used as a core or supplemental educational program or for a variety of target populations and situations with the approval of the principal to ensure the program meets all necessary requirements.

Credit Recovery courses are designed to support semester and year-length programs in the core subjects and electives. Core course materials are arranged in a developmental sequence and include enough assignments and content coverage to handle proficiency requirements.

### **PROFESSIONAL DEVELOPMENT**

Staff from the Ombudsman program works with the district and each school site to plan, design and implement a successful program. Professional development – both onsite and online – as well as one-on-one coaching and mentoring for teachers and facilitators is available upon request. User support for all stakeholders including students, parents, teachers, and administrators via phone and email may be provided.

### **SCHEDULE CHANGES**

Students have been assigned a class schedule based upon choice selections aligned to their individual goals, and state and district requirements. No schedule changes will be considered the first two weeks of school unless the change is needed to meet a graduation requirement. After that time, requests will be considered for one week. Schedules will only be changed if there is a valid educational reason. Otherwise, requests may be denied. If requests to change schedules are granted, the new course will be made on the student's educational needs. All schedule change requests must be made in writing.

### **GRADING**

The credit recovery program was established for mastering a course. In order for a student to receive credit for a unit, he/she must earn 70% mastery of the material in that unit. This sets the minimum grade for each course taken at 70. Any student receiving a Credit Recovery course grade of 70-100 will receive the necessary points required to pass the original course (65). Students may not acquire a grade higher than 65 for credit recovery courses.

### **CORRESPONDENCE COURSES**

Correspondence courses accepted by the school district will comply with the requirements established for such courses by the Mississippi Commission on School Accreditation. Students will not be allowed to use correspondence courses in a manner that brings discredit to the standard curriculum offerings of the school district or to the quality of instruction that is expected therein. Toward that end, the district administration will set reasonable rules and regulations governing enrollment in said courses.

For a student to receive credit for a correspondence course, said student must have completed an appropriate end-of-course examination administered by the designee of the school district. All correspondence work will be dutifully monitored by the approving principal to insure compatibility in terms of width and depth of content and time spent in actual correspondence. No student will be allowed to participate in graduation exercises on the basis of correspondence credit earned until all such credits have become official.

- Only one Carnegie unit may be earned toward graduation through a correspondence course.
- Enrollment will not be allowed in a correspondence course to cover any course work in which a student is presently enrolled.
- No course may be dropped solely for the purpose of taking a correspondence credit, nor will correspondence credit be allowed during the academic year to cover a course that may have been dropped for other legitimate reasons. The academic year extends through the ensuing summer school period.
- A student who has been properly approved for correspondence credit will be assigned a proper supervising teacher or staff member from among the faculty of the student's school.
- All written assignments associated with a correspondence course and the examination that must be taken for that correspondence course must be successfully completed so that the grades arrive at the school at least five days prior to the date of graduation; otherwise the student will not be allowed to participate in graduation exercises.

- No person in the employment of the school district will at any time undertake any action with regard to the enrollment of a student in a correspondence course or the award of credit to that student in that correspondence course that might bring discredit upon an individual school or the school system, whether by fact of impropriety or by the appearance of impropriety.

## **EXTRACURRICULAR ACTIVITIES**

When required, students participating in extra- and co-curricular activities must have on file at the school written parent consent and liability waiver forms. In order to participate in any extra- or co-curricular activity, the student must attend school for at least sixty-three (63%) percent of the day on the day of the scheduled activity.

In determining eligibility for tryouts and participation in student activities requiring at least minimum grade averages for semesters and terms, grades will be weighted in accordance with the formula explained under “Class Rankings.”

No student in the Holly Springs School District shall be retained at any grade level for the purpose of extending eligibility for participating in athletics or other school activity.

### **ACTIVITY SCHEDULE**

On designated school days the school will operate an activity period schedule. The activity period will be used for clubs, classes, and homeroom meetings and for assemblies. Announcement of meetings at the activity period will be made in advance.

### **FUND RAISING**

An organization must receive prior approval from the principal, the superintendent and the Board of Trustees before beginning any fund raising project. No student representing groups outside school will be permitted to conduct fund raising activities in the school. Students possessing candy or other items at school for sale to other students, other than for school-sponsored and approved activities, will be subject to placement on the discipline ladder.

### **ACTIVITY FUND**

School clubs and organizations will deposit all money and make requests for withdrawals through the office of the principal.

## **ATHLETICS**

All students participating in athletics will be required to have on file: (1) written parent consent, (2) proof of medical/health insurance, (3) liability waiver signed by parent/legal guardian, (4) concussion form signed and dated by parent/legal guardian, and (5) medical screening by a licensed physician.

Eligibility for competitive activities is determined according to the rules of the Mississippi High School Athletic Association (MHSAA). Students must meet all requirements established by the MHSAA and the Holly Springs School District. Among the requirements are the following:

1. To meet all residency verification requirements as established by the MHSAA.
2. To acquire credits in major courses during the year prior to participation in accordance with MHSAA requirements.
3. To be under 19 years of age prior to August 1.
4. To be limited to six (6) consecutive years of competitive athletics from the time the student enters the seventh grade.

### **ACADEMIC ELIGIBILITY FOR STUDENTS PARTICIPATING IN ACTIVITIES:**

Applies to Competitors in:

- Athletics
- Band
- Choir
- Cheer/Dance
- Speech/Debate

## **SCHOLASTIC REQUIREMENTS**

The MHSAA requires students participating in MHSAA sanctioned competitions to make “satisfactory progress toward graduation”. Each school district shall determine the requirements for “satisfactory progress toward graduation” through its graduation requirements and shall interpret this rule according to its requirements.

According to Mississippi law, a student must maintain a grade point average of at least a 2.0 or “C” average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of all courses the student is taking. Students who do not have a 2.0 or “C” average for the first semester will be ineligible for the second semester.

At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. A student who does not have a grade point average of at least a 2.0 or “C” average, will be ineligible for fall semester.

High school eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to ninth grade with at least an overall 2.0 or “C” average of all eighth grade courses.

A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 of “C” average at the end of the first semester.

A 2.0 or “C” average may be calculated in two ways: 1. Grade point average: A= 4, B=3, C=2, D=1, F=0. 2. Numerical average: place all semester or year-end averages in the local grading scale. If the overall average is a “C” or better, the student is eligible.

### **JUNIOR HIGH/MIDDLE SCHOOL SCHOLASTIC REQUIREMENT**

For participation on the junior high/middle school level, a student must be promoted (if not promoted, they are ineligible for the entire year) and have passed any four basic courses (any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement) with a 2.0 or “C” average the previous semester (computed numerically or by GPA). The year-end average of four basic courses passed will be used to determine eligibility for the fall semester. The same guidelines apply at the end of the first semester for spring participation. Students must be on track to be promoted to be eligible.

A student on the junior high/middle school level, who was promoted but is not eligible at the beginning of the school year due to his academic average, may become eligible for the second semester only once during the student’s junior high/middle school career by passing four basic courses with an overall average of 2.0 at the end of the first semester.

### **SEVENTH AND EIGHTH GRADE PARTICIPATION ON THE HIGH SCHOOL LEVEL**

In order to participate in the fall, a student must be promoted (if not promoted, they are ineligible for the entire year) having passed the four core courses (English, math, science and social studies), and the average of those four core courses must be a “C” or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a “C” or above.

Students who are allowed to participate on a high school team in any sport/activity shall not be allowed to participate on a junior high school team in the same sport/activity at the same time or at a later date.

Students who are playing up (seventh to eighth) are not allowed to participate on the seventh grade team in the same sport/activity at the same time or at a later date.

Ninth grade participation shall be considered as Junior Varsity participation keeping in mind the number of quarters or innings participating during a school week.

### **SPECIAL EDUCATION REQUIREMENTS**

Special education students making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP) shall be academically eligible. Special education students must maintain attendance according to district policy, be assigned a date entering ninth grade corresponding to other students of that age, and be subject to all other rules and regulations of the MHSAA.

### **FOREIGN EXCHANGE STUDENT REQUIREMENTS**

A foreign exchange student participating in an established program accepted by the Council of Standards for International Education Travel (CSIET) shall be immediately eligible to participate in MHSAA sanctioned sports/activities in the school district in which the host family is a bona fide resident. Eligibility is granted for one year provided there is no evidence of recruitment of the student by the school or another entity.

A student who has established eligibility at a Mississippi school and participates in a Foreign Exchange Program sponsored by a CSIET approved program will be eligible for participation immediately upon his/her return to the same Mississippi school. The student shall meet all other requirements for eligibility of the MHSAA.

### **STUDENTS OUT OF SCHOOL FOR ONE OR MORE SEMESTERS**

An eligible student who drops out of school for one or more semesters and reenrolls is ineligible until he/she achieves an overall average of 2.0 at the end of the semester. A student who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he/she attends.

### **SUMMER SCHOOL CREDITS**

Credits/Carnegie units earned by a student in an accredited summer school shall be considered in determining his/her scholastic eligibility. **Only one credit per year may be used for eligibility.** Course must be completed and recorded in counselor’s office on or before the first day of the school year.

### **CREDIT RECOVERY AND/OR CORRESPONDENCE COURSES**

Credit recovery courses and accredited correspondence courses may be accepted in determining eligibility provided the course has been completed and recorded prior to the first day of the following year/semester.

### **RETAINED IN SAME GRADE**

A student who meets promotional requirements at the end of the school year but is retained in the same grade shall be ineligible for one (1) year. Please refer to the Mississippi Department of Education.

If a student participates after being declared ineligible, the school in which he/she is enrolled will be placed on probation by the MHSAA.

#### **I. PURPOSE**

It is purpose of the Holly Springs Athletic Department to

- A. Promote and uphold school spirit.
- B. Represent Holly Springs to the highest degree.
- C. Set an example of good behavior at all times in class, at games, and at all school and community functions, whether participating or not.
- D. Promote friendship between all levels of athletics.
- E. Promote friendship with schools with whom we compete and go to camp.

- F. Promote friendship between athletes of the teams.

**NOTE:** Further, we will attempt to develop a sense of good sportsmanship between schools during athletic events,

**NOTE:** The Holly Springs Athletic Department will follow all rules and guidelines set by MSHAA.

## II. MAINTAINING ELIGIBILITY REQUIREMENTS

- A. For each semester, athletes must maintain appropriate grades and credits as outlined by Holly Springs School District and MHSAA.
  - 1. **An Athlete must maintain an average of 70 or better.**
  - 2. **If an athlete is not passing at the end of a grading period, the athlete will be placed on probation. The athlete will continue to be eligible to participate in sports if he/she attends the afterschool tutoring program and shows satisfactory progress toward passing the failing class. Failure to attend the afterschool tutoring program will result in suspension and/or removal from the team until grades improve to 70 or above.**
- B. Athletes must maintain good citizenship marks, attendance, class performance, and teacher recommendations during the time on the team and for try-outs. Problems in any areas will be disciplined harshly.
- C. All athletes must have a physical taken in the spring or summer prior to camps, which will then be good for the upcoming year, or one week after the school year ends. This must be on file before athletes can practice beginning in July.
- D. Being on an athletic team one year **IN NO WAY GUARANTEES PLACEMENTS ON THE TEAM FOR THE FOLLOWING YEAR.** Every person must go through the same try-out process each spring. In addition to ability, each person's cooperation, effort, attitude, and getting along with other team athletes from the previous year will be considered. The team will be chosen by the individual coach or coaches, and the decisions are **FINAL**.
- E. All athletes are expected to take part in fund-raisers (including car washes, selling raffle tickets, etc.) **ANY MERCHANDISE LOST OR STOLEN MUST BE REPLACED OR PAID FOR BY THE ATHLETE.**
- F. Students who are assigned to the Alternative School shall lose their eligibility while assigned to the Alternative School.

## III. INSURANCE

- A. The Holly Springs School District does not provide health or accident insurance for participation in athletic programs.
- B. Each athlete **must purchase 24-hour insurance** available through the school or provide proof of medical/health insurance coverage with a form signed by parents (forms will be provided by the coach) stating that the athlete is already covered by their family's policy.

## IV. ABSENCES

- A. All excused absences must be documented by a parent note.
- B. If an athlete misses an important practice before a competition, the athlete may or may not be allowed to participate depending on the circumstances. The decision will be made by the coach/sponsor/director.

## V. CONDUCT

- A. By accepting the privilege/honor of wearing a Holly Springs School District uniform, an athlete accepts the fact that his/her actions are more prominent than those not associated with such an activity.
- B. Because of this prominence and because athletes represent the school and community, exemplary behavior is mandatory at all times, anywhere in the community and at all functions where athletes are recognized as representatives of Holly Springs School District.
- C. Proper appearance is required at all times, with clothing appropriate to the occasion.
- D. Athletes must not use foul language at practice, in school, at games, camp, competitions, etc.
- E. Excessive public displays of affection are never considered appropriate, especially, in uniform, at games, or in school.
- F. Smoking or drug usage (including alcohol and vaping) is not allowed at any time according to Holly Springs' Athletic Activities Code, either on or off campus. The consequences are explained in the Code for Interscholastic Athletics Activities, which all parents and students must sign.
- G. To even be with people who are in possession of alcohol, tobacco, vaping devices, or other drugs could result in dismissal, or at the least being required to go through an assessment and temporary suspension from the activity as outlined in the code.
- H. All rules and regulations imposed on the Holly Springs School District students will be imposed on the athletes of the Holly Springs School District. Athletes are responsible for knowing all the rules.
- I. Athletes must display proper behavior in class including, but not limited to, being on time, not skipping, and not cheating.
- J. There will be a system to deal with minor infraction, tardiness, missed practices, missing equipment or uniform items plus suspension and possible dismissals will be given to each athlete before the year begins (effective with August practices).
- K. Each case will be judged individually, but each may also serve as a basis on which to judge future cases.
- L. Every attempt will be made to "punish" fairly/equally, and to make consequences of actions known ahead of time. Parents will be kept informed of problem situations. Severity of the "crime" or repeated offenses may dictate harsher action.
- M. Because all situations may not be foreseen and thus outlined here, each will be dealt with in a manner decided upon by the coach.
- N. Poor conduct/behavior under any of the above circumstances could result in warnings, counseling, plus suspension/removal from the team. Inappropriate behavior not only reflects on the individual, but can also affect the image of the entire team. The good of the team always comes before any one individual. No one is irreplaceable. If it is in the best interests of the team that an athlete does not participate or that the athlete be removed from the team, this action will be decided upon by the decision of the coach.

## VI. UNIFORMS AND OTHER EXPENSES

- A. A basic uniform will be provided through the school/booster club, therefore belongs to the organization (any items purchased through the organization).
- B. Athletes must provide other personal items.

- C. Uniforms are to be kept clean, neat and in good repair at all times. Uniforms/or other equipment, lost or stolen will be replaced by that athlete at his/her own expense.
- D. Attending summer camp is required and a highly desired activity as it helps in becoming a team. Fees are the responsibility of the athlete.
- E. If an athlete is removed from the team, that athlete will be expected to return all non-personalized items.

## VII. PRACTICES

- A. Athletes are expected to be attentive and cooperative during practice. Repeated disruptions, especially during the same practice, will result in warnings and possible removal from the upcoming game/competition. Continued problems will result in calls to parents, additional performance suspensions, and possible removal from the team.
- B. Mandatory after-school practices will be established.
- C. Additional practices will be scheduled as needed.
- D. Missing a scheduled practice the day of or before a competition may result in the athlete not participating for that competition.
- E. Any absence from practice if in school that day must be reported directly to the coach. Report possible absences the day before if possible, or to the COACH before leaving campus ill. Failure to report the missing of a practice will result in removal from the competition.
- F. Missing an add-on practice may result in not participating for that game/event if it is too close to the competition.
- G. Missing part of practice for a test, other approved academic reason or religious reason will carry NO penalty, but the athlete must get PRIOR approval and make up what was missed.
- H. Missing part of practice for another club or meeting will be allowed **IF PRIOR NOTICE IS GIVEN** (at least one day before). It is irresponsible and discourteous to inconvenience the rest of the team.
- I. Athletes must dress out for all practices unless notified.
- J. Be in the practice area with needed items by time determined by the coach.
- K. Athletes must **NOT LEAVE PRACTICE EARLY** unless given prior approval; this does carry a consequence, except in family emergency.
- L. Athletes who are staying for practice are to remain at the practice site until practice is over. Only parents are allowed to pick-up athletes before practice starts with prior approval.

## VIII. REQUIREMENTS

- A. Sound judgment and maturity.
- B. All athletes must maintain grades established by the MHSAA and the Holly Springs School District.
- C. Leadership.
- D. Pleasing personality.
- E. Emotional stability to be able to withstand the strain in moments of stress.
- F. Hand in report card to coach after each grading period (including progress reports).
- G. An established weight and exercise program must be followed.
- H. Able to perform duties

## REQUIREMENTS FOR ELIGIBILITY AND SELECTION PROCEDURES

The selection and participation in the extracurricular activities of cheerleaders, majorettes, drum major, flag corps members, student body officers, Student Council officers or representatives, and class officers are privileges rather than rights afforded to individual students. It is the administration's intent to apply stringent rules upon those who may be eligible for try-outs and elections as well as to apply those rules during the period of continued participation of such students. With privileges goes responsibility. Those who are selected are representatives of the entire student body and are expected to conduct themselves at all times to reflect favorably upon the school system.

The following requirements for try-outs and elections, as well as the standards continuation as cheerleaders, majorettes, drum major, flag corps members, student body officers, Student Council officers and representatives, and class officers, shall apply equally to conduct during participation in school activities as well as all times outside and beyond the high school activity so long as the student may be identified as a representative of a student body of the school district.

The school administration, subject to the prescribed administrative hearings, is the sole authority in determining whether the alleged act or acts of misconduct reflect adversely upon students of the public school district to the extent of resulting in disqualification from try-outs, election, or continuation of eligibility.

In order to be eligible for try-outs or for election as a cheerleader, majorette, drum major, flag corps member, student body officer, Student Council officer or representative, or class officer, the student must meet all requirements established under policies specific to each activity in addition to being subject to the regulatory principles set forth above

Students who reside in the district are eligible to try out for or participate as cheerleaders, majorettes, drum major, or flag corps members if they meet the requirements of this policy; and tuition students are eligible if they meet the requirements of the MHSAA.

### CHEERLEADERS

Cheerleaders must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible for continuation as a cheerleader.

1. Must maintain an over-all 80 average for the semester preceding the try-outs. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out two decimal places. Grades will not be rounded. Grades will be monitored by sponsors. Cheerleaders whose average goes below an 80 will be subject to probation. Continuation of grade probation will result in dismissal from squad.
2. Must not be or have been placed on Step 5 or 6 of the disciplinary ladder.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.

A parent or legal guardian and the prospective cheerleader must sign the "Cheerleader Qualifications and Responsibilities" form before the try-outs.

Seventh grade students who live in the Holly Springs School District may try out for cheerleader provided that they have met all other requirements of this policy.

Any student meeting the above qualifications will be given the opportunity of signing up with cheerleading sponsors to have the privilege of trying out before the selection committee.

No alternate cheerleaders will be selected.

An adult committee will select cheerleaders. All decisions of the judges will be final.

#### ***MAJORETTES AND FLAG CORPS***

Majorettes and flag corps members must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible continuation as a majorette or flag corps member.

1. Must maintain an over-all 80 average for the semester preceding the try-outs or activity. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out two decimal places. Grades will not be rounded.
2. Must not be or have been placed on Step 5 or 6 of the disciplinary ladder during the current school year.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.

Any student meeting the above qualifications will be given the opportunity of signing up in the band director's office to have the privilege of trying out before the selection committee.

Majorettes and flag corps members will be selected by an adult committee. All decisions of the judges will be final.

#### ***DRUM MAJOR***

Drum major(s) must meet the following requirements to be eligible for try-outs, and all requirements must be maintained to be eligible for continuation as a drum major.

1. Must be a member of the high school performing band.
2. Must maintain an over-all 80 average for the semester preceding the try-outs or activity. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out two decimal places. Grades will not be rounded.
3. Must not be or have been placed on Step 5 or 6 of the disciplinary ladder during the current school year.
4. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.

Any student meeting the above qualifications will be given the opportunity of signing up in the band director's office to have the privilege of trying out before the selection committee.

Drum Major(s) will be selected by an adult committee. All decisions of the judges will be final.

#### ***STUDENT GOVERNMENT MEMBERSHIP, OFFICERS, AND CLASS OFFICERS***

##### **SPECIAL NOTES:**

**Students representing the school in all leadership positions shall demonstrate the values and concepts emphasized in the educational setting.**

**The principal reserves the right to disqualify any candidates that may detract from the position or demonstrate values that do not represent the mission of the school.**

#### ***STUDENT COUNCIL***

Student Council is an advisory group serving the student body as a bridge between Intermediate, Junior High and High School students and administration. Student Council members are elected by their respective classes.

Each class 7-12 will elect Student Council representatives from those students who will have declared themselves candidates by turning in their petitions of candidacy with endorsements from 10% of the students in the class to be represented. Students must also have endorsements from three of their current teachers. If currently a class officer or representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit this endorsement by the designated deadline will not qualify for the office.

Student body officers, elected by the student body at large, include the president and vice-presidents, who shall serve in these capacities on the Student Council. The president must be a senior and vice-president may be a sophomore or junior.

Student Council officers will be elected first. Secretary, treasurer and reporter may be from any class 9-12, with a student body liaison to be selected by the advisor and the student body president. Any student who runs for a student council office unsuccessfully may then run for representative provided he/she obtains valid petitions for the other elected position. All candidates for student council and class office must give a speech before the assembled student body prior to elections. A candidate who does not offer a speech will be automatically disqualified.

All officers and representatives are elected by secret ballot. The winner must have a majority of the votes cast. A run-off will be held between the two candidates with the highest number of votes. In case of a tie, the election will be decided by random selection (as county offices are).

Class officers include president, vice-president, secretary, and treasurer; they are elected by their respective classes.

**Any student nominee for student council officer, representative, or class officer may not have a failing grade in any course.**

The Student Council sponsors will count the votes. Any candidate and/or his/her official representative may be present at the counting of these votes. Any candidate may request a recount; the request must be in writing and must be presented to the principal. The results are announced from the principal's office. All votes will be machine-tabulated and counted.

Students must meet and maintain the following qualifications to be eligible to run for any class office or position on the Student Council, and all requirements must be maintained to be eligible for continuation as a class officer or for any position on the Student Council.

1. Must maintain an over-all average during the semester preceding elections for the positions as listed below (grade averages will be calculated by the guidance office with data available from cumulative records and carried out two decimal places and will not be rounded):
  - a. President and vice president of the Student Body – 80
  - b. Class officers and other Student Council Officers – 80
  - c. Student Council representatives – 80
2. Must not be or have been placed on Step 5 or 6 of the disciplinary ladder during the current school year.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.
4. Must not have been declared inactive from Student Council membership the previous year or current year as a result of lack of attendance at Student Council meetings or activities or as a result of violations) of the Student Council Constitution.
5. A student must meet the requirements and qualifications for any class office, student body office, Student Council office or position as set forth in the by-laws and constitution of the Holly Springs High School Student Council. Copies of the Student Council constitution and by-laws are available in the office of the principal.

All candidates for office may use poster campaigns approved by the principal or his/her designated representative before presentation. Students campaigning for any office should make an effort to keep expenses to a minimum. Campaign signs and activities are permitted in the school building only, with specific days designated for campaigning. All political materials of an informative nature, intentions, and campaign activities must be approved by the principal.

The election of the student body officers is held during the fourth term. In order to become a candidate, a student will turn in to the principal or his/her designated representative an endorsement by 10% of the students from each class of the high school, with the exception of the graduating senior class not affected by the outcome of the elections. Students must have endorsements from three (3) of their current teachers. If currently a class officer or representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit this endorsement by the designated deadline will not qualify for the office. A candidate's speech is required to be presented to the student body. A candidate's speech must be in the office and certified by the principal two days before speeches are given. The speech must be delivered as previously written and approved, with no additional or ad-lib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

#### ***7-12 CLASS OFFICERS***

7-12 classes will elect by secret ballot the following officers: president, vice-president, secretary, and treasurer. Qualifying candidates must receive an endorsement from 10% of the class to be eligible to run for class office. Students must also have endorsements from three of their current teachers. Students failing to submit this endorsement by the designated deadline will not qualify for the office. A speech by a candidate for each class officer is required and will be presented to the student body. A copy of the speech must be in the principal's office and certified by the principal two days before speeches are given. The speech must be delivered as previously written and approved, with no additional or ad-lib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

In order to be qualified as a candidate, the student must have sufficient credits to be classified as a member of the class he/she wishes to represent.

#### ***HOMECOMING COURT ELECTIONS***

Selection of members of the court for Homecoming is made by nominations as explained below. Nominees for maid or queen must not have received unsatisfactory citizenship marks from three or more teachers during the current school year. They must not have been placed on Step 5 or 6 of the discipline ladder during the current school year. Nominees for the Homecoming Court must have a GPA of 2.5 or higher.

The student body votes by secret ballot for their respective class nominees. Seniors vote for three maids; juniors vote for two maids; and sophomores vote for two maids. Selection of queen is determined by the senior nominee who receives the highest number of votes. Grades 7-9 will elect one maid each.

#### ***STUDENT PUBLICATIONS (School sponsored newspaper, literary magazine, yearbook).***

Holly Springs High School may publish a student newspaper and yearbook. Interested students need to contact the appropriate advisor/sponsor for further information.

#### ***CLUBS/ORGANIZATIONS***

Every student is encouraged to participate in at least one school club.

Charters for school clubs are issued by the Student Council for one year. Application for charter should be addressed to the principal via the Student Council, should state the purpose of the club, and should contain the sponsor's signature and the signature of at least ten prospective members who pledge themselves to participate actively in the activities of the club.

School clubs will meet at assigned activity periods, before school in the morning, or after school in the evening, with the club sponsor.

The secretary of each school club is required to write the minutes of each meeting (signed by the president and faculty sponsor) in the club's minutes book and submit the minutes to the principal as requested.

A brief description of school clubs and organizations follows:

### ***BAND***

Membership in the band is based on the current musical requirements (see band director). Participating is also based on good behavior. Students who fail to show maturity through a lack of discipline will not be allowed to enroll in the class. Mississippi High School Activities Association rules also govern band membership.

Students must attend all scheduled rehearsals and performances. Students are required to meet with the director prior to enrolling in the class.

### ***CHESS CLUB***

Open to students interested in learning and playing chess.

### ***CHOIR***

The Choir furnishes music for many school and community activities, both as a concert choir and small ensembles. Members of the choir are selected by the choir director. Auditioning for choir is a prerequisite to selection as a member of the choir or ensembles. Mississippi High School Activities Association rules also govern choir membership and performances.

### ***DECA CLUB (Distributive Education Club of America)***

A club for students enrolled in the Career and Technical Education Center Program for Marketing.

### ***FBLA CLUB (Future Business Leaders of America)***

A club for students interested in pursuing careers in business.

### ***FRENCH CLUB***

For students interested in the French language, culture and civilization.

### ***HOSA CLUB (Health Occupations Students of America)***

National organization for students enrolled in health occupations programs; members involved in community oriented, career and leadership development activities.

### ***NATIONAL HONOR SOCIETY***

For students who meet high citizenship standards and a scholastic requirement of 90 average or above; open only to juniors and seniors, by invitation only.

### ***NATIONAL BETA and JUNIOR BETA CLUBS***

Junior (Grades 4-8) and Beta (9-12) members are chosen on the basis of scholarship and character; by invitation only.

### ***STUDENT COUNCIL***

Composed of students elected to represent students' interests and opinions and to provide opportunities for practicing leadership and democratic procedures.

## **SERVICES TO STUDENTS**

### **GUIDANCE PROGRAM**

Guidance services shall be available for every student in the district. These shall be supervised at all grade levels by a staff member designated by the superintendent and shall include guidance services, testing services and in-service programs in guidance and psychological areas.

Guidance shall include aiding the student in discovering and measuring his/her capabilities, abilities and real interest; in helping him/her obtain adequate and accurate information about schools, courses, occupations and careers, and in helping him/her solve personal and academic problems.

### **GIFTED EDUCATION**

Classes are provided for gifted students who meet eligibility requirements for placement in Gifted/Talented program in grades 2<sup>nd</sup>-6<sup>th</sup>.

### **Mission Statement**

The mission of the Intellectually Gifted Program of the Holly Springs School District is to challenge the Intellectually gifted students in the areas of communication, thinking skills, creativity, metacognition, research, and self-directed learning. The student will be given the opportunity to demonstrate mastery, understanding, and abilities at a much younger age and in greater depth and breadth than other students. The Holly Springs School Gifted program is intended to open the door of opportunity and challenge the students to do what others think cannot be done by students of their age and educational or experiential levels.

The Holly Springs School District provides a program of enrichment for the intellectually gifted students in the second through sixth grades. The students in the Holly Springs gifted program attend these enrichment classes for 60 minutes four days a week for a total of 240 minutes.

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

A student may be referred by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted. Referral forms can be found at the Primary and Intermediate Parent Centers as well as the Gifted classrooms at each school.



### **SPECIAL EDUCATION FOR CHILDREN WITH DISABILITIES**

A variety of programs in special education may be offered based on identified and approved student needs. Services are provided for children with disabilities who have been evaluated and determined eligible for placement. The Individualized Education Program (IEP) committee members make the placement determination for students with disabilities. All Students are served in their Least Restrictive Environment (LRE). The HSSD provides an array of services and a continuum of educational setting which are available to meet the needs of children with disabilities, aged 3–21 inclusive, requiring special education and related services. The continuum of educational options includes, but is not limited to:

- General Education Classroom with Consultative Services
- Itinerant Instruction in the General Education Classroom
- Co-Teaching with the Regular Educator
- Resource Room Instructional Support
- Part-Time Special Class
- Full-Time Special Class
- Community-Based Services
- Special School
- Residential Facilities
- Home/Hospital

### **CHILD FIND RESPONSIBILITIES**

The HSSD is responsible for identifying, locating, and evaluating all children with disabilities from birth through twenty-one (21) years of age.

This requirement applies to, but is not limited to:

- Highly mobile children, such as migrant and homeless children;
- Children who are not enrolled in school but who have not yet graduated;
- Children who are wards of the State;
- Children with disabilities who are enrolled by their parents in private or parochial elementary and secondary schools;
- Children who are enrolled in public educational programs, such as Head Start;
- Children who are suspected of having a disability and may be in need of special education, even though they are advancing from grade to grade; and
- Children who are ages birth to three (3), including those receiving Part C services through the Mississippi State Department of Health (HSDH) Early Intervention Programs (EIP), known as First Steps.

### **SPECIAL EDUCATION TESTING**

Educational evaluations are provided for students at no expense to the parent(s), to determine the student's eligibility for placement in special education in the Holly Springs School District. Referrals must be made through certified school personnel.

### **HOMEBOUND PROGRAM**

For students who are unable, because of illness, to attend school for extended, long-term periods or if students are unable to attend for other reasons approved by the Board for the Education, homebound services allow students to receive instruction at home.

### **ENGLISH LEARNERS PROGRAMS**

Ongoing programs are offered in K–12<sup>th</sup> to locate, identify, and assist eligible students.

English Learners are required to take a state mandated language proficiency assessment (currently the Las Links Assessment) in the Spring of each school year in addition to the regular state and/or district assessments.

### **FOOD SERVICES**

The school district serves breakfast and lunch in all schools. Well-balanced meals and healthy eating habits are an important part of every student's growth and development. We encourage students to begin their school day with breakfast and enjoy nutritious lunches in our cafeteria. **Parents must complete a food service application annually.**

In accordance with Federal (USDA) guidelines, commercially prepared competitive food and drink items will not be distributed or sold one hour prior to or during the lunch period.

In accordance with federal requirements the "Offer vs. Serve" policy is in effect for all Pre K–12 students (mandatory for high school students). This allows the student to select any three of the five food items offered on the menu. Students must choose at least three of the five components offered, but may choose four or all five if they wish.

### **HEALTH SERVICES**

Nurses (full or part-time) are assigned to the Primary, Intermediate, Junior High and High Schools. The nurses offer health information and special health services for students.

### **Accidents and First Aid**

General First Aid will be administered and the school nurse, principal, or principal's designee will contact 911 and have the injured transported to a medical facility if further treatment is needed. In all cases where the nature of an illness, accident, or injury appears in any way serious, every effort will be made to contact the parent(s)/guardian or other persons listed on the emergency card. Student who are seriously ill or injured will not be taken home unless it is known that someone is there to receive them.

## **Illness**

Students who are unable to remain in the classroom due to illness will be sent to the nurse or principal's designee. A parent/guardian will be contacted about the illness and allowed to pick up the student, if necessary.

1. Students should be fever-free (without using fever-reducing medications such as Tylenol) for 24 hours before returning to school.

## **Administration of Medications at School**

To assure the school attendance for children who must use medication in the treatment of chronic disabilities or illnesses, the school nurse or the Principal's designee will administer the medication at school. Any student who is required to take medication during the school day must comply with the following regulations:

1. All medications must be brought to school in the original prescription container. Medications should not be sent to school with students for safety reasons.
2. A parent/guardian must sign a "Parent Authorization" form before medications can be given at school. This form is available in the nurse's office.
3. In addition, asthma medications given at school require an "Asthma Action Plan" to be filled out by the student's medical provider.
4. The first dose of any new medication must be given at home.
5. Medications prescribed for once a day should be given at home, if possible.
6. No expired medications will be given at school. Expired medications will be properly disposed of.
7. Unused medications should be picked up by a parent/guardian at the end of the school year. Medications not picked up will be properly disposed of, with the exception of inhalers and Epinephrine Auto-Injectors (Epipens) that are not expired.
8. New paperwork is required each school year for all medications.
9. Over-the-counter medications are not provided at school and will only be given with a prescription.

## **Head Lice**

1. If a student is suspected of having head lice, this student will be inspected by the school nurse or designee.
2. If a student is found to have head lice, the parent will be contacted by telephone to pick the student up from school for treatment with one of the anti-lice shampoos.
3. If unable to contact the parent by telephone, the student may remain in school for the remainder of that school day only. A letter will be sent home with the student notifying the parent of the head lice.
4. Written instructions for treatment of head lice will be given to the parents/guardians.
5. The student may return to school the following day, but must bring proof of treatment such as a label or box top from shampoo.
6. If a student in a self-contained classroom is found to have head lice, all of the students in that classroom will be checked for head lice.
7. If a student is re-infected within four weeks after the first diagnosis and treatment, the student will have to be treated again and will not be allowed to return to school until his/her hair is free of all nits. In these cases, the school nurse will inspect the student's hair before he/she is readmitted to school.
8. The school nurse shall conduct parent conferences regarding special requirements for care.

## **Communicable Diseases**

<b>Disease</b>	<b>Exclusion from School</b>
Chicken Pox	7 days after eruption appears or until vesicles become dry
German Measles	4 days after onset of rash
Red Measles	7 to 10 days after onset of rash
Mumps	9 days after glands swell
Hepatitis	Clearance by Physician
Mononucleosis	Clearance by Physician
Conjunctivitis (Pink eye)	Until under proper treatment
Impetigo	Until under proper treatment
Pediculosis (Lice)	Until nits are gone
Ringworm	Until under proper treatment
Scabies	Until under proper treatment

*NOTE: The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.*

## **SCREENINGS**

### **Vision and Hearing Screening**

1. Vision and hearing screenings will be conducted on all students in grades Kindergarten and 3<sup>rd</sup> grade.
2. Any student who has not been successful in the regular education program may be screened for vision and/or hearing as a means of determining whether vision and/or hearing problems are the cause of the student's lack of success in the regular education program. Student may also be screened upon request.
3. If a student fails the screening, the parent will be notified by letter.
4. The results of the screening and the school nurse's recommendations will be sent to the student's teacher and other appropriate school personnel.

5. Follow-up will be done to see if students have been to the medical provider for diagnosis and treatment.

### **Gifted Screening**

There is a blanket screening for all first graders in order to identify students who could be eligible for Gifted services. The instrument used is the Raven's Colored Progressive Matrices. Students must score in the 90<sup>th</sup> percentile or higher on this screening for the process of gifted identification to begin.

### **Dyslexia Screening**

In accordance with Mississippi Code (House Bill 1031, 2012), Holly Springs School District will administer a dyslexia screening instrument to each student in grades K and 1.

### **Speech Language Screening**

In accordance with Mississippi House Bill 896, Holly Springs School District will ensure that students will be screened for articulation, language, voice, and fluency disorders before the end of grade 1.

- The parent or legal guardian will be notified of the results of the screener.
- If a student fails the screener, the school district, in its discretion, may perform a comprehensive speech-language evaluation.

## **DRESS AND GROOMING**

Dress and grooming codes are based upon certain sound foundations; they are not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well-being, health and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individualized fads. In order for students to be able to cope with even larger restrictions and responsibilities, they must learn while still in school to observe regulations set forth for the group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the Board will make an effort periodically to restructure the dress and grooming code according to current conditions.

### **SCHOOL DRESS CODE PRE K-12**

On days when students are allowed out of uniform, the following dress code will be enforced. Students must wear clothing that is comfortable, clean, in good repair, and school appropriate. Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance.

- Students will be required to wear clothing as garments are intended to be worn (example: no low riding pants) and in such a manner that is appropriate for school. Belts, which must be fastened, must be worn with pants with belt loops and at waist.
- All shorts must be walking shorts of acceptable length.
- Length of skirts and dresses should conform to the rule governing the length of shorts.
- Shoes must be worn at all times; thongs and slippers shall not be worn.
- Shirts shall be long enough to cover the stomach and shall not be unbuttoned.
- A neat well-trimmed mustache and/or goatee are permitted.
- **Earrings must be worn in earlobes only. For student safety, no other body piercing with rings or other jewelry is permitted.**
- **Because of student safety, no tongue studs will be allowed.**

### **Inappropriate Items Include:**

- Any items symbolic of gang attire.
- Any Greek letters identifying sororities or fraternities.
- Clothing with logos or wording promoting/referring to alcohol, tobacco, vaping, or drugs or clothing with obscene language or gestures.
- Clothing containing slogans or logos depicting vandalism, bigotry, violence, sexual connotations, suicide, fraternities, sororities, secret organizations, or those with double meaning.
- Any top that is revealing. Examples are tank tops, cut-off tops, tube tops, halter tops, bathing suits, sports bras, midriffs, muscle shirts, etc. are not allowed.
- Spiked accessories, chains including those attached to wallets, belt loops, jewelry, or other accessories/items.
- Clothing with holes, cuts, or tears in hems or pants or skirts.
- Hats, bandannas, visors, sunglasses, or other headwear.

In all instances, the appropriateness or inappropriateness of school dress will be determined by school administrators, considering the style or manner in which the clothing is worn.

Students who are dressed inappropriately will be required to call their parents to bring a change of clothes that conforms to the dress code. If parents cannot be contacted or are unable to come to the school, students will be assigned In-School Suspension for the remainder of the school day.

## **UNIFORMS**

### **School Activity Uniforms**

Any student attending the district public schools who shall be required to wear or who shall choose to wear a uniform or other type of dress because of his/her participation in a school activity, (ex. Allied Health, Band, Choir) whether the uniform or other type dress is provided to the student by the school system or whether the student provides the uniform shall be expected to conduct himself/herself while in such uniform, at all times, in a manner acceptable to the school system. This behavior is required whether or not the student is under the direct supervision of the school and/or its personnel and whether or not the student is on school premises or at an official school function. It is the intent of the administration to inform such student that his/her participation in activities may be denied,

terminated, or restricted as a result of behavior determined to be unbecoming or unacceptable to the school administration and/or Board of Trustees while the student is wearing a uniform identifiable with the Holly Springs School District.

## UNIFORM DRESS CODE

The Holly Springs School District recognizes that the way students dress can affect their behavior. Research has shown that schools with a uniform dress code have fewer discipline problems, higher academic achievement, and students have higher self-esteem. Therefore, the Board endorses students in grades Pre K–12 to participate in the Holly Springs School District Uniform Program.

The Uniform Dress Code states that the parent/guardian of students agrees to have their children wearing an established type and color of clothing as their school attire. The uniform is designed to support national and legitimate school objectives including, but not limited to, neatness and consideration, and respect for the rights of others. The Board encourages schools to develop a plan to provide assistance to students who require financial support to purchase uniforms.

1. The Uniform Dress Code is mandatory instead of voluntary.
2. Non-compliance will follow the steps below:
  - A. First offense – Warning and Counseling
  - B. Second offense – Administrative, parent, and student conference with written notification to parents
  - C. Third offense – One day, In School Suspension with written notification to parents
  - D. Fourth offense – Two days, In School Suspension with written notification to parents
  - E. Fifth offense – Three days, In School Suspension with written notification to parents with a mandatory parent conference
  - F. Sixth through ninth offense – Additional In School Suspension days or alternate placement for habitual disregard for district policy with written notification to parents
  - G. Tenth offense – Student and Parent Conference with the superintendent with written notification to parents
3. Clothing with writing (advertisement of alcoholic beverages, drugs, smoking, vaping, profanity, vulgar language or designs) is a violation of the Uniform Dress Code and will result in student being placed on the Uniform Discipline Ladder.
4. The uniform should be specified:

### Boys/Young Men: (Pre K–12)

- White or Gold banded or button-down collar shirt
- White or Gold polo shirt (short or long sleeves)
- All shirts must be free of all decoration, trim or writing, the shirt is to be tucked in at all times. **Only solid white t-shirts may be worn under the uniform shirt.**
- Khaki or Black pants and shorts must be worn with a solid Black or Brown belt.  
(Pants must be worn at the waist and free of any kind of design.)

### Accessories

- Black tie
- Black bow tie
- **Black Jackets**, Blazers, Cardigans or Pullover Sweaters.  
(**NO SWEATSHIRTS, NO HOODIES**)
- Solid Black Shoes or Solid Black Athletic Shoes – including Black shoe strings and Black soles (**NO SANDALS OR BOOTS**)
- White or Black socks

### Girls/Young Women: (Pre K–12)

- White or Gold button-down collar blouse, or
- White round collar blouse,
- White or Gold polo shirt (short or long sleeves)
- All blouses must be free of all decoration, trim or writing, the blouse is to be tucked in at all times. **Colored blouses or blouses with writing or designs on them may not be worn over or under the uniform shirt. Only solid white t-shirts may be worn under the uniform shirt.**
- Khaki or Black walking shorts, skirts, jumpers, pants (slacks) or capris must be worn with a Black or Brown belt at the waist and free of any kind of design.  
(**Skirts, jumpers and shorts must be knee length.**)

### Accessories

- Tie/Cross tie, bow tie (Black)
- **Black Jackets**, Blazers, Cardigans, or Pull-over sweaters (**NO SWEATSHIRTS, NO HOODIES**)
- Solid Black Shoes or Solid Black Athletic Shoes – including Black shoe strings and Black soles (**NO SANDALS OR BOOTS**)
- Socks or tights (Black or White). Hosiery may also be worn (7–12).

## SPECIAL DRESS CODE REQUIREMENTS

**ANY STUDENTS WHO MUST WEAR JUSTICE DEPARTMENT ANKLETS OR TRACKING DEVICES MUST WEAR LONG PANTS OR OTHER CLOTHING TO COVER THE DEVICES AT ALL TIMES.**

**TATTOOS MUST BE COVERED AT ALL TIMES.**

## STUDENT SAFETY

### ACCIDENT PROCEDURE

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. No care beyond first aid, defined as the immediate, temporary care given in case of accidents or sudden illness, will be given.

Home telephone numbers, business telephone numbers, and emergency telephone numbers must be furnished to the school and updated when changes are made.

Nurses, and when possible, trained faculty and staff first aid specialists are available in each school.

\*The district requires an accident form to be completed for each incident, and the student will receive a copy of this form.

### STUDENT INSURANCE PROGRAM

*School Day insurance is available for all students through the school for parents who wish to purchase it. Parents/ guardians are encouraged to purchase school day insurance if they do not have personal insurance. The school/district will not be liable for unavoidable accidents.*

### FIRE, DISASTER, ACTIVE SHOOTER, AND OTHER DRILLS

Fire Drills, active shooter, and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher so that an orderly procedure will be followed during drills and actual warnings.

## TRANSPORTATION RULES AND PROCEDURES

### SCHOOL BUS/ALL DISTRICT VEHICLE SERVICES

The district provides transportation for all students. In addition to riding school buses, students may walk, drive other motor vehicles, or their parents may provide transportation to school. Students who drive motor vehicles to school are required to have a valid Mississippi driver's license, insurance, and to abide by all state laws and regulations regarding driving, parking, and conduct in parking lots. School Buses are school property.

### STUDENT CONDUCT ON BUSES

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. The bus is an extension of the classroom. Any violation of school rules while on the bus will be handled as if the student were in school. Riding the school bus is a privilege that can be lost if proper conduct is not followed. Students should not jeopardize this privilege by failing to conduct themselves in a proper way. Therefore, students are expected to cooperate with the following regulations:

1. Students must be at assigned stops at loading time.
2. At no time are students to touch the outside of the bus or hang heads, arms, legs, bodies, or hands out the windows of the bus.
3. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination-- school in the morning and bus station in the afternoon.
4. Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all instructions of the bus driver.
5. Students may not leave the bus on its way to or from the school except at their designated stop.
6. Students are not to throw or in any way sail/shoot/pitch objects.
7. Students must sit in the seat assigned by the driver. Drivers have the option of delegating students to an assigned seat.
8. The bus must come to a complete stop before students try to enter or exit the bus.
9. Loud talking and other loud noises are not permitted on the bus.
10. Students are not to damage any part of the school bus. Students will be held financially responsible for any damage done.
11. No beverages or food may be consumed on the school bus.
12. Chewing gum is prohibited on the bus.
13. Intentional littering of the bus is prohibited.
14. Students must identify themselves properly when requested to do so by school bus personnel.
15. Vulgar language is prohibited on the school bus.  
Students are not to molest or bother in any way (harass, intimidate, bully, or threaten) other students while waiting for a school bus or while riding on a school bus.
17. Students will not fight on the bus or at the bus stop. (Occurrences will be reported to law enforcement.)
18. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden. (Occurrences may be reported to law enforcement.)
19. Students will not use, sell, possess, or be under the influence of drugs or alcohol on the school bus or at the bus stop. (Occurrences will be reported to law enforcement.)
20. Stealing is prohibited.
21. Smoking and/or vaping is prohibited while on the school bus or at the bus stop. Tobacco products are not permitted on the bus.
22. Open defiance or open displays of disrespect or insolence toward a bus driver will not be condoned.
23. Other misbehavior as determined by the administration, including a pattern of repeated bus misbehavior, will not be permitted.
24. Weapons on the school bus or at bus stops are forbidden. (Occurrences will be reported to law enforcement.)

## **The district discipline plan and all its rules and regulations will be enforced on school buses.**

### **Minor bus offenses:**

- ❑ First report of misbehavior: Conference with student to inform him/her that a second report of misconduct will result in a three-day suspension from riding the bus. **(Parent will be notified)**
- ❑ Second report of misbehavior: Student will be suspended from riding the bus for three days, and the parent will be notified with a copy of all written conduct reports by drivers.
- ❑ Third report of misbehavior: Student will be suspended from riding the bus for five days, and a conference with the parents will be required before the student may ride the bus.

### **Students who commit suspendable violations on the bus will be suspended from riding the school bus and may be suspended from school**

- ❑ First report of misbehavior: Student will be suspended from riding the bus for one week or removal for remainder of semester or year, depending upon the severity of the incident. **(Parent Conference Required)**
- ❑ Second report of misbehavior: Student will be suspended from riding the bus for two weeks or removal for remainder of semester or year, depending upon severity of incident. **(Parent Conference Required)**
- ❑ Third report of misbehavior: Student will be suspended from riding the bus for the remainder of semester or school year depending upon severity of incident. **(Parent Conference Required)**

### **BUS CHANGES**

Written instructions from a student's parent must be presented to the principal before a student will be permitted to ride a bus other than his/her regular bus with the reason for bus change. The note may be sent with the student but must be received in the office by 8:30 a.m. in order to provide time for verification. Please note that while emergencies do arise, all buses are usually full, allowing for little or no courtesy rides.

### **INTERFERENCE WITH SCHOOL BUSES**

It is unlawful for any individual other than a member of the public school administration, faculty or a law enforcement official to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interfering with passenger boarding or leaving, under penalties of fine and/or imprisonment.

### **PRIVATELY OWNED VEHICLES**

- Students who provide their own transportation to and from school are under the same regulations as students who ride a bus. Once on campus, the student may not leave without permission from the principal, or designee. Students observed leaving campus without permission of the principal, or designee, will result in suspension of parking privileges. Bringing an automobile or other motorized vehicle on campus is a privilege that may be revoked if violations occur.
- Students who drive motor vehicles to school and/or on school property are required to have a valid Mississippi driver's license, insurance, and comply with all state laws and regulations as well as district regulations.
- In accordance with Section 63-1-10, Mississippi Code of 1972, as amended, any applicant for a driver's license less than eighteen years of age must submit with his or her license application documentation from the appropriate school authority that the applicant is a full-time student in the Holly Springs School District. These forms can be obtained in the attendance office. The student should fill out the top of the form, Name, Address, Date of Birth, Age, Social Security Number, and the Name of School being attended. This must be printed in ink. The form will then be verified for school attendance, signed by the principal's designee and notarized.
- Motorized vehicles that are driven to school must have proper tags.
- No student is to disturb or drive an automobile belonging to someone else.
- Quick starts and/or speeding will not be tolerated in school zones or in school parking areas. Violations of these regulations will result in severe disciplinary action and possible loss of privileges to drive a motor vehicle to school.
- A student may not sit in a parked automobile at any time after his arrival at or near the school campus.
- No student will loiter about, tamper with or in any way damage any vehicle. A student who does so will be held liable for damages.
- Students must have permission from the principal, or designee, to go to their cars during the school day.
- Drivers will be asked to turn down loud music immediately upon arriving on campus. Continued disruption from car music will result in loss of driving privilege and/or entering the discipline ladder.

### **PARKING**

- Parking on all campuses is restricted to faculty, visitors, and service vehicles, except where designated as student parking areas. Vehicles parked in other than designated areas will be ticketed. Student vehicles parked in teacher/staff parking areas, blocking other vehicles, and/or parked illegally are subject to being towed at the owner's expense.
- Students driving vehicles must file a vehicle registration in the office.
- All parking is subject to law enforcement regulations and may be ticketed.

### **SCHOOL BUS SAFETY**

Students should be familiar with the following regulations to assure safety on school buses.

- Be waiting at your stop five (5) minutes early. (This does NOT mean inside your house).
- If you must walk to the bus stop and there are no sidewalks, face the traffic so that drivers can see you and you can see them.
- Do not play on or near the road while waiting for the bus.
- If you must cross the road, do not cross until the bus arrives and the safety arm has given you the signal to cross. Look both ways before crossing.
- When crossing the road, always cross at least six feet in front of the bus.
- Wait until the bus comes to a complete stop before trying to load or unload.
- Use handrail while loading and unloading.
- Never get under a bus for any reason.

- When leaving the bus, move away from the loading zone as soon as possible; however, do not run.
- There will be no loading or unloading at any other place than the school or the student's regular bus stop.

While on the bus:

- Do not talk to the driver or distract the driver's attention except in an emergency.
- Do not make unnecessary noise.
- Keep head, hands, and articles inside the bus.
- If you must stand while riding the bus, get someone to hold your books and hold on to the back seat.
- Do not bring unauthorized articles on the bus. (No weapons, tobacco, alcohol, drugs, vaping devices, combustibles, large items, etc.)
- No profanity and NO FIGHTING.
- Be courteous to the driver and fellow passengers.
- Follow instructions of the driver.
- HSSD and drivers are not responsible for articles left on the bus.
- Riding on a School Bus is a **Privilege Not a Right!**

## **USE OF ELECTRONIC DEVICES, VIDEOING AND RECORDING**

### **PURPOSE**

Holly Springs Schools provides students access to our wireless network and the option of utilizing devices as a means to enhance their education. Electronic devices have become a common means of communication and information access in today's society. It is also recognized that these devices can become distractions to the academic environment and therefore, negatively impact instruction. The district has created this policy to govern the possession and use of electronic devices on school premises, during school-sponsored or school-related events and on school transportation.

### **DEFINITIONS**

1. **Eligible Students:** Students whose parent/guardian signs and agrees to the terms of the district's Acceptable Use Agreement.
2. **Electronic Device:** An electronic device is defined as any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, smart watches, music and media players, tablets, Chromebooks, laptops, notebooks, netbooks, e-Readers, and iPods.
3. **Unacceptable Electronic Devices:** An unacceptable electronic device includes, but is not limited to, personal cellular phones, pagers, smart phones, smart watches, music and media players, tablets, laptops, Chromebooks, notebooks, netbooks, e-Readers, iPods, gaming devices or consoles, modems, routers, televisions or accessories.
4. **Unauthorized Use:** Unauthorized use of personal electronic devices includes, but is not limited to, the following:
  - Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in disciplinary action and/or confiscation of the personal device.
  - Transmitting school materials for unethical purposes such as cheating.
  - Any activity which may be in violation of a Holly Springs School District's policy and/or procedural directive.
  - Damaging, or attempting to damage the network, equipment, materials or data physically or electronically.
  - Accessing unauthorized district computers, networks and information systems.
  - Use of any electronic device which disrupts the instructional day.

### **PROHIBITIONS**

Electronic devices shall not be used in any way that violates district policy or that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors; or violates local, state, or federal law. This includes devices being used to contact family members or others without permission.

Use of cell phones and smart watches on school buses is limited. Students may have phones and smart watches as long as they are not heard and are not used in any way that violates district policy or any of the areas listed below in prohibitions. Unauthorized use may result in the phone or smart watch being seized as outlined in the HSSD Code of Discipline.

Electronic devices (**INCLUDING SMART WATCHES**) may not be used during the administration of tests mandated by the Mississippi Assessment System and/or district assessments, unless specifically allowed by law.

All laptops, notebooks, netbooks, chrome books, and MacBook must be school assigned and have antivirus software installed with updates activated, if applicable.

Any recording or streaming of any audio or video must be reserved for classroom activities and must be approved by the school administration.

### **CONFISCATIONS**

Students are only allowed to use school approved electronic devices as instructional aids with the teacher's permission and supervision. Unauthorized use of electronic devices disrupts the instructional program and distracts from the learning environment. The building administrator and his/her designee will seize electronic devices if observed during the school day or on school campus even if the device is not being used. If a student refuses to give his/her electronic device to the administrator or his/her designee upon request, this will be viewed as insubordination and the appropriate consequence will apply.

Potential Disciplinary Actions

All violations will be subject to the disciplinary actions for possession of electronic equipment/device as listed in school board policies.

A campus administrator, in the exercise of reasonable discretion in response to student misbehavior will apply the appropriate consequence.

### **SECURITY OF DEVICES**

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device.

### **PROHIBITIONS ON AUDIO/VIDEO RECORDING**

Camera, video or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio recording, video recording or camera functions of electronic devices is strictly prohibited on school premises at all times, unless it is part of instructional process and approved by school administration.

### **PROHIBITIONS ON AUDIO/VIDEO RECORDING BY MEDIA OR OUTSIDE AGENCY**

Camera, video or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio recording, video recording or camera functions of electronic devices or any other instrument by the media, public, parents, or community is strictly prohibited on school premises at all times, unless it is part of instructional process and approved by school administration.

## **CONDUCT**

One of the characteristics of an effective school district is a safe, orderly climate conducive to teaching and learning. Students, as well as the administration and staff, share the responsibility for creating and supporting a positive school climate. The degree to which students accept their responsibility to demonstrate the type of behavior that promotes a learning climate also has a definite effect on their academic achievement.

The Holly Springs School Board wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be completed. Recognizing the need to support the professional personnel of the Holly Springs School District, the Board encourages the development of harmonious and cooperative relationships between students and faculty members based on mutual respect and understanding. Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, unruly student behavior, and vulgar or otherwise discourteous actions will not be permitted.

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT**

Positive Behavior Intervention Support (PBIS) is a problem solving model aimed at preventing inappropriate behavior through teaching and reinforcing appropriate behavior. PBIS offers a range of interventions that are systematically applied to students based on their demonstrated need. PBIS is broad range of systemic & individualized strategies for achieving important social & learning outcomes while preventing problem behavior with all students.

### **DISCIPLINE – GENERAL INFORMATION**

The basic objectives of discipline within the school may be described as four-fold:

- To establish conditions which do not prevent any teacher from teaching or any student from learning.
- To establish and maintain study conditions that are conducive to learning.
- To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.
- To guide students in learning how to make better choices based on decision-making skills that enable them to become self-disciplined.

### **DISTRICT CODE OF CONDUCT – GENERAL POLICIES AND PROCEDURES:**

Administrators and teachers shall hold students accountable for their conduct in school, on the way to and from school when transported on school buses, at any school-sponsored event in or out of town, and while riding any school owned vehicle or at any school related activity or event. Also included is conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to 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 (MS code37-7-301). Any school official may correct any type of student misconduct concerning any of the above.

The failure of any student to recognize and adhere to verbal statements of correction by school officials will be cause for discipline. Teachers are expected to handle most of the disciplinary problems that arise. In the event, however, that a student will not adhere to the corrections and warnings of a teacher, counselor, bus driver, etc., the student may be referred to the assistant principal, interventionist and/or principal for disciplinary action. In each instance when this is done, a written and signed referral form will be submitted by the referring teacher explaining the problem.

Each student referred to the assistant principal, interventionist and/or principal for disciplinary reasons shall be given a fair and prompt opportunity for an explanation or hearing before any action is taken.



## **MISCONDUCT CONSTITUTING CAUSE FOR MAJOR DISCIPLINARY ACTION**

### **ASSAULT**

A person is guilty of simple assault if he/she (a) attempts to cause or purposely, knowingly or recklessly causes bodily injury to another; or (b) negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or (c) attempts by physical menace to put another in fear of imminent serious bodily harm.

A person is guilty of aggravated assault if he/she (a) attempts to cause serious bodily injury to another, or causes such injury purposely, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life; or (b) attempts to cause or purposely or knowingly causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm. (MS Code 97-3-7)

### **BATTERY**

Battery is physical aggression perpetrated against another student or school employee.

### **BREAKING LAWS AT SCHOOL**

Any act in violation of federal, state, or local law done on the campus of a public school is punishable by the appropriate agency.

### **CHEATING**

Cheating involves scholastic dishonesty: giving or receiving information by any means in a testing situation, classroom work, or homework. This includes the writing of answers from a person's own test and/or quiz which can be given to other persons, copying another student's work, securing tests or test answers, using unauthorized materials during a test, collaborating with other students taking a test, substitution for another student, or soliciting a substitute for a test. Cheating also includes plagiarizing information in reports or papers. Cheating will be penalized by receiving a zero on the work and by the teacher contacting the student's parents.

### **COUPLES' INAPPROPRIATE BEHAVIOR**

Inappropriate display of affection by students, such as petting, fondling, kissing, holding hands, hugging, touching, feeling another's body, or engaging in sexual misconduct is prohibited on school properties or at school sponsored activities.

### **DISRUPTION OF SCHOOL OPERATIONS, FUNCTIONS, PROGRAMS, OR ACTIVITIES**

Any action or conduct which disrupts any school function including, but not limited to, the classroom, hallways, cafeteria, school bus, activity events, student assemblies, and during class changes is prohibited.

### **DISREGARD OF DRESS AND/OR GROOMING CODE**

A chronic disregard of the district dress and/or grooming code by students indicates insubordination and disregard for district rules. Infractions related to Dress Code violations will be handled based on the uniform discipline ladder.

### **DISRESPECT AND/OR INSOLENT TOWARD SCHOOL EMPLOYEES AND/OR OTHER STUDENTS**

Disrespect and/or Insolence indicate a lack of respect shown through insultingly contemptuous speech, body language, or conduct toward school employees, visitors, or other students.

### **FIGHTING OR PROVOKING A FIGHT**

Striking or grabbing a fellow student; starting a fight by same or verbally or in some other way encouraging people to fight and play fighting constitute this offense. These offenses may be considered violent acts. Students who are involved in assaults, who engage in fighting or who are responsible in any way for fighting while under the jurisdiction of the school are subject to arrest, removal and/or expulsion from school in accordance with statutes and/or district policy. This includes fighting while on a bus, bus stops, or at any activity/event sponsored by the Holly Springs School District.

### **FORGERY**

Forgery means writing or using the signature of another person.

### **GAMBLING**

Gambling includes involvement in any game of chance, i.e. cards, dice, coin flipping, betting (e.g. sports, fights, and academic success or failure), etc.

### **GANG ACTIVITY OR ASSOCIATION**

Gangs, which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidations, and/or related activities of affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. The School District shall enforce the above rule and attempt to ensure that any wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership and/or participating in activities which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action, in accordance with the disciplinary ladder.

### **HARASSMENT, INTIMIDATION, OR VERBAL ASSAULT**

Harassment, Intimidation, or Verbal Assault indicate bothering another student or teacher, extorting money, food or objects, damage to personal property, and threats. They also include verbal assaults. These may be considered violent acts.

### **INDECENT EXPOSURE**

Indecent exposure is the intentional or careless exposure of various private body parts. This may result from a dress code infraction.

## INSUBORDINATION

Insubordination is the failure to submit to authority, disobedience or refusing or failing to obey a direct request, either privately or publicly (in the presence of others). Insubordination includes such action shown to any school district employee.

## **BULLYING**

The Holly Springs School District does not condone and will not tolerate bullying or harassing behavior. The district will also make every effort to ensure no person engages in any act of any reprisal or retaliation against a victim, witness or person with reliable information about an act of bullying or harassing behavior.

Bullying will not be tolerated on school property, at any school-sponsored functions, or on a school bus.

Bullying or harassing behavior is defined as 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 an actual or perceived as being motivated by an actual or perceived differentiating characteristic that

- a) Places a student or school employee in actual 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. For purposes of this definition of bullying, 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.

Reporting requirements:

- a) **For School Employees:** A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- b) **For Students or Volunteers:** A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing behaviors. The procedures should be appropriately placed in district personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy procedure that deals with student or employee behavior.

## **SECRET SOCIETIES**

It shall be unlawful for any pupil attending the public schools of this state to become a member of or to belong to or participate in the activities of any high school fraternity, sorority, or secret society as defined in Section 37-11-37.

This school board shall prohibit high school fraternities, sororities, or secret societies in all high schools under its jurisdiction. It shall be the duty of said school board to suspend or expel from high schools under its control, any pupil or pupils who shall be or remain a member of or shall join or promise to join, or be pledged to become a member of, any public high school fraternity, sorority or secret society, as defined in section 37-11-37.

It shall be unlawful for any person not enrolled in high school to solicit any pupil enrolled in high school, to join or pledge himself or herself to become a member of any high school fraternity, sorority, or secret society, or to solicit any pupil to attend a meeting thereof or any meeting where the joining of any such high school fraternity, sorority, or secret organization shall be encouraged.

Any person, firm or corporation violating any of the provisions of this section shall be guilty of a misdemeanor and upon conviction thereof shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each and every offense.

## **POSSESSION OF, USE OF, TRANSFER OF, OR THREATENED USE OF, ANY TYPE WEAPON, PARTS OF A WEAPON, LOOK ALIKE/IMITATION WEAPON, OR AMMUNITION**

MS Code 97-37-17

1. The following definitions apply to this section:

- A. "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
- B. "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
- C. "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
- D. "Weapon" shall mean any device enumerated in subsection of this section.

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this

subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

2. This section shall not apply to:

- A. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
- B. Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
- C. Home schools as defined in the compulsory school attendance law, Section 37-13-91;
- D. Competitors while participating in organized shooting events;
- E. Any person as authorized in Section 97-37-1 while in the performance of his official duties;
- F. Any mail carrier while in the performance of his official duties; or
- G. Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property, or school function.

All schools shall post in public view a copy of the provisions of this section.

#### **POSSESSION OF OR USE OF FIREWORKS**

Possession or use of any type of fireworks is strictly forbidden on school property or at school events.

#### **POSSESSION OF, USE OF, OR TRANSFER OF ANY ILLEGAL OR STOLEN MATERIAL**

Possession of, use of, or transfer of any illegal or stolen property on school property or at school events is prohibited.

#### **PROHIBITED ORGANIZATIONS**

No student shall actively participate or wear clothing or other indications of membership in an organization, which advocates violence or hatred toward any group of students and other individuals, or an organization which either intends to or does disrupt the educational process through its purpose or actions.

#### **SEXUAL HARASSMENT**

The Holly Springs School District is committed to providing for its students an educational environment that is respectful of human dignity and free from sexual harassment. Sexual harassment can be defined as derogatory or objectionable conduct including, but not limited to, unsolicited, unwanted or offensive touching, rubbing, bumping against another's body or other physical contact, and making unsolicited, suggestive sexual verbal comments or innuendoes, including but not limited to sexist slurs, sexually oriented obscene, lewd, vulgar, unwanted, offensive, or indecent language. Pressure for dates or sexual activity will also not be tolerated. Students who are guilty of threatening or sexually harassing other students or school employees are subject to appropriate disciplinary action.

#### **SEXUAL MISCONDUCT**

Sexual misconduct is defined as rape, sexual intercourse, sexual battery, and "heavy" petting. It includes sexual harassment, verbal sexual assault and sexual battery.

#### **POSSESSION OF, USE OF, OR TRANSFER OF ALCOHOL, TOBACCO, OR ILLEGAL DRUGS AND/OR "LOOK-A-LIKES" OR UNDER THE INFLUENCE OF ANY OF PREVIOUSLY MENTIONED**

Having in one's possession on school property or at school events alcohol in any form; tobacco, tobacco paraphernalia, or smokeless tobacco; vaping devices; or any illegal drug is prohibited. Use of, distribution of, being under the influence of, or any pretense related to use, distribution, or being under the influence of any of the above-mentioned products is included in this prohibition. Use of legal substances in a way that causes intoxication or abnormal behavior is also included here.

Students possessing or using alcohol, tobacco in any form (including vaping), illegal drugs or "look alike" drugs on school campus or at a school event will be suspended and reported to the police. The same consequence will apply to students who are under the influence of any of the above, exemplified by breath, conduct, or other observable behavior.

(MS Code 97-32-25, 97-32-27, and 97-32-29)

97-32-25. This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000.

97-32-27.

- 1) "Adult" means any natural person at least eighteen (18) years old.
- 2) "Minor" means any natural person under the age of eighteen (18) years.
- 3) "Person" means any natural person.

- 4) "Tobacco product" means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
- 5) "Educational property" means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building or public school field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

97-32-29. No person shall use any tobacco product on any educational property as defined in Section 2 of this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-five Dollars (\$75.00); and (c) for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any educational property within the State of Mississippi.

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

### **POSSESSION OF OR USE OF LASER ITEMS**

No student attending any school in the Holly Springs School District shall be permitted to use or carry upon his/her person or in any other manner laser pointers, laser key chains, or any other laser items. Failure to comply will result in the student being placed on the discipline ladder.

### **STUDENT CELL PHONE AND SMART WATCHES POLICY**

Cell phones and smart watches are permitted on school grounds but may not be used, heard, or displayed during the instructional day between the hours of 7:30 am – 3:15 pm or end of the instructional day. Use of cell phones and smart watches on school buses is limited. Students may have phones and smart watches on buses as long as they are not heard and are not used in any way that violates district policy or any of the areas listed below in prohibitions. Unauthorized use may result in the phone or smart watch being seized as outlined in the HSSD Code of Discipline.

#### **EXCEPTIONS:**

Cell phones and smart watches may be used during a specific classroom period for specific instructional activities as part of a Bring Your Own Device (BYOD) initiative if it is part of the teacher's lesson plan and approved by a school administrator or designee. Cell phones and smart watches may be used for specific instructional and other activities at the discretion of the school building administrator.

#### **PROHIBITIONS:**

Students shall not possess cell phones or smart watches on their persons during statewide or district assessments. Unauthorized use of cell phones or smart watches may result in the phone or watch being seized as outlined in the HSSD Code of Discipline. Cell phones and smart watches should not be used at any time in any way that violates district policy or that threatens, humiliates, harasses, or intimidates school related individuals including students, employees, and visitors or any way that violates local, state, or federal law. Cell phones and smart watches should not be used by students to call parents for any reason during the instructional day between 7:30 am and 3:15 pm or the instructional day. If students need to call parents, students should request to use a school or office phone.

#### **Non-compliance will follow the step process listed below for Pre K-12 grades:**

- A. First Offense – The cell phone, smart watch, or electronic device will be confiscated until a parent conference is held and a parent signs for the device.
- B. Second Offense – The cell phone, smart watch, or electronic device will be held for 10 days and a \$15.00 fine will be charged.
- C. Third Offense and Subsequent Offenses – The cell phone, smart watch, or electronic device will be confiscated for the remainder of school year. This includes any additional phones, smart watches or electronic devices that are taken on the third or subsequent offense.

A parent has 20 business days following the last school day of the year in which the device was taken to reclaim the device.

HSSD employees have no financial responsibility for lost, stolen, or damaged cell phones, smart watch, or devices that have been confiscated.

### **THEFT**

Stealing in any form, taking something under any circumstances that does not belong to you is prohibited. This includes stealing of any school district property and/or stealing from school district personnel, visitors, or other students.

### **TRESPASSING**

Trespassing is unauthorized presence on school property. Students who are suspended from school, recommended for expulsion, or expelled but are on campus unaccompanied by a parent/guardian will be considered to be trespassing.

### **VANDALISM/GRAFFITI**

Vandalism is intentional damage to school property, or to the property of others which is located on school property. The school district will not tolerate students writing on or otherwise defacing school buildings. Students guilty of this offense will be placed on the disciplinary ladder according to school policy, and **restitution will be required from the students and/or their parents/guardians.**

## **VULGARITY**

Profanity or inappropriate language for the school environment whether it is oral, written, or indicated is classified as vulgar.

## **CONSEQUENCES OF DISCIPLINARY PROBLEMS**

### **AFTER-SCHOOL, BEFORE SCHOOL, OR DURING SCHOOL DETENTION**

Used as a method for handling student misbehavior. The student is required to report to detention for short periods of time, (i.e., one hour.) The detentions will be completed on a daily basis. Individual or group counseling will occur as needed or as counselors' schedules permit. Student misbehavior or uncooperativeness will not be condoned. In cases of truancy, student misbehavior, or uncooperativeness, the student will be referred to an administrator for further discipline. When a teacher requires a student to report after school for disciplinary reasons, that student must do so unless prior arrangements are made with the teacher. Students will be given a minimum of one day's notice prior to detention.

### **CONFERENCE**

A formal meeting held between the student and one or more school officials.

### **CORPORAL PUNISHMENT** (MS code 37-11-57)

This is an option in the disciplinary program of the Holly Springs Schools District and will be administered in accordance with the policy of the Holly Springs School District. The district has established procedures under which a parent/legal guardian will indicate whether he/she gives permission for his/her child to receive corporal punishment as appropriate under the assertive discipline plan outlined in the student handbook and in accordance with district policy. Alternative disciplinary actions will be required for students whose parents/legal guardians have not checked and signed the required Corporal Punishment Permission statement.

Beginning with the 2019-2020 school year, Corporal punishment cannot be administered to special needs students (including speech and 504 students). (HB1182)

Disciplinary action in lieu of or in addition to corporal punishment may include extra work assigned by schools, in-school suspension, suspension from school, referral to social services officials, or other appropriate disciplinary measures, including a requirement that the parent or legal guardian attend classes with the child or attend parenting sessions provided by the school district to help parents or guardians develop the skills necessary to facilitate the child's continuing enrollment in the regular school program and successful participation in classroom activities.

Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a principal or his designated representative, or a bus driver shall not be civilly liable for any action carried out in conformity with state law and district school board rules regarding the control, discipline, suspension and expulsion of students. Miss. Code Ann. §37-11-57.

Corporal punishment, "the moderate use of physical force or physical contact by a teacher or principal as may be necessary to maintain discipline or to enforce school rules," is allowed in the Holly Springs School District.

As a matter of board policy, reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment that is free from disruption and is conducive to furthering the educational mission of the board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment that are consistent with the following requirements:

1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
2. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
3. The school principal, assistant principal, or a teacher may administer corporal punishment.
4. When corporal punishment is administered, it shall be done in the presence of another employee.
5. A teacher or principal who has administered corporal punishment shall provide the pupil's parent or guardian with a written explanation of the reason for the punishment and the name of the other adult who was present.
6. Paddles are standardized as less than two (2) feet long, three (3) to four (4) inches wide, and about one-half (1/2) inch thick.

Such discipline, used as a last resort, will be administered by or in the presence of the assistant principal, principal, another teacher, or assistant teacher.

### **COUNSELOR INVOLVEMENT**

Includes counselor, administrative, or student initiated counseling sessions. The involvement may include seminars, which are specific instructional modules on specific topics aimed at helping the student cope with certain behavioral problems.

### **PARENT INVOLVEMENT**

Parent involvement occurs when parents are notified by telephone, personal contact, or letter. A conference is conducted between the student, his parent/parents or legal guardian and appropriate school personnel.

### **PARENT CONFERENCE AT SCHOOL**

Parent conferences may be used as a direct consequence or as a requirement associated with another consequence based on the severity of the discipline infraction. Parent conferences may be requested by the school staff or by the parent or guardian. Parents are also welcome to visit the classroom and observe, but if the parent wishes to talk with the teacher about their child, a conference should be scheduled. The parent must contact their child's teacher or call the school office.

### **IN-SCHOOL BEHAVIOR INTERVENTION**

Used when the student is removed by an administrator from a class or classes for a specified period of time but remains at school during class periods in a specified area, completes assignments and may receive counseling and/or behavior modification assistance.

### **REFERRAL TO ALTERNATIVE SCHOOL**

Students are assigned to alternative school according to School Board Policy.

### **ALTERNATIVE PROGRAM**

Students are recommended to the Alternative School because of problems with performance in the regular school setting, and in accordance with the discipline guidelines of the local school Board of Education. The recommendation for alternative school placement has been made by the student's principal and has been approved by the Teacher Support Team.

Alternative School placement is *an alternative in lieu of expulsion* by the school system. Placement in the Alternative School program will help the student to continue his/her education despite disciplinary problems.

Goals:

The program goals are twofold:

- 1) To teach students how to be successful in their educational program
- 2) To help them transition back to their home school or into another alternative educational program

### **GUIDELINES FOR REFERRAL TO ALTERNATIVE SCHOOL**

The following offenses will be considered by the Alternative School Review Board:

- 1) Drug and/or alcohol use or possession at school or school activity
- 2) Selling of drugs and/or alcohol at school or school activity
- 3) Possession of drug paraphernalia
- 4) Weapons as defined by law. (Some weapons constitute automatic expulsion.)
- 5) Assaults and threats to staff members
- 6) Tobacco use (including vaping)
- 7) Assaults/fights with students
- 8) Multiple infractions of discipline policies that causes major disruption in the learning process at the home school

Students may also be recommended for Alternative School placement by the Board of Trustees and/or by Youth Court officers.

### **PARENT INVOLVEMENT IN ALTERNATIVE SCHOOL**

To insure success, a high level of parent involvement is required. Parents and Alternative staff will work together to ensure that students are given every opportunity to successfully complete the behavior levels necessary to exit the program.

### **EXPULSION**

The total exclusion of the student from participation in or attendance at any school-related activity. A student who has been expelled from the Holly Springs School District must apply in writing to the Board of Education for possible readmission. Due process will be followed.

### **REFERRAL TO OUTSIDE AGENCIES**

Students and/or educationally negligent parents may be referred to mental health, juvenile court judge, juvenile officer, etc.

### **SCHOOL BUS SUSPENSION**

Students may be suspended from riding the bus depending on the severity of behavior or number of times the behavior occur. Based on the severity of the behavior on the bus, the student may also be suspended from school. Students cannot ride any school bus during the time of his/her bus suspension or during the time the student is suspended from school.

### **SUSPENSION (IN SCHOOL AND OUT OF SCHOOL)** (MS Code 37-9-71)

A suspension occurs when the student is removed from the regular school program from one to nine days. It is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Students may be assigned to either in-school or out-of-school suspension. In all cases, parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone calls will not be acceptable. In-school suspension (ISS) requires that a student complete all assignments during the period of suspension. Additional time in ISS may be given for failure to complete assignments in the ISS program. A student who disrupts the ISS program will be referred to the appropriate building administrator and the student will complete the assigned suspension out-of-school; he/she will not be allowed to return to regular classes until suspension is completed in its entirety.

The out-of-school suspension may be at home or assignment may be made to the alternative school. Students who receive suspension to be served at home must obtain their assignments for the appropriate number of days before leaving school and must complete this work and turn it in to the teacher/s the day the student returns to school. If the work is not completed, the teacher will give the student a 0, which will be averaged in with the other daily grades. State law requires suspension for certain indicated offenses. Repeated patterns of misbehavior may require counseling and parental involvement and assistance to the extent that the parent may be requested to come to school and attend classes with the student in order to identify and correct such behavioral patterns.

**ASSERTIVE DISCIPLINE PROGRAM**

The discipline program which will govern student behavior includes disruptions of the instructional program, together with the consequences which will follow. The student who engages in the type of misbehavior listed under disruptions will be placed on the appropriate step in the discipline ladder, with the consequences clearly listed.

All disruptions/discipline problems and consequences shall be applicable to all students during all periods of time they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the State of Mississippi and/or while they are participating in or going to or from any activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

**DISCIPLINE LADDERS**

**TARDY TO CLASS/SCHOOL DISCIPLINE LADDER**

**TARDY TO CLASS POLICY**

- First Tardy
- Second Tardy
- Third Tardy

Fourth through Sixth Tardy

Seventh Tardy and all succeeding tardies

**CONSEQUENCES**

- Written warning to student
- Parent Contact by Teacher
- Referral to the office by classroom teacher for detention or In School Suspension
- Counseling; three days, In School Suspension; and a parent conference
- Additional In School Suspension Days or alternative placement

**TARDY TO SCHOOL POLICY**

- First Tardy
- Second Tardy
- Third Tardy
- Fourth through Sixth Tardy

Seventh Tardy and all succeeding tardies

**CONSEQUENCES**

- Written warning to student
- Parent Contact by Principal or Designee
- Detention or In School Suspension
- Counseling; three days, In School Suspension; and a parent conference
- Additional In School Suspension Days or alternative placement

**UNIFORM DISCIPLINE LADDER**

- First Offense
- Second Offense
- Third Offense
- Fourth Offense
- Fifth Offense
- Sixth Offense

**CONSEQUENCES**

- Warning and counseling
- Administrative Parent and Student Conference
- Student will be given 1 day In-School Suspension
- Student will be given 2 days In-School Suspension
- Student will be given 3 days In- School Suspension
- Conference with Superintendent (Habitual Disregard for Policy)

*Note: The intervention process should begin when infractions result in students leaving the classroom*

**CELL PHONE/ SMART WATCH/ ELECTRONIC DEVICE LADDER**

First Offense

Second Offense

Third Offense

Fourth and Subsequent Offenses

**CONSEQUENCES**

- Cell Phone/Smart Watch/Electronic Device will be confiscated until a parent conference is held and a parent signs for the device
- Cell Phone/Smart Watch/Electronic Device will be held for 5 days and a \$20.00 fine will be charged
- Cell Phone/Smart Watch/Electronic Device will be held for 10 days and a \$40.00 fine will be charged.
- Cell Phone/Smart Watch or Electronic Device will be confiscated for the remainder of the school year. This includes any additional phones that are taken on the fourth or subsequent offenses.

*\*\*\*Note: A parent has 20 business days following the last school day of the year in which the device was taken to reclaim the device.*

The Holly Springs School District employees have no financial responsibility for lost, stolen, or damaged cell phones, smart watches or electronic devices that have been confiscated.

**GENERAL DISCIPLINE LADDER**

**DISRUPTIONS/DISCIPLINE PROBLEMS**

1. Possession of a weapon (Reported to law enforcement)
2. Use, sale, possession of drugs or drug paraphernalia, or being under the influence of drugs. (Reported to law enforcement)
3. Use, sale, possession of alcohol or alcohol-related products or being under the influence of alcohol.
4. Fighting (Reported to law enforcement)
5. Biting
6. Use or possession of dangerous objects
7. Use or possession of fireworks
8. Harassment, intimidation, or threatening of other students or

**CONSEQUENCES**

1. Step 6
2. Step 6
3. Step 5–6
4. Step 5–6
5. Step 5–6
6. Step 4–6
7. Step 5–6
8. Step 1–6

staff (Reported to law enforcement)	
9. Lying to authorities	9. Step 5-6
10. Sexual harassment ( <b>Must be reported to law enforcement</b> )	10. Step 4-6
11. Trespassing	11. Step 4-6
12. Using forged or altered documents (report cards, progress reports, parental hall passes, other students' lunch cards, etc.)	12. Step 4-6
13. Stealing (to include restitution)	13. Step 4-6
14. Use or possession of laser items	14. Step 4-6
15. Smoking	15. Step 4-5
16. Refusal to identify oneself properly when requested to do so by a faculty or a staff member	16. Step 4-5
17. Gang activity/association	17. Step 3-6
18. Defacing or otherwise injuring property that belongs to the school district (to include writing on school walls, inside or outside) (To include restitution for damages)	18. Step 3-6
19. Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	19. Step 3-5
20. Tardies as defined in the student handbook	20. Step 3-5
21. Use, sale, or possession of tobacco or tobacco-related products (Reported to law enforcement)	21. Step 4-6
22. Gambling or possession of gambling devices	22. Step 3-5
23. Cutting classes	23. Step 3-5
24. Truancy	24. Step 3-6
25. Leaving campus without authorization	25. Step 3-5
26. Parking violations (towing at owner's expense)	26. Step 3
27. Defiance of staff member	27. Step 1-6
28. Improper behavior in the cafeteria or on the campus	28. Step 1-6
29. Improper behavior at assemblies or other school activities (subject to removal from future activities)	29. Step 1-6
30. Misbehavior on the school bus	30. Step 1-6
31. Continuous disobedience	31. Step 1-6
32. Disrespectful behavior to staff members	32. Step 1-6
33. Other misbehavior as determined by the administration	33. Step 1-6
34. Leaving or storing inappropriate items or materials in area used for storage	34. Step 1-6
35. Unauthorized fund raising, including sale of candy	35. Step 1-4
36. Possession of radios, electronic beepers, cell phones, smart watches, or other electronic devices	36. See Student Cell Phone/Smart Watches/Electronic Device Ladder Above
37. Failure to return fund raising items or equivalent money (to include restitution)	37. Step 1-4
38. Going to car without permission	38. Step 1-4
39. Running in halls, cafeteria, or classrooms	39. Step 1-4
40. Inappropriate public display of affection	40. Step 1-3
41. Eating food in unapproved areas	41. Step 1-2

Any discipline problem resulting in the student's placement on Steps 4-6 may be reported to police if appropriate.

### **DISCIPLINE LADDER – STEPS ALIGNED WITH CONSEQUENCES FOR DISCIPLINE PROBLEMS AND INFRACTIONS**

#### Step One

1. Contact parent or legal guardian (phone or visit).
2. Student conference.
3. **Removal from ladder if not referred to office for five (5) school days from entry onto ladder.**

#### Step Two

1. Contact parent or legal guardian (phone or visit)
2. After-school detention (high school) or corporal punishment.
3. Failure to report to detention will result in the student being placed on Step 3 of the Discipline Ladder.
4. Any student who is disruptive or uncooperative in after-school detention will be referred to an administrator for further discipline.
5. **Removal from ladder if not referred to office for ten (10) school days from date of entry onto the ladder.**

#### Step Three

1. Contact parent or legal guardian (personal visit with building administrator).
2. In-school suspension, one (1) to three (3) days.
3. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time or permanently as determined by the administration.
4. Parent may be required to attend classes with student during time to be determined by administrator.
5. **Removal from ladder if not referred to office for twenty (20) school days from date of return to school after suspension.**



#### Step Four

1. Contact parent or legal guardian (personal visit with building administrator).
2. Out-of-school suspension, one (1) to five (5) days.
3. Referral to Teacher Support Team (TST) and intervention as determined by administration.
4. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time or permanently as determined by the administration.
5. Parent may be required to attend classes with student during time to be determined by administrator.
6. Removal from ladder if not referred to office for twenty-five (25) school days from date of return to school after suspension.

#### Step Five

1. Contact parent or legal guardian (personal visit with building administrator).
2. Out-of-school suspension for five (5) to eight (8) days.
3. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time as determined by the administration.
4. Parent may be required to attend classes with student during time to be determined by administration.
5. **Removal from ladder if not referred to office for thirty (30) school days from date of return to school after suspension.**

#### Step Six

1. Contact parent/legal guardian (personal visit or letter).
2. Nine (9) days out-of-school suspension. Recommendation for expulsion. A copy of Due Process/Hearing Procedures Policy will be given to the student and parent.
3. A student may be recommended for expulsion at any time the administrator **feels that the student's actions warrant such recommendation.**
4. Loss of privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time or permanently **as determined by the administration.**
5. **If a student returns to school, probation for thirty-five (35) days; removal from ladder if not referred to office for thirty-five (35) school days from date of return to school after suspension.**

#### **IMPORTANT NOTE: STUDENTS MAY BE ESCALATED TO NEXT HIGHER STEP AFTER SECOND PLACEMENT ON ANY ONE STEP.**

A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.

- A. Incentive is provided for the student to improve his/her behavior through provisions of a probationary period that allows a student to remove himself/herself from the discipline ladder by improved conduct.
- B. A parent/guardian conference with an administrator is required before a student can return to school after a suspension. (Steps 3, 4, or 5)
- C. A student may enter the Discipline Ladder at any step, depending upon the nature of the offense.
- D. Failure to complete the punishment as designated will result in escalation to the next step in the ladder.
- E. Return to the office during the probationary period prescribed in the Discipline Step will result in escalation to the next step.
- F. Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.
- G. A student may be suspended from riding to and from school on the school bus as a result of misbehavior on the bus.
- H. In all disciplinary matters, a student will be accorded due process under the district policy governing student rights.
- I. All disciplinary actions are subject to administrative options as to placement on the disciplinary ladder in keeping with the severity of the student misbehavior.

#### PROCEDURE:

1. If any school personnel determines that a student is in violation of any school regulation for which immediate disciplinary action is not required, the person shall notify the student and give the student the opportunity to take prompt CORRECTIVE action. If the student does not take corrective action within a reasonable amount of time or after the implementation of a classroom discipline plan, the matter will be referred to the designated school administration, accompanied by the proper referral form signed by the referring person.
2. A serious breach of conduct, failure of a student to immediately identify himself/herself, failure to give the proper name, or failure to take prompt corrective action will be cause for immediate referral to the principal. In this case, the referral form may be filled out after the student is brought to the office.
3. In all instances, except extreme cases when a student must be immediately removed from campus or a school vehicle, the student will be given a hearing by the principal of the school where the child attends. Each student will be allowed to "tell his/her side of the story."
4. After an impartial hearing, the principal, assistant principal, interventionist, or designated school official will determine the course of action to be taken by reviewing the referral form, the student's disciplinary record and the problem/consequence chart options for that particular school. If the school official feels an out-of-school suspension is warranted, a recommendation along with documentation will be made to the principal. The problem/consequence chart may be followed. Administrators are empowered to utilize discretion and professional judgment when establishing consequences. A written record will be made and kept on file. In the case of a bus violation, a copy of the violation will be sent to the parents. The student will receive a copy, the Transportation Department will receive a copy, and the bus driver will maintain a copy.
5. After repeated breaches of conduct or a serious breach of conduct, the principal may suspend the student from school for a maximum of ten (10) days to arrange for the school board to hear the case. This hearing will be as soon after the suspension as is possible. The board may readmit the student on probation, providing certain conditions are met, continue the suspension,

or expel the student. Hearing with counsel if desired, is available at all steps in this process. The parent will be advised in writing of the date and hour of the hearing.

6. The student shall have the right to appeal any decision of the Board of Trustees as to suspension or expulsion as provided by law.
7. Students suspended from school for three (3) days or fewer must obtain their class assignments and complete the work, turning it in within five (5) days upon returning to school. Students suspended for any period of time must make up the work. In certain instances, assignments may be obtained by telephone or picked up at the end of the day by a designated person. This shall be done at the convenience of the teacher. Students suspended for more than three (3) days shall follow the same time requirements as the three day suspension unless other arrangements are made with teachers.
8. Students suspended from riding the school bus or other school vehicles by the principal for any length of time will be expected to fulfill their responsibilities in attending classes.

When a student continues to display behavior problems, the student will be referred to the Teacher Support Team and strategic and targeted interventions will be developed for the student based on the district's tiered intervention policies and procedures.

## **DISCIPLINING STUDENTS WITH DISABILITIES**

Holly Springs District personnel are granted the general authority to enforce discipline procedures according to the policies and procedures of the Holly Springs School District. Disciplining children with disabilities who violate a code of student conduct by interrupting the child's participation in education for up to ten (10) school days over the course of a school year, when necessary and appropriate to the circumstances, does not impose an unreasonable limitation on the child's right to a Free and Appropriate Education (FAPE). If the district does not provide services to nondisabled children removed for the same amount of time, the district is not required to provide services to a child with a disability. However, district personnel may use discretion on a case-by-case basis for a child with a disability who has violated the code of conduct.

District personnel may use disciplinary removals, including removal to an appropriate interim alternative education setting (IAES), removal to another setting, or suspension, for a child with a disability who violates a code of conduct to the extent those removals are used with children without disabilities who violate a code of conduct. However, agency personnel may not remove a child with a disability for more than **ten (10) consecutive** school days or instigate serial removals of **ten (10) or less consecutive** school days in a school year unless these removals are for separate unrelated incidents of conduct

Children with disabilities have special protections under the Individuals with Disabilities Education Act (IDEA) when they exhibit behaviors that violate the code of conduct and require an extended removal from the current educational setting.

*Beginning with the 2019-2020 school year, corporal punishment may not be administered to special education students (including speech and 504 students). HB1182*

### **1. Criteria for Placement**

A special education student may be placed in an alternative setting up to 45 days if:

- The student carries a weapon to school or school function.
- The student knowingly possesses, uses, or sells illegal drugs at school or school function.
- The student is a danger to self/others.
- It is determined that the inappropriate behavior(s) is not a manifestation of the student's disability.

### **2. Procedures for Manifestation Hearing**

The following procedures must be adhered to before a special education student can be recommended for alternative placement:

- The school Principal or Designee must contact the Special Education Director within 24 hours of the student(s) misconduct, setup manifestation IEP meeting, and provide Written Prior Notice (WPN) and Procedural Safeguards to the parent/legal guardian within 3 days of the meeting.
- The IEP committee conducts a manifestation determination meeting to determine if the student(s) misconduct in question is/is not related to his/her disability using the manifestation determination form.
- Special education services are not to be interrupted during the manifestation process or during long-term suspension.

## **THE MANIFESTATION DETERMINATION PROCESS**

### **A. Manifestation is related to the student(s) disability:**

If the manifestation determines that the behavior in question is related to the student's disability, the IEP committee will provide the parents Written Prior Notice and convene the IEP committee to review the appropriateness of the IEP and placement.

*Note: The IEP committee can review the IEP at the same meeting as long as a Written Prior Notice and Procedural Safeguards have been provided to the parents and they waive the notification period.*

1. The IEP committee will amend the IEP as needed
2. Ensure that Written Prior Notice and Procedural Safeguards have been provided to the parents before implementing the amended IEP, and
3. Contact the Special Education Director if out-of-district placement options are needed.
4. Days of absences shall be coded as disciplinary action, where appropriate.

### **B. Manifestation is not a result of the student(s) disability:**

If it is determined that the behavior in question was not a manifestation of the student's disability, the student will be disciplined the same as non-disabled students. Whenever the student is suspended beyond 10 days, educational services, including access

to the general curriculum, must continue. A free and appropriate public education (FAPE) must be provided in an alternative setting.

1. The principal or designee should immediately:
  - Contact the Special Education Director and the Alternative School Principal and notify them of the change of placement.
  - A Written Prior Notice and Procedural Safeguards are to be sent to the parent/legal guardian and an IEP committee meeting should be held within 10 days of the manifestation meeting to change the student(s) placement. ***This meeting will be held at the alternative site.***
  - The IEP committee must include and be comprised of a parent/legal guardian, principal or designee administering the disciplinary action, the special education teacher of record, the alternative staff that will provide services in the alternative setting, and other persons who have relative information about the student.
  - The IEP committee must first consider all relevant information, including:
    - Assessment data, including information provided by the parent.
    - Observation of the student.
    - The student's IEP placement.
    - Whether the student's disability impaired his/her ability to control the behavior in question relating to disciplinary action.
  - The IEP committee will review the IEP and determine the services necessary to provide a free appropriate education (FAPE) in the alternative setting. Modification to the current IEP should only be made based upon the behavior improvement plan and discipline problems of the student.
  - If placement is changed and there is not a behavior plan in the student(s) IEP, the IEP committee will request that an evaluation for a Functional Behavior Assessment (FBA) and a Behavior Intervention Plan (BIP) be developed.
  - Interim behavior goals should be written into the IEP until the Functional Behavior Assessment and Behavior Improvement Plan has been completed.
2. The following documents will be required at the IEP meeting:
  - Summary of Disciplinary Referrals
  - A copy of the manifestation determination form
  - Functional Behavior Assessment
  - Behavior Intervention Plan
  - A copy of the student's Individualized Education Plan
  - Review/Revision (to copy for documentation of meeting)
  - Signature sheet of the Individualized Education Plan
  - Copy of the written prior notice sent to parent
  - Copy of procedural safeguards

The Special Education Director should be notified of the results of the manifestation determination meeting by the principal or designee, and a copy of the manifestation form should be forwarded to the Special Education Case Manager.

### **TRANSITION AND/OR CHANGE OF PLACEMENT BACK TO THE HOME SCHOOL**

*The Following procedures should be adhered to:*

- A. **45 Day Review Meeting** – at the end of the 45 days a Written Prior Notice and Procedural Safeguards are to be sent to the parent/legal guardian and IEP committee meeting will be held to review the student(s) IEP and change placement back to the regular education setting or least restrictive environment. During this meeting, the Behavior Improvement Plan should be reviewed/revised to reflect the placement change. ***This meeting must be held at the alternative site.***
- B. **IEP Committee Members** – the 45 Day Review Committee should consist of the principals/designee from both schools; parent/legal guardian, alternative school staff, special education teacher of record, positive behavior specialists, and other persons who have relative information about the student.
- C. **Placement Date** – the IEP committee must determine the date the student(s) change of placement back into the regular education setting or least restrictive will occur.

**NOTE:** The IEP committee may place a student in the alternative setting for no more than 45 days without a review of placement IEP meeting being held. After 45 days, a student must be returned to his/her original placement unless the IEP committee has met and determined continued placement in an alternative setting is in the best interest of the student. The principal from the original placement will have representative at all 45 day review meetings.

End of the year IEP responsibility for students assigned to the alternative setting for less than a semester will be the responsibility of the special education teacher of record in the original school placement.

Questions related to the Special Education Program should be directed to the Chairperson for the Alternative School Multidisciplinary Evaluation Team (MET).

### **TIER INTERVENTION**

When a student continues to experience behavior problems, the student will be referred to the Teacher Support Team (TST) and strategic and intensive interventions will be given.

## SEARCHES AND QUESTIONING

### QUESTIONING

School administrators, teachers, and School Resource Officers have the right to question students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist.

### SEARCHES

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school. Lockers will be opened or other searches conducted by not less than two members of the professional staff.

### VEHICLES

The school retains authority to inspect student vehicles used as transportation to school whether on or off school property. When a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student vehicle, the student may be required to open the vehicle, including the trunk, for further inspection.

### CANINE

The district may at any time utilize canines to search vehicles, desks, lockers, school property, except possessions on a student's person, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted, which may then include the search of a student, at the direction of the principal, School Resource Officer, and responding law enforcement personnel.

### DESKS

Desks are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in desks issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual desks may occur when there is a reasonable basis to do so, or for health and safety reason; and in those cases, the student or a third party may be present. Items which may be placed or kept in a desk or locker include, but are not limited to, school issued books, pencils, pens, paper, clothing apparel. Items which may NOT be placed or kept in a desk include, but are not limited to, items not directly connected with school requirements such as weapons, explosive devices, illegal contraband, and other items in violation of school board policy.

### BOOK BAGS, PURSE, ETC.

A student's personal effects may be searched whenever a school authority has reasonable suspicion to believe the student is in possession of illegal or unauthorized materials or contraband.

### PERSONAL SEARCH OF STUDENTS

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or contraband. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex with at least one adult witness present. It will be an extremely rare situation that requires a more intrusive search of a student's person than a pat-down. Only if extreme emergency conditions exist, and only upon prior approval by the central office, will a more intrusive search be conducted. If such a search is necessary, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present.

### METAL DETECTORS

Metal detectors will be used at selected events and at the discretion of the school administration. Metal detectors also will be used in the school sites as deemed appropriate. Inspections/searches of personal property at public events will be conducted by School Resource Officers and/or law enforcement personnel. Inspections/searches of personal property at school sites may be conducted by school personnel in accordance with established procedures. Refusal to pass through the metal detectors will be considered sufficient cause to deny entrance to the event or to school until a personal search had been completed.

### STRIP SEARCHES

No student will be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student will be asked to remove any article of clothing in the presence of a member of the opposite sex or in the presence of other students.

## SCHOOL COMMUNITY RELATIONS

### SCHOOL/COMMUNITY RELATIONS

The Holly Springs School District employs staff to enhance the educational process by assisting in maintaining and enhancing lines of communication with parents, community members, law enforcement, and other public and private organizations and agencies. They are also available to disseminate information and to assist school administrators in developing and maintaining effective relationships with parents and community agencies.

### COMMUNITY MEMBERS AS RESOURCES

The use of resource persons in the community in the classroom can be a valuable educational instrument. The Holly Springs School District wishes the professional staff to be concerned with locating and contacting people in various areas of interest and expertise who might serve as resource persons in particular units of study. All requests to use such resource persons shall be cleared with the principal of the school.

### **SCHOOL VOLUNTEERS**

The Board believes that volunteers can make many valuable contributions to our schools. The Board endorses a Volunteer Program in the schools subject to regulations and safeguards. Suitable recognition of volunteer services shall be made annually.

### **PARENT, FAMILY & COMMUNITY ENGAGEMENT**

The Holly Springs School District implements a Parent, Family and Community Engagement Plan which includes goals and action steps to increase parent, family and community engagement. (See appendix)

### **PARENT/GUARDIAN CONFERENCES**

Parent-teacher conferences should be arranged by appointment for the time set aside each day following the close of school or during the teacher's consultation period. Parents/Guardians should call the office of the school which their child attends to arrange a conference.

## **FEDERAL PROGRAMS**

The goal of Federal Programs is to help every child attain a high-quality education. Funds are used for improvements in the instructional program and pupil services in the schools which are aimed at meeting the educational needs of students, and educationally at risk students in particular. Federal Programs help in many ways including, but not limited to, providing smaller classes; additional teachers and assistant teachers; support staff; additional training for school staffs; a variety of supplemental teaching materials; computers and equipment; various programs for the key subject areas; exposure to a well-rounded education; and incentives for students and staffs. HSSD utilizes four federal programs: Title I, Part A; Title II, Part A; Title IV, Part A; and Title V.

### **TITLE I**

The Title I Program in the Holly Springs School District continues to be utilized for the enhancement of school improvement and increased student achievement. Title I funds are used to supplement funds from other sources to improve the overall quality of education provided for the students of the Holly Springs School District.

Title I also assists with other aspects of education that affects students. The Parent and Family Centers located at the Primary (materials for Pre K–3<sup>rd</sup> Grade) and the Intermediate (materials for Grades 3–12) Schools are provided compliments of the Title I Program. The Parent and Family Centers provide materials and training to help parents and family members work with their children at home to improve their children's academic achievement. Other resources include, but are not limited to, school nurses and instructional coaches/lead teachers.

Each year the federal government provides each state with a basic grant for its Title I program. The state then sends Title I money to the school districts based on their number of low-income families. Each school has a Federal Programs Committee which meets quarterly to discuss and evaluate the use of federal funds in that school. If you have any questions, concerns or would like to be a part of a Federal Programs Committee, please contact your child's school.

### **SCHOOL~PARENT~STUDENT COMPACT**

The Title I program of the Holly Springs School District is designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this goal, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process. Therefore, each party is encouraged to commit to the following behaviors:

School staff will –

- ✓ believe that each student can learn;
- ✓ have high expectations for all students;
- ✓ provide high quality instruction which will help each child to meet high standards require by the state;
- ✓ show respect for each child and his/her family;
- ✓ help each child grow to his/her fullest potential;
- ✓ provide an environment conducive to learning;
- ✓ enforce school and classroom rules fairly and consistently;
- ✓ seek ways to involve parents in the school program;
- ✓ maintain open lines of communication with each student and his/her parents;
- ✓ demonstrate professional behavior and a positive attitude.

Parents/Guardian will –

- ✓ make sure that their child(ren) attends school regularly and on time;
- ✓ provide a home environment that encourages their child(ren) to learn;
- ✓ communicate regularly with their child(ren)'s teachers;
- ✓ attend parent-teacher conferences;
- ✓ encourage their child(ren) to read at home and apply their learning to daily life;
- ✓ support the school in developing positive behaviors in my child;
- ✓ show respect and support for their child(ren) and school staff.

Students will –

- ✓ always try to do their best in their work and in their behavior;
- ✓ work cooperatively with their classmates and staff;
- ✓ show respect for themselves, their school, and other people;
- ✓ obey classroom, school and bus rules;
- ✓ take pride in their school;
- ✓ come to school prepared to learn;
- ✓ come to school with homework and supplies;
- ✓ believe that they can learn and will learn.

## **NOTICE TO PARENTS**

As a parent of a student(s) at Holly Springs School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows parents to ask for certain information about your child's classroom teachers, and requires the educational agency to give you this information in a timely manner when requested. Specifically, a parent has the right to ask for the following information about his/her child's classroom teachers:

- ✧ Whether the Mississippi Department of Education has granted a teaching certificate to the teacher for the grades or subjects he or she is teaching,
- ✧ Whether the Mississippi Department of Education has decided that the teacher can teach in a classroom with a temporary certificate because of special circumstances,
- ✧ The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of those degrees
- ✧ Whether any assistant teachers provide services to your child and, if they do their qualifications.

If you would like to request this information, please contact the principal of your child's school.

# APPENDIX

## ***HOLLY SPRINGS SCHOOL DISTRICT PARENT, FAMILY AND COMMUNITY ENGAGEMENT***

### ***Mission:***

In conjunction with parent, families and community members, the mission of the Holly Springs School District is to educate students who can compete in the global community.

### ***Parent/Family/Community Goals:***

Goal 1: Increase parent, family and community engagement  
Goal 2: Improve perception of district in community and state








### ***Purpose:***

The purpose of the Parent, Family and Community Engagement Plan is to give the schools, parents, families, and community members an organized system for participating in and taking ownership of the school district.

### ***District Values and Beliefs:***

The Holly Springs School District has always valued and encouraged assistance in the important endeavor of educating our children. This vital process can only be accomplished with the cooperation of home – school – community. It is the goal of all stakeholders that students achieve their greatest potential and this can only be reached through collaboration and commitment. There are many levels of involvement in the educational process.

Utilizing all of its resources to implement the Parent, Family and Community Engagement Plan, the Holly Springs School District including parents, family members, teachers, students, administrators and community members will strive to develop and promote activities that enrich meaningful engagement. The activities and strategies included in this plan are based on the identified needs of students, parents, families and this community. It is common knowledge that when parents, families and community stakeholders support education the following **student results** are evident:

-  Improved attendance;
-  Increased student motivation and self-esteem;
-  Increased student achievement including higher grades, test scores and graduation rates;
-  Decreased drop-out rates;
-  Decreased usage of drugs and alcohol;
-  Fewer instances of violent behavior; and
-  Fewer suspensions from school.

\*\*\*For the entire Parent, Family and Community Engagement Plan including specific activities and timelines for reaching the goals of the district, please contact the district office at 662.252.2183.