

***Horn Lake Middle School
Eagles***



***Parent and Student Handbook
2022-2023***

Dear Students and Family,

We are so excited to have you as a part of our Eagle family! From the moment I became a part of this family in 2014 until now, I fell in love with the Horn Lake community. It is my task and my privilege to motivate the minds of our young people. Together, we will soar to new heights academically and socially. I am proud to serve as your principal, and I cannot wait for us to celebrate our accomplishments! Happy 2022-2023 school year!

If I can be of service to your or your child, please call the school at 662.393.7443 or email me at aisha.maxwell@dcsms.org.

Sincerely,

Aisha Maxwell

Principal

Horn Lake Middle School Mission Statement

Horn Lake Middle School, in cooperation with students, families, and community is committed to providing opportunities that will promote educational growth, a sense of responsibility, respect for others, and self-pride that will enable students to reach their fullest potential.

WELCOME

The administration, faculty, and staff of Horn Lake Middle School welcome you to the 2022-2023 school year. This handbook is to provide you with the guidelines that are followed at Horn Lake Middle School. Every member of the staff is here to help you have a successful and enjoyable school year. Read this handbook carefully, as it will answer many questions about your needs and what will be expected of you at Horn Lake Middle School.

ACCREDITATION STATUS

Our school is part of the DeSoto County School System, which is the largest school district in the State of Mississippi. All schools in the district are fully accredited by the Mississippi State Department of Education and SACS CASI, which is a accreditation division of AdvancED.

VISITORS

Parents, guardians, and members of the community are always welcome at our school. For reasons of safety, we do ask that all visitors call the school to schedule an appointment before visiting campus—except in the event of an emergency. All visitors must obtain a visitor's pass and sign out at the time of departure. No adult or other visitor should enter any classroom without specific permission from the principal.

COMMUNICATION

AUTO DIALER

Auto Dialer is used as a communication tool to parents. Students who miss one or more periods or are tardy to class will have their parents notified by phone that evening.

PARENT PORTAL

Parent Portal allows parents/guardians to keep track of their children's academic progress online via an easy to-use web site. To obtain your ID and Password, bring a picture ID to the school and sign a Parental Responsibility Form. You will receive your user ID and password at this time. Go to our website at www.desotopowerschool.com/public and enter your username and password.

WEB PAGE

The Horn Lake Middle School web page consists of tons of great information about our school. On the web site, you can find information on principals and staff, calendars, bus routes and announcements. You can also find pictures of our sports teams and organizations. Please feel free to visit and learn more about our school lunch menus. hlm.desotocountyschools.org

DeSoto County Schools
2022-2023 Calendar

August 1, 2022	Teachers' First Day
August 4, 2022	Students' First Day
September 5, 2022	Labor Day Holiday
October 10, 2022	Fall Break
November 21, 2022 - November 25, 2022	Thanksgiving Holidays
December 16, 2022	End of First Semester
December 19, 2022 - January 2, 2023	Christmas Holidays
January 3, 2023 - January 4, 2023	Staff Development Days (Teachers Return)
January 5, 2023	Students Return
January 16, 2023	MLK, Jr Holiday
February 17, 2023	Staff Development Day (Student Holiday)
February 20, 2023	President's Day Holiday (All)
March 13, 2023 - March 17, 2023	Spring Break Holidays
April 7, 2023	Good Friday Holiday
April 10, 2023	Easter Holiday
May 24, 2023	Students' Last Day
May 25, 2023	Teachers' Last Day

TENTATIVE MAKEUP DAYS:

February 17th, April 10th, and May 25th

*All dates are accurate at the time of approval. However, they are subject to change depending on the Mississippi Department of Education assessment calendar, inclement weather, and/or other unforeseeable events.

Report Cards:

1st 9wks - October 13th 2022

2nd 9wks - January 5th 2023

3rd 9wks - March 23rd 2023

4th 9wks - May 31st 2023

Progress Reports:

1st 9wks – Week of September 6th

2nd 9wks – Week of November 7th

3rd 9wks – Week of February 6th

Horn Lake Middle School Bell Schedule
2022-2023

6:50	Doors Open		
6:50- 7:10	Breakfast/Bell work		
7:10- 7:58	1 st Period		(48min)
8:02-8:50	2 nd Period		(48min)
8:50-9:00	Break		(10min)
9:04- 9:52	3 rd Period		(48min)
9:56-10:44	4 th Period		(48min)
10:48- 12:14	5 th Period		
10:48-11:13	7 th Grade Lunch	(25min)	
11:18-11:43	8 th Grade Lunch	(25min)	
11:48-12:13	6 th Grade Lunch	(25min)	
12:18-1:06	6 th Period		(48min)
1:10-1:58	7 th Period		(48min)
2:02-2:50	8 th Period		(48min)

6th Grade Bell Schedule

6:50-7:10	Homeroom in 3rd period classroom (Breakfast in café or go directly to homeroom)
7:14-7:58	1st period (elective) [44 minutes]
8:02-8:46	2nd period (elective) [44 minutes]
8:50-9:00	BREAK in 3rd period [10 minutes]
9:00-9:44	3rd period [44 minutes]
9:48-10:32	4th period [44 minutes]
10:36-11:20	5th period [44 minutes]
11:24-12:40	6th period [44 minutes]
LUNCH	11:48-12:13
12:40-1:00	ACTIVITY TIME in 6th period [20 minutes]
1:04-1:48	7th period [44 minutes]
1:52-2:36	8th period [44 minutes]
2:40-2:50	Homeroom in 3rd period / Silent Sustained Reading

2022-2023 SCHEDULE

Name _____

Grade _____

SCHEDULE

Time	Subject	Rm #	Teacher	Teacher Email Address
1st Period		_____		
2nd Period		_____		
3rd Period		_____		
4th Period		_____		
5th Period		_____		
6th Period		_____		
7th Period		_____		
8th Period		_____		

BUS INFORMATION

Bus/Route # _____

Important Medical Data _____

Horn Lake Middle School Title I Information

Horn Lake Middle School is a “Title I” school. What does that mean?

The Every Student Succeeds Act (ESSA) provides financial assistance through state education agencies (SEAs) to local education agencies (LEAs) and public school with the highest percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

Title I funds may be used for children from preschool through grade 12. LEAs target the Title I funds they receive to public school with the highest poverty rates. Public schools with poverty rates of at least 40% may use Title I funds, along with other federal, state, and local funds, to operate a school-wide program to upgrade the entire educational program. Schools with poverty rates below 40%, or those choosing not to operate a school-wide program, offer a targeted assistance program. In a targeted assistance program, the school serves Title I- eligible students who are failing, or most at risk of failing, to meet the challenging state academic standards. The school then designs, in consultation with parents, staff, and district staff, an instructional program to meet the needs of those students. Both school-wide and targeted assistance programs must be based on effective means of improving student achievement and include strategies to support parent and family engagement.

Dear Parent of Guardian:

Our school receives federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualification of the classroom staff working with your child.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with answers to the following questions as soon as possible:

- Has your child's teacher met state licensing requirement for the grade level and subject in which the teacher is providing instruction?
- What are the college degree, majors and the fields of discipline for any graduate degree or certificates the teacher holds?
- Is the teacher working under an emergency status for which state licensing requirements have been waived?

You also have the right to request information regarding the professional qualifications of the paraprofessional(s) assisting your child's teacher(s). If you request this information, the district or the school will provide you with answers to the following questions.

- Has he/she completed at least 2 years of student at an institution of higher education?
- Has he/she completed an associate's degree (or higher)?
- Has he/she met a rigorous standard of quality by meeting our state's certification procedure for determining the quality of paraprofessional staff?
- Does he/she have the knowledge of, and ability in structuring, reading, writing, and mathematics or (b) knowledge of, and ability to assist in learning activities such as homework, reading readiness, learning outreach, writing, mathematics, and other support appropriate?

If you would like to request this information, please contact your child's school by phone at 662-393-7443 or by email at alisha.maxwell@dcsms.org.

Should you have any other questions regarding your child's education, please don't hesitate to call me at the school.

Sincerely,

Aisha Maxwell,
Horn Lake Middle School

Horn Lake Middle School
Contact Information

Address:

6125 Hurt Road
Horn Lake, Mississippi 38637
662-393-7443

Aisha Maxwell, Principal

aisha.maxwell@dcsms.org

Cole Bostick, Assistant Principal

cole.bostick@dcsms.org

Nick Eddlemon, Assistant Principal

nick.eddlemon@dcsms.org

Rosa Knichel, Assistant Principal

rosa.knichel@dcsms.org

Mallie Lawrence Assistant Principal

mallie.lawrence@dcsms.org

Parent/School Communication

The school and teachers will communicate with parents and guardians through the following tools:

- Report Cards (Handed out to students every 9wks)
- Progress Reports (Handed out to students 1x per every 9wks)
- Parent Portal (Parents must register with the school)
- Text/Phone contact through SchoolStatus
- Auto-Dialer
- School and Teacher Web Page
- Email
- Social Media (Facebook, Twitter)
- Regular Mail
- PTO Meetings
- Booster Club Meetings
- Title I Parent Engagement Events

School Parent-Student-Teacher Compact

The purpose of the School-Parent Compact is to ensure effective involvement of parents and to support partnership between the home and the school. Thereby, responsibility for improved student achievement will be shared by parents, the child and the school.

PARENT'S ROLE: I realize that children do better in school when parents are involved.

Therefore, I agree to help my child do his/her best in school by:

- Being responsible for my child's punctuality and school attendance.
- Supplying my child with appropriate school supplies.
- Supporting discipline policies of the classroom and school.
- Maintaining a time and place for homework and review it regularly.
- Actively encourage and stay involved in what my child is learning.
- Actively communicate with teachers through parent conferences, telephone and email.

Parent Signature _____

STUDENT'S ROLE: It is important that I work to the best of my ability. I agree to help by:

- Working hard to do my best in class and schoolwork.
- Attending class regularly and on time.
- Completing and returning homework assignments.
- Adhering to regular study hours.
- Bringing appropriate school supplies to each class.
- Respecting and cooperating with other students and adults.
- Supporting and abiding by all school rules and conduct.

Student Signature _____

TEACHER'S ROLE: I agree to support your child by:

- Using multiple strategies to best meet your child's learning needs
- Providing enrichment and/or remediation based on your child's needs.
- Encouraging communication between school and home.
- Recognize and reward student success
- Using supplemental activities in the classroom to make learning enjoyable.

Teacher Signature _____

PRINCIPAL'S ROLE: I support this form of parental involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Encourage positive communication between home and school.
- Provide opportunities for parents to be involved in the school and in their child's education.
- Encourage teachers to provide homework assignments that reinforce classroom instruction.

Principal Signature _____

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

SCHOOL POLICIES AND PROCEDURES

STUDENT SAFETY

Listed below are several new or changed policies that will be strictly enforced this year and future years for the safety and well-being of our students.

1. All non-school employees are required to check in at the school office.
2. Student Early Checkout: Only a parent or guardian, or a person certified in writing by the parent or guardian, will be allowed to check a student out of school. A phone call will not be accepted. There will be no check-outs after 2:15 except for medical emergencies. Please work with the school so instructional time is not lost to disruptions.
3. Please be informed that visitors may be videoed or have pictures taken while on school property.
4. Dress codes will be strictly enforced.
5. Bicycles and skateboards are not to be ridden on school property. Bicycles ridden to school must be walked to the appropriate rack where the bicycle will remain until school is out. Then they walked to the street. Skateboards are not allowed.

SUSPENSIONS/ALC/DCAC/RAMP

Students who are suspended, in ALC, in RAMP, or attending DCAC will not be allowed to attend any school during time of suspension, alternative placement, or on a waiting list for alternative placement.

SCHOOL HOURS

School hours are from 7:10 a.m. to 2:50 p.m. Office hours are from 7:00 a.m. to 3:30 p.m. Doors open at 6:50 a.m. Parents will be responsible for students arriving prior to 6:50 a.m. or students still on campus after 3:00 p.m. unless the students are involved in a school sponsored activity.

Technology and Instruction/Distance Learning

Terms

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

Title

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

Loss, Theft or Full Damage

If a device is stolen, the parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report. Once a police report has been filed, the district, in conjunction with the local law enforcement agency may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately.

If a device is damaged, lost or stolen, the user or the parent/guardian may be responsible for the full replacement cost or be assessed a deductible for the repair. A chart listing the deductible and fees are included in this policy. The user or the parent/guardian of the device must report to district personnel within three calendar days of missing or damaged device. Students who leave the district during the school year must return all devices and additional accessories to the school administrator.

Repossession

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

Terms of Agreement

The user's right to use and possession of the property terminates no later than the last day of enrollment unless earlier terminated by the DeSoto County School District or upon withdrawal from DeSoto County Schools.

Unlawful Appropriation

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

Fees for Device Use**Use and Maintenance Fees**

- Parents/Guardians shall pay a non-refundable annual support fee of \$25.00 for students grades 6th-12th for the use of a DeSoto County School electronic device.
- Homebound students in grades K-5th will be assessed a \$25.00 fee annually for the use of a DeSoto County Electronic device.
- The annual fee can be paid online through a link on the district's website or at the school.

- For damage that occurs to any district device there will be a required deductible to cover damage by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or damaged beyond repair, the parent/guardian (in the case of a student) may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.
- If there are fees that are outstanding, the district may take all legal measures that are available to recoup those fees.

Damaged Devices

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

Deductibles- Fees

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

Handling and Care

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

Power Management

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.
- Devices with no battery life must be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it.
- All class work missed because of uncharged batteries must be made up on a student's own time.

Transport

- Transport the device in its protective case and sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

Monitoring and Supervision

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member. If any person damages the device it will be the user's (parent/guardian in the case of a student) responsibility, and the damage cost policy will be in effect.
- Any attempt to "jailbreak" or remove the DeSoto County School District profile could result in disciplinary action, including suspension.
- Students are responsible for the safety and security of the device and any activity on the device.

User Data

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

Help and Support

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

Use of Personal Laptops and Tablets

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

Instructional Day

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

MISSISSIPPI COMPULSORY SCHOOL LAW

DeSoto County 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. A child, five (5) years of age, who enrolls in public kindergarten, will have to abide by the same guidelines as outlined in the §37-13-91.

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

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

REPORTS

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

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

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

UNLAWFUL ABSENCES / VALID EXCUSES

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

- a. Attendance at an authorized school activity with the prior approval of the principal of the school district or his/her designee.

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

Middle School Students (6-8)

- Seven (7) absences may be excused by a note from a parent/guardian. **(Note must include student's legal name, date of absence, reason for absence, parent/guardian signature, and date note was written.)**
- **Any** additional absence after the 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 being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within two (2) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

SCHOOL ATTENDANCE OFFICER

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

Process Standard 10 is as follows:

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

MAKE-UP WORK POLICY

When a student is absent from school (excused or unexcused), the number of days allowed to complete any required make-up work is commensurate with the number of days missed to a maximum of five (5) days. For example, if a student is absent from school for one (1) day, the student has one (1) day to complete the required make-up assignments. If the student is absent for five (5) days, he/she will have five (5) days to complete his/her make-up work. If the student is absent for twelve (12) days, the student has five (5) days to complete the missed work.

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

GENERAL PROVISIONS FOR GRADING

Students must demonstrate mastery of the content required for each grade/course. Content for grades 1-12 is determined by objectives listed in the state of Mississippi Curriculum Structure.

MONITORING STUDENT PROGRESS

Each teacher has the responsibility of identifying pupils who are not making satisfactory progress toward the achievement of grade level or course objectives. Teachers are encouraged to notify parents during each grading period if students do not meet minimum requirements. Progress Reports will be sent at week four or week five of the nine-week period. Teachers are not required by district policy to take a specified number of grades. However, any grades taken must be posted to the electronic grade book bi-weekly.

DeSoto County Schools Grading Scale

A 90-100

B 80-89

C 70-79

D 65-69

F 0-64

No Grade (NG)/No Credit (NC) (Because of excessive absences and/or IEP stipulations (JBD))

GRADING PARAMETERS FOR GRADES 6, 7, AND 8

All Classes

40% Test

35% Classwork/quizzes

15% Homework

10% 9 weeks test

Each semester grade is computed by averaging the grades for that semester. Ninety percent (45%-first nine weeks; 45%-second nine weeks) of the grade will be a compilation of the grades that the teacher has for the student in his/her grade book including, but not limited to, formative assessments, quizzes, homework, classwork, unit tests, etc. Ten percent of the grade will be the grade received on the nine- week/semester exam. The final grade for a course will be computed by averaging the two semester grades. The grading policy for students with disabilities with current Individualized Education Programs (IEP's) will be consistent with policy IHF-A.

Nine-week tests will be administered for the first and third nine weeks. Semester exams will be administered for the second and fourth nine weeks.

Students in grades 6-8 may be exempt from final exams if the following criteria are met:

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

Grade Revisions

In accordance with House Bill 696 and State Board Policy 403, DeSoto County Schools will follow the following guidelines regarding the changing of student grades. Any change of grades, other than the final grade, shall be addressed with the teacher who issued the grade and the building level administrator. Any change of a final grade (as recorded on the cumulative folder or permanent record) shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.

Written documentation (which includes the signatures of all panel members) of all actions must be included in the cumulative folder and available for review by the Mississippi Department of Education. Any changes or corrections must be made on the cumulative folder and permanent record as required by the Mississippi Cumulative Folders and Permanent Records Manual of Directions.

DeSoto County Schools does not mandate or require the awarding of a minimum grade.

TEACHING AND TESTING PROCEDURES

Teachers of elementary and secondary students will be responsible for teaching and testing the objectives and competencies in the Mississippi Curriculum Frameworks for Language Arts, Mathematics, Science, and Social Studies. Testing will be comprised of three district-developed tests in grades 6-12 for Language Arts, Mathematics, and 8th grade Science. Additionally, teachers will develop teacher-made assessments to monitor student progress between the required common and district test. Students may not be exempt from state mandated test.

PROMOTION, GRADES 6, 7 AND 8

In order to be promoted in grades 6, 7 and 8, a student must meet the following requirements:

1. Earn a minimum yearly average of 65 in Mathematics, English/literature, Science, and Social Studies.
2. Meet the school districts daily attendance requirements.

SUMMER SCHOOL

A student who has not completed the learning objectives of one or two courses/subjects shall be allowed to enroll in the extended school year program. A student failing more than two courses/subjects will not be allowed to enroll in the extended school year program.

DRESS CODE

Proper attire and grooming are deemed important to scholastic achievement and orderliness. The responsibility for the appearance of the students begins with the parents and the students themselves. Students' clothing, make-up, and hairstyles should reflect neatness, cleanliness, and self-respect so that the school is a desirable place in which to promote learning and character development. It is virtually impossible to formulate a set of regulations that adequately cover every detail of proper grooming.

Violations of the Dress Code will be dealt with in accordance with the DeSoto County Schools Code of Discipline. It will be treated as insubordination and will be handled as stated in the Code of Discipline of the DeSoto County Schools. Insubordination is a Level II violation.

First Violation: Administrator- Call home, home suspension, or in-school suspension (ALC).

Second Violation: ALC, Mandatory Parent conference, or home suspension.

Repeated or Flagrant Offenses: ALC, RAMP, Suspension, possibly a disciplinary hearing

1. T-shirts with sleeves, white or colored, are acceptable. Shirts must be properly closed, zipped, or buttoned.
2. No article of clothing that pertains to or depicts the following will be acceptable:
 - a. Substances or activities illegal by law for minors; alcohol, drugs, tobacco, gambling.
 - b. Profane, suggestive, or violent language
 - c. Derogatory symbols: remarks directed to any ethnic group.
3. Sufficient underclothes must be worn appropriately and must not be exposed.

4. Tank tops, tube tops, muscle shirts, crop tops, spaghetti straps, thins straps, or tops that expose the midriff, any part of the bust, are excessive part of the back, or are excessively tight or distracting are not permitted. No slits in shirts are to be above the waistline of pants or skirts. Blouses/tops made to be worn outside should be at least three (3) inches below the waistline.
5. Shorts should be knee length. They should not be excessively tight or baggy. Athletic shorts are not permitted unless they are part of an approved gym class or athletic class/activity.
6. Knee length dresses and skirts are allowed. Should not be excessively tight or form fitting.
7. Shoes must be worn at all times, and no house shoes are allowed. Shoes with laces should be laced and tied.
8. No visible tattoos will be allowed. Neither male nor female students will be permitted to wear rings, gauges, and/or studs in their noses, tongues, or any exposed body parts other than the ear and appropriate rings on fingers.
9. Coaches, physical education classes or any organized athletics have the option to ban jewelry due to safety reasons and/or violation of the Mississippi High School Activity Association regulations.
10. Sunglasses, other than prescription, must be removed when inside the building.
11. All pants must be worn fitted to the waist, at the waist, with or without a belt. Belts buckled appropriately for pants that have belt loops. Pants should fit properly. No baggy pants are allowed. No writing is to be on the seat of the pants, including uniforms.
12. Leggings and biker shorts are allowed when worn with a top that meets the dress length guidelines specified in **#6**.
13. Pants must have no exposed skin above the knee.
14. Hoods are **NOT** permitted inside the building.
15. Hats, caps, sweatbands, bandanas, or other head coverings are not to be worn in the buildings or on the grounds of the school except for medical reasons as prescribed by a physician. Head coverings as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of the religious sect. Head coverings may be worn if authorized by the faculty and/or administration, if it is part of a uniform (i.e., wearing a full baseball uniform during games or practice) or as deemed necessary.

16. Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of an administrator.

17. Local principals or their designee have the power and discretion to make all decisions on their campus, including decisions about dress code.

RESTRICTED ITEMS LIST

Bandanas	Firework	Laser pointers	Pajamas	Blankets
Pillows	Stuffed animals	Head phones/plugs/airpods	Fast Food	
Skateboards	Noise making devices	Lighters/Matches	Stolen property	
Playing cards	Dice	Grills	Personal defense spray	
Imitation weapons	Hats	Pornographic materials	Toys	Counterfeit drugs

Anything that could disrupt the school day or create an unsafe environment

TOBACCO-FREE SCHOOL PROPERTY

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

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

The Federal code states that neither a person nor a federal agency shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person or agency for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.

Any failure to comply with a prohibition in this section shall be in violation of this section and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation, or may be subject to an administrative compliance order, or both. Each day a violation continues shall constitute a separate violation. In the case of any civil penalty under this section, the total amount shall not exceed the amount of Federal funds received by such person for the fiscal year in which the continuing violations occurred.

BUS POLICY

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

DeSoto County Schools only transports students to his/her primary residence. Each parent/guardian upon enrollment is required to establish a primary residence based on the requirements for school admission listed in School Board Policy JBC. DeSoto County Schools does not provide busing to daycares, family daycare homes, group daycare facilities, or the homes of extended family members.

Responsibilities:

- a. Bus drivers and aides are responsible and authorized to maintain student order and discipline at all times.
- b. Principals are responsible and authorized to administer any and all necessary student discipline. Principals shall also ensure that all bus rules are communicated to eligible riders.
- c. Students have the responsibility to obey all policies and procedures established by the DeSoto County Board of Education, their respective schools and the Transportation Department while waiting for, boarding, riding or off-loading a DeSoto County School Bus.
- d. The Transportation Department shall post rules clearly on every school bus and shall include but not be limited by the rules listed below.

Rules of Conduct

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

Riding the school bus is a privilege. This privilege can be denied to pupils by suspending them from riding the bus for improper conduct. Any act of misconduct, which would interfere with the driver's ability to operate the bus safely, will not be tolerated. All rules and regulations,

which students must obey at school, also apply on the bus. If any student persists in disobeying any of the regulations and rules of good conduct, the penalty will be at principal's discretion depending on circumstances. Punishment may be up to and including daily or permanent suspension.

Note: DCS Transportation Department and driver are not responsible for articles left on bus. The driver is empowered to enforce the regulations by reporting all violations to the principal.

CAR USE

No HLMS students are allowed to drive a vehicle to or from the school grounds.

STUDENT RESPONSIBILITIES

Students should:

1. Attend class regularly.
2. Be prepared for each class.
3. Participate in class discussions and activities.
4. Take advantage of resources available for academic and social problems.
5. Express themselves in a manner that is not a disruption or an embarrassment to others.
6. Dress in a way that is appropriate for school.
7. Keep hands and feet to self.
8. Do not talk about other students.
9. Be excellent in all they do and say.
10. Master to the best of his/her ability in all subjects.

STUDENT BEHAVIOR

1. No student is allowed to have tobacco or any associated item (such as a lighter) in his/her possession on any school campus or school bus. Failure of a student to abide by this policy may result in immediate suspension of the student.
2. No student will be allowed to work for an office or school program that has a failing grade in any subject.
3. Any student that has become a discipline problem will not be allowed to take any school trips or participate in any extra-curricular activity including sporting events.
4. No student shall be allowed to carry a knife or any other article that can be construed as a weapon on the school grounds or school bus. Failure of a student to abide by this policy will result in immediate suspension of said student.

5. Any student who shall sell, use, or possess any dangerous narcotic drug or alcoholic beverage (as these terms are now defined or may hereafter be defined by law) may be expelled from school for the remainder of the school year. All such expulsions will be reviewed by the DeSoto County Board of Education.

CONSEQUENCES FOR FIGHTING

1. Horn Lake Police can issue a juvenile summons to anyone fighting on school grounds or buses.
2. Students fighting are subject to be removed from all extra-curricular activities.

BOOK BAGS

Students will be allowed to carry book bags and purses in classrooms for the 2022-2023 school year. Lockers will not be assigned to students.

TARDY POLICY

Students are expected to arrive in class on time. Failure to do so will result in administrative consequences.

Horn Lake Middle School

Attendance Policy

- Compulsory School Attendance MS Code 37-13-91 will be followed.
- 5 unexcused absences will be reported to the school attendance officer.
- Excused and unexcused absences are explained in Board Policy JBA and JBD on the next pages.
- Middle School students may have 7 parent notes per year to excuse an absence.
- If you plan a vacation during the school year, please use your parent notes to make those days excused.
- Trips that involve military events for brothers, sisters, or parents will be excused.
- Middle school sponsored trips will be excused (not trips with siblings in another school).

Horn Lake Middle School

Tardy Policy

Tardy #1-2	Warning
Tardy #3	Parent will receive a notification via SchoolStatus
Tardy #4	Mandatory Parent Conference
Tardy #5	5 Days of Lunch Detention
Tardy #6	10 Days of Lunch Detention
Tardy #7	ALC 1 day
Tardy #8	ALC 2 days
Tardy #9	ALC 3 days
Tardy #10	Mandatory Parent Conference/Ramp 3 days

BULLYING OR HARASSING BEHAVIOR

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

DEFINITIONS

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

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

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

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

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

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

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

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

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE

1. A parent, guardian, or custodian of a compulsory-school-age child enrolled in DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian of a compulsory-school-age child enrolled in DeSoto County Schools may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in (1) above.
3. A parent, guardian, or custodian of a compulsory-school-age child enrolled in DeSoto County Schools who has been summoned by proper notification by an appropriate school official shall be required to attend such discipline conferences as scheduled.
4. A parent, guardian, or custodian of a compulsory-school-age child enrolled in DeSoto County Schools shall be responsible for any criminal fines brought against such student for unlawful activities as defined in Mississippi Code section 37-11-29 occurring on school property.
5. A parent, guardian, or custodian of a compulsory-school-age child subject to the previous stated provisions who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).
6. DeSoto County Schools shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00) plus necessary court cost, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) who maliciously and willfully damages or destroys property belonging to DeSoto County Schools. This does not apply if parent's control has been removed by the courts. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this policy shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which minor or other person would otherwise be liable.

Source: Mississippi Code-Section 37-11-53

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE K-12 FOREWORD

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

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

INTRODUCTION

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

In this Code, discipline is defined as the implementation of and adherence to behavioral rules and regulations which will ensure an educational environment free of mental and physical hazards to students, teachers and staff. Such an environment is conducive to the practice of good citizenship and encourages learning. The enforcement of the Code will help ensure a safe and orderly school climate for students and staff alike.

Specific provisions of the Code include:

1. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools may be requested to appear at school by the school attendance officer or the principal, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools who refuses or willfully fails to attend such discipline conference specified in paragraph (2) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. Any parent, guardian or custodian of a compulsory school age child who
 - a. fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or
 - b. refuses or willfully fails to perform any other duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed an amount provided by law.

6. The DeSoto County Schools shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.

STUDENT CONDUCT

Acts of Misconduct

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

Level I

1 – 1 Tardiness

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

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

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

1 – 5 Dress code violation

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

Disciplinary Action

- First Violation

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference

- Repeated or Flagrant Violation

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

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

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

Level II

2 – 1 Leaving the school grounds without permission

2 – 2 Skipping class

2 – 3 Insubordination- refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults

2 – 4 Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the

supervision and control of district employees. This includes the possession and/or use of any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to electronic cigarettes, vapes, vaporizers, cigars, pipes, hookahs or any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device.

2 – 5 Exhibiting any hostile physical or verbal actions

2 – 6 Unauthorized and/or inappropriate use of electronic devices (as defined in Board Policy IJBA).

2 – 7 Cheating on tests or exams (The grade “0” will be assigned regardless of other punishment.)

Disciplinary Action

- First Violation

Minimum: Administrator-Conference, ALC, mandatory student-parent-administrator conference, corporal punishment

Maximum: School suspension (one to three days)

- Repeated or Flagrant Violation

Minimum: School suspension (three days)

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

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

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

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

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

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

- a. check-in/check-out procedures for the electronic device during the school day (1-10 days)
- b. ALC/In-school suspension (1-3 days)

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

Level III

3 – 1 Fighting

3 – 2 Gambling

3 – 3 Theft or possession of stolen personal/school property

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

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

3 – 6 Vandalism of personal and/or school property

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

3 – 8 Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, or transferring sexually suggestive images through personal electronic devices

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

Disciplinary Action

- **First Violation**

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

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

- **Repeated or Flagrant Violation**

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

Teacher Support Team interventions

Maximum: School suspension (three days) and possible assignment to DeSoto County

Alternative Center pending the results of a disciplinary hearing.

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

Level IV

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

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

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

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

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

Disciplinary Action

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

Students below grade 6 may be given other punishment.

Level V

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

Disciplinary Action

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

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

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

Disciplinary Action

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

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

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

Disciplinary Action

- Minimum: Mandatory student/parent/resource officer/administrator meeting to investigate situation and determine proper discipline consequence
- Repeated: Assignment to the DeSoto County Alternative Center

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

- Acts which disrupt the process of orderly education

- Recruitment with use of intimidation

- Tagging or marking

- Assault

- Battery

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

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

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

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

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

SUSPENSIONS

Students may be suspended from school at the discretion of the principal for improper conduct. Parents must be informed in writing about the suspension, and the reason(s) for the suspension must be given. Suspensions are also reported to the Superintendent of Education and to the Board of Education. A home suspension is the suspension of a student from school until he/she returns with a parent to discuss with the appropriate administrator the problem which has resulted in the suspension. It may be cleared on the day assigned if the appointment can be scheduled. Principals are expected to clear the majority of home suspensions the following day, thereby, eliminating the student's loss of class time. Home suspensions should be cleared by a principal, following a personal conference with one or both parents.

A school suspension is for a period of one to three days. Suspensions of more than three days can be issued by a school district hearing officer.

EMERGENCY DRILLS AND PROCEDURES

All students should thoroughly acquaint themselves with the following procedures:

FIRE DRILL AND SCHOOL EVACUATION PLAN

Students are to become familiar with the school evacuation plan which is posted in each classroom. The signal to evacuate the school will be a fire alarm sound. When the fire alarm sounds, all students should be silent immediately and follow the instructions of their teachers.

TORNADO ALERT

Students will become familiar with the schools Tornado Alert Plan that is posted in all classrooms. The signal for a tornado drill or alert will be announced over the intercom.

GANG POLICY

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

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

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

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

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

In addition, prohibited "gang symbols" shall be published at the start of each school year in the Student Handbook. Students and parents who may have questions regarding this policy should contact the school principal for further clarification of any part of the policy.

Students may be disciplined for engaging in any activity prohibited by this policy including the prohibited "gang activity" enumerated in the third paragraph hereof. District officials will cooperate with local law enforcement to provide the school with gang information to aid in the prevention of violence, gangs, and drugs in our schools.

This information shall include, but is not limited to gang names, colors, symbols, signals, and gestures associated with gangs (all of which are prohibited gang activity). School officials will publish notice of these prohibited names, signals, gestures, colors and symbols in the school

office as made available by local police department and government authorities or otherwise made known to school officials. The school will continually update the information posted in the school office relating to prohibited gang symbols and gang activity. Notice of updated prohibited gang activity and/or gang symbols will be sent home with each student, said notice shall advise students that the prohibited gang activity and gang symbols has been updated with updates maintained in the school office and the district website. Each school shall make regular announcements to the student body advising that gang activity and gang symbols are strictly prohibited.

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

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

AREAS OF INTEREST

ASSEMBLY PROGRAMS

Assemblies are held periodically in the school gymnasium and cafeteria. Students should give respect to all speakers and not talk while a speaker is talking. Good manners are always expected of students. Everyone is required to conduct himself/herself in a manner appropriate for the program being presented.

CELL PHONE POLICY/BYOD:

Desoto County Schools has adopted a "Bring Your Own Device" (BYOD) policy. Students are allowed to use their electronic device under the direct supervision of their teacher for instructional purposes only.

** The student is solely responsible for keeping up with any electronic device that he/she brings to school. DCS and Horn Lake Middle School are not responsible for lost, stolen or damaged electronic equipment, or the investigation of its whereabouts

**At the conclusion of the 2022/2023 school year all electronic devices that have not been picked up by parents will be donated to a charity chosen by the school. (Ex. Cell Phones For Soldiers)

CARE OF PROPERTY

School property is for the benefit and use of students. It is our desire that everyone will exhibit pride in helping to keep the buildings and furniture clean and in good repair. No one should write on school desks, walls, or doors.

Any student who damages, defaces, or destroys school property will be punished, and the parents will be liable for all damages.

CLASSROOM COURTESIES

The following set of classroom courtesies will be expected in each classroom at HLMS:

- Enter the room quietly and be seated.
- Be prepared and ready to follow directions.
- Raise your hand and wait to be recognized to speak or to receive permission to move around the room.
- Be respectful of other students' property and space.
- Follow the guidelines in the school handbook.
- Behavior that interferes with learning will not be permitted.

HALL COURTESIES

The following hall courtesies will be expected around the campus.

- Enter the school quietly and follow the school handbook.
- All traffic should keep to the right.
- Respect other students' space and property.
- Keep the school clean; no eating or drinking in the hallways.
- Noise should be kept at a minimum at all times.
- When walking to and from the cafeteria, remain in a straight line, no horseplay, and no talking.

RESTROOM COURTESIES

- Take care of restroom needs as quickly as possible and return to your assigned area.
- Do your part to help keep the restroom clean.
- Wash your hands.
- Do not waste soap or paper products.
- Follow the school handbook.
- Don't use the restroom as a social meeting place.

CAFETERIA COURTESIES

- Enter the cafeteria quietly and get in lunch line or be seated.
- Follow the school handbook.
- Keep the cafeteria neat and clean, and return trays to the proper place.
- Use appropriate table manners, be respectful, and quietly talk when permitted.
- Sit in assigned class unless given permission to move.
- No talking during dismissal and return to class.

FAILURE TO FOLLOW ANY OF THE COURTESIES LISTED ABOVE WILL RESULT IN DISCIPLINARY ACTION.

INSURANCE

Several low-cost insurance policies are offered through the school. All students who do not have other hospitalization are encouraged to take out this policy. Each student will receive an insurance form at the beginning of the school year. All athletes, cheerleaders, and dance team members are required to take this policy if they are not covered by other insurance. Please see the receptionist for more information.

LOCKERS

Students will be allowed to carry book bags and purses in classrooms for the 2022-2023 school year, therefore, lockers will not be assigned to students.

LOST AND FOUND

All articles found in the school and on the campus should be turned in to the school's main office. It is strongly suggested that each student put his/her name in any outerwear worn to school. Each year, many jackets, sweaters, and coats are left at the school. Unclaimed items of clothing are given to charities.

MEDICINE

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school.
2. Medications will only be administered if:
 - a. A physician's order (a prescription label is considered an order) and a medical authorization form signed by a parent/guardian is received at school including the child's name, name of medication needed, and time of administration.
 - b. Prescription medication must be supplied in the bottle dispensed by the pharmacy with the following on the label before the school can accept it: child's name, name of medication, how often the medication is to be given, the dosage, and the date of expiration.
3. Over the counter medicine will not be administered by school personnel.

PRIVATE CARS

Because of the buses, parents are requested not to block the school driveway entrance and exits from 2:15 p.m. until 3:15 p.m. Parents letting students off in the morning should also observe this rule and use caution when allowing students to depart from cars. Unloading should be done as rapidly as possible to avoid congestion in designated areas. Parents should not load or unload students on the street.

SCHOOL CLOSINGS

In case of bad weather conditions when it would be unsafe for students to come or remain at HLMS, the superintendent will notify the news media of the closing as soon as possible. Parents may sign up for "E-alert" and "Notify Me" on the DCS website.

SCHOOL LUNCHES

Students will have to know their student number in order to receive a lunch. Lunches with one container of milk are available in the school cafeteria. School lunches can be pre-bought weekly, monthly, and yearly. Extra milk can be purchased separately. The federal government provides free or reduced lunches for those who qualify. A menu is posted weekly. School lunch period is a closed period of time. No student will be allowed to leave school to eat. Parents may bring students a sack lunch. NO fast foods. Parents are NOT permitted to eat lunch with students.

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with a school principal. One faculty member of the student's choice may be present at such meetings. Such time and place will be designated upon request.

TELEPHONE USE

Students are to use the office telephone only in cases of real need, such as illness requiring a student to go home.

FLOWERS AND GIFTS

No cakes, cupcakes, candy, fruit, flowers, balloons, or gifts will be received for students during school hours. This includes holidays and any special occasion.

SCHOOL SERVICES AND CLASSES OF SPECIAL INTEREST

COUNSELING SERVICES

Students and parents are encouraged to contact the school guidance counselor, who is available to help with a variety of student needs. Your counselor can provide information regarding subjects you need to take, scheduling classes, and personal/social problems with which you need assistance.

LIBRARY SERVICES

A full-time librarian is available to help students learn reference skills. The librarian encourages students to read and has books that should be of special interest to all students. Students should treat books with care so that others may enjoy them. Fines will be charged for damaged or lost books.

Librarian – Laura Linneman

TEXTBOOKS

Textbooks are furnished by the DeSoto County School District. They are loaned to students for the period of the school year or until the student withdraws from school. Textbooks are to be treated with care. No writing is permitted in any textbook. Fines are assessed to those students who misuse or lose their books. It is advisable for students not to lend their textbooks to others.

School issued materials, such as textbooks and agendas that are left unattended in the building will be confiscated and turned in to the library. Students who lose textbooks will have to purchase the cost of the textbook.

GIFTED EDUCATION PROGRAM

Each middle school has a gifted education program for the intellectually gifted. Certified gifted education teachers focus on the areas of thinking skills, creativity, communication skills, and leadership skills. For specific information see the gifted education teacher or counselor.

SPECIAL EDUCATION SERVICES

Special education services are provided in a variety of settings. Resource classes and self-contained classes are available. There is a community based program for those students requiring both academic and life skills. Services are also available for language/speech disorders, emotionally disabled, hearing or visually impaired, and physically disabled.

BAND

The band classes are open to all interested students in grades sixth, seventh, and eighth. Each student must make arrangements for the use of an instrument.

CHOIR

Choir is open to all interested students in grades sixth, seventh, and eighth. Students learn music theory along with foundations and fundamentals of singing. The choirs will perform several times a year.

PHYSICAL EDUCATION

In grades 6 - 8, physical education (P.E.) classes are required courses. In these classes students are introduced to a variety of sports such as soccer, volleyball, basketball, football, and track. Students who participate in the football, basketball and/or track classes must be able to participate in games and meets, which are held in the afternoon, at night, and on Saturday depending on the sport.

SCHOOL YEARBOOK

School Yearbooks are published each year depicting every area of school life. Orders are taken for yearbooks during the fall for spring delivery.

OTHER ACTIVITIES

A variety of clubs meet before school and/or in the afternoons from 3:00 p.m. to 3:30 p.m. These clubs may vary from year to year.

NONDISCRIMINATORY STATEMENT

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

STUDENT RECOGNITION

PRINCIPAL'S LIST AND HONOR ROLL

To be on the Principal's List, a student must earn all A's and satisfactory in conduct during a grading period.

Students who earn A's and B's and satisfactory in conduct are on the Honor Roll.

PERFECT ATTENDANCE

The faculty knows the importance of students attending school regularly and tries to recognize students who have perfect attendance each nine weeks. Also, any student who has perfect attendance for the entire year will receive a certificate.

AWARDS ASSEMBLY

A student awards assembly is held at the end of the year. Student recognition will be based on: outstanding attributes to HLMS, academic achievement and/or perfect attendance.

SPORTS ELIGIBILITY REQUIREMENTS

To be eligible to be a member of the school's football, basketball, and/or track team, a student must:

1. Be in good standing academically and behaviorally. Carry four core courses.
2. Be examined by a physician and be declared physically fit.
3. Not have reached 14 years prior to August 1 to be a member of a 7th grade team.
4. Not have reached 15 years of age prior to August 1 to be member of the 8th grade team.
5. Have a certified copy of his/her birth certificate to present to the principal or his/her designee.

A student must earn a 2.0 overall GPA at the end of the semester to be eligible for sports during the next semester.

Horn Lake Middle School

Cell Phone Policy

While students bringing a cell phone to school is an inevitable occurrence, due to DeSoto County's 1-to-1 digital initiative cell phones:

- Are not needed for any class.
- Are not to be allowed to be out or used at school during school hours.

Students are allowed to use the school phone when they are sick or needing to contact a parent. Parents who need to contact their student can do so by calling the school. Texting or calling your child during class could result in their phone being confiscated.

Cell Phone Policy and Consequences

1st Offense: The cell phone will be confiscated with parental contact. The device will be returned to the student at the end of the day.

2nd Offense: The cell phone will be confiscated with a mandatory parent conference with the device being returned to the parent at the conference.

3rd Offense: The cell phone will be confiscated with parental contact. The cell phone will be turned in to the administration daily for 10 days.

4th Offense: The cell phone will be confiscated and returned to the parent. The student will receive 3 days of ALC and will be required to turn in their phone daily to administration for the remainder of the school year.

- Students that allow other students to borrow their phone and it is confiscated will follow the consequences for the cell phone policy.
- Students who send sexually explicit pictures or words will receive the cell phone policy consequences along with a Code of Conduct violation 3-7 (Using Profane or Offensive Language and or Gestures and/or Possession of Obscene or Offensive Materials) and the associated consequence.
- Students who send hostile and/or threatening messages via social media will receive the cell phone consequences along with a Code of Conduct violation 2-5 (Hostile Verbal Actions) and a Code of Conduct Violation 3-9 (Bullying) if applicable.
- Students in possession of a video of a school fight and/or posting any school fights will receive the cell phone policy consequence along with a Code of Conduct violation 3-4 (Acts Which Threaten the Safety/Well-Being of Students and/or Staff) and the associated consequence.

Student Signature _____

Parent Signature _____

Volleyball Schedule

HLMS	
22-Aug	at Lake Cormorant Middle School
29-Aug	at Hernando Middle School
6-Sep	HOME vs Southaven Middle School
12-Sep	at Olive Branch Middle School
19-Sep	Home vs Lewisburg Middle School
26-Sep	Home Center Hill Middle School
3-Oct	HOME vs Desoto Central Middle School

8th Grade Football Schedule

HLMS	
8-Sep	HOME vs Center Hill Middle School
15-Sep	at Southaven Middle School
22-Sep	at Lewisburg Middle School
29-Sep	at Lake Cormorant Middle School
6-Oct	HOME Olive Branch Middle School
13-Oct	HOME vs Hernando Middle School
20-Oct	at Desoto Central Middle School
27-Oct	Championship

7th Grade Football Schedule

HLMS	
27-Sep	Jamboree
4-Oct	at Southaven Middle School
11-Oct	at Hernando Middle School
18-Oct	HOME vs Lake Cormorant Middle School
25-Oct	East vs West
1-Nov	Extra Game

Basketball Schedule

HLMS	
10-Nov	Home vs Hernando Middle School
17-Nov	at Desoto Central Middle School
1-Dec	at Center Hill Middle School
8-Dec	Home vs Southaven Middle School
12-Jan	at Lewisburg Middle School
19-Jan	Home vs Lake Cormorant Middle School
26-Jan	at Olive Branch Middle School

