

***Horn Lake Middle School  
Eagles***



***Parent and Student Handbook  
2021-2022***

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**Dear Parent of Guardian,**

**Welcome back Eagles! The staff and I are so excited to start another journey with all of you for the 2021-2022 school year. We have great things in store for all of our students and high expectations for our student's success. We are raising the bar for our students to meet the challenges and goals that will prepare them for high school.**

**This is my 1<sup>st</sup> year as Head Principal, and I cannot express how excited I am for the upcoming year. Every year brings change, challenges, hope, and new journeys with new faces. This year we will meet some of our students in person who we did not have the opportunity to meet last school year due to Covid-19. We welcome new students, new teachers & staff, and new ideas. We will also face challenges from the previous year with resolve to overcome any setbacks that our children have (or will) face.**

**Please take the time to read the handbook with your child. There is valuable information in this handbook that can answer many questions you may have as a parent of a middle school student. Your child will need to understand the policies in this handbook in order to have a successful school year. The policies and procedures outlined in the handbook are designed to benefit all students, keep them safe, and provide the best possible education for all.**

**Also, I want to encourage all parents to get involved in our school community. Join our PTO and Booter Club and attend regular meetings. Attend athletic events, band concerts, and choir concerts with your family. Volunteer to serve our student at honor roll breakfasts and other school functions. If you are curious about what we're doing here at "The Lake", be sure to check out happenings through Facebook, Twitter, and the school website.**

**It's going to be a great year! If I can be of service to your or your child, please call the school at 662.393.7443 or email me at [andrew.edwards@dcsms.org](mailto:andrew.edwards@dcsms.org).**

**Fly Higher,**

**Andrew Edwards**

## **Notes from Your Assistant Principals**

### **Mrs. Adrienne Sims - Gross – Assistant Principal**

I am honored to serve as 7<sup>th</sup> grade assistant principal at Horn Lake Middle School! My previous experiences with DeSoto County include administrative roles at the elementary, middle, and high school levels.

I received my degrees from Jackson State University, University of Phoenix, and University of Mississippi. I am very excited to serve the Horn Lake famiHLy and fly higher!

### **Mr. Jay Salemi – Assistant Principal**

I am excited to serve the students, family, and staff of HLMS. I have spent six years in Memphis as a teacher and another six years in Horn Lake as a teacher and administrator. I am committed to ensuring the highest quality education for all our students.

I received my undergraduate degree through the University of Mississippi and my master's degree through Union University. In my time away from work, I spend it with my brilliant wife and my extremely energetic son.

I look forward to the great things we will do at HLMS!

## **Horn Lake Middle School Mission Statement**

**Horn Lake Middle School, in cooperation with students, parents, 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.**

## Horn Lake Middle School Bell Schedule 2021-2022

|                     |                                   |                |
|---------------------|-----------------------------------|----------------|
| <b>6:50</b>         | <b>Doors Open</b>                 |                |
| <b>7:10</b>         | <b>Tardy Bell</b>                 |                |
| <b>7:10-7:15</b>    | <b>Family Time</b>                | <b>(5min)</b>  |
| <b>7:19-8:07</b>    | <b>1<sup>st</sup> Period</b>      | <b>(48min)</b> |
| <b>8:11-8:59</b>    | <b>2<sup>nd</sup> Period</b>      | <b>(48min)</b> |
| <b>8:59-9:08</b>    | <b>Break</b>                      | <b>(9min)</b>  |
| <b>9:12-10:00</b>   | <b>3<sup>rd</sup> Period</b>      | <b>(48min)</b> |
| <b>10:04-10:52</b>  | <b>4<sup>th</sup> Period</b>      | <b>(48min)</b> |
| <b>10:56- 12:14</b> | <b>5<sup>th</sup> Period</b>      |                |
| <b>10:56-11:21</b>  | <b>6<sup>th</sup> Grade Lunch</b> | <b>(25min)</b> |
| <b>11:23-11:48</b>  | <b>7<sup>th</sup> Grade Lunch</b> | <b>(25min)</b> |
| <b>11:49-12:14</b>  | <b>8<sup>th</sup> Grade Lunch</b> | <b>(25min)</b> |
| <b>12:14-12:39</b>  | <b>8<sup>th</sup> Grade Lunch</b> | <b>(25min)</b> |
| <b>12:18-1:06</b>   | <b>6<sup>th</sup> Period</b>      | <b>(48min)</b> |
| <b>1:10-1:58</b>    | <b>7<sup>th</sup> Period</b>      | <b>(48min)</b> |
| <b>2:02-2:50</b>    | <b>8<sup>th</sup> Period</b>      | <b>(48min)</b> |

## **Horn Lake Middle School Contact Information**

**Address:**

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

**Andrew Edwards, Principal  
Jay Salemi, Assistant Principal  
Erica Parks, Assistant Principal  
Adrienne Gross-Sims, Assistant Principal  
Cole Bostick, Assistant Principal**

**andrew.edwards@dcsms.org  
jay.salemi@dcsms.org  
erica.parks@dcsms.org  
adrienne.sims@dcsms.org  
cole.bostick@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**

**Horn Lake Middle School  
Faculty  
2021-2022**

**Andrew Edwards, Principal  
Adrienne Sims - Gross, Assistant Principal  
Jay Salemi, Assistant Principal  
Erica Parks, Assistant Principal**

**Whitnee Overstreet, Secretary  
Ryan Spooner, Bookkeeper  
Cicely Hinson, MSIS  
Iljuan Cole, ADA/Discipline Clerk  
Savannah Moorehead, Records Clerk  
Lindsey Dees, School Nurse  
Cassie Sanders, Classroom Technology Coach  
Matt Thompson, Computer Tech  
Don Ragsdale, Maintenance Manager  
Lori Wilson, Cafeteria Manager**

**Charlotte Armstrong, Counselor  
Bridgett Jefferson, Counselor  
Keirra Savage, Counselor  
Kathleen Hatten, STC/TST  
Laura Linneman, Librarian  
Daniel Buller, EL  
Rosa Knichel, Title I Literacy Coach  
Nicole Brooks, Title I Math Coach  
Caroline Skipper, Title I Science Coach  
Jenny Meskenas, Intervention Specialist  
Tina Dearborn, Title I Lead Reading Teacher  
Lisa Jennings, Interventionist Assistant  
Kendall Fly, Interventionist Assistant  
Loyce Holmes, Interventionist Assistant  
Linda Straw, Math Tutor**

**Allyson Baltes, 7<sup>th</sup> Grade English  
Holly Beck, 7<sup>th</sup> & 8<sup>th</sup> Grade Choir  
Kimberly Billingsley, 6<sup>th</sup> Grade Math  
Katie Blackburn, 7<sup>th</sup> Grade Math**



**Mary Ann Blount, 7<sup>th</sup> Grade Pre-AP English**  
**Rick Brooks, 6<sup>th</sup> Grade Social Studies**  
**Amy Bryant, 6<sup>th</sup> Grade ELA**  
**Linda Bush, 6<sup>th</sup> Grade ELA Inclusion**  
**Maggie Carter, 7<sup>th</sup> Grade ELA Inclusion**  
**Brandon Chalmers, 7<sup>th</sup> Grade English**  
**Steve Clark, 8<sup>th</sup> Grade Cyber Foundations**  
**Otis Clayton, 7<sup>th</sup> Grade Science**  
**Blair Combest, 8<sup>th</sup> Grade Science**  
**Brynn Curtis, 7<sup>th</sup> Grade English**  
**Hope Edge, 7<sup>th</sup> Grade Science**  
**Jakevin Farmer, PE/Boys Basketball**  
**Jivanta Farmer, 8<sup>th</sup> Grade English**  
**Julie Flynn, 6<sup>th</sup> Grade English**  
**Jewel Garrison, 6<sup>th</sup> Grade Math**  
**Anissa Garth, Resource Teacher**  
**Alicia Gillespie, 6<sup>th</sup> Grade Math**  
**Zachary Goodrow, Gifted/Art/Broadcasting**  
**Deidrick Granberry, 8<sup>th</sup> Grade Math**  
**Blake Hass, 7<sup>th</sup> Grade Pre-AP Math**  
**Danielle Harrison, 8<sup>th</sup> Grade Math**  
**Robert Hatcher, 8<sup>th</sup> Grade History/Soccer**  
**Benjamin Hembruch, Band Director**  
**Lashunda Higgenbottom, 7<sup>th</sup> Grade Inclusion**  
**Molly Hill, 8<sup>th</sup> Grade ELA**  
**Kayla Hopper, 6<sup>th</sup> Grade Science**  
**Dusty Hughes, Athletic Director**  
**Amanda Huston, 7<sup>th</sup> Grade Math**  
**Patricia Irby, 6<sup>th</sup> Grade Science**  
**Charmaine Jacobs, Resource Teacher**  
**Harrison Johnson, 7<sup>th</sup> Grade US History**  
**Heather Johnson, 7<sup>th</sup>/8<sup>th</sup> Grade History**  
**Sujata Keriwala, 8<sup>th</sup> Grade Accelerated Math**  
**Mackenzie Ladawig, 8<sup>th</sup> Grade English**  
**Abigail Legge, 7<sup>th</sup> Grade Math**  
**Jolanda Lock, Co-MET Chair**  
**Teresa Matthews, 6<sup>th</sup> Grade Inclusion**  
**Adam Mayfield, 6<sup>th</sup> Grade English**  
**Megan Mitchell, 8<sup>th</sup> Grade English**  
**Karen Moore, Community Based Classroom Teacher**

**Kyndle Moore, 8<sup>th</sup> Grade Inclusion**  
**Jenny Mullen, 8<sup>th</sup> Grade Math**  
**Laura Newsom, 8<sup>th</sup> Grade Cyber Foundations**  
**Gregory O'Neal, MS Studies/World Geo/Football**  
**Tracy Owens, 7<sup>th</sup> Grade Math**  
**Abbey Parbs, 6<sup>th</sup> Grade English**  
**Stephen Phelps, 7<sup>th</sup> Grade Math**  
**Stacy Powell- Resource Teacher**  
**Shawna Quinn, 8<sup>th</sup> Grade Science/Soccer**  
**Micaiah Radcliffe, Percussion Director/Assistant Band Director**  
**Alandria Ramsey, PE/Volleyball/Basketball**  
**Charise Rhodes, 8<sup>th</sup> Grade Inclusion**  
**Ashley Richmann, 8<sup>th</sup> Grade ELA**  
**Rashonda Riley, 7<sup>th</sup> Grade English**  
**Ephraim Ringo, 6<sup>th</sup> Grade Social Studies**  
**Cindy Russ, Community Based Classroom Teacher**  
**Andrew Saunders, 7<sup>th</sup> Grade US History**  
**Brittney Sneed, 6<sup>th</sup> Grade Math**  
**Leonard Stevens, 8<sup>th</sup> Grade Cyber Foundations**  
**Justin Stovall, 8<sup>th</sup> Grade Math**  
**Alan Walker, 7<sup>th</sup> & 8<sup>th</sup> Grade Science**  
**Christopher Winburn, 7<sup>th</sup> Grade Inclusion**  
**Larry Young, PE/Football**  
**Lauren Young, 8<sup>th</sup> Grade English**  
**Kashaun Wortham, Choir Director**

# 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

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

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

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

**4<sup>th</sup> 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**

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**Parent Signature**

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**Desoto County Schools  
Academic Calendar  
2021-2022 School Year**

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>August 2</b>          | <b>Teacher's First Day</b>            |
| <b>August 5</b>          | <b>Student's First Day</b>            |
| <b>September 6</b>       | <b>Labor Day Holiday</b>              |
| <b>October 11</b>        | <b>Fall Break</b>                     |
| <b>November 22 - 26</b>  | <b>Thanksgiving Holiday</b>           |
| <b>December 17</b>       | <b>End of 1<sup>st</sup> Semester</b> |
| <b>December 20 -</b>     | <b>Christmas Break</b>                |
| <b>January 2</b>         |                                       |
| <b>January 3 &amp; 4</b> | <b>Professional Development Days</b>  |
| <b>January 5</b>         | <b>Student's First Day</b>            |
| <b>January 17</b>        | <b>Martin Luther King Jr Holiday</b>  |
| <b>February 18</b>       | <b>Professional Development Day</b>   |
| <b>February 21</b>       | <b>Presidents' Day Holiday</b>        |
| <b>March 14-18</b>       | <b>Spring Break</b>                   |
| <b>April 15</b>          | <b>Good Friday Holiday</b>            |
| <b>April 18</b>          | <b>Easter Holiday</b>                 |
| <b>May 24</b>            | <b>Student's Last Day</b>             |
| <b>May 25</b>            | <b>Teacher's Last Day</b>             |

**Tentative Make-Up Days:**

**February 18**

**April 18**

**May 25**

**May 26**

**May 27**

**Professional Development Days:**

**August 2, 2021**  
**August 3, 2021**  
**August 4, 2021**  
**January 3, 2021**  
**January 4, 2022**  
**February 18, 2022**  
**May 25, 2022**

**Report Cards:**

**1<sup>st</sup> 9wks - October 14, 2021**  
**2<sup>nd</sup> 9wks - January 6, 2022**  
**3<sup>rd</sup> 9wks - March 24, 2022**  
**4<sup>th</sup> 9wks - May 24, 2022**

**Progress Reports:**

**1<sup>st</sup> 9wks - Week of September 13**  
**2<sup>nd</sup> 9wks - Week of November 8**  
**3<sup>rd</sup> 9wks - Week of February 7**

## **School Lunch Information**

### **Lunch Procedures**

- **Students are not allowed to leave campus for lunch**
- **Parents are not allowed to eat with their child at this time**
- **No fast-food or food delivery may be dropped off for a student's lunch**
- **Parents who wish to bring store bought food for birthdays or rewards must clear with the student's lunch period teacher beforehand**
- **Students will sit at tables assigned to their class for lunch**
- **Students will walk to and from the cafeteria with their lunch period teacher**
- **Students and parents may find the lunch menu online at our school website**

## Volleyball Schedule

| HLMS   | 2021                                 |
|--------|--------------------------------------|
| Date   |                                      |
| 16-Aug | HOME vs Hernando Middle School       |
| 23-Aug | at Southaven Middle School           |
| 30-Aug | HOME vs Olive Branch Middle School   |
| 7-Sep  | at Lewisburg Middle School           |
| 13-Sep | at Center Hill Middle School         |
| 20-Sep | at DeSoto Central Middle School      |
| 27-Sep | HOME vs Lake Cormorant Middle School |

## 8<sup>th</sup> Grade Football Schedule

| HLMS   | 2021                                 |
|--------|--------------------------------------|
| 2-Sep  | HOME vs Southaven Middle School      |
| 9-Sep  | HOME vs Lewisburg Middle School      |
| 16-Sep | HOME vs Lake Cormorant Middle School |
| 23-Sep | at Olive Branch Middle School        |
| 30-Sep | at Hernando Middle School            |
| 7-Oct  | HOME vs DeSoto Central Middle School |
| 14-Oct | at Center Hill Middle School         |
|        |                                      |
| 28-Oct | Championship                         |

## 7<sup>th</sup> Grade Football Schedule

| HLMS   |                                 |
|--------|---------------------------------|
| 21-Sep | Jamboree                        |
| 28-Sep | HOME vs Hernando Middle School  |
| 5-Oct  | at Lake Cormorant Middle School |
| 12-Oct | HOME vs Southaven Middle School |
| 19-Oct | East vs West                    |
| 26-Oct | Extra Game                      |

## Basketball Schedule

| HLMS   |                                    |
|--------|------------------------------------|
| 11-Nov | Home vs DeSoto Central Middle      |
| 18-Nov | Home vs Center Hill Middle         |
| 2-Dec  | at Southaven Middle School         |
| 9-Dec  | Home vs Lewisburg Middle           |
| 13-Jan | at Lake Cormorant Middle School    |
| 20-Jan | Home vs Olive Branch Middle School |
| 27-Jan | at Hernando Middle School          |



**Horn Lake Middle School  
Pick-up and Drop Off Procedures**

**Morning Drop-Off**

Parents will enter the *west parking lot* (band parking lot). Cars will pull through to the first cone and drop the students off. Students will exit the vehicle and proceed up the sidewalk to the entrance of Horn Lake Middle School.

**Afternoon Pick-Up**

Students will exit Horn Lake Middle School and proceed down the sidewalk to the car rider lines. Parents should fill up car rider lanes starting with the lane closest to Nail Road. Once every line is filled and all students are secured in the vehicle designated to pick them up, all lines will be dismissed.

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 structing, reading, writing, and mathematics or (b) knowledge of, and ability to assist in learning activities such as homework, reading readiness, learning o reach, 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 [andrew.edwards@dcsms.org](mailto:andrew.edwards@dcsms.org).**

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

**Sincerely,**

**Andrew Edwards  
Horn Lake Middle School**

## **Horn Lake Middle School School/Parent Contract**

**Horn Lake Middle School, and the parents to the student participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parent, the entire staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parent will build and develop a partnership that will help children achieve the state's high standards.**

### **Horn Lake Middle School's Responsibilities:**

- **HLMS will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:**
  - **Highly qualified teachers**
  - **Engaging, well planned lessons at Tier I instruction**
  - **Ongoing teacher professional development**
  - **Positive behavior incentives to promote lesson discipline issues**
  - **Tier II instruction for closing gaps in learning**
  - **Tier III instruction for struggling academic/behavior students**
  - **Professional Learning Communities (PLCs) for teachers to facilitate data-driven instruction**
- **HLMS will hold parent teacher conferences when students are not meeting academic and behavioral goals. The compact will be discussed as it relates to the individual child's achievement:**
  - **Conferences will be set up every 9wks by the counselors for students not meeting academic and behavior goals.**
  - **Parents may request a conference at any time.**
  - **Teachers will conference with parents by SchoolStatus on a continual basis.**
- **HLMS will provide parents with frequent reports on their children's progress:**
  - **Progress Reports**
  - **Report Cards**
  - **Parental contact via phone/text**
  - **Open House**
- **HLMS will provide parents reasonable access to staff:**
  - **Conferences can be set up through the counseling center.**
  - **Teacher can be reached by email or phone.**
- **HLMS will provide parents opportunities to volunteer and participate in their child's class, and to observe classroom as follows:**
  - **Booster Club**

- PTO Events

**The Parent's Responsibilities:**

- We as parents, will support our children's learning in the following ways:
  - Monitoring attendance
  - Make sure homework is completed
  - Volunteering at school
  - Participating as appropriate in decisions relating to my child's education
  - Promoting positive use of my child's extracurricular time
  - Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district
  - Participating in Title events and committees

**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**

|                    |  |
|--------------------|--|
| <b>Tardy #1-6</b>  | <b>Warning</b>   |
| <b>Tardy #3</b>    | <b>Parent will receive a notification via SchoolStatus</b> |
| <b>Tardy #6</b>    | <b>Parent will receive a notification via SchoolStatus</b> |
| <b>Tardy #7</b>    | <b>1 Day of Lunch Detention</b>                            |
| <b>Tardy #8</b>    | <b>Mandatory Parent Conference</b>                         |
| <b>Tardy #9</b>    | <b>3 Days of Lunch Detention</b>                           |
| <b>Tardy #10</b>   | <b>1 Day of ALC</b>  |
| <b>Tardy #11</b>   | <b>3 Day of ALC</b>  |
| <b>Tardy #12</b>   | <b>5 Days of Lunch Detention</b>                           |
| <b>Tardy #13 -</b> | <b>3 Days of ALC and possible disciplinary hearing</b>     |

**Exemption Policy Change:**

**The 5 unexcused absences criteria has been removed from the board policy for the 2021-2022 school year.**













|   |                  |               |
|---|------------------|---------------|
| Descriptor Title:<br><br><b>CODE OF DISCIPLINE K-12</b> | Descriptor Code: | Adopted Date: |
|   | JD               | July, 2008    |
|   | Reviewed Date:   | Revised Date: |
|   |                  | May, 2019     |

## **FORWARD**

### **DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE**

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

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

## **INTRODUCTION**

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

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

Specific provisions of the Code include:

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

## **Student Conduct:**

### **CODE OF DISCIPLINE GRADES K-12**

#### 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**

1. \*2-1 Leaving the school grounds without permission
2. \*2-2 Skipping class
3. \*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

4. \*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
5. \*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.

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

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

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

### **Level III**

3 – 1 Fighting

3 – 2 Gambling

\* 3 – 3 Theft or possession of stolen property

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

3 – 5 Extortion- use of intimidation, coercion or force \* 3 – 6 Vandalism of personal and/or school property

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

3 – 8 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)

### **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

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

Possession of a fire arm/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.

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: Assignment to the DeSoto County Alternative Center

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

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

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

5 – 4

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

### Disciplinary Action

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

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

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

### **DUE PROCESS**

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

### **DISCIPLINARY HEARING**

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

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

## **ALTERNATIVE PLACEMENT PROCEDURES**

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

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

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

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