



HERNANDO
HIGH SCHOOL

STUDENT HANDBOOK
2022 - 2023

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WELCOME

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Our school welcomes you to its ranks, and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things that will make our school outstanding.

DCS MISSION

DeSoto County School District is dedicated to ensuring world-class academic excellence within a safe learning environment, while providing a variety of exceptional extra-curricular programs that foster the physical, social, and emotional growth for all students.

DCS VISION

DeSoto County School District will be regionally and nationally recognized as a system of superior performing schools that ignite a passion for learning, while inspiring student success through instructional excellence and exemplary leadership

NOTE TO PARENTS

Good discipline originates in the home. Parents are the first teachers of their children and should develop in them good behavior habits and proper attitudes toward school. A parent should do the following:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, rights of others, and private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Take part with the child in school activities.

SECTION 504

A parent, staff member, student, or personnel may request a Section 504 Plan. This request may be made, in writing, to the school's Section 504 Coordinator. A meeting will be scheduled, at the school, to discuss a student's possible substantial limitation to access the facility and/or educational benefit. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the DeSoto County School system

FREE APPROPRIATE PUBLIC EDUCATION

DeSoto County Schools will provide a free appropriate public education to children ages 3 through 20, with a disability who, by reason thereof, need special education and, as appropriate, related services as defined under Part B of the Individual with Disabilities Education Improvement Act of 2007 (IDEA), Mississippi statutes, and the Mississippi Department of Education policies. A free appropriate public education will be provided to students with disabilities residing within the jurisdiction of the district and who are enrolled in the DeSoto County School District.

HERDESOTO COUNTY NON-DISCRIMINATORY POLICY (BAAB)

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. After initial investigation, all inquiries shall be directed to the appropriate person(s). A thorough investigation shall be conducted in accordance with DeSoto County School Board Policy GAF: Staff Grievances and Complaints. (See School Board Policy BAAB) The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Compliance Director: Office of General Counsel

DeSoto County Schools

5 East South Street, Hernando, MS 38632

(662)429-5271

HERNANDO HIGH SCHOOL

805 Dilworth Lane

Hernando, MS 38632

Phone: (662) 429-4170 Fax: (662) 429-1100

ADMINISTRATION AND SUPPORT STAFF

Duane Case - *Principal*
Rebecca Hay - *Assistant Principal*
Craig Stiles - *Assistant Principal*
Matthew Yardley - *Assistant Principal*
Grace Brown - *Bookkeeper*
Tiffany Callum - *ADA Clerk*
Stefanie Stanfill - *Cohort Clerk*
Sally Hammett- *Office Staff*
Kim Craft - *Office Staff*
Lori Grubbs - *Office Staff*
David Lara - *Athletic Director*
Candie Garrison - *Guidance*
Anne Goss - *Guidance*
Deanne Wood - *Guidance*
Justa Dowler - *Testing Coordinator*
Al Brooks - *Maintenance*

ALMA MATER

On the city's eastern border
Reared against the sky,
Proudly stands our Alma Mater
As the years go by.
Forward ever be our watchword
Conquer and prevail
Hail to thee, our Alma Mater
Hernando High, all Hail!

HHS MISSION STATEMENT:

In partnership with the community, the mission of Hernando High School is to foster integrity, diversity, and academic excellence for all students within a nurturing, safe environment by highly qualified and dedicated professionals.

HHS VISION STATEMENT:

Our vision at Hernando High School is to create a world-class learning environment where all students will be college and career ready in order to become productive citizens in a global society.

HHS COLORS: BLACK AND GOLD

HHS EMBLEM: TIGER

FACULTY AND DEPARTMENTS

English

Alicia Stefanski- *Dept. Head*
Emily Anderson
Susie Brummett
Carrie Eaton
Mandy Jones
Victoria Moore
Holly Neel
Jennifer Parson
Jennifer Rogers
Emily Rose
Emily Sullinger
Laurie Walton
Destin Westmoreland

Mathematics

Jeannifer Brankstone- *Dept. Head*
Greg Abernathy
Sarah Anderson
Melinda Austin
Shauna Baker
Tori Farmer
Tonya Floate
Mary-Sada Foster
Abbey Morgan
SeLane Ruggiero
Emeri Sorrells
Hanna Sowell
Nanette Stark
McKayla Whitten

Business Ed/Vocational

Julie Dunavent
Carol Houston
Sarah Little
Kim McNeil
Tammy Waddle

Special Education

Shanna Roberson-*MET Chair*
Raney Alford
Kaylee Donaldson
Angel Brigman
Reagan Canton
Lane Carter
Art Chaput
Carla Riddick
Janet Love
Leigh Miller
Kristen Morris
Traci Webb

Instructional Aide

Amber Futrell
Cindy Kendrick

Science

Emily Barnes- *Dept. Head*
Cynthia Coleman
Brian Ferrell
James High
Jason Ketchum
Shereka Newson
Jana Perkins
Guy Smith
Melissa Wyatt

Social Studies

Doug Ferguson- *Dept. Head*
Sarah Austin
William Bentley
Leslie Pleasants
Brooks Lott
Will Freeman
Margaret Hicks
Blake Jones

Parker Jones
Steve McCann
Lanita Reid
Colt Smith
Jayme Vinson
Jonas White
Mike David
Marcus Jamison
Mark Hogan

Driver's Education

Stephen Cox

Foreign Language

Ingrid Mendez

Music & Art

Len Killough, Band Director
Dale Beech
Victoria Jones
Lauren Suddoth
Kathrine Wright

Speech

Mallory Putnam

English Language Learners (ELL)

Beth Ford

Library

Christy Roberts

Physical Education

Kenzaki Jones

**DESOTO COUNTY SCHOOLS ACADEMIC CALENDAR
2022-2023 SCHOOL YEAR**

August 1 -	<i>Teachers' First Day</i>
August 4-	<i>Students' First Day</i>
September 5-	<i>Labor Day Holiday</i>
October 10-	<i>Fall Break</i>
November 21 -25-	<i>Thanksgiving Holidays</i>
December 16-	<i>End First Semester</i>
December 19 – January 2, 2022-	<i>Christmas Holidays</i>
January 3-4-	<i>Teachers Return (PD)</i>
January 5-	<i>Students Return</i>
January 16-	<i>Martin Luther King, Jr. Holiday</i>
February 17-	<i>Staff Development Day (No students)</i>
February 20-	<i>Presidents' Day Holiday</i>
March 13 -17-	<i>Spring Break</i>
April 7 -	<i>Good Friday Holiday</i>
April 10-	<i>Easter Break</i>
May 21-	<i>HHS Graduation (3 pm)</i>
May 24-	<i>Students' Last Day</i>
May 25-	<i>Teachers' Last Day</i>

**Tentative Make-up Days: February 17, April 10, May 25*

***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.*

HERNANDO HIGH SCHOOL

BELL SCHEDULE

2022- 2023

DOORS OPEN	7:00
DISMISS TO CLASS	7:35
1 ST BLOCK	7:45 – 9:35
2 ND BLOCK	9:41 – 11:15
3 RD BLOCK	11:20 – 1:15
1 ST Lunch	11:15 – 11:40
2 ND Lunch	11:45 – 12:10
3 RD Lunch	12:20 – 12:45
4 TH Lunch	12:50 – 1:15
4 TH BLOCK	1:20 – 2:55

HHS PROCEDURES & EXPECTATIONS

Privileges are subject to change based on student behavior

	DISCIPLINE	RESPECT	RESPONSIBILITY
HALLWAY/ COMMONS	<ul style="list-style-type: none"> Keep moving during class change. Keep hallways clear & avoid unnecessary trips. 	<ul style="list-style-type: none"> Listen & respond appropriately to teachers and school staff. Use appropriate voice levels. 	<ul style="list-style-type: none"> Vending machines are available before school & during lunch. No outside food deliveries will be accepted. Report inappropriate behavior to teachers/ staff.
CAFETERIA	<ul style="list-style-type: none"> No "breaking" line. 	<ul style="list-style-type: none"> Use appropriate voice levels in line. Remain seated until dismissed. 	<ul style="list-style-type: none"> Keep table & seating area around you clean. Throw away food/trash when finished. Must have permission from administration prior to leaving the cafeteria. CLOSED CAMPUS- You may not exit during lunch/ school event
RESTROOM	<ul style="list-style-type: none"> Be aware of time spent out of class. 	<ul style="list-style-type: none"> Report inappropriate behavior/ harassment/ fighting to teacher/ staff immediately. Report supply needs to teacher/ staff. Keep facilities clean. 	<ul style="list-style-type: none"> Ask permission prior to leaving the cafeteria/ classroom. Report any supply/ safety concerns to teacher/ staff.
BUS/ PARKING LOT	<ul style="list-style-type: none"> Be patient & mindful of other students walking through parked vehicles. Use appropriate speed through parking lot. 	<ul style="list-style-type: none"> Listen & respond to dismissal staff. Follow dismissal/ exit directions. Respect personal property of others. No not linger in halls or commons. 	<ul style="list-style-type: none"> Be on time to the bus/ designated pick up spot. If driving, parking decal must be displayed in front windshield. If driving, park in your assigned parking spot. All students will enter through the Gym Commons.
LIBRARY	<ul style="list-style-type: none"> Follow posted library rules & expectations. 	<ul style="list-style-type: none"> Take care of borrowed textbooks, laptops, materials from the library. Maintain low noise levels to be respectful to other students. 	<ul style="list-style-type: none"> Take care of & return checked out materials (textbooks, laptops, chargers, etc.)
GYM & PAC	<ul style="list-style-type: none"> Enter in an appropriate manner. 	<ul style="list-style-type: none"> Sit when you are instructed. Do not disturb others around you. 	<ul style="list-style-type: none"> Do not leave the gym/ PAC without teacher permission.
TECHNOLOGY	<ul style="list-style-type: none"> Follow procedures & expectations of DCS technology policy. Use technology only at the appropriate time & place. 	<ul style="list-style-type: none"> Engage only in positive and appropriate manner through classroom/school online learning platforms. Demonstrate respect to other students' devices. 	<ul style="list-style-type: none"> Protect your passwords. Protect our assigned devices & maintain awareness of damage/ loss of device procedures.

ALC/SUSPENSION DISQUALIFICATION

Many organizations, activities, and honors at HHS require high standards. See individual club or activities sponsor for conduct or grade requirements. Placement in ALC or suspension may lead to a student being disqualified.

INTERSCHOLASTIC SPORTS AND ACTIVITIES POLICY

The DeSoto County Board of Education recognizes the importance and value of education-based interscholastic sports and activities as part of the total educational program. The Board also recognizes that interscholastic sports and activities provide an opportunity for the entire student body to demonstrate school spirit and positive citizenship.

The purpose of this policy is to establish academic and attendance guidelines for participation in interscholastic sports and activities.

All students will meet the Mississippi High School Activities Association scholastic requirements for interscholastic sports and activities. (A complete list can be found at <https://www.misshsaa.com/>)

1. A student must attend school in the school district or school zone in which his/her parents are bona fide residents. He/she shall be enrolled in a MHSAA member school, take the required number of subjects for graduation by his/her local district and conduct himself/herself appropriately.
2. A student in a homebound or home-schooled program shall not be considered a bona fide student of a MHSAA member school.
3. A student becomes ineligible for interscholastic participation if he/she has reached his/her 19th birthday before August 1 of that school year.
4. A ninth grader must not have reached 16 years of age prior to August 1.
5. Upon entering the 9th grade for the first time, a student shall be eligible for competition on high school athletic/activity teams for four consecutive years. Proof of a student's entry into the 9th grade shall be made available to the MHSAA within 24 hours, if requested.
6. The MHSAA requires students participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district shall determine the requirements for "satisfactory progress toward graduation" through its graduation requirements and shall interpret this rule according to its requirements.
7. According to Mississippi law, **a student must maintain a grade point average of at least a 2.0 or "C" average in order to participate in interscholastic sports/activities.** Grade point averages will be calculated at the conclusion of the first semester using the semester averages of all courses the student is taking. Students who do not have a 2.0 or "C" average for the first semester will be ineligible for the second semester.
8. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. A student who does not have a grade point average of at least a 2.0 or "C" average, will be ineligible for fall semester.
9. High school eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to ninth grade with at least an overall 2.0 or "C" average of all eighth grade courses.
10. A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 of "C" average at the end of the first semester.
11. **A student must attend school 63% of his or her school day to participate in interscholastic sports/activities practices, performances, or games.**

CURRICULUM DEVELOPMENT

The DeSoto County School Board directs the superintendent and the administration to provide a curriculum of instruction that meets the academic needs of all children in the school district. The superintendent will ensure that any programs for limited-English proficient students have a primary goal of mainstreaming those students into the regular classrooms, and that those programs emphasize English language instruction.

Instructional Goals/Curriculum Development

1. DeSoto County School District shall develop and implement a curriculum management system that meets and/or exceeds criteria established by MDE. Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies and objectives. Instructional time in the

- classroom shall be protected, and professional development time shall be designated to work on the district's curriculum.
2. DeSoto County School District's curriculum will include the following:
 - A. All domains and standards assessed by the Mississippi Department of Education Assessment System,
 - B. Established standards to determine mastery for each domain and standard, and
 - C. A system to determine strengths and weaknesses in the instructional program.
 3. The basic curriculum of each elementary, intermediate, and middle school shall consist of reading/language arts, mathematics, science, social studies, and the arts, which may be taught by regular classroom teachers.
 4. The basic curriculum of each high school shall consist of required and approved courses outlined in the current edition of the *Mississippi Public School Accountability Standards* (most recent edition) and the *Approved Courses for the Secondary Schools of Mississippi*.
 5. The district conducts an annual analysis of student performance and takes action to improve the curriculum, the instructional delivery, and/or the evaluation procedures.

GENERAL PROVISIONS FOR GRADING (BOARD POLICY IHA)

Minimum Standards

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

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

Monitoring Student Progress

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

The following guidelines apply to all subject areas:

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

DeSoto County Schools Grading Scale

A – 90 - 100
 B – 80 - 89
 C – 70 - 79
 D – 65 - 69
 F – 0 – 64

GRADING POLICY

Grades 9-12

- Each term grade is computed by averaging the grades for that term. Eighty percent of the grade will be a compilation of the grades that the teacher has for the student in his/her gradebook including, but not limited to, formative assessments, quizzes, homework, classwork, unit tests, mid-term tests, etc. Twenty percent of the grade will be the grade received on the end of course final exam for half credit courses and end of term exams for full credit courses. In full credit courses, the final grade will be the average of the two term grades.
- The grading policy for students with disabilities with current Individualized Education Plans (IEPs) will be consistent with policy IHFA.
- Advanced Courses, Advanced Placement Courses, and Dual Enrollment Courses will be weighted as outlined in policy IHEA.

National Honor Society

National Honor Society is a group of elite students at Hernando High School, as well as all over the country. In order to be a member of National Honor Society, one must maintain an overall average of 94. In addition to a 94 average, one must be enrolled in classes totaling four academic credits. A student is eligible to be inducted into the National Honor

Society at the end of their Sophomore year. Being a member of the National *Junior* Honor Society has **no** effect on whether a student is inducted into the National Honor Society.

Senior Class Rankings

Colleges normally request information regarding the rank of prospective students in their graduating class. The following procedure will be used to determine a student's rank.

1. The final grade for each credit-bearing course will be the basis for the calculation.
2. The final grades will be totaled and divided using the following formula:
 - a. Semester course grades will count twice.
 - b. Term course grades will count once.
 - c. Advanced course grades will be multiplied by 1.05 during calculation.
 - d. Advanced Placement (AP) course grades will be multiplied by 1.10 during calculation. Students must take the Advanced Placement assessment to earn the weighted grade.
 - e. Dual Enrollment/ Dual Credit course grades will be multiplied by 1.10 during calculation.
 - f. PSAT courses (PSAT I-1credit, PSAT II - .5 credit) will be multiplied by 1.10 during calculation.
3. The average will be calculated to the nearest one-hundredth. (For example – 89.59)

When necessary to calculate a grade point average (GPA), the following procedure will be used.

1. The final grade for each credit-bearing course will be the basis for the calculation.
2. Four quality points will be awarded for an A, three for a B, two for a C, and one for a D.
3. GPA's will be totaled and divided using the following formula:
 - a. Semester course grades will count twice.
 - b. Term course grades will count once.
 - c. Advanced and Advanced Placement (AP) course grades will count according to the scale below.
4. The quality point average will be calculated to the nearest one-hundredth.

The following scale will be used for advanced and AP courses:

<u>Numerical Average</u>	<u>Letter Grade</u>	<u>Advanced Grade Point</u>	<u>AP Grade Point</u>
90 -100	A	5 points	6 points
80 – 89	B	4 points	5 points
70 – 79	C	3 points	4 points
60 – 69	D	2 points	3 points
Below 60	F	0 points	0 points

Advanced Placement courses are defined as any courses with Advanced Placement in the course title. Advanced courses are as follows: Accelerated English 9-12, Third-year Languages, Fourth-year Languages, Organic Chemistry, Physics, Human Anatomy and Physiology, Algebra III, Calculus, and other courses designated as "gifted."

Valedictorian and Salutatorian

The Valedictorian/Salutatorian of each Desoto County High School must be enrolled in the school on or before September 1 of the student's junior year and attend both the junior and senior school years. The student must meet the Mississippi Institutions of Higher Learning entry requirements. The Valedictorian must have the highest overall weighted numerical average based on grades from the freshman, sophomore, junior years and the first three (3) terms of the senior year. The Salutatorian must have the highest overall weighted numerical average based on grades from the freshman, sophomore, junior years and the first three (3) terms of the senior year.

GRADUATION REQUIREMENTS (Board Policy IHF)

Contents of each required and elective course must include the core objectives identified in the Mississippi College and Career Readiness Standards. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools in Mississippi.

Students enrolled in grades 7 -12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual and meets the specifications outlined in the Mississippi Public School Accountability Standards.

Traditional Diploma

(Entering ninth graders in 2018-2019 and thereafter)

Each student graduating from a secondary school in an accredited schools district will have earned Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi College and Career Readiness Standards*. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools in Mississippi. Enrollment in online courses listed in the book must have prior approval. Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. Beginning 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 24 Carnegie units as specified below.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I; English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3.5	(1) World History; (1) U.S. History; (½) U.S. Government; (½) Economics, (1/2) Mississippi Studies
Physical Education	.5	(½) Physical Education
Health	.5	(½) Contemporary Health
Technology or Computer Science	1	
The Arts	1	
College-and-Career-Readiness	1	
Electives	5.5	
Total Units Required	24	

Students may earn one of the following endorsements to be added to the traditional diploma: Career and Technical Endorsement, Academic Endorsement, and/or Distinguished Academic Endorsement

Traditional Diploma with Career and Technical Endorsement

Additional requirements above the 26 Carnegie units and the assessment requirements include

- *Earning an overall GPA of 2.5*
- *Earning silver level on ACT WorkKeys*
- *Successfully completing one of the following: one CTE dual credit, a Career Pathway Experience, OR earn a State Board of Education national credential.*

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I; English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3.5	(1) World History; (1) U.S. History; (½) U.S. Government; (½) Economics; (½) Mississippi Studies
Physical Education	.5	(½) Physical Education
Health	.5	(½) Contemporary Health
Technology or Computer Science	1	
The Arts	1	
College-and-Career-Readiness	1	
Career and Technical	4	
Electives	3.5	
Total Units Required	26	

Traditional Diploma with an Academic Endorsement

Additional requirements above the Traditional Diploma Option, the 26 Carnegie units and the assessment requirement include:

- Earn an overall GPA of 2.5
- Courses must meet MS IHL college preparatory curriculum (CPC) requirements
- Earn MS college readiness benchmarks (ACT subscore of 17 in English and 19 in Math OR completion of appropriate Essentials of College Math or Essentials in College Literacy with an 80 or above (in senior year) or on the SAT as defined by IHL.

1. Must successfully complete **one** of the following
 - a. One AP course with a C or higher and take the appropriate AP exam
 - b. One Diploma Program- IB course with a C or higher and take the appropriate IB exams
 - c. One Dual Credit course and earn a C or higher in the course

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I; English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3.5	(1) World History; (1) U.S. History; (½) U.S. Government; (½) Economics; (½) Mississippi Studies
Physical Education	.5	(½) Physical Education
Health	.5	(½) Contemporary Health
Technology or Computer Science	1	
The Arts	1	
College-and-Career-Readiness	1	
Electives	7.5	Must Include College Preparatory Curriculum Requirements
Total Units Required	26	

Traditional Diploma with a Distinguished Academic Endorsement

Additional requirements above the Traditional Diploma Option, the 28 Carnegie units and the assessment requirement include:

1. Earn an overall GPA of 3.0
2. Courses must meet IHL college Preparatory curriculum (CPC) requirements
3. Earn national college readiness benchmarks (ACT sub scores of 18 in English and 22 in Math or completion of appropriate Essentials of College Math or Essentials in College Literacy with an 80 or above (in senior year) or on the SAT as defined by IHL
4. Must successfully complete one of the following:
 - a. One AP course with a B or higher and take the appropriate AP exam
 - b. One Diploma Program- IB course with a B or higher and take the appropriate IB exams
 - c. One Dual Credit course and earn a B or higher in the course

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I; English II; Two additional English Courses Above English II
Mathematics	4	Algebra I; Two additional Math Courses Above Algebra I
Science	4	Biology I; Two Additional Math Courses Above Biology I
Social Studies	4	(1) World History; (1) U.S. History; (½) U.S. Government; (½) Economics; (½) Mississippi Studies

Physical Education	.5	(½) Physical Education
Health	.5	(½) Contemporary Health
Technology or Computer Science	1	
The Arts	1	
College-and-Career-Readiness	1	
Electives	8	Must Include College Preparatory Curriculum Requirements
Total Units Required	28	

Alternate Diploma Option

Note: This option is available to incoming ninth graders of 2018-2019 with Significant Cognitive Disabilities.

Any student with a significant cognitive disability who completes the minimum graduation requirements specified below and has achieved a score (to be determined) or higher on each of the required high schools alternate assessments is eligible to receive an Alternate Diploma.

Curriculum Area	Carnegie Units	Required Subjects
English	4	Alternate English I-IV
Mathematics	4	Alternate Math I-III, Alternate Algebra
Science	2	Alternate Biology; Alternate Science II
Social Studies	2	Alternate History; Alternate Social Studies
Physical Education	.5	Physical Education
Health	.5	Alternate Health
Vocational Readiness	4	Career Readiness I-IV
Life Skills Development	4	Life Skills Development I-IV
The Arts	1	
Electives	2	
Total Units Required	24	

Additional information concerning each of the above diploma options as well as the Certificate of Completion can be found on the DeSoto County Schools' website by accessing the Board Policy IHF Graduation Requirements.

ASSESSMENTS REQUIRED FOR GRADUATION

All students enrolled in one of the four end-of-course Subject Area Test courses must pass the course and participate in the applicable end-of-course Subject Area Test in order to earn the Carnegie Unit.

Students shall graduate by passing the course and meeting one of the following options:

- *Passing the applicable end-of-course Subject Area Test, (Algebra I, Biology, English II, US History)*
- *Using options outlined in DCS Policy IHFAD,*
- *Using the end-of-course Subject Area Test score with the overall course grade; students must be enrolled in order to utilize this option.*

In addition to the above-mentioned options, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test.

PROMOTION/RETENTION (BOARD POLICY IHE)

Classification of Students

Freshmen	Grade 9	Has earned fewer than 6 Carnegie Units
Sophomore	Grade 10	Has earned at least 6 Carnegie Units and has successfully completed English I and 2 additional Carnegie units
Junior	Grade 11	Has earned at least 13 Carnegie Units and has successfully completed English II, Algebra I, and 3 additional Core Carnegie Units
Senior	Grade 12	Has earned at least 18 Carnegie Units and has successfully completed 3 English Carnegie Units and on track to graduate

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

The high school academic program in the DeSoto County School District requires four (4) full years or eight (8) semesters of work. Students may not take courses that are sequential in nature until the proper prerequisites have been successfully completed.

Exceptions to this rule may be made for seniors who may be permitted to take two (2) sequential classes simultaneously.

Students failing to advance to the next grade level in high school may request permission from the principal to do one of the following:

1. To attend DeSoto County Schools credit recovery summer program
2. To take initial coursework in summer school without restriction of grade classification for courses in English, math, or social studies
3. To earn a maximum of one (1) Carnegie unit by correspondence from any accredited university
4. To earn two (2) Carnegie units in English concurrently during their final high school year.

SCHOOL FEES

The DeSoto County School Board hereby authorizes the charge of reasonable fees, but not more than the actual cost, for the following:

1. Supplemental instructional materials and supplies, excluding textbooks;
2. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
3. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events.

STUDENT RECORDS

It is the policy of the DeSoto County School District Board of Education that the principal of each school will be the legal custodian of all student records for that school. Students and parents will have access to their school records. The school will notify parents and adult students annually of the type of records kept, the procedure for inspecting and copying these records, the right for interpretation, the right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement and the right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

TRANSFER OF ENROLLMENT

A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include, but not be limited to, all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. When schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

EVIDENCE OF AGE

It shall be the responsibility of the principal of each school in the DeSoto County School District to enforce the requirement for evidence of the age of each pupil before enrollment. The evidence required shall be a birth certificate or other state-approved documentation of birth. If this evidence cannot be produced, an affidavit of age sworn to by a parent, grandparent or custodian will be sufficient for temporary enrollment providing that a money order is provided showing that the birth certificate has been ordered. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance.

PERMANENT RECORDS

The permanent record provided for above shall be kept, while it is active, in the attendance center office in a fire-resistant container. The permanent record shall be considered active:

- a) if the student is enrolled in the school or
- b) if he has withdrawn or has been expelled and the students of the class of which he was a member shall not have reached

the time of graduation.

At the point of the student's graduation or at the time when the student would normally have graduated had he not withdrawn or been expelled from school, the student's permanent record shall become a part of the permanent binder in the central fire-resistant depository as designated and provided by the school board of the school district, or as an alternative method, the records may be maintained in fire-resistant storage at the school last attended by the student. The permanent binding and preservation of the inactive records shall be the duty of the superintendent of this school district who shall maintain a central depository of the records.

Cumulative Folders

The cumulative folders provided for above shall be kept in the school wherein the pupils are in attendance. Both the permanent records and the cumulative folders shall be available for inspection by public and private school officials, including public school teachers within the school district who have been determined by the school district to have legitimate educational interests. In no case, however, shall such records be available to the general public. Transcripts of courses and grades may be furnished when requested by the parent or guardian or eligible pupil as prescribed in the Family Educational Rights and Privacy Act of 1974, as amended, 20 USC Section 1232. The records shall be kept for each pupil throughout his entire public school enrollment period. At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board of this school district in not less than five (5) years after the permanent record of the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive permanent records on photographic film or microfilm which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district.

TRANSFER OF STUDENT RECORDS

After graduation transfers are housed at the Board of Education.

The first transcript of a student's record will be sent free of charge to any college, university or institution. Any additional transcripts will cost \$1.00. This is in accordance with Mississippi State Law.

The following statement is made in compliance with Federal Law concerning transfer of Records: TO PARENTS: This is your notification that should your child enroll in another school or school system, his/her cumulative record will be sent to the school upon our receipt of notification of the students enrolling in said institution.

TEXTBOOKS (BOARD POLICY ICFAC)

All textbooks are the property of the State of Mississippi and the public school system. The parent, guardian, or other person having custody of a child to whom textbooks are issued, will be liable for any loss, abuse, or damage in excess of that would result from normal use of such textbooks. All textbooks must be returned to the issuing school when promoted, transferred, or when attendance is terminated. (A list of fines may be found in DCS Board Policy ICFAC.)

CLOSED CAMPUS

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the bell has not rung for first period, until dismissal or until picked up by the bus.

EARLY RELEASE/ LATE- ARRIVAL (Board Policy JGFCB)

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

- Must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores).
- Alternately, a student must meet ALL of the following:
 1. Have a 2.5 GPA
 2. Passed or met all MAAP assessment requirements for graduation
 3. On track to meet diploma requirements
 4. Concurrently enrolled in Essentials for College Math or Essentials for College Literacy OR SREB Math Ready or SREB Literacy Ready

ABSENCES/ EXCUSES

(Board Policy JBD)

HB 1530 is an act to amend section 31-13-91, Mississippi code of 1972, to provide a compulsory-school-age child who is absent more than 37% of the instructional day must be considered absent the entire day. Therefore, for the purposes of determining and reporting attendance, a pupil must be present for at least sixty-three percent (63%) of the instructional day to be considered present the entire school day. The instructional day is therefore defined as a school day in which both teachers and pupils are in regular attendance for scheduled classroom instruction for not less than sixty-three percent (63%) of the required instructional time, as fixed by the local school board for each school in the school district. The school board shall review and approve instructional time for each school in the school district annually prior to the beginning of the school year.

Each of the following shall constitute an excused absence:

1. Illness or injury which prevents the student from being physically able to attend school.
 2. When isolation is ordered by the county health officer, the State Board of Health, or appropriate school official.
 3. Death or serious illness of a member of the immediate family member, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters. The absences must be approved by the principal or his/her designee.
 4. A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
 5. Attendance at the proceeding of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
 6. Observance of a religious event, with prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of absence would adversely affect the student's education.)
 7. Attendance at an authorized school activity with the prior approval of the principal or his/her designee.
 8. Participation in a valid educational opportunity, such as travel including vacations or other family travel with prior approval of the principal or his/her designee.
- **Five (5) absences may be excused by a note from a parent/guardian.** Note must include student's legal name, date of absence, reason for absence, parent/guardian signature, and date note was written.
 - **Any additional absence after the five (5) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.**
 - Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee **within two (2) school days of returning to school**, unless granted an exception by the principal for extenuating circumstances.
 - When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

TRUANCY

(Board Policy JBAC)

"Compulsary-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. A "truant" student is a student who is absent without valid excuse as identified in Policy JBA, Compulsary School Attendance. Disciplinary action shall be taken against students who are truant. Continued truancy may lead to academic failure, placement in the alternative school program and/or suspension or expulsion from the regular and/or alternative school programs. Reports of truancy will be made in accordance with the MS Compulsary School 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 require 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. It is the responsibility of the student to make an appointment with his/her teacher after school hours to make up missed tests.

EXEMPTION POLICY

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

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

DISMISSALS FROM SCHOOL

Requests for early dismissal must be received prior to 2:15 pm.

Requests for dismissal from school will be handled by the attendance clerk. Any student who desires to leave school for sickness or other emergencies **must** have a parent or guardian personally come to the school and check out a student. No student will be allowed to check out of school to work, check on a job, go to the post office, go to get lunch, or any other reason not considered an emergency. **Since dismissal constitutes an absence, it should be requested only in the case of extreme emergency.**

All students dismissed because of an emergency will be sent home immediately or to a doctor only after parents have been notified. If the school is unable to contact either the student's parent or the emergency contact, the school reserves the right to take the student to a competent doctor or hospital.

SICKNESS

In case a student becomes too sick to attend class he/she may obtain permission from the principal and parent to go home. **No student will be allowed to leave until parent permission has been received by the attendance office.**

WITHDRAWALS

All students who plan to withdraw from school for any reason are to notify the Guidance Office of such plans, complete the necessary forms, and settle all obligations. This procedure is very important for the prompt transfer of records. Students that withdraw from school and owe fines must pay with cash only. No checks accepted.

Students transferring to the DeSoto County School District from another Mississippi school will be enrolled pending receipt of the cumulative record (which must be received within 30 calendar days from date request was mailed). If the Certificate of Compliance is not included and/or recorded on the record, the student will be dismissed until this form is presented to the principal.

VISITORS (BOARD POLICY KM)

Visitors with legitimate reasons for coming to the school are welcome in any of the DeSoto County District Schools.

The following regulations shall be observed during the visitation:

1. All visitors must immediately report to the principal's office (including news media).
2. If the principal has any reason to question the legitimacy of the visit, the superintendent's office shall be consulted.
3. Teachers shall not be interrupted while teaching except for emergencies.
4. Pupils from other schools and pre-school children are not allowed unless specifically invited and pre-arranged through the principal's office.
5. News media must be granted permission by Community Relations before they enter a school campus or they will be considered trespassing and are subject to fines and/or arrest.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights Act (FERPA) provides students, parents and guardians with the right to inspect educational records pertaining to the individual student. Information from student directory will only be available to authorized officials within the district with a legitimate educational interest, as defined in **Board Policy JRA**. Information from student records is not available to any person outside the school district without the express written consent of the parents/guardians or eligible student (18 years or older), except to comply with a court order or subpoena, in cases where the safety of persons

or property is involved.

ANTI-HARASSMENT POLICY

Students in the DeSoto County School District are to be protected from sexual harassment. This protection includes any combination of relationships including student to student, staff member or teacher to student or harassment from any adult or other student. It is the intent of the DeSoto Board of Education to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

The DeSoto County School District also affirms the concept of employee protection and therefore shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

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. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion. Any employee of the DeSoto County School District who has any inappropriate sexual behavior will not only be subject to punitive measures up to and including termination but also subject to prosecution in accordance with the Mississippi Codes referenced below.

LEGAL REF.: Ms Code § 97-5-24 (1994) / Ms Code § 97-29-3 (1980)

INTERNET SAFETY

It is the policy of DeSoto County Schools to prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and comply with Children's Protection Act [Pub. L. No 106-554 and 47 USC 254(H)]. Additional information found in Board Policy IFBGAA Internet and Computer Safety Policy.

TECHNOLOGY AND INSTRUCTIONAL/ DISTANCE LEARNING (Board Policy IJ)

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.
- 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 the stolen device is not reported within three calendar days to a district school administrator, the employee or parent/guardian will be responsible for full replacement cost.
- If a device is damaged, lost or stolen as a result of irresponsible behavior, the user or the parent may be responsible for the full replacement cost. The user or the parent/guardian will be responsible for full replacement cost of the device if not reported to district personnel within three calendar days of missing or damaged device.
- In the event that a device is damaged, lost, or stolen, the user will be assessed a deductible for the repair or replacement of the device. A chart listing replacement cost is included in this policy.
- Students who leave the district during the school year must return all devices and additional accessories to the school administrator.

Repossession

- If the user does not fully comply with all terms of this agreement and the DeSoto County School District Technology policies, including the timely return of the property, DeSoto County School District shall be entitled to declare the user

in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement

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

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. This fee is to be assessed once per school year.
- 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 totally damaged as a result of irresponsible behavior, the person the device is issued to 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.

Damaged Devices

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

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; 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 maybe a need to reset it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of the process.

Help and Support

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

Use of Personal Laptops and Tablets

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

TOBACCO-FREE SCHOOL PROPERTY (BOARD POLICY EBAB)

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.

DCS CODE OF DISCIPLINE (Board Policy JD)

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 prescribes 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 the following:

1. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools may be requested to appear at school by the school attendance officer or the principal, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools who refuses or willfully fails to attend such discipline conference specified in paragraph (2) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. Any parent, guardian or custodian of a compulsory school age child who
 - a. fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under

- the provisions of this section, or
- b. refuses or willfully fails to perform any other duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed an amount provided by law.
6. The DeSoto County Schools shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.
 7. As an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with this Code.

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

<i>Offense</i>	<i>Disciplinary Action</i>
<ul style="list-style-type: none"> • 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 	<p><u>First Violation</u></p> <ul style="list-style-type: none"> • Minimum: Teacher-Student Conference • Maximum: Teacher-Student-Parent Conference <p><u>Repeated or Flagrant Violation</u></p> <ul style="list-style-type: none"> • Minimum: Mandatory Student -Parent-Administrator Conference (Home Suspension) • Maximum: Corporal Punishment, ALC, detention, and/or school suspension <p>*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.</p>

Level II

<i>Offense</i>	<i>Disciplinary Action</i>
<ul style="list-style-type: none"> • 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.) 	<p><u>First Violation</u></p> <ul style="list-style-type: none"> • Minimum: Administrator-Conference, ALC, mandatory student-parent-administrator conference, corporal punishment • Maximum: School suspension (one to three days) <p><u>Repeated or Flagrant Violation</u></p> <ul style="list-style-type: none"> • 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 <p>*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.</p>

ELECTRONIC DEVICES

The use of cell phones or other technological devices is prohibited during any statewide assessment. If an attempt is made to use a cell phone or other technological device during the test administration, the student’s test booklet and answer sheet will be taken up and invalidated by the test administrator. A test incident report will be completed.

Any device visible beyond the cafeteria is subject to confiscation.

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

- **1st Offense**—First offense will result in confiscation of the device with parental contact. The electronic device will be returned at the end of the school day to the student or his/her parent/guardian as determined by the building principal.
- **2nd Offense**—Second offense will result in confiscation of the electronic device and a mandatory parent/administrator conference. The electronic device **will not** be returned directly to the student; parent/guardian must meet with a school-level administrator to collect the electronic device.
- **3rd Offense**—Third offense will be considered repeated and/or flagrant and the penalty for such acts will be determined by the building administrator. The phone will be confiscated and penalties could include, but are not limited to the following:
 - Check-in/Check-out procedures for the electronic device during the school day (1-10 days)
 - ALC/In-School Suspension (1-3 days)
- **4th Offense**—Fourth offense will result in school suspension (1-3 days), and a loss of electronic device privileges pending reinstatement by the building principal.

The school is not responsible for any loss of or damage to an electronic device confiscated by the school and stored according to the discipline policy.

SMOKING

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.

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

Level III	
Offense	Disciplinary Action
<ul style="list-style-type: none"> • 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) 	<p><u>First Violation</u></p> <ul style="list-style-type: none"> • Minimum: School suspension from one to three days, ALC, corporal punishment • Maximum: School suspension (three days), report to authorities when applicable <p><u>Repeated or Flagrant Violation</u></p> <ul style="list-style-type: none"> • 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. <p>* For theft or vandalism restitution shall be made regardless of other punishment.</p>

Level IV

<i>Offense</i>	<i>Disciplinary Action</i>
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Minimum: Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities • Maximum: Expulsion

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.

Level V

<i>Offense</i>	<i>Disciplinary Action</i>
<ul style="list-style-type: none"> • 5 – 1 Possession and/or use of a weapon as defined in MS CODE § 97-37-17. Weapons possession on educational property. <i>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.</i> 	<ul style="list-style-type: none"> • 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 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)
<ul style="list-style-type: none"> • 5 – 2 Sale or distribution, or conspiring to sell counterfeit drugs, synthetic drugs, illegal drugs/alcohol, narcotics or controlled substance(s) 	<ul style="list-style-type: none"> • Minimum: Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities • Maximum: Expulsion
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • <i>Acts which disrupt the process of orderly education</i> • <i>Recruitment with use of intimidation</i> • <i>Tagging or marking</i> • <i>Assault</i> • <i>Battery</i>
<ul style="list-style-type: none"> • 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.). 	<p>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)</p>

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

DUE PROCESS

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

DISCIPLINARY HEARING

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

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

ALTERNATIVE PLACEMENT PROCEDURES

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

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

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

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

GANG POLICY

(Board Policy JCBB)

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 wellbeing 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.

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.

BULLYING (Board Policy JDDA)

The DeSoto County School District does not condone and will not tolerate bullying or harassing behavior. 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 other 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. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or 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 in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole. The

DeSoto County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. 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.

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

with student or employee behavior. The discipline policies and procedures must recognize 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.

Furthermore, the DeSoto County School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Ref: SB 2015; MS Code Ann. § 37-7-301 (e)

COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the DeSoto County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing, and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. DEFINITIONS

- Bullying or harassing behaviors 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.

II. PROCEDURES FOR PROCESSING A COMPLAINT

- Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly after the alleged act or acts occurred. The school official shall complete a “Bullying/Harassing Behavior” complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name of the victim(s) of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent. The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary withal concerned parties after the initial receipt of the complaint by the District.

TARDIES

STUDENTS ARE TO BE ON CAMPUS BY 7:35 AM

All students are expected to have all necessary materials and report promptly to class.

1st Block Tardies:

- **5th Tardy-** The student will receive a disciplinary referral to the appropriate administrator and one to three (1-3) days of morning/lunch detention.
- **10th Tardy-** The student will receive a disciplinary referral to the appropriate administrator and will receive one to three (1-3) days of Alternate Learning Center (ALC) and possibility of loss of driving privileges at the discretion of administration.
- **15th Tardy-** The student will receive a disciplinary referral to the appropriate administrator, three (3) days of Alternate Learning Center (ALC) and possibility of loss of driving privileges at the discretion of administration.
- **20th Tardy or more-** Discretion of the principal that may include suspension or disciplinary hearing.

Tardies between Classes (Blocks 2-4)

- Teachers will mark the students tardy in PowerSchool for tardies.
- **3rd Tardy-** The teacher will assign one (1) day of lunch detention for the student to complete and notify the parent of issue.
- **5th Tardy-** The student will receive an office referral by the classroom teacher to the appropriate administrator which will result in one (1) day in the Alternate Learning Center (ALC).
- **8th Tardy -** The student will receive an office referral by the classroom teacher to the appropriate administrator and will

be assigned ALC for three (3) days.

- **10th Tardy or more-** Discretion of the principal that may include suspension or disciplinary hearing.

DELIVERIES

The office will not accept deliveries of **food**, flowers, balloons, candy, or gifts of any nature for students. This includes all holidays and birthdays.

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 covers 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-student conference, warning.
- Second Violation: Administrator-parent conference, ALC
- Repeated Times: Suspension from school pending a disciplinary hearing

- 1) Hair must be neat, clean and worn in a manner that does not interfere with vision or cause a disruption in the classroom.
- 2) T-shirts with sleeves, white or colored, are acceptable. Shirts must be properly closed, zipped or buttoned.
- 3) No article of clothing that pertains to or depicts the following will be acceptable:
 - a) Substances or activities illegal by law for minors, such as, alcohol, drugs, tobacco, gambling
 - b) Profane, suggestive or violent language
 - c) Derogatory symbols; remarks directed to any ethnic group
- 4) Sufficient underclothes must be worn appropriately and must not be exposed.
- 5) Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust, excessive part of the back, are excessively tight or are distracting in class are not permitted.
- 6) No slits in shirts are to be above the waistline of pants or skirts.
- 7) Students may wear walking shorts or Bermuda shorts that are appropriate. They should not be excessively tight or baggy.
- 8) Finger-tip dresses and skirts are allowed. Dresses and skirts may NOT be see-through or tight-fitting.
- 9) Shoes must be worn at all times, and no house shoes are allowed.
- 10) Coaches, physical education classes or any organized athletics have the option to ban all jewelry due to safety reasons and/or violation of the Mississippi High School Activity Association regulations.
- 11) Sunglasses, other than prescription, must be removed when inside the building.
- 12) All pants must be worn fitted to the waist, at the waist, with or without a belt. Pants should fit appropriately. No baggy pants are allowed. No writing is to be on the seat of the pants, even the cheerleader and dance team uniforms.
- 13) **Leggings/jeggings/yoga pants are allowed when worn with a top that is appropriate.**
- 14) Pants must have NO exposed skin above mid-thigh (includes shreds, holes)
- 15) **Hats, caps, hoods, 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.
- 16) Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.

Principals have the power and discretion to make all decisions on their campus.

IF YOU THINK THERE MIGHT BE AN ISSUE, DO NOT WEAR IT.

MEDICATION POLICY

Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school. No narcotic pain medications will be given at school without prior authorization from the principal and/or Health Services Department at the Board of Education.

Medications will only be administered if

- a. A physician's order (a prescription label is considered an order) and 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. Non-prescription medication must be in the original package and it is up to the school principal if it can be given with parent consent or parent consent plus a physician signature. The principal has the option of not allowing over the counter medication to be administered at their school.
- c. Medications will not be accepted in household containers, envelopes, baggies, etc.
- d. The first dose of any medication should be given at home in case there is an allergic reaction.
- e. No medication will be administered without written parent/guardian consent.

Students with **asthma** are allowed to keep their inhaler with them as long as they have an asthma medication permission form signed by their doctor and on file with the school, to be updated yearly.

Diabetic students should supply a diabetic care plan from their doctor to the school. Diabetic supplies are to be accessible to the student at all times. Principal's (or designee's) discretion as to where medications and supplies are to be stored.

Epipens are for severe allergic reactions. An EpiPen care plan should be sent to the parent/guardian for them to get their doctor to complete and send back to the school. Individual consideration will be given as to where the EpiPen should be stored.

Proper disposal of **unused or expired medications** is the responsibility of the parent/guardian. Parents should retrieve medications that are expired or unused within 30 days or it will be disposed of and documented by the designated person.

Schools **will not** provide medications to students.

Prescription drugs must be brought to the school responsible adult. A receiving form will be completed at that time.

All prescription drugs will be counted on a regular basis by two (2) designated staff members.

DISTRIBUTION OF MATERIALS THROUGH STUDENTS

The DeSoto County Schools shall not establish a public forum in order to use the time of the schools, the pupils, and the parents for non-school purposes. The distribution of outside materials and communications to the homes through the pupils shall be kept to a minimum and confined to sources dedicated to the interests of our students. All requests from groups or individuals to distribute materials in the community through pupils, will be denied with the exceptions of those listed in Board Policy JTC, Distribution of Materials Through Students.

TELEPHONE

Use of the telephone or personal cell phones is forbidden, except for emergencies. Permission to use it must be given by someone in authority. Phone messages will only be accepted from parents and/or legal guardians. **THE SCHOOL IS NOT RESPONSIBLE FOR DELIVERING MESSAGES TO STUDENTS UNLESS IT IS AN EMERGENCY.** Students should not make or receive calls on their personal cell phones unless it is an emergency and permission has been granted.

LOST AND FOUND

All articles found in the building or on the grounds of Hernando High will be turned in to the office, where they will be kept until claimed. Any person who has lost an article or possession should go to front desk and inquire about the lost item.

INTERROGATIONS, SEARCHES, AND ARRESTS

Interviews

- Principals or his/her representative in the schools of the DeSoto County School District may question students regarding matters incident to school without limitations. The School Resource Officer (SRO) is an employee of either the DeSoto County Sheriff's Department or one of the city police departments. The SRO, present at the request of the school for the continued maintenance of safety and order, may assist with the interview as necessary regarding school related issues as determined by the principal or his/her representative, and parents will be contacted if the student is subsequently taken into custody or if the student is subject to disciplinary action.

Searches

- School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter is detrimental health the health, safety, and welfare of the student(s). Items provided by the DeSoto County School District for storage (desk, lockers) or personal items are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, vehicles, etc, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Arrests

- When a student is subject to arrest regarding incidents unrelated to the school, Board Policy JCAB will be followed. The principal or his/her representative shall cooperate with the law enforcement officer in locating the child within the school.
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BUS CONDUCT

(Board Policy JCDAD)

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 School District 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 list in the School Board Policy JBC. Busing is not provided to daycares, family daycare facilities, or the homes of extended family members or friends.

1. 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.

2. 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.

AUTOMOBILE USE

PARKING/ARRIVAL/DEPARTURE

Driving on school roads and parking on school property is a courtesy offered to students and others by the DeSoto County School Board. The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school-authorized activities which occur before or after the regular school day. Vehicles are subject to the search policy.

1. Any vehicle parked on campus during the school day must be registered in the office. Students should complete an application and purchase a parking tag. Parking tag will identify the student's assigned parking spot. If unable to park in assigned spot, please notify the office.
2. The cost of an HHS parking tag is \$10.00. Parking tags must be displayed at all times from the rearview mirror. If a parking tag is lost, a replacement must be purchased at a cost of \$10.00.
3. **All parking at the front of the building is reserved for faculty/staff/visitors. (Visitors report to main office.)**
4. Loud music or music containing profane, obscene, or offensive language will not be permitted on campus.
5. Upon arrival to campus in the morning, students must leave his or her vehicle immediately and come into the building. **No student may return to the parking lot at any time during the day without prior permission from an administrator and must check out/in with the office.**
6. In the afternoon, students must (1) use the proper exit lanes, (2) not break the exit lines, and (3) may not drive on the North side of the building.
7. Vehicles must be driven safely and responsibly at all times or be subject to discipline action.
8. Drivers must possess a valid driver's license while driving on campus.
9. **If a student receives 10 TARDIES to first period during a 9 weeks, driving privileges may be revoked for a period of time determined by the administration.**
10. If a student receives multiple DISCIPLINE REFERRALS to the office during one semester, driving privileges may be revoked for a period of time determined by the administration. **This includes skipping class or school.**
11. Students should enter and exit through the west driveway at all times. Parents dropping off students should enter through the west driveway and exit through the east driveway. HHS is not responsible for students dropped off at the school before 7:00.
12. Reckless driving on campus or on streets adjacent to the school is prohibited and subject to discipline action. The campus is considered closed to traffic during the day; this specifically included the roads used by buses to load and unload student passengers. Any student wanting to leave campus during the school day with his/her vehicle must first get permission from the attendance office. Operating a vehicle with persons standing or clinging on the outside is prohibited.
13. Staff parking is reserved for staff members only. Parking by students in this area is a violation of school rules and subject to discipline action.
14. All cars should be locked with windows rolled up to protect their contents.
15. All students should be off campus by 3:30 unless involved in a teacher-supervised activity.

MAXIMUM SPEED IN THE SCHOOL PARKING LOT IS 5 MPH.

MAXIMUM SPEED LIMIT ON DILWORTH AND MCINGVALE IS 15 MPH DURING SCHOOL HOURS.

EMERGENCY DRILLS

Each building principal in the DeSoto County School System shall be responsible for having a sufficient number and frequency of emergency drills to ensure that students and staff are prepared to react in the face of emergencies or disasters. These possible situations include not only natural disasters such as tornado, earthquake, flood or fire, but also training and instruction should be given on how to respond in the event of a terrorist attack. Bomb threat, intruder in the building or possible exposure to hazardous biological or chemical materials. The principal may include drills, simulations, and presentations from preparedness agencies and emergency responders to the extent needed for the safety of the students and staff in his/her building.