

HORN LAKE HIGH SCHOOL

EAGLES

3360 CHURCH ROAD

HORN LAKE, MS 38637

662-393-5273

<http://www.hlh.desotocountyschools.org>

PRINCIPAL

NICK TOUNGETT

ASSISTANT PRINCIPALS

WARREN HERRON

MAZIE LAMB

WILEY MADDOX

JANNA THOMPSON

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GENERAL DISCLAIMER

School officials reserve the right to make any and all final decisions affecting student conduct, dress, attendance, eligibility, discipline, graduation, awards, grading, and any other areas where a difference of opinion has arisen from students, parents, or teachers. All people involved will receive due process and parents always have the right to appeal to the Superintendent or School Board.

NONDISCRIMINATORY STATEMENT

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

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

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

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

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

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

MISSION STATEMENT

Our mission is to foster academic achievement and to provide skills needed to meet future challenges.

STUDENT HANDBOOKS

HLHS Student handbooks will be electronic for the 2023-2024 school year. Parents and students may review the handbook at www.hlh.desotocountyschools.org.

BELL SCHEDULE

7:00 Doors open
7:35-9:09 1st Block
9:09-9:32 Break/EVTV
9:36-11:10 2nd Block
11:10-11:14 Class Change
11:14-1:13 3rd Block
 Lunch 1 11:19-11:44
 Lunch 2 11:49-12:14
 Lunch 3 12:19-12:44
 Lunch 4 12:48-1:13
1:13-1:17 Class Change
1:17-2:55 4th Block

COVID-19

Horn Lake High School will implement all current CDC regulations regarding COVID-19 throughout the school year.

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 class) until dismissal or until picked up by the bus or by a parent. Students are not allowed to leave the school building during the school day unless they have prior approval from an administrator.

EARLY MORNING PROCEDURES

The HLHS doors open at 7:00 a.m. for students to enter the building. Bus riders must enter the building through the front doors. Bus riders are not allowed to enter through any other school entrance; failure to comply with this policy will result in administrative discipline. All car riders will enter the building from the student parking using the gym lobby doors. All car riders must exit their vehicle on the west side of the campus. If a car rider exits a vehicle in front of the school, he/she will be subject to administrative discipline and a parent conference.

MISSISSIPPI COMPULSORY SCHOOL LAW/TRUANCY

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

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

COMPULSORY- SCHOOL-AGE CHILD

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

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

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

REPORTS

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

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

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

UNLAWFUL ABSENCES / VALID EXCUSES

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

- a. Attendance at an authorized school activity with the prior approval of the principal of the school district or his/her designee.
- b. Illness or injury which prevents the student from being physically able to attend school.
- c. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
- e. A medical or dental appointment with prior approval of the principal or his/her designee, except in the case of emergency.
- f. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- g. Observance of a religious event, with the prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of the absence would adversely affect the student's education.)
- h. Participation in a valid educational opportunity, such as travel including

vacations or other family travel, with the prior approval of the principal or his/her designee. (Approval shall be based on the professional judgment of the principal or his/her designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)

i. Other conditions sufficient to warrant nonattendance, with prior approval of the principal or his/her designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. Ms Code 37-13-91 (4)

j. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.

k. An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

SCHOOL ATTENDANCE OFFICER

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

Process Standard 10 is as follows:

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

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

ABSENCES AND EXCUSES K-12

Instructional Day

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

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

Each of the following shall constitute an excused absence:

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

Elementary School Students (K-5)

- a. Seven (7) absences may be excused by a note from a parent/guardian. **(Note must include student's legal name, date of absence, reason for absence, parent/guardian signature, and date note was written.)**
 - b. **Any** additional absence after the seven (7) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
 - c. 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.

- d. 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.

***6th graders who are housed on an elementary campus will follow elementary guidelines.**

Middle School Students (6-8)

- e. Seven (7) absences may be excused by a note from a parent/guardian. **(Note must include student's legal name, date of absence, reason for absence, parent/guardian signature, and date note was written.)**
- f. **Any** additional absence after the seven (7) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- g. 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.
- h. 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.

High School Students (9-12)

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

Make-up Work Policy

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

For example, if a student is absent from school for one (1) day, the student has one (1) day to complete the required make-up assignments. If the student is

absent for five (5) days, he/she will have five (5) days to complete his/her make-up work. If the student is absent for twelve (12) days, the student has five (5) days to complete the missed work.

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

CHECK OUTS

Parents are encouraged to call ahead to arrange pick-up and show identification. There will be no check outs after 1:45.

TARDY POLICY

Tardy to class is defined as not being in the classroom and in your seat when the tardy bell rings to begin class. Morning tardies will be issued after 7:35. Any student arriving late to school will need to check in with the attendance clerk in the front office for verification of tardy or absence. If a student fails to check in with the attendance clerk, he/she will be considered as being insubordinate and skipping class (See penalties for skipping).

SCHOOL VISITORS

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 the Superintendent or his/her designee before they enter a school campus or they will be considered trespassing and are subject to fines and/or arrest.
6. No visitors are allowed to have lunch with students unless approved by the administration.

SKIPPING SCHOOL / LEAVING CAMPUS

If a student skips a class or leaves the school building during the school day, the student will be punished for skipping. If a student must leave campus, he / she is required to check out of school through the office. If a student is ill or is having any type of personal issue, the student must talk to a school administrator immediately. Students cannot leave school unless school check-out procedures are followed.

Career-Tech students are required to ride the bus to the Career Tech Center unless written administrative permission to drive has been granted.

Consequences for skipping are as follows:

- 1st Offense – Home Suspension and Afterschool Detention
- 2nd Offense – 3 days In School Suspension (ALC)
- 3rd Offense – 5 days In School Suspension (ALC)
- 4th Offense – 1 day Out of School Suspension (OSS)
- 5th Offense – 3 days Out of School Suspension & Referral to Disciplinary Hearing for consideration for placement in (DCAC).

EARLY RELEASE/LATE ARRIVAL

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

- Must have met College or Career Readiness Benchmarks ACT sub scores of 17 in English and 19 in Math or earned a Silver level on ACT WorkKeys suite of assessments. For seniors that have not met the benchmarks, to qualify for early release (work release) students must meet the following requirements:
 - Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments
 - AND
 - Are on track to meet the diploma requirements
 - AND
 - Are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course
 - OR
 - Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments
 - AND
 - Are on track to meet the diploma requirements
 - AND
 - Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT College Algebra or have previously earned credit for ENG Comp I and/or MAT College Algebra

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

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

SENIOR PRIVILEGES

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

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

SICKNESS

In the event a student becomes sick, they should report immediately to the office. The office staff will assist the student in calling a parent or another adult if they need to go home. Under no circumstance should the student leave without permission from the office; this will be counted as skipping. If a parent cannot be reached, and the situation warrants; an ambulance will be called and the parent notified as soon as possible.

MEDICINE

The school nurse will administer medication. Parents need to complete an authorization form and return it to school before medicine can be administered. At that time, the student will bring their prescription medication in the prescription bottle or container to the office when they arrive on campus. If a student is in possession of medicine without the approval of school officials, he / she can face harsh disciplinary consequences.

PARKING RULES FOR STUDENT DRIVERS

The operation of a motor vehicle by students is a privilege afforded students enrolled in Horn Lake High School. Vehicles on the campus must be operated in a safe manner, and all rules and regulations concerning the operation of the vehicle must be followed.

Rules:

1. Cars must be parked in their designated area. Students are absolutely not allowed to park in the front parking lot reserved for faculty and visitors. If a student arrives to school after the 7:35 bell, the student must park in the west parking lot and walk to the front entrance.
2. A decal hang tag must be displayed and from the rear view mirror.
3. No loitering will be allowed in the parking lot. Once on campus, students are to park, lock their cars, and immediately enter the building.
4. Reckless driving on campus and adjacent streets will result in driving privileges being revoked.
5. Anyone parking on campus without a permit, in a restricted area, driving recklessly on campus, driving to Career Tech, or using his / her vehicle to skip school or aid another student in skipping school will receive disciplinary action.
6. Repeated tardiness to first period by drivers can result in loss of driving privilege.

7. Vehicles parked on campus without a proper parking decal are subject to being towed.

CLOTHING REPRESENTING HORN LAKE HIGH SCHOOL

The principal must approve all clothing representing Horn Lake High School or its students. This includes, but is not limited to, class t-shirts.

SELLING ITEMS OR ADVERTISING ON CAMPUS

Students are not allowed to sell any items on campus unless the principal has given prior approval. If a student is selling items without permission, he / she can be placed in ALC or suspended and the items will be confiscated. The principal must also approve all posters, signs, and announcements. The responsible party should remove approved posters and signs in a timely manner.

HIGH SCHOOL ATHLETIC ELIGIBILITY

The Mississippi High School Athletic Association eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Additionally, according to Mississippi law, a student must maintain a grade point average of at least a 2.0 or a "C" average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a "C" average for the first semester will be ineligible for the second semester. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a "C" average, he/she will become ineligible for the fall semester.

BLOCK SCHEDULE

DeSoto County High Schools will follow a block schedule. Students will have an opportunity to earn 8 credits during a school year. Students may earn 4 credits per semester.

GRADING POLICY

GENERAL PROVISIONS FOR GRADING

Minimum Standards

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

Content for grades 1-5 is determined by the Mississippi College and Career Readiness Standards for Language Arts, Mathematics, Science and Social Studies.

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

Monitoring Student Progress

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

Teachers are encouraged to notify parents during each grading period if students do not meet minimum requirements. Progress Reports will be sent at week four or week five of the nine-week period.

Teachers are not required by district policy to take a specified number of grades. However, any grades taken must be posted to the electronic grade book bi-weekly.

The following guidelines apply to all subject areas:

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

DeSoto County Schools Grading Scale

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

Kindergarten science and social studies skills are assessed within the reading standards.

For first, second, and third grade science and social studies, the following grading scale is used:

- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

GRADING POLICY

Kindergarten

Kindergarten students must master 70% of the Mathematics standards and 70% of the Language Arts standards. In addition, kindergarten students are expected to exhibit an adequate level of reading proficiency.

Grades 1-5

Each nine-week grade is computed by averaging the grades for those nine weeks. This average 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, classwork, unit tests, common assessments, etc.

The semester grade is computed by averaging the two nine-week grades. The yearly grade is computed by averaging the two semester grades.

The grading policy for students with disabilities with current Individualized Education Plans (IEPs) will be consistent with policy IHFA.

Grades 6-8

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

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

7th and 8th Grade Accelerated English courses will be weighted at 1.05.

Seventh grade Compacted Math will be weighted at 1.05.

Eighth grade Accelerated Math will be weighted at 1.05.

Exemption Policy (Grades 6-8)

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

1. The student has a ninety-five (95) or above semester/term average in the course;
2. The student has an eighty-five (85) or above semester average and does not have more than five (5) days/periods **unexcused** absences for final exams;
3. The student has not been assigned to ALC/RAMP for more than 10 days and has not been suspended and/or placed in DCAC or JDC at any time during the school year. For half credit courses, the student has not been assigned to ALC/RAMP for more than 5 days and has not been suspended and/or placed in DCAC or JDC at any time during the semester.
4. **Excused** absences will not impact course exemptions.

Grades 9-12

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

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

Exemption Policy (Grades 9-12)

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

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

Grade Revisions

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

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

Any change of a final grade (as recorded on the cumulative folder or permanent record) shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.

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

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

PROMOTION/RETENTION

Kindergarten:

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

- Exhibit an adequate level of reading proficiency.*
- Master 70% of the English/Language Arts Standards
- Master 70% of the Mathematics Standards

* Diagnostic, formative, and summative assessment and classroom data may be used to determine a student's reading proficiency.

First and Second Grade:

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

- A minimum yearly average of 65 in English/Language Arts and Mathematics.

Third Grade:

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

- A minimum yearly average of 65 in English/Language Arts and Mathematics
- Successful completion of the Literacy Based Promotion Act as outlined in Senate Bill 2347

Fourth Grade – Eighth Grade:

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

- 4th - 7th Grade- A minimum yearly average of 65 in English/Language Arts, Mathematics, Science, and Social Studies.
- 8th Grade- A minimum yearly average of 65 in English/Language Arts, Mathematics, Science, and .5 credit of Social Studies.

Ninth – Twelfth Grade:

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

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

The retention of a student for extracurricular purposes is prohibited.

9 WEEKS GRADING PERIOD

Horn Lake High School will operate on a nine (9) weeks grading cycle. Report cards will be issued to the student at the end of each 9 weeks grading period.

PROGRESS REPORTS

All students will receive a progress report during the 5th week of each 9 weeks grading period. A parent may request a weekly progress report by speaking with the student's guidance counselor.

PARENT PORTAL PROGRAM

Parents can get frequent updates on their student's academic progress and their discipline record on the Internet. Parents can go to the DeSoto County Schools website, www.desotocountyschools.org to get sign-up information and to log into Parent Portal. Parents must have a student's username and password, which can be obtained from the HLHS front office, to set up the account access.

TECHNOLOGY AND INSTRUCTION/DISTANCE LEARNING

Terms

All users of district provided laptops, tablets, or other personal computing devices will comply at all times with the DeSoto County School District Technology policies. Any failure to comply may result in termination of user rights of possession effective

immediately and the District may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

Title

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

Loss, Theft or Full Damage

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

Fees for Device Use

Use and Maintenance Fees

- Parents/Guardians shall pay a non-refundable annual support fee of \$25.00 for students grades 6th-12th for the use of a DeSoto County School electronic device. This fee is to be assessed once per school year.
- Parents/Guardians shall pay a non-refundable annual support fee of \$12.50 for student grades K-5th for the use of a DeSoto County Electronic device. This fee is to be assessed once per school year. VIP students in grades K-5th will be assessed a \$25.00 fee annually for the use of a DeSoto County Electronic device.
- The annual fee can be paid online through a link on the district's website or at the school.
- For damage that occurs to any district device there will be a required deductible to cover damage by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or 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 may be a need to reset it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of the process.

Help and Support

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

Use of Personal Laptops and Tablets

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

COMPUTER/INTERNET RESPONSIBILITY STATEMENT

A child enrolled in Desoto County Schools will have the opportunity to use a computer for class activities, research, and internet functions. Desoto County Schools' computers are equipped with filtering software in an effort to prevent contact with inappropriate sites. When your child uses the equipment, the following behaviors will not be tolerated.

1. The pirating of software
2. Damaging or abusing any equipment
3. Printing, accessing, or installing any obscene or dangerous materials on the computer
4. Exposing any Desoto County computer to a virus
5. Changing any records or permanent operating system files
6. Bringing any personal software and using on school computers
7. Sending/receiving unauthorized e-mails

**Students who abuse computer privileges are subject to lose access to all school computers for one school year and could face other disciplinary actions.

PROHIBITIONS FOR AUDIO/VIDEO RECORDING

Camera, video or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio recording, video recording or camera functions of electronic devices is strictly prohibited on school premises at all times, unless teacher approval is given for specific instructional activities.

BULLYING OR HARASSING BEHAVIOR

DeSoto County Schools prohibits bullying or harassing behavior of students, school employees, or volunteers. DeSoto County Schools will make every reasonable effort

to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or school employees.

DEFINITIONS

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

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

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

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

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

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

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

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

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.

TEXTBOOKS

In compliance with MS Code 37-7-301(FF) the DeSoto County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability.

Students are encouraged to provide book covers for each book issued to them. The student and/or his/her parent(s) or guardians are liable for the replacement cost for any lost or damaged book. Each student and his/her parent(s) or guardians shall be responsible for all books not returned by the student. Teachers are instructed to assess fines for amounts up to the cost of the book when it is damaged, defaced, or lost (refer to DCSD policy ICFAC for damage/replacement fees).

Students forfeit the right to take home textbooks until fines are paid. Report cards, transcripts, and/or diplomas, may be held and/or students may not be able to participate in graduation activities, extracurricular activities, and events until compensation is made for lost or damaged books.

According to MS Code 37-43-1 "Textbooks shall be defined as any medium or manual of instruction, which contains a systematic presentation of the principles of a subject and which constitutes a major instructional vehicle for that subject."

All textbooks must be returned to the issuing school when promoted, transferred, graduated, or when attendance is terminated.

CLASSIFICATION OF STUDENTS

The classification of students is based on the following requirements.
For students entering the ninth grade in 2014-2015:

Freshman: 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 Core 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

GRADUATION STATEMENT – Policies for Subject Area Testing

Beginning with the 2014-2015 school year, students shall not be required to pass any end-of-course Subject Area Test in a course for which the student earns or receives credit in a Mississippi public school as a requirement for graduation. Student performance on the end-of-course Subject Area Test shall be considered, along with the overall course grade based on the Concordance Table as outlined in State Board Policy 3803.

GRADUATION REQUIREMENTS

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

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

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

Traditional
Diploma 24
Credit

(Entering ninth graders in 2018-2019 and
thereafter)

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

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

Requirements:

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met the College or Career Readiness Benchmarks (ACT sub scores: 17 English and 19 Math or earned a Silver level on ACT WorkKeys suite of assessments. For seniors that have not met the benchmarks, to qualify for early release (work release) students must meet the following requirements:
 - Have a 2.5 GPA and have passed or meet the assessment option requirements for all four end-of-course assessments
AND
 - Are on track to meet diploma requirements

AND

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

OR

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

AND

- Are on track to meet the diploma requirements

AND

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

Traditional Diploma with a Career and Technical
Endorsement 26 Credits

(Entering ninth graders in 2018-2019 and
thereafter)

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

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

| | | |
|--------------------------------|-----|---|
| Technology or Computer Science | 1 | |
| CTE Electives | 4 | Must complete a four-course sequential program of study |
| Additional Electives | 3 ½ | |
| Total Units | 26 | |

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

Traditional Diploma with an
Academic Endorsement 26 Credits

(Entering ninth graders in 2018-2019 and
thereafter)

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

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

Additional Requirements:

- Earn an overall GPA of 2.5.
- Two (2) elective courses must meet MS IHL CPC requirements.
- Must successfully complete one (1) of the following
 1. ACT sub scores of 17 in English and 19 in Math
 2. Essentials of College Math or Essentials of College Literacy (in senior year)
 3. SAT equivalency subscore
- Earn two additional Carnegie Units for a total of 26
- Must successfully complete one of the following:
 - One AP course with a C or higher and take the appropriate AP exam
 - One Diploma Program IB course with a C or higher and take the appropriate IB exams
 - One dual credit course with a C or higher in the course

Traditional Diploma with a Distinguished
Academic Endorsement 28 Credits

(Entering ninth graders in 2018-2019 and
thereafter)

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

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

Additional Requirements:

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

Alternate Diploma Option

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

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

| Curriculum 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 | ½ | |
| Health | ½ | Alternate Health |
| The Arts | 1 | |
| Career Readiness | 4 | Career Readiness I-IV (Strands: Technology Systems, Employability, and Social) |
| Life Skills Development | 4 | Life Skills Development I-IV |
| Additional Electives | 2 | |
| Total Units Required | 24 | |

Requirements:

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

GRADUATES OF DISTINCTION AND SPECIAL DISTINCTION

Graduates of Distinction:

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

Graduates of Special Distinction:

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

Because the overall weighted numerical average must include three grading terms of the Senior year, students who chose to graduate a semester or more early will not be eligible to be considered a Graduate of Distinction or Special Distinction.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and/or 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 the school for both the junior and senior school years.

The student must meet the Mississippi Institutions of Higher Learning entry requirements. Beginning with 2021-2022 entering freshmen, the student must meet the Mississippi Institutions of Higher Learning entry requirements and successfully complete an endorsement option (Career & Technical, Academic, or Distinguished Academic).

The Valedictorian must have the highest overall weighted numerical average based on grades from the freshmen, sophomore, and junior years and the first three (3) terms of the senior year. Each student's average will be calculated to the nearest one-hundredth. In the event that two or more students have the exact same average, multiple Valedictorians will be recognized.

The Salutatorian must have the second highest overall weighed numerical average based on grades from the freshman, sophomore, and junior years and the first three (3) terms of the senior year. Each student's average will be calculated to the nearest one-hundredth. In the event that two or more students have the exact same average, multiple Salutatorians will be recognized.

If two or more students are recognized as the class Valedictorians, the student(s) with the next highest average will be recognized as the Salutatorian.

Because the overall weighted numerical average must include three grading terms of the Senior year, students who chose to graduate a semester or more early will not be eligible to be considered a Graduate of Distinction or Special Distinction.

EARLY GRADUATION

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

1. Students may petition the high school principal to graduate one semester early, and the principal may grant the request without board approval.
2. If a student requests to graduate more than one semester early, the principal must submit the request by December 1 of the current school year for board approval. The student must meet one of the following criteria to make the request:
 - A non-Senior who will turn 18 before December 1st of the current school year.
 - A student who has been retained in one or more grades.

- A student with a hardship situation (child, family, etc.)
 - If none of these apply, the student must be on track to receive a traditional diploma with an academic endorsement.
 - If there is an emergency situation and a request is made after December 1st, a district committee will review the request to determine if submission to the school board is warranted.
3. A student's plan may be terminated at any time due to academic, behavioral, or attendance issues.

GRADUATION

Students must purchase all caps and gowns through the designated school supplier. Students rent the gown; however, they keep the cap, tassel, and stole. Included in this fee is a composite picture of the graduating senior class (if photo was taken) and the diploma. If your student orders the cap and gown but does not graduate, he/she will be reimbursed for the rental fee only. Fees for printing a diploma, shipping, etc. were still incurred on behalf of your student regardless of whether he/she graduates. Students choosing not to walk and thus not ordering a cap and gown still incur a diploma printing fee.

Students who do not graduate in the appropriate graduation year and return to complete graduation requirements will be required to purchase a new diploma for the new date of graduation.

GRADUATION CONDUCT

The Horn Lake High School graduation ceremony is a very prestigious and dignified event. Seniors will receive their diplomas and report cards after the return of the gown. Seniors will only receive a diploma cover on the stage at graduation. Seniors will be granted their diplomas for proper behavior on graduation day and for returning the gown. If a senior misbehaves during graduation, he/she can be assigned up to 10 days (75 hours) of summer ALC/Community Service before receiving their diploma or having his/her transcript signed. If a senior misbehaves during graduation, he/she will be removed from the ceremony.

FEE PAYMENT

Students are allowed to pay fees in the main office before school, during their break, and during their lunch. Students are allowed to pay fees with cash or money orders. Personal checks over \$150.00 will not be accepted. Students are responsible for showing their receipt to their teachers and keeping their receipt after the fee is paid.

FOOD RESTRICTIONS

No fast food will be allowed in the cafeteria at any time. We will not accept any food in the office, and no deliveries will be made to students at school.

BREAKFAST/LUNCH PRICES

The USDA is providing breakfast and lunch for all students during the 2022-2023 school year.

Student Breakfast Paid \$1.75

Student Breakfast Reduced \$0.30

Student Lunch Paid \$2.50

Student Lunch Reduced \$0.40

CAFETERIA BEHAVIOR

Students are only allowed in the cafeteria during their designated time for lunch. If a student needs to go into the cafeteria during any other break or lunch, the student must first get permission from a school official.

Students are expected to arrive for their lunch in a timely manner, and students are expected to be well-behaved at all times. Students shall return trays, silverware, and items of waste to the appropriate areas when finished. Breaking in line is not permitted. Students are not allowed to take food and / or drinks out of the cafeteria, even if the items are unopened.

CLASSROOM GRIEVANCE PROCEDURES

Teachers and administrators act *in loco parentis* (as a parent for the student) while the child is at school or involved in a school activity. There are times when the student does not agree with everything that is occurring in the classroom. If a student has questions or concerns about a teacher's actions, the student should follow these measures.

- Students are to follow all directions from a teacher.
- Disagreements with teachers should be handled in a respectful manner after class to preserve the dignity of the student and the teacher.
- If a student and teacher are unable to resolve the conflict, the student can request a conference with a counselor or an administrator.

Students are not permitted to leave the classroom without permission because of a dispute with a teacher, and students will not be allowed to confront the teacher in a disrespectful manner.

Students who do not follow these guidelines can be given punishment.

Students who leave the classroom will be considered as skipping, and students who confront a teacher will be punished based on the severity of the situation. Students are expected to follow all directions from all HLHS faculty and staff members. If a student feels that he / she has been treated unfairly, the student can have a conference with a principal.

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE

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

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

INTRODUCTION

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

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

Specific provisions of the Code include:

1. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.

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

CODE OF DISCIPLINE

GRADES K-12

Student Conduct:

Acts of Misconduct

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

Level I

1 – 1 Tardiness

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

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

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

1 – 5 Dress code violation

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

Disciplinary Action

First Violation

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference

Repeated or Flagrant Violation

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

Maximum: Corporal Punishment, in-school suspension, detention, and/or school suspension

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

Level II

* 2 – 1 Leaving the school grounds without permission

* 2 – 2 Skipping class

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

* 2 – 4 Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. This includes the possession and/or use of any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to electronic cigarettes, vapes, vaporizers, cigars, pipes, hookahs, or any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device.

* 2 – 5 Exhibiting any hostile physical or verbal actions

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

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

Disciplinary Action

First Violation

Minimum: Administrator-Conference, ALC, mandatory student-parent-

administrator conference, corporal punishment

Maximum: School suspension (one to three days)

Repeated or Flagrant Violation

Minimum: School suspension (three days)

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

* Students who, after having a student-teacher conference, a teacher-student-parent conference, a mandatory student-parent-administrator conference, and Teacher Support Team interventions, 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.

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

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

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

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

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

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

Level III

3 – 1 Fighting

3 – 2 Gambling

* 3 – 3 Theft of personal and/or school property

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

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

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

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

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

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

Disciplinary Action

First Violation

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

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

Repeated or Flagrant Violation

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

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

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

Level IV

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

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

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

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

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

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

Disciplinary Action

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

Maximum: Expulsion

Students below grade 6 may be given other punishment.

Level V

5 – 1 Possession and/or use of a weapon as defined in MS CODE § 97-

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

Disciplinary Action

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

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

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

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

Disciplinary Action

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

Maximum: Expulsion

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

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

Disciplinary Action

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

Repeated: Assignment to the DeSoto County Alternative Center

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

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

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

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

Disciplinary Action

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

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

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

DUE PROCESS

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

DISCIPLINARY HEARINGS

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 JDAAAA - 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 student shall complete a minimum of thirty (30) successful days prior to returning to his/her home school.

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

FELONY CHARGES AND CONVICTIONS FOR OFF-CAMPUS CONDUCT

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

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 limitation. 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 detrimental to health, safety and welfare of the student(s) exists.

Items provided by the DeSoto County School District for storage (e.g., lockers, desks) or personal items are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.

Disrobing of a student is overly intrusive for purposes of most student searches and is improper without gaining permission from the principal, from

the parent and without gaining express concurrence from the DeSoto County School District attorney.

Arrests

When a student is subject to arrest regarding incidents unrelated to the school, the following procedure shall be followed. Based on a warrant, subpoena, or other similar document expressing the intent to take a student into custody, the Principal or his/her representative shall cooperate with the law enforcement officer in locating the child within the school. The Principal or his/her representative should attempt to contact parents and respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school to the arresting officer. The Principal may also disclose the location, if known, where the student will be held pending further action by law enforcement officials.

The Law Enforcement Officer shall be requested to establish proper identification.

GANG POLICY

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

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

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

1. Soliciting students to become gang members;
2. Participating in gang initiation or other gang ceremonies;
3. Deliberately wearing, displaying or possessing prohibited gang symbols;
4. Engaging in gang-related violence or threats of violence;
5. Threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or

6. Engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

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

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

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

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

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

DCS SAFETY ANNOUNCEMENT

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

- The use or possession of gang graffiti, gang drawings, gang dress, or gang activity
- Distribution of illegal drugs, prescription drugs or any substance dangerous to students (distribution includes giving substances to students)
- Any spoken, written, gestured or electronically communicated threat that disrupts the educational environment of the school and/or suggest a student intends to cause harm or carry out an act of violence against district property, students, employees or other (e.g. bomb threats, school shootings threats, etc.)

Students who openly defy this warning will be considered a threat to the safety of students and staff and he/she will be suspended pending a disciplinary hearing. The student could be subject to expulsion from Desoto County Schools.

DESOTO COUNTY BUS CONDUCT

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

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

1. Responsibilities:

1. Bus drivers and aides are responsible and authorized to maintain student order and discipline at all times.
2. 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.
3. 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.

4. 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
 1. Be waiting at your stop 5 minutes early.
 2. 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.
 3. Obey the bus driver.
 4. No unauthorized items on bus. (No weapons, tobacco, combustibles, pets, large items, etc.)
 5. Be nice and courteous.
 6. Keep the bus clean.
 7. No profanity and no fighting.
 8. Keep hands and head inside of bus.
 9. Do not throw anything, anywhere.
 10. Stay in your seat. Driver may assign seats.
 11. No eating or drinking.
 12. Damage to bus interior may result in student paying for damage.
 13. Emergency door/windows may only be opened in case of emergency.
 14. Do not distract or bother the driver through loud talking or misbehavior.
 15. Report any problems you may have to the bus driver as soon as possible.
 16. School District and drivers are not responsible for articles left on the bus.
 17. Use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity of any kind may result in expulsion from school.

DRESS CODE

Proper attire and grooming are deemed important to scholastic achievement and orderliness. The responsibility for 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 code of discipline. Dress code violations will be handled as insubordination as stated in the code of discipline.

| | |
|--------------------|---|
| First Violation: | Administrator-Parent Conference or In-school suspension |
| Second Violation: | School suspension (three days) |
| Repeated Offenses: | Suspension from school pending a disciplinary hearing |

1. Hair must be neat, clean and worn in a manner which does not interfere with vision or cause disruption in the classroom. No combs, picks, or rollers will be allowed.
2. T-shirts with sleeves, white or colored are acceptable. Shirts must be properly closed, zipped or buttoned.
3. No article of clothing that pertains to or depicts the following are acceptable:
 - A. Substances or activities illegal by law for minors: alcohol, drugs, tobacco, gambling
 - B. Profane, suggestive, or violent language
 - C. Derogatory symbols; remarks directed to any ethnic group.
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 or excessive part of the back or are excessively tight or distracting are not permitted. Shirts are to be tucked in. Blouses/tops made to be worn outside should be at least 3 inches below the waistline. No slits in shirts are to be above the waistline of pants.
6. Students in grades K-5 are allowed to wear shorts; however spandex shorts are not allowed. **Shorts should be walking shorts or Bermuda shorts. Students in grades 6 thru 12 may wear walking shorts or Bermuda shorts that are knee length. They should not be excessively tight or baggy. Athletic shorts are not permitted unless they are a part of an approved gym class or athletic class/activity.**
7. Near knee length dresses and skirts are allowed. No slits in these skirts or dresses above the kneecaps are allowed.
8. No Spandex articles are allowed.
9. Shoes must be worn at all times; no house shoes are allowed. Shoes with laces should be laced and tied.
10. Coaches, physical education classes or any organized athletics have the option to ban jewelry due to safety reasons and violation of the Mississippi High School Activity Association regulation.

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. **Belts must be worn and buckled appropriately for pants that have belt loops. Pants should fit appropriately. NO BAGGY PANTS ARE ALLOWED.**
13. Leggings are allowed when worn with a top that meets the dress length guidelines specified in #7.
14. **Pants must have no exposed skin above the knee.**
15. Hats, caps, sweatbands, or other head coverings are not to be worn in the buildings, or on the grounds of the school except for medical reasons as prescribed by a physician. Head covering as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of the religious sect. Head coverings may be worn if authorized by the faculty and/or administration if it is part of a uniform (i.e. wearing a full baseball uniform during games or practice) or as deemed necessary.
16. Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.
17. **Local principal or their designee has the power and discretion to make all decisions on their campus.**

OTHER RESTRICTED ITEMS

The following items are not allowed on the Horn Lake High School campus. Students will face disciplinary actions (a minimum of insubordination) if they bring any of these items to school. HLHS is not responsible for lost and / or stolen restricted items or the investigation of its whereabouts.

This list is not all-inclusive.

| | | |
|----------------------|------------------------|--------------------|
| Fireworks | Laser lights | Stink bombs |
| Noise-making devices | Toys | Water pistols |
| Cigarette lighters | Counterfeit drugs | Bandannas |
| Vaping Devices | Look-a-like weapons | Dice |
| Outside Drinks | Playing cards | Blankets |
| Pillows | Stolen property | Skateboards |
| Matches | Personal defense spray | Gang paraphernalia |

TOBACCO-FREE SCHOOL PROPERTY

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

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

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

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

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

SENIOR FIELD DAY DRESS CODE

The Senior t-shirt will be worn by all seniors attending field day. Shorts may be worn according to DCS policy.

PROM GUESTS

* HLHS student must submit a completed guest request form for administrative approval with all required documentation by the set deadline for the guest to be considered to attend prom.

*Guests must attend the dance with a current HLHS 11th or 12th grade student.

*Guests cannot be enrolled in any grade lower than 9th.

*Guests may be a current student from another high school if the administration is able to obtain a letter of good standing from the student's principal recommending him/her to attend.

- *Students who are currently attending or assigned to attend an alternative school will not be considered in good standing and will not be allowed to attend as a guest.
- *Students enrolled in GED programs will not be permitted to attend.
- *Guests who are currently enrolled in a DeSoto County homeschool program will be considered to attend. Students who have completed homeschool will not be considered to attend.
- *Students who are enrolled in an on-line school will not be permitted to attend.
- *A government issued photo identification card will be required for all guests who do not currently attend HLHS.
- *Guests may be graduates from DeSoto County Schools from the previous two years. A letter of good standing from the graduate's school principal must be submitted for approval. Graduates from other districts cannot attend.
- *Guests must be under 21 years of age.
- *The principal makes the final decision on whether or not a guest will be allowed to attend.

HORN LAKE HIGH SCHOOL
Title I – Parents’ Right—to- Know Letter 2023-2024

Dear Parent/Guardian,

The Elementary and Secondary Education Act (ESEA) is our country’s most important federal education law. In 2001, the law was reauthorized and is now called the *No Child Left Behind Act* (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

This law [Section 1111(6)(A) ESEA] PARENTS’ RIGHT TO KNOW, requires all schools receiving Title I funding to inform all parents/guardians of their right to ask schools for information regarding the professional qualifications of their student’s classroom teachers. Horn Lake High School receives Title I funding and we are happy to share this information with you at your request.

This information regarding the professional qualifications of your student’s classroom teachers shall include the following:

- If the teacher has met qualification and licensing criteria for the grade level and subject areas taught,
- If the teacher is teaching under emergency or temporary status in which Mississippi qualifications and licensing criteria were waived,
- The teacher’s undergraduate and/or graduate degrees including graduate certificates and additional degrees, and major(s) or area(s) of concentration, and
- Whether the student is provided services by paraprofessionals and their qualifications.

We believe that every Horn Lake High School teacher is fully qualified and dedicated to teaching your student and meets all the criteria for the best education possible. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers are highly skilled.

We encourage you to support your student’s education and to communicate with your student’s teacher(s) on a regular basis. For more information on NCLB and the role of Title I parents, please visit the United States Department of Education website at www.ed.gov/nclb. Through strong and frequent partnerships, families and educators can provide your child with the best education possible. If you have any questions or concerns, please contact me by calling the school at (662) 393-5273 or emailing me at nick.toungett@dcsms.org.

Parent Signature _____ Date_____

**Horn Lake High School
School Parent-Student-Teacher Compact**

Student: _____
Homeroom: _____

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

PARENT'S ROLE: I realize that children do better in school when parents are involved. Therefore, I agree to help my child do his/her best in school by:

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

**Parent
Signature** _____

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

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

**Student
Signature** _____

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

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

**Teacher
Signature** _____

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

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

Principal Signature:

Nick Toungett

**Horn Lake High School
Acuerdo Padre- Escuela**

El propósito del Acuerdo Padre- Escuela es de animar la participación de los padres y fomentar apoyo entre el hogar y la escuela. Por esa razón, la responsabilidad del mejoramiento estudiantil se comparte entre padres, el estudiante, y la escuela.

ROL DEL PADRE: Reconozco que los hijos trabajan mejor en la escuela cuando los padres están involucrados. Por esta razón comprometo ayudar a mi hijo:

- Ser responsable en la puntualidad y asistencia de mi hijo.
- Conseguir los útiles necesarios.
- Apoyar las decisiones disciplinarias de la escuela.
- Mantener un lugar y horario para la tarea y revisarla regularmente.
- Mantenerme involucrado en lo que mi hijo esté aprendiendo.

Firma del padre

ROL ESTUDIANTIL: Es importante que realice lo mejor de mi capacidad. Comprometo ayudar con:

- Trabajar lo mejor de mis capacidades en clase y con la tarea.
- Asistir a clase regularmente.
- Completar y devolver las tareas.
- Estudiar regularmente en casa.

- Traer los útiles necesarios.
- Respetar y cooperar con otros alumnos y adultos.
- Cumplir todas las reglas de conducta.

Firma del alumno

ROL DEL MAESTRO: Apoyará a su hijo con:

- Enseñar usando múltiples estrategias
- Proveer enriquecimiento y/o remediación basado en las necesidades de su hijo.
- Proveer comunicación entre padres y la escuela.
- Reconocer con una recompensa el éxito estudiantil.
- Usar actividades que hagan grato el aprendizaje.

Firma del maestro

ROL DEL DIRECTOR: Apoyo esta forma de participación de los padres. Por esta razón intento hacer lo siguiente:

- Proveer un ambiente que busque comunicación entre maestra, padre, y alumnos
- Proveer comunicación entre padres y la escuela.
- Proveer oportunidades para la participación paternal en la escuela y en la educación del hijo.
- Animar a las maestras a proveer tareas que refuerza la currícula enseñada en clase.

Firma de la directora