



## Olive Branch Middle School

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6530 Blocker Street  
Olive Branch, MS 38654  
Phone 662-895-4610  
Fax 662-895-7358

Dear Parents and Guardians of OBMS Students:

The handbook information is designed to provide you with information about various topics for Desoto County Schools and Olive Branch Middle School. It contains information from the school board policies about discipline, attendance, athletics, grades, and other areas. This is not designed to be a comprehensive list of all Desoto County School Board Policies. The policies are continuously updated throughout the school year, and all updated policies can be found on the Desoto County Schools website at [www.desotocountyschools.org](http://www.desotocountyschools.org). Please review the policies and procedures outlined in this handbook with your child.

Thank you for your continued support of Olive Branch Middle School. Please feel free to contact us with any questions. We look forward to a successful school year.

Thank you,

Nick Eddlemon  
Principal  
Olive Branch Middle School

### **OLIVE BRANCH MIDDLE SCHOOL** **6530 Blocker Street. Olive Branch, MS 38654. 662-895-4610**

#### **Administration and Staff**

Nick Eddlemon, Principal	Morgan Wilson, STC/MTSS
Lauren Germany, 6 <sup>th</sup> grade Assistant Principal	Stephanie White, Bookkeeper
Terrance Miller, 8 <sup>th</sup> grade Assistant Principal	Tammy Shipp, MSIS
Jodi Stidham 7 <sup>th</sup> grade Assistant Principal	Alisa Davis, 6 <sup>th</sup> Receptionist
Rebecca Andreas, Counselor (A-L)	Elizabeth Thomas, 7 <sup>th</sup> /8 <sup>th</sup> Receptionist
Shelley Tanner, Counselor (M-Z)	Shemeka Hill, Attendance
Brad Burse, Athletic Director	Cindy Barnes, MET Chair

*DeSoto County School District does not discriminate on the basis of race, gender, religion, national origin, age, or handicapping conditions and is an equal opportunity employer.*

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## **MISSION STATEMENT OF OLIVE BRANCH MIDDLE SCHOOL**

The mission of Olive Branch Middle School, in collaboration with parents and the community, is to provide a safe and supportive school that respects the individual needs of all students. OB Pride demands high expectations in both academics and character by integrating a cross disciplinary curriculum that supports students' intellectual and emotional growth.

## **DESOTO COUNTY SCHOOLS VISION STATEMENT**

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

## **OB PRIDE EXPECTATIONS**

**P-Preparation**

**R-Respect**

**I-Integrity**

**D-Diligence**

**E-Excellence for All**



## **2023-2024 Bell Schedule**

**Doors Open.....6:55 am**  
**Tardy Bell .....7:10 am**  
**School Dismissal.....2:35 pm**

1<sup>st</sup> Block – 7:10 – 8:46  
Break 8:50 – 9:05  
2<sup>nd</sup> Block – 9:05 – 10:41  
3<sup>rd</sup> Block – 10:45 – 12:51

*6<sup>th</sup> Grade Lunch – 10:45 – 11:10*  
*7<sup>th</sup> Grade Lunch – 11:25 – 11:50*  
*8<sup>th</sup> Grade Lunch – 12:00 – 12:25*

4<sup>th</sup> Block – 12:55 – 2:35

# ACADEMIC CALENDAR

## DESOTO COUNTY SCHOOLS



# 2023-2024

<b>AUG 1</b>	TEACHERS' FIRST DAY	<b>JAN 4</b>	STUDENTS RETURN
<b>AUG 3</b>	STUDENTS' FIRST DAY	<b>JAN 15</b>	MARTIN LUTHER KING JR. HOLIDAY
<b>SEP 4</b>	LABOR DAY HOLIDAY	<b>FEB 16</b>	STAFF DEVELOPMENT DAY
<b>OCT 9</b>	FALL BREAK	<b>FEB 19</b>	PRESIDENTS' DAY HOLIDAY
<b>NOV 20-24</b>	THANKSGIVING BREAK	<b>MAR 11-15</b>	SPRING BREAK
<b>DEC 15</b>	END FIRST SEMESTER	<b>MAR 29</b>	GOOD FRIDAY HOLIDAY
<b>DEC 18-JAN 1</b>	CHRISTMAS BREAK	<b>APR 1</b>	EASTER BREAK
<b>JAN 2</b>	STAFF DEVELOPMENT DAY	<b>MAY 22</b>	STUDENTS' LAST DAY
<b>JAN 3</b>	STAFF DEVELOPMENT DAY	<b>MAY 24</b>	TEACHERS' LAST DAY

\*Tentative Make-up Days: February 16, February 19, April 1, May 23

# OBMS 2023-2024 Athletics

## Volleyball

8/21 OBMS v LMS (HOME)  
8/28 OBMS @ CHMS  
9/5 OBMS v SMS (HOME)  
9/11 OBMS @ HMS  
9/18 OBMS @ HLMS  
9/25 OBMS @ LCMS  
10/ OBMS v DCMS  
7<sup>th</sup> Grade Volleyball Tournament will  
be 10/3 and 10/5 @ LMS  
8<sup>th</sup> Grade Volleyball Tournament will  
be 10/10 and 10/12 @ SMS  
**\*All games will start at 5:30 pm**

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

9/ Jamboree (LMS) 5:00  
10/10 OBMS @ DCMS  
10/17 OBMS v LMS  
10/24 OBMS @ CHMS

**\* All games will start at 5:30**

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

9/12 OBMS v SMS (HOME)  
9/19 OBMS @ HLMS  
9/26 OBMS v HMS  
10/3 OBMS @ LCMS  
10/10 OBMS @ DCMS  
10/17 OBMS v LMS  
10/24 OBMS @ CHMS

**\*Football games will start at 5:30**

## Soccer

11/10 OBMS @ HMS  
11/14 OBMS v HLMS (HOME)  
11/17 OBMS v DCMS (HOME)  
11/28 OBMS @ LCMS  
12/1 OBMS v LMS (HOME)  
12/5 OBMS @ CHMS  
12/8 OBMS @ SMS  
Soccer Tournament will be the week of  
12/12 at LHS (teams)

**\*All games will start at 5:00 pm**

## Basketball

11/09 OBMS @ HLMS  
11/16 OBMS v SMS (HOME)  
11/30 OBMS @ LMS  
12/7 OBMS v LCMS (HOME)  
12/14 OBMS v HMS (HOME)  
1/11 OBMS @ DCMS  
1/18 OBMS v CHMS (HOME)

**\* Games begin at 5:00**

## Olive Branch Middle School DRESS CODE

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

It is virtually impossible to formulate a set of regulations that adequately covers every detail of proper grooming. Violations of the Dress Code will be dealt with in accordance with the DeSoto County Schools Code of Discipline. It will be treated as insubordination and will be handled as stated in the Code of Discipline of the DeSoto County Schools. Insubordination is a Level II violation.

**First Violation:** Administrator-Parent conference, home suspension, ALC, or in-school suspension.

**Second Violation:** School suspension (three days)

**Repeated Times:** Suspension from school pending a disciplinary hearing

1. Hair must be neat, clean and worn in a manner that does not interfere with vision or cause a disruption in the classroom. No combs, picks, rollers or extreme coloring 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 will be acceptable:
  - a. Substances or activities illegal by law for minors, such as, alcohol, drugs, tobacco, gambling
  - b. Profane, suggestive or violent language
  - c. Derogatory symbols; remarks directed to any ethnic group
4. Sufficient underclothes must be worn appropriately and must not be exposed.
5. **Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust, excessive part of the back, are excessively tight or are distracting in class are not permitted.** No slits in shirts are to be above the waistline of pants or skirts. Shirts are to be tucked in. Blouses/tops made to be worn outside should be at least three (3) inches below the waistline and no longer than five (5) inches below the waistline.
6. Students in grades K thru 5 are allowed to wear shorts as part of their daily attire. 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. **Knee length dresses and skirts are allowed. No slits in these skirts or dresses above the knee caps are allowed.**
8. No spandex articles of clothing are allowed.
9. Shoes must be worn at all times, and no house shoes are allowed. Shoes with laces should be laced and tied.
10. No visible tattoos will be allowed. Neither male nor female students will be permitted to wear rings and/or studs in their noses, tongues, or any exposed body parts other than the ear and appropriate rings on fingers.
11. Coaches, physical education classes or any organized athletics have the option to ban all jewelry due to safety reasons and/or violation of the Mississippi High School Activity Association regulations.
12. Sunglasses, other than prescription, must be removed when inside the building.
13. 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. No writing is to be on the seat of the pants, even the cheerleader's uniform and dance team.
14. **Leggings are allowed when worn with a top that meets the dress length guidelines specified in #7.**
15. **Pants must have no exposed skin above the knee.**
16. 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 coverings as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of the religious sect. Head coverings may be worn if authorized by the faculty and/or administration, if it is part of a uniform (i.e., wearing a full baseball uniform during games or practice) or as deemed necessary.
17. Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.
18. Local principals or their designee have the power and discretion to make all decisions on their campus.

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

## DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE

### FORWARD

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

**Student Conduct:**  
**CODE OF DISCIPLINE GRADES K-12**

Acts of Misconduct

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

**Level I**

- 1 – 1 Tardiness
- 1 – 2 Running and/or making excessive noise in the hall or building
- 1 – 3 Inappropriate personal contact including but not limited to pushing and shoving, inappropriate gestures and public displays of affection, recklessness, or any inappropriate contact which does not result in physical harm, or any additional contact which the principal determines to be in this level.
- 1 – 4 In unauthorized area without pass (halls, etc.)
- 1 – 5 Dress code violation
- \*1 – 6 Displaying any behavior which is disruptive to the orderly process of education

Disciplinary Action

First Violation

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference

Repeated or Flagrant Violation

Minimum: 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 First offense** will result in confiscation of the Offense: 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 Second offense** will result in confiscation of Offense: 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 Third offense** will be considered repeated Offense: 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 Fourth offense** will result in school suspension Offense: (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.

#### **BUS CONDUCT (DCS Policy JCDAD)**

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

##### **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.

##### **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.

### **GANG ACTIVITY** **(DCS Policy JCBB)**

The DeSoto County School District prohibits gang activity. 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. 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 above list. District officials will cooperate with local law enforcement to provide the school with gang information to aid in the prevention of violence, gangs, and drugs in our schools. This information shall include, but is not limited to: gang names, colors, symbols, signals, and gestures associated with gangs (all of which are prohibited gang activity). School officials will publish notice of these prohibited names, signals, gestures,

colors and symbols in the school office as made available by local police department and government authorities or otherwise made known to school officials. The school will continually update the information posted in the school office relating to prohibited gang symbols and gang activity. Notice of updated prohibited gang activity and/or gang symbols will be maintained in the school office and the District website.

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

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

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

#### **ABSENCES AND EXCUSES (DCS Policy JBD)**

An "unlawful absence" is an absence during a school day that is not valid 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 superintendent or his designee:

1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
2. Illness or injury which prevents the student from being physically able to attend school.
3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
5. A medical or dental appointment with prior approval of the superintendent or his designee, except in the case of emergency.
6. 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.
7. Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student's education.)
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his 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)**



### **Middle School Students (6-8)**

Seven (7) absences may be excused by a note from a parent/guardian.

**Any** additional absence after the seven (7) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.

Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within three school days of returning to school, unless granted an exception by the principal for extenuating circumstances.

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

### **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.

## **GRADING POLICY** **(DCS Policy IHA)**

### **Minimum Standards**

Students must demonstrate mastery of the content required for each grade/course. Content for grades 6-12 is determined by Mississippi College and Career Standards for Language Arts and Mathematics and the Mississippi Content Frameworks for all remaining subjects.

### **DeSoto County Schools Grading Scale**

<b>A</b> – 90 - 100	<b>C</b> – 70 - 79	<b>F</b> – 0 - 64
<b>B</b> – 80 - 89	<b>D</b> – 60 - 65	

### **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 gradebook including but not limited to formative assessments, quizzes, homework, classwork, unit tests, etc. Ten percent of the grade will be the grade received on the nine-week/semester exam. The final grade for a course will be computed by averaging the two semester grades. The grading policy for students with disabilities with current Individualized Education Plans (IEP's) will be consistent with policy IHFA.

### **PROMOTION** **(DCS Policy IHE)**

Students must meet the following requirements to be promoted to the next grade (6<sup>th</sup> – 8th Grade): Earn a minimum yearly average of 65 in Reading, Mathematics, English, Science, and Social Studies.

**Summer School:** A student who has not completed the learning objectives of one or two courses/subjects shall be allowed to enroll in the summer school program. A student failing more than two courses/subjects will not be allowed to enroll in the summer school program. A student who has a grade below “50” will not be allowed to enroll in summer school.

### **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 an ninety-five (95) or above yearly average in the course;
2. The student has an eighty-five (85) or above yearly average and does not have more than eight (8) unexcused absences.
  - a. For half-credit courses, the student has an eighty-five (85) or above semester average and does not have more than four (4) unexcused absences.
3. Students assigned to an Alternative Learning Class (ALC)/RAMP for more than ten (10) days, students who are suspended and/or students who are placed in DeSoto County Alternative Center (DCAC) or JDC at any time during the school year will forfeit the right to exemption from final exams.
  - a. For half-credit courses, the student has not been assigned to ALC/RAMP for more than five (5) days, students who are placed in DeSoto County Alternative Center (DCAC) or JDC at any time during the school year will forfeit the right to exemption from final exams.

## **SPORTS ELIGIBILITY REQUIREMENTS** *(DCS Policy IDFA)*

### **Scholastic Requirments:**

All students will meet the Mississippi High School Activities Association scholastic requirement for participation in the interscholastic sports and activities.

1. Students must maintain a grade point average of at least 2.0 or “C” average in order to participate in interscholastic sports/activities. Grade point averages will be calculated on the conclusion of the first semester using the semester averages of all courses the student is taking. Students who do not have a 2.0 or “C” average for the first semester will be ineligible for the second semester.
2. At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. A student who does not have a grade point average of at least 2.0 or “C” average will be ineligible for fall semester.
3. High school eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to the ninth grade with at least an overall 2.0 or “C” average for all eighth grade courses.
4. A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year by achieving at least an overall 2.0 or “C” average at the end of the semester.
5. The head coach or director has the discretion to implement more stringent academic requirements. However, he or she must have the approval of the principal and must inform the students and parent of these requirements at tryouts/auditions.

### **Attendance Requirements:**

A student must attend school 63% of his or her school day in order to participate in interscholastic sports/ activities practices, performances, or games.

Recognizing that occasionally unavoidable situations may arise, the principal or his designee has the discretion to waive this requirement when necessary.

# **OLIVE BRANCH MIDDLE SCHOOL PROCEDURES**

**Assembly Programs** Assemblies are held periodically in the school gymnasium, cafeteria, and auditorium. Students will give respect to all speakers and not talk while a speaker is talking. Good manners are always expected of students. Everyone is required to conduct himself/herself in a manner appropriate for the program being presented. Remember: Good behavior is expected – Great behavior will be rewarded!

**Car Riders** In the mornings and afternoons, parents are requested to drop off and pick up students in front of the school (Blocker Street). Maps are available online.

**Car Use** No student is allowed to drive a vehicle to or from the school grounds.

**Care of Property** School property is for the benefit and use of students. It is our desire that everyone will exhibit “OB Pride” in helping to keep the buildings and furniture clean and in good repair. No one should write on school desks, walls, or doors. Any student who damages, defaces, or destroys school property will be punished, and the parents will be liable for all damages. Students should not be on school property before or after school hours unless involved in a school-sponsored activity.

**Checks** The school offices will be happy to accept checks for the amount of workbooks, device fees, etc. We will not be able to cash checks and provide change for students. One returned check must be cleared with cash; then no other checks will be accepted.

**Credit Cards** Credit cards may be used to make payments for student fees, trip payments, or extracurricular activities through the “Revopay” link on the OBMS school website. A 3% fee will be charged for all transactions made through Revopay. All fees go directly to Revopay and not Olive Branch Middle School. Payments must be made by 3:00 pm on the due date.

## **Make-up Work**

*The following steps must be followed to request assignments for extended absences:*

1. Parents should contact the school counselor to request make up work.
2. Parents must give a 24 hour notice.
3. Assignments will be available at 2:30 in the main office/6<sup>th</sup> grade office the day following the request.

**Inclement Weather** In case of inclement weather, school closings will be announced on TV, radio, District autodialer, social media, and the DeSoto County Schools website. Please do not call the school. Excessive calls tie up critical time and resources for the office staff. Days missed due to weather will be rescheduled. School is in session for 180 days.

**Insurance** A low cost accident insurance policy is offered through the school. All students who do not have other hospitalization are encouraged to take out this policy. Each student will receive an insurance form at the beginning of the school year. All athletes, cheerleaders, and dance team members are required to take this policy if they are not covered by other insurance.

**Late Arrivals and Early Departures** Students arriving after 7:10 a.m. must sign in with the attendance office and receive a tardy slip before they will be admitted to class. Any student wishing to leave school early must be checked out by a responsible adult. Proper identification must be presented and the adult must be listed in Powerschool. Exemptions can be given by an administrator after speaking with the parent.

**Medical** It is of the utmost importance that student registration forms are filled out in full so that parents can be reached in case of an emergency. The school will not have medication such as aspirin available for students. Medication is to be left with appropriate school personnel for distribution to students along with instructions regarding the nature of the medication and the appropriate dosage and time when the student should take the medicine. Students are not to carry medications in their backpacks without prior administrator approval. Parents need to make prior arrangements for their children in case they become too ill to remain at school.

**Prohibited Items** Olive Branch Middle School will not be responsible for lost, damaged, stolen, or personal items (cell phones, AirPods, wallets, cash, and anything of similar nature not listed).

**Safety Drills** Olive Branch Middle School and Desoto County Schools are committed to student safety. During the year OBMS will be conducting multiple drills which include fire, tornado, lockdown, intruder, and earthquake drills.

**School Hours** School hours are from **6:55 a.m. until 2:35 p.m.** The school opens at 6:55 a.m. Students must leave the campus by **3:00** unless they are involved in a supervised activity. Office hours are from 7:00 a.m. until 3:00 p.m.

**School Lunches** You may contact the Food Service Department at (662) 429-5271. A menu is posted monthly on their website. Lunches with one container of milk are available in the school cafeteria for \$3.25.

The federal government provides free or reduced lunches (40¢) for those who qualify. Because the school lunch program is federally funded, there can be **no** charges. However, students can pay in advance for the week, month, semester, or year. The balance is kept on the computer. If you have a balance remaining at the end of the year, the computer system will roll the balance up to the next school year. No money is lost.

Students will use the Mississippi Student Information System (MSIS) ID instead of the social security number for all ID purposes (including the cafeteria). Parents will also have to use this **MSIS ID** when using [www.mealpayplus.com](http://www.mealpayplus.com).

**Parents are welcome to eat lunch with their child; the school will provide a conference room in the office for the parent and student to eat lunch. Food will not be allowed to be dropped off to students during the school day.**

**Solicitations by Students** The collection of money and the participation of the DeSoto County Schools in the collection of money for various charitable and welfare purposes shall be subject to approval of the principal. All sales and money collections must be approved by the principal. Fund-raising activities are restricted to school organizations only.

**Student Fees, Fines, and Charges** Fees may be charged to students to cover expenses for courses in which students use consumable items. All fees must be justified and itemized in writing by the teacher charging the fee. In addition, any fee must be approved by the building principal and must comply with DCS policy. The lost or damaged textbooks fee can be found in DCS policy *IFAC*.

#### **Student Email Addresses**

Each student at OBMS is assigned an email address as well as cloud based storage. The email and storage service is provided through DeSoto County Schools. Teachers and studnets may use this email address for classroom and curriculum purposes. Teachers do not have access to student passwords. Students are responsible for remembering their passwords. Any inappropriate use of this service is subject to disciplinary actions according to the DeSoto County Schools code of conduct.

**OBMS TARDY PROCEDURES.** *Our tardy policy is based on one semester.*

#### **Morning Tardies**

1. Tardies 1-3 – Warning issued to student
2. Tardy 4 – Parent Notification
2. Tardy 6 – Mandatory Parent Conference
3. Tardy 8 – Lunch Detention
4. Tardy 10 – After – School Detention
5. Tardy 12– Student will be placed in ALC for the remainder of that day.
6. Tardy 15 – Parent Conference and 1 Day of ALC
7. Tardy 18 – 1 Day of ALC
8. Tardy 21 – 1 Day of ALC

**Period Tardies**-Students who are not in the room (fully across the threshold) when the bell stops ringing are tardy.

1. Tardy 1-2 Warning
2. On the 3<sup>rd</sup> tardy – Parents will be notified.
3. On the 5<sup>th</sup> tardy, students will be assigned Lunch Detention.
4. On the 7<sup>th</sup> tardy, students will receive After School Detention.
5. On the 9<sup>th</sup> tardy, students will be assigned 1 week of Lunch Detention.
6. On the 10<sup>th</sup> and consecutive tardy, students will be given 1 day of ALC.

**Telephone Use** Due to the heavy volume of business in the school office, it is requested that parents do not call the school to have messages delivered to their children except in cases of emergency. Parents should try to make arrangements with their children before they come to school. Students are to use the office telephone only in cases of real need, such as illness requiring a student to go home. Students will not be called from class to speak to a parent or to make a phone call to a parent.

**Visitors:** Parents, guardians, and members of the community are always welcome at our school. For reasons of safety, we do insist that all visitors sign in at the office upon arrival, obtain a visitor's pass, and sign out at the time of departure. No adult or other visitor should enter any classroom without specific permission from the principal.

## COMMUNICATION

**Auto Dialer** Auto Dialer is used as a communication tool to parents. Students who miss one or more periods will have their parent notified by phone that evening. Other notifications are reminders for report cards as well as state testing.

**Email** Teacher email contact information may be found on the school website.

**Web Page** The Olive Branch Middle School web page contains information about our school. On the website you can find information on principals and staff, cafeteria, calendars, bus routes, and announcements. You can also find pictures of our athletic teams and organizations. Please feel free to visit and learn more about our school. <http://obm.desotocountyschools.org>

**School Status** School Status is a communication platform that teachers utilize to communicate via text and video conferencing. Mass messages can also be sent to groups and grade levels. Teachers will reach out early in the year with a phone number that you can save and use to contact them throughout the year.

## SCHOOL SERVICES AND CLASSES OF SPECIAL INTEREST

**Band** The band classes are open to all interested students in grades six, seven, and eight.

**Carnegie Units** One Carnegie credit is given to students who successfully complete Accelerated Math 8, 8<sup>th</sup> Grade Math, 7<sup>th</sup> Compacted math, and Cyber Foundations. One half credit will be given to students who successfully complete Mississippi Studies and World Geography in 8<sup>th</sup> grade.

**Cheer/Dance** Members are selected from eligible sixth and seventh graders at the end of each academic year for the following year's squad. In addition to ability, those who are selected must have an overall "C" average and acceptable behavior both at school and in the community.

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

**Fellowship of Christian Students** The Fellowship of Christian Students (FCS) is a nondenominational organization. FCS membership is open to all students and has a student elected board. FCS builds positive leadership through school and community service.

**Gifted Education Program (6<sup>th</sup> grade)** Each middle school has a gifted education program for the intellectually gifted. Certified gifted education teachers focus on the areas of thinking skills, creativity, communication skills, research skills, and leadership skills. For specific information see the gifted education teachers or counselors.

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

**Chorus** Chorus classes are open to all interested students. Classes consist of general chorus and advanced choirs.

**Drama** Drama classes are open to 7<sup>th</sup> and 8<sup>th</sup> grade interested students.

**Physical Education** In grades seven and eight, physical education (PE) classes are available as elective courses. In these classes, students are introduced to a variety of sports such as soccer, volleyball, basketball, aerobics, football, and track. Students who participate in sports must be able to participate in the games and meets which are held in the afternoon, at night, and on Saturday depending on the sport.

**School Yearbooks** School yearbooks are published each year depicting every area of school life. Eligible students can apply to be part of the yearbook staff. Orders are taken for yearbooks during the fall for spring delivery.

**Sixth Grade Activities** Sixth grade students will participate in the following activities as part of the regular schedule: band (by choice), choir, P.E. (activities are subject to change).

**PARENT NOTE EXCUSE FORM**

Student's Legal Name \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

School: \_\_\_\_\_

Please excuse \_\_\_\_\_ (Student's Full Name) for being absent on the days listed above.

Please check the absence reason that applies.

\_\_\_\_\_ Illness or injury.

\_\_\_\_\_ Death or serious illness of immediate family member.

\_\_\_\_\_ Court appearance.

\_\_\_\_\_ Other reason.

Explanation \_\_\_\_\_  
\_\_\_\_\_

This excuse must be received within 2 days of your child's absence. If an excuse is not received in the time required, the absence will be considered unexcused. If you have any questions, please contact the Attendance Clerk, at the school.

Parent  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**PARENT NOTE EXCUSE FORM**

Student's Legal Name \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

School: \_\_\_\_\_

Please excuse \_\_\_\_\_ (Student's Full Name) for being absent on the days listed above.

Please check the absence reason that applies.

\_\_\_\_\_ Illness or injury.

\_\_\_\_\_ Death or serious illness of immediate family member.

\_\_\_\_\_ Court appearance.

\_\_\_\_\_ Other reason.

Explanation \_\_\_\_\_  
\_\_\_\_\_

This excuse must be received within 2 days of your child's absence. If an excuse is not received in the time required, the absence will be considered unexcused. If you have any questions, please contact the Attendance Clerk, at the school.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_



## 2023-2024 Olive Branch Middle School Student Handbook Consent Form

**\* \* \* \* Please sign and return this form to your child's school. \* \* \* \***

Dear Parents,

We would like to take this opportunity to thank you for all that you do to make Olive Branch Middle School a success. The handbook contains rules, regulations, discipline codes, and many other details that pertain to you and your child throughout the school year. Please make sure that you and your child take time to read through the handbook and sign the form below stating that you have read and understand the entire handbook and its rules and return the signature sheet to the student's homeroom teacher. We thank you in advance for your assistance in this matter.

Sincerely,  
Olive Branch Middle School Staff

I, \_\_\_\_\_, the parent/legal guardian of \_\_\_\_\_  
(Print Name) (Print Name)  
have read and understand ALL the policies, procedures, and guidelines in the Olive Branch Middle School student handbook issued to my child.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**\*\*I would like a printed copy of the OBMS Student Handbook – Initial Here \_\_\_\_\_**

### **DESOTO COUNTY SCHOOLS SAFETY ANNOUNCEMENT**

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

- The use of possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity.
- Distribution of illegal drugs, prescription drugs, or substances dangerous to students (Distribution includes giving substances to students)
- Students involved in the above activities will be suspended for a period of no less than three (3) days, have a disciplinary hearing and may be expelled.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**\* \* Please sign and return this form to your child's school. \* \* \* \***  
**This page has been left blank intentionally**  
**so it can be torn out and turned in with your signature.**