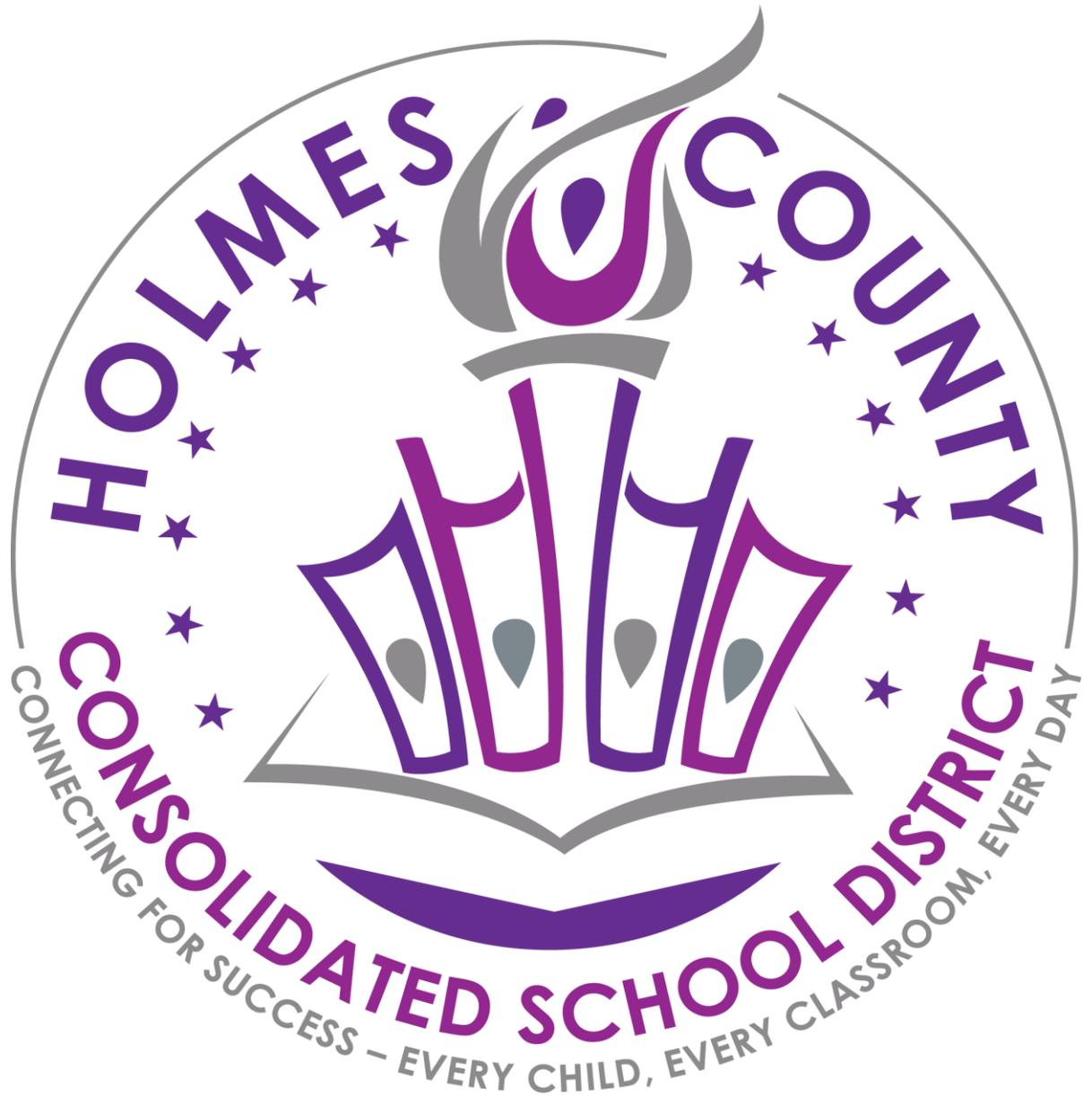


*DEDICATED TO EXCELLENCE – DRIVEN BY PURPOSE –  
DESTINED FOR SUCCESS*



# **STUDENT HANDBOOK**

**Rights and Responsibilities**

**SCHOOL YEAR: 2024-2025**

**Dr. Jennifer Wilson, Interim Superintendent**

## **MISSION**

The Holmes County Consolidated School District is dedicated to providing students with innovative educational experiences to produce successful scholars prepared to compete in a global society.

## **VISION**

Dedicated to Excellence – Driven by Purpose – Destined for Success

## **GOALS**

-  Increase Student Achievement for ALL Students
-  Recruit and Retain Highly Effective Personnel
-  Create and Maintain a Safe and Secure School Environment
-  Increase Opportunities for Parent and Community Engagement
-  Maintain Stable and Transparent Fiscal Management

## **CORE PRINCIPLES**

-  ALL Decisions will be made in the best interest of our children
-  ALL Children deserve a high-quality education in environments that foster trust and respect
-  ALL Staff have the right to work in safe, respectful learning Environments
-  ALL Families are important to the education process for all children

Effective August 5, 2021, the Holmes County Consolidated School District became a District of Transformation. Therefore, all references to the local School Board shall be enacted by the Interim Superintendent.

The Holmes County Consolidated School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, parents, volunteers, vendors, and members of the public.

To report incidents of discrimination contact Mr. Lee Henry Coats: lcoats@holmesccsd.org / 662.834.2175.

# HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

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**Holmes County Central High School**

Mr. Antwayn Patrick, Principal  
9479 Brozville Road  
Lexington, MS 39095  
662-834-2172

**Holmes County Career and Technical Center**

Ms. Shintri Hathorn, Director  
77 Kickernick Street  
Lexington, MS 39095  
662-834-3052

**Williams Sullivan Middle School**

Ms. Stacy Smith, Principal  
14944 Highway 51  
Durant, MS 39063  
662-653-6262

**William Dean, Jr. Elementary School**

Mrs. Bridgett Wheaton, Principal  
96 Rockport Road  
Lexington, MS 39095  
662-834-3003

**SV Marshall Elementary School**

Mrs. Natasha Simmons, Principal  
12572 Highway 12 West  
Lexington, MS 39095  
662-235-5226

**S.V. Marshall Middle School**

Mr. Frederick Leflore, Principal  
12572 Highway 12 West  
Lexington, MS 39095  
662-235-5226/662-854-3581

**Goodman-Pickens Elementary School**

Mr. Jamie Kyles, Principal  
3877 Highway 51 South  
Goodman, MS 39079  
662-468-2116

**Durant Elementary School**

Mrs. Porsche Dixon, Principal  
65 West Madison Street  
Durant, MS 39063  
662-653-3176

**Graduates Within Reach Academy**

Mr. Elbert Smith, Principal  
32 School Street  
Tchula, MS 39169  
662-235-2637

## Important Numbers for Students and Parents

If you need assistance beyond your school, the following offices and services of the Holmes County Consolidated Schools may be helpful.

**Educational Support Center: 662-834-2175**

Interim Superintendent.....	Dr. Jennifer Wilson
Assistant Superintendent of Academics.....	Dr. Shimelle Mayers
Assistant Superintendent of Operations.....	Mr. Lee Coats
Federal Programs Director.....	Dr. Shem Whigham
Student Support Services Director.....	Carol Stone
College and Career Readiness; MTSS Coordinator.....	John Perry
Special Education Director.....	Linda Payne
Special Education Program Specialist.....	Catherine Jones
Technology Director.....	Bobby Williams
Athletics Director.....	Marcus Rogers
Transportation Director.....	Ted Anderson
Child Nutrition Supervisor.....	Charity Williams
Maintenance and Custodial Services Supervisor.....	Rodney Stephens
Chief Finance Officer.....	Michelle Cage
MDE Attendance Officer.....	Jeanette Neal
Attendance Officer.....	Carolyn Burden
School Nurse.....	Camona Davis
School Nurse.....	Janet Washington
School Nurse.....	Shantrice Smith
School Nurse.....	Bonita Roby

**National Suicide Prevention Lifeline**  
1-800-273-8255

**National Alliance on Mental Illness**  
1-800-950-NAMI (6264)

### Resources for Parents and Students

Khan Academy  
<https://www.khanacademy.org/>

Get2College  
<https://get2college.org/>

MDE Family Guides to Success  
<https://mdek12.org/OAE/OEER/FamilyGuidesEnglish>

Resources for Parents  
<https://www.mdek12.org/OAE/OEER/ResourceParents>

Professional Development Days  
for Teachers & Early Release for  
Students  
District Offices and Schools Closed



## HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT OF TRANSFORMATION 2024 – 2025 ACDEMIC YEAR CALENDAR

JULY							AUGUST							SEPTEMBER							OCTOBER						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
</																											

## School Admission (JBC)

No child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such records have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. §37-15-9 (1)

This school district shall admit into its free public schools all minor-age children (MS Code §1-3-27) and all compulsory school age children as defined in MS Code §37-13-91 (2) (f).

Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code §37-15-29.

Except for those students who have been legally transferred, each minor child seeking to enroll in this school district

shall be a school district resident. All students shall register at the school they are assigned to attend. §§37-15-29 & 37-15-13

Subject to the provisions of MS Code §37-15-9, subsection (3), [see item 7 below] any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:

a. If the parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring.

b. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority.

c. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and

d. The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state. §37-15-9

7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian, or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined

from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs, or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. §37-15-9 (3)

8. No child shall be allowed to enroll in or attend any school without a valid immunization certificate. §37-15-1 Valid certificates include:

- a. Form 121 -- Certificate of Compliance
- b. Form 121-A -- Medical Exemption Certificate
- c. Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such

child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121 T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

### Entrance Age (JBB)

"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. ' 37- 13-91

### EVIDENCE OF AGE

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- a. A certified birth certificate,
- b. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent, or custodian,
- c. An insurance policy on the child's life which has been in force for at least two (2) years,
- d. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian,

- e. A passport or certificate of arrival in the United States showing the age of the child,
- f. A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- g. If none of the evidence can be produced, an affidavit of age sworn to by a parent, grandparent, or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in-compliance. §37-15-1

**Residence Verification Procedures**

**Students Living with Parent(s) or Guardian(s)**

1. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S) The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items A-J below as verification of their physical address, except that a document with a post office box as an address will not be accepted.

- a. Filed Homestead Exemption Application form
- b. Mortgage documents or property deed
- c. Apartment or home lease
- d. Utility bills
- e. Driver's license
- f. Voter precinct identification
- g. Automobile registration

- h. Affidavit and/or personal visit by a designated school district official
- i. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
- j. Certified copy of filed petition for guardianship if pending and final decree when granted

**Students Experiencing Homelessness**

HOMELESS CHILDREN - When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Sections 11431 (1), 11432 (e) and 11302 (a), the Holmes County Consolidated School District shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

**Students Living with Adults Other than Parents or Legal Guardians**

The non-parent(s) claiming district residency must meet the criteria of subparagraph (1) (a) through (j) above, required of a parent or legal guardian.

The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish

residency of the minor include but are not limited to the following:

- Death or serious illness of the child's parent(s) or guardian(s),
- Abandonment of the child,
- Child abuse or neglect,
- Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child,
- Students enrolled in recognized exchange programs residing with host families

c. Whenever appropriate, the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

### **Transferring Students (JBC & JBCD)**

No student is to be enrolled in the Holmes County Consolidated School District until all questions regarding residence or immunizations have been resolved.

Students suspended or expelled from another school or school district may not be allowed to enroll. §37-15-9 (3)

No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. §37-15-9 (1)

Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and

placed in a grade or class based on an official transcript of credits from the last school attended. §37-15-33

All students seeking to transfer from any school, public, private, or home school, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to have the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within this school district by an order of the

board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. §37-15-33

Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. §37-15-31 (1) (d)

### **STUDENTS OF MILITARY FAMILIES**

A pupil complies with the residency requirements for school attendance in a school district if the parent of the pupil is transferred to, or is pending transfer to, a military installation with this state while on active military duty pursuant to an official military order. A school district shall accept an application for enrollment and course registration by electronic means for a pupil who meets these requirements, including enrollment in a specific school or program within the school district.

The parent of a pupil who meets these requirements shall provide proof of residence to the school district within ten (10) days after the published date provided on official documentation.

The parent may use the address of any of the following as proof of residence.

- A temporary on-base billeting facility
- A purchased or leased home or apartment.

- Any federal government housing or off-base military housing, including off-base military housing that may be provided through a public-private venture

The school district may require additional documentation and verification at any time.

At the minimum, the Holmes County Consolidated School District shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Any court ordered procedure shall take precedence over any procedure contained herein.

# Student Expectations



The students and employees of the Holmes County Consolidated School District will have a safe, supportive, and orderly learning environment.

We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur.

We create opportunities for students to practice and succeed in making responsible and effective choices to reach their academic potential, develop socially and positively contribute to their school and community.

## Students should:

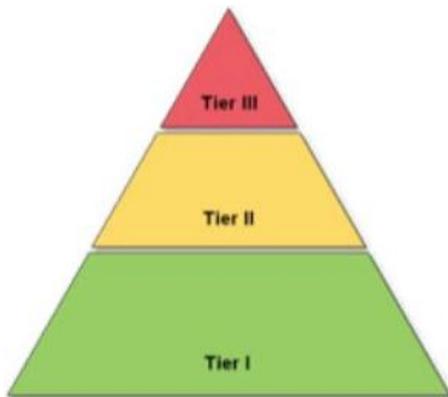
- Promote and work toward making school a positive, supportive, safe, and welcoming place for all students and staff.
- Respect and be courteous to fellow students, parents/guardians, and school staff.
- Understand and comply with discipline policies, regulations, rules, and PBIS expectations.
- Follow school rules, even when not specifically asked to do so.
- Make every reasonable effort to participate actively in any conferences, activities, interventions, or programs recommended appropriately by school staff.
- Recognize how their conduct affects other students and school staff and make every reasonable effort to restore relationships affected by their conduct.
- Request to complete make-up work while they are out of school for disciplinary reasons, so that they do not fall behind.
- Share ideas and strategies for improving school climate and school discipline practices.

# Tiers of Intervention

A major initiative in HCCSD is *Positive Behavioral Intervention & Supports (PBIS)* which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning.

Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

*(Center for Positive Behavior Intervention Supports, University of Oregon)*



## ***Three Tiers of Intervention:***

### ***Tier 1 - All Students***

General curriculum enhanced by acknowledgements of positive behaviors, and clearly stated expectations that are applied to all students.

### ***Tier 2 - Targeted Interventions***

*Focus on:*

- Specific interventions for students who do not respond to universal efforts
- Targeted groups of students who require more support
- Interventions that are part of a continuum of behavioral supports needed in schools

### ***Tier 3 - Intensive Individualized Interventions***

*Focus on:*

- The needs of individual students who exhibit a pattern of problem behaviors
- Diminishing problem behaviors and increasing the student's social skills and functioning
- Interventions involving functional behavioral assessments and behavioral intervention plans

## Specific Location Expectations

Children's experiences throughout the school environment (school bus, cafeteria, classrooms, restrooms, hallways and playgrounds) are integral parts of their school day. The staff expectations concerning behavior extend from those found in the General Behavioral Guidelines and the rules established in the school setting. Staff members on duty will use the school district guidelines and their own good judgment to help students develop responsible and positive behavior throughout the school settings.

# PBIS

## Positive Behavior Interventions and Support System School Wide Expectations

- **Be RESPECTFUL**  
To show honor, thoughtfulness or consideration for someone or something
- **Be RESPONSIBLE**  
The state of being morally, legally, or mentally accountable for one's actions, being dependable, and making wise choices
- **RESILIENT**  
The ability to manage challenges and difficulties in a proactive/appropriate manner
- **Be READY**  
The act of being prepared mentally or physically for some experience or action
- **Be HEALTHY and SAFE**  
To manage safety or security from danger, risk, or difficulty
- **Be INTERNET SAFE**  
To protect one's self from danger, risks and inappropriate behavior while accessing the internet.

# Positive Behavior Interventions and Supports Matrix

~Traditional School Setting~

	<b>Classroom, Gym and Etc.</b>	<b>Cafeteria</b>	<b>Restrooms</b>	<b>Hallways</b>	<b>Buses</b>	<b>Playground</b>
<b>Respect</b>	<ul style="list-style-type: none"> <li>Follow directions first the time given</li> </ul>	<ul style="list-style-type: none"> <li>Exhibit appropriate table manners</li> <li>Use and touch only your belongings</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others</li> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a low voice volume</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words, tones, and gestures</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourself</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Have school supplies and materials</li> <li>Participate actively</li> <li>Use school property with care</li> </ul>	<ul style="list-style-type: none"> <li>Keep food in the cafeteria</li> <li>Clean your eating area</li> <li>Place trash in the garbage container</li> </ul>	<ul style="list-style-type: none"> <li>Complete your business quietly</li> <li>Clean after yourself</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> <li>Walk on the right side of the hall</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated until departure time</li> <li>Keep body and belongings inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Remain in your designated area</li> </ul>
<b>Resilience</b>	<ul style="list-style-type: none"> <li>Always make attempts to complete assignments and tasks</li> </ul>	<ul style="list-style-type: none"> <li>Enjoy the meal quietly</li> </ul>	<ul style="list-style-type: none"> <li>Wait quietly and patiently</li> </ul>	<ul style="list-style-type: none"> <li>Control your emotions</li> </ul>	<ul style="list-style-type: none"> <li>Wear personal protective equipment (PPE)</li> </ul>	<ul style="list-style-type: none"> <li>Take turns and share with others</li> </ul>
<b>Ready</b>	<ul style="list-style-type: none"> <li>Pay attention to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>Key enter your meal ID</li> <li>Remain with your class unless otherwise directed</li> </ul>	<ul style="list-style-type: none"> <li>Return quickly and quietly to class.</li> </ul>	<ul style="list-style-type: none"> <li>Have a Hall Pass when transitioning alone</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in an orderly manner</li> <li>Report any incidents</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly when called</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Wear facial coverings/masks at all times</li> <li>Wash/sanitize hands periodically</li> <li>Cough or sneeze in your elbow</li> <li>Refrain from touching others' hands and property</li> </ul>					

## Bus Behavior Expectations and Safety Requirements for All Students

Riding the school transportation/bus is a privilege.

This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. All school codes of conduct and expectations apply to the school bus. School suspension is a possible sanction. Students are expected to observe the following guidelines for safety and courtesy on the bus.

Parents are responsible for the supervision and safety of students from home until they board the bus, and from the bus stop to home.

<p><b>At the bus stop:</b></p> <ul style="list-style-type: none"> <li>○ Exercise safe pedestrian practices while on the way to the waiting area for the bus stop.</li> <li>○ Students should be prepared to board the bus ten minutes before the scheduled pickup.</li> <li>○ Wait in a quiet and orderly manner and respect private property.</li> <li>○ Stay on the side of the roadway controlled by the bus warning lights.</li> <li>○ Where same side service is provided, do not cross the roadway for any reason. Please remain at the designated school bus stop on the same side of the road where you live.</li> <li>○ Be aware, cautious, and respectful of traffic.</li> <li>○ Wait in a safe place, clear of traffic, and away from where the bus stops.</li> </ul>	<p><b>When the bus arrives:</b></p> <ul style="list-style-type: none"> <li>○ Remain at the waiting area until the bus comes to a complete stop.</li> <li>○ Check traffic from all directions, then check again.</li> <li>○ Before walking from the waiting area of the entrance of the bus, be certain that the bus warning lights are activated and that all traffic in all directions has stopped.</li> <li>○ When safe to board the bus, do so promptly.</li> <li>○ When boarding, be aware of and avoid the “Danger Zone”, the twelve-foot area immediately surrounding the stopped school bus.</li> <li>○ Be sure that you can see the bus driver’s eyes when in the vicinity of the school bus.</li> <li>○ If crossing a street controlled by bus warning lights is necessary, cross promptly after checking that all traffic in all directions has stopped. Cross only in front of the bus.</li> <li>○ Upon entering the bus, proceed directly to an available or assigned seat.</li> </ul>
<p><b>On the Bus:</b></p> <ul style="list-style-type: none"> <li>○ Be respectful of all people, including all bus personnel. Follow instruction.</li> <li>○ Be respectful of the rights and safety of others.</li> <li>○ Use language appropriate for the school setting.</li> <li>○ Keep the bus neat and clean.</li> <li>○ Talk quietly and politely.</li> <li>○ Students must sit in the assigned seat, if one has been assigned by school bus personnel or school staff.</li> <li>○ Remain seated while the bus is in motion; keep aisles and exits clear.</li> <li>○ Carry-on items are limited to those that can be held in your lap only (including some musical instruments, athletic gear or instructional resources).</li> <li>○ Do not extend head, arms, or objects out of the bus windows.</li> </ul>	<p><b>Exiting the bus:</b></p> <ul style="list-style-type: none"> <li>○ Remain seated until the bus comes to a complete stop.</li> <li>○ Exit the bus at the bus stop area in an orderly manner.</li> <li>○ Exit at your designated bus stop.</li> <li>○ Check traffic from all directions, then check again.</li> <li>○ Before exiting the bus, be certain that all traffic in all directions has stopped.</li> <li>○ When safe to exit, do so promptly.</li> <li>○ Be aware of and avoid the “Danger Zone”, the twelve-foot area immediately surrounding the stopped school bus.</li> <li>○ Be sure that you can see the bus driver’s eyes while in the vicinity of the school bus.</li> <li>○ If crossing a street controlled by bus warning lights, cross promptly after checking that all traffic in all directions has stopped. Only cross in front of the bus.</li> <li>○ Exercise safe pedestrian practices while on the way from the bus stop to your home.</li> </ul>

## *Student Attendance, Tardies, and Excuses (JBD)*

### *Attendance Laws and Policies*

The Holmes County Consolidated School District believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district's instructional program. The Interim Superintendent will develop administrative regulations governing tardiness and absences (excused and non-excused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administrative regulations and any future changes to such administrative regulations shall be approved by the school board before implementation.

Attendance Reporting: In order for a student to be considered as having attended school for a full day, the Interim Superintendent specifies that each student must be present for 63% of his or her individual Instructional day as fixed by the local school board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the school board for the school at which the student is enrolled, shall be considered absent the entire school day.

Full Day Attendance: When a student is present for 63% of his or her individual Instructional day as fixed by the local school board for each individual school.

Unlawful Absence: An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

### *Compulsory School Attendance Guidelines (JBA)*

Under the Mississippi Compulsory School Attendance law, a parent, guardian, or custodian of a compulsory school age child in this state shall cause such child to enroll in and attend a public school or legitimate non-public school. Under the provisions of this law, **compulsory-school age child** means a child who has reached or will reach the age of six (6) years on or before September 1 of the calendar year and who has not reached the age of seventeen (17) years on or before September 1 of the calendar year, and shall include any child who has reached or will reach the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. It is the responsibility and duty of the parent to see that their child attends school.

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. 37-13-91 (3)

*If a compulsory-school-age child has not been enrolled within fifteen (15) calendar days after the first day of school or if a child has accumulated five (5) unexcused absences during the school year, the superintendent shall or his designee, within two (2) school's 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 superintendent, or his designee shall report any student suspensions or student expulsions to the school attendance officer when they occur.*

## Absences

### **Unlawful Absences/Valid Excuses (JBA)**

An *unlawful absence* is an absence during a school day by a compulsory-school-age child, whose 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 superintendent or his designee.

#### *Excused Absence*

- a) Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee. Such activities may include field trips, athletic contests, student conventions, music festivals and any similar activity.
- 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, step-brothers, and stepsisters.
- e) A medical or dental appointment of a school aged child.
- 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 superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or their 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 superintendent or their designee. (Approval shall be based on the professional judgment of the superintendent or their 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 non-attendance, with prior approval of the superintendent or his designee. However, no absences shall be excused when any student's suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. §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.

### Written Excuse Requirements

The student must present a signed written excuse from a parent, guardian, or custodian on the day the student returns to school unless permission to be absent was granted by school officials before the absence occurred.

The written excuse will contain:

1. Date written
2. Full name of the student
3. The date(s) the student was absent
4. Cause of the absence
5. The signature of parent, guardian, or custodial parent
6. Phone number where parent, guardian or custodian can be reached

### General Rules of Attendance

#### Perfect Attendance

Perfect Attendance is defined as being present 100% of the school year. Absence(s) that are due to official school sponsored activities will not count against the student's eligibility for perfect attendance.

#### Attendance Record Keeping

A student must be present for 63% of **his or her individual** instructional day to be counted as present. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the school board for the school at which the student is enrolled, shall be considered absent the entire school day.

Teachers shall take and record attendance at the beginning of each period. Students who arrive at school late must be accompanied by an adult to the principal's office or designated area to be marked present for the day.

#### Dismissal Precautions

Parents and students shall refer to Policy JGFC

#### Dismissal from School

A. No student shall leave school without permission from the principal or the principal's designee.

B. Students shall be allowed to be dismissed from school for personal illness or bona fide emergency. Students must secure a dismissal from the attendance office, and a parent or guardian appointed by the Chancery Court contacted before they will be allowed to leave school.

C. Students having an appointment with a doctor or dentist or for other valid reasons may be dismissed from school as follows:

1. A parent or guardian appointed by the Chancery Court may personally come to the school and checkout a student.

2. The student may present a doctor or dentist appointment card to the attendance office and receive a dismissal.
3. The student may present a note from a parent or guardian appointed by the Chancery Court to the attendance office, which contains the reason to be dismissed, time of dismissal, and phone number where the parent or guardian appointed by the Chancery Court can be contacted, in order to receive a dismissal.
4. All dismissals must be obtained from the attendance office before 8:00 a.m. on the day of the dismissal.
5. The dismissal is to be used as the written excuse but must be signed by a parent, guardian appointed by the Chancery Court, doctor, or dentist in order to be valid.
6. Work must be made up if a dismissal is for any of the reasons shown above. Work must be made up if a dismissal to meet a doctor or dental appointment causes a student to miss classwork.

### **Tardiness**

The Holmes County Consolidated School District encourages promptness. Students are expected to be at school and in class on time.

#### **Tardiness to School**

A student is tardy to school if he/she arrives at school after the start of the instructional day. A tardy slip must be secured from the

attendance office before a student can be admitted to class. Parents of students are expected to accompany the child into the building when the child is tardy to school.

#### **Tardiness to Class**

A student is tardy for class if he/she arrives in the class after the period has officially begun or the bell has sounded. The tardy must be recorded by the teacher.

#### **Excused Tardiness**

**Excused tardies shall include:**

- Tardies due to late school bus arrival.
- Medical and dental appointments accompanied by a written excuse on official letterhead or stationery.
- Illness of the student, accompanied by a valid parental written statement.
- Other special circumstances acceptable to the building administrator.

### **Attendance Policies**

A student is considered truant if:

1. The student is compulsory school age and has not enrolled within fifteen (15) days of the school year. § 37-13-91
2. The student is compulsory school age and has accumulated five (5) unlawful or unexcused absences during the school year of the school in which he/she is enrolled, the principal shall report such absences to the school attendance officer of the youth court or family court within two (2) school days or five (5) calendar days, whichever is less. §37-13-41.

## **Truancy (JBAC)**

A "truant" is a student who is absent without a valid excuse as identified in Policy JBA, Compulsory School Attendance.

"Truancy" also includes absence without permission from any class, study hall or school-related activity for which a student is scheduled during the school day.

Disciplinary action shall be taken against students who are truant. Continued truancy may lead to academic failure, placement in the alternative school program and/or suspension or expulsion from the regular and/or alternative school programs.

Reports of truancy shall be made in accordance with the Mississippi Compulsory School Attendance Law (MS CODE §37-13-91) and Policy JBA.

## **Release of Students**

No student shall be released or dismissed from school or school-sponsored activity prior to scheduled release time without first notifying parent/guardian.

No student shall be released to the custody of an individual other than parent/guardian unless written notice from parent/guardian is received by school authorities. The written notice shall identify by name the person to whom the student is to be released.

Students shall not be allowed to leave and return to school or to a school-sponsored activity to run personal errands.

No student shall be released at the conclusion of any out-of-town school-sponsored

activity to return home via alternate means without prior approval by school authorities of a written request from parent/guardian.

No student shall be abandoned by a sponsor/director/ chaperone at the completion of a school-sponsored activity to wait for a ride or to walk home.

## **Transfers and Withdrawals**

All students seeking to transfer from any school, public, private or homeschool, within or outside of the boundaries of the State of Mississippi, to the Holmes County Consolidated School District may be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of each public school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application to transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to have the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center

principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made. §37-15- 33

## Student Academics

### Grading System (IHA)/(IHAA)

A student’s grade for a subject or skill is intended to reflect grade level mastery of the subject or skills as determined by the accumulation of evaluative information from various sources to include tests, classroom contributions, daily assignments, and other sources identified as appropriate by the teacher.

#### Grading Scale:

For grades 1-12, the grading system will be as follows:

A = 90 – 100	E-Excellent
B = 80 – 89	S-Satisfactory
C = 70 – 79	S-Satisfactory
D = 60 – 69	N-Need Improvement
F = 59 and below	U-Unsatisfactory

#### Grading Scale for Kindergarten students

M – Mastery = 80 – 100
P – Progressing = 70 – 79
NP – Not Progressing = 60 - 69
N – Non-mastery = 59 and below

### ONLINE AND ADVANCED PLACEMENT COURSES:

Students taking an online course approved by the Mississippi Department of Education, Advanced Placement course(s), and/or Dual

Enrollment/Dual Credit courses will receive a weighted grade according to the scale below.

The following schedule of value is used to calculate the number of Quality Points earned. (All courses are included.)

Regular Courses (Un-weighted)	Accelerated Courses/ Dual Credited Courses (Weighted)	Advanced Placement Courses (Weighted)
A - 4.0	A - 4.5	A - 5.0
B - 3.0	B - 3.5	B - 4.0
C - 2.0	C - 2.5	C - 3.0
D - 1.0	D - 1.5	D - 2.0
F - 0.0	F - 0.0	F - 0.0

### GRADING FOR STUDENTS WITH DISABILITIES

1. The grading system used in the regular education program will be utilized for students who receive instruction through the regular education program and are expected to master the same objectives as a regular education student.
2. Students who receive instruction through the regular education program via an alternate curriculum (different from that provided to grade-level peers) will be assigned grades for each academic area on his/her Individualized Education Plan (IEP). Regular and special education teachers will collaborate to assign grades based on the mastery of objectives/benchmarks outlined on the IEP; they will use the regular grading system for the district.
3. Students, who receive direct instruction in academic areas or functional/life skills from

a special education teacher, will receive grades from each academic area based on mastery of objectives/benchmarks identified on the IEP. The regular education grading system will be used.

4. Any student enrolled in regular education courses who does not meet course requirements may receive a failing grade, even though accommodations and modifications have been implemented in accordance with the student's IEP. If it is obvious, however, that the student with a disability cannot function appropriately in a regular education class, the student's IEP will be revised to specify an alternate curriculum.

Any change of grades, other than a 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 a 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 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*.

In the best interest of students, students in the Holmes County Consolidated

School District shall not receive a final nine-week report card grade of less than 50 in any subject. Teachers are still expected to record actual students' grades earned for daily grades, tests, assignments, etc. This will allow for open and honest communication between educators and parents, while at the same time providing a safety net for students who are at-risk of failing or dropping out. Districts may adopt specific grading policies that address the needs of special populations such as students with disabilities and English Language Learners.

### **Athletic Eligibility Requirements**

The Holmes County Consolidated School District will adhere to guidelines set by the Mississippi High School Athletic Association.

### **Grading**

At any point when it appears likely that a student's term grade will be a "borderline failing" grade the teacher shall:

1. Inform the student regarding his/her grade average (this also applies to all students).
2. Send a progress report to parent/guardian in accordance with district policy governing progress reports for all students to inform the parent/guardian of the status of the student's grade.
3. Review the student's work/grades to make specific determinations as to the reasons for the "borderline failing" situation.

## **Honors and Special Honors** **Grades 3-12 (IHAC)**

Scholarship is recognized and encouraged through an academic honor roll.

The following criteria will be used to determine a student's honor roll classification:

- Special Honor Roll: Students must have a 90-100 grade average in each subject reported on the report card.
- Honor Roll: Students must have a 80-100 grade average in each subject reported on the report card.

## **CREDIT RECOVERY PROGRAM** **(IDCAB)**

As a means of helping students get back on track toward graduation and to encourage students to remain in school, the Holmes County Consolidated School District School Board shall offer a "Credit Recovery Program" which allows students within the Holmes County Consolidated School District to earn credit for a course that was previously failed.

"Credit Recovery" shall be defined as a course-specific, skilled based learning opportunity for students who have previously been unsuccessful in mastering content / skills required to receive course credit or earn promotion.

Credit recovery courses are to be used only for graduation requirements. Students must have had a grade of 55 or above in the course

to participate in a credit recovery course and the credit recovery grade shall be factored with the original failing grade to determine the student's final grade. A student who failed a course (such as English) may take the Credit Recovery Class addition to the next level (of English) during the same school year.

Credit recovery courses shall be delivered via computer and online. The credit recovery course must be completed within a semester with 70 percent mastery. Teachers shall be trained to facilitate the online courses and the classes shall be asynchronous (students don't have to be online at a certain time). Certified staff shall be used to facilitate online credit recovery.

The Holmes County Consolidated School District shall allow time during the school day and after school so that students may work on course material. Credit recovery programs may also be completed in the summer similar to extended school.

The credit recovery program shall include an assessment of individual student's strengths and weaknesses regarding course content, and based on this assessment, the students shall complete instruction only on the course objectives which have not been mastered. Parents shall be counseled about providing resources and motivation for their children. Upon mastery of the objectives, the student shall receive credit for the course.

### **Admission to and Removal from The Credit Recovery Program**

Each participant shall complete an application process that requires—at a minimum—teacher recommendations, an outline of the course objectives that will be covered, mastery criteria, timelines for completion of the program and parental consent.

### **Advanced Placement and Dual Credit Courses (IHA and IDAG)**

Students taking an online course approved by the Mississippi Department of Education, Advanced Placement course(s), and/or Dual Enrollment/Dual Credit will receive a weighted grade.

### **Dual Enrollment Credit (IDAG)**

Eligible students may participate in the dual enrollment program established by the Holmes County Consolidated School District in compliance with the Mississippi Code of 1972, Section 37-15-38.

A dual enrolled student is a student who enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving a high school and college credit for postsecondary work.

A student may be granted dual credit allowances that are consistent with Policy IDAG.

See policy IDAG for Dual Enrollment Credit.

### **Promotion and Retention (IHE)**

Promotion and retention decisions shall be based on the individual student's ability to show mastery on basic and essential skills as set forth by the Holmes County Consolidated School District Curriculum. Basic and essential skills are to be based on the state curriculum framework, as well as those skills identified as essential by the teachers of Holmes County Consolidated Schools and passed by the Holmes County Consolidated School District Board of Education.

A student may not be assigned a grade level based solely on age or any other factor that constitutes social promotion (ICHI).

In order to be promoted to first grade, kindergarten students must achieve mastery of all kindergarten report card skills.

In grades 1st through 3rd, promotion and retention shall be based on the basic and essential skills in reading, language arts and mathematics. Failure to show mastery of the basic skills in any one of these areas will result in retention. In addition, third grade students must successfully complete and pass the Third Grade Summative Assessment, or meet the Good Cause Exemption Criteria, as outlined in the Literacy Based Promotion Act, to be promoted to the 4<sup>th</sup> grade.

Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade,

the student shall not be promoted to Fourth Grade (ICHI).

Beginning in the 2022-2023 school year in grades 4th through 8th, all students must pass reading, social studies, science, mathematics and language arts/English to advance to the next grade level.

A student shall not be retained for the purpose of maturing in order to participate in competitive sports. Retention shall be based only on failure to show mastery of academic content.

A student who is enrolled in any grade higher than Grade 6 in a school district must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale in accordance with the Mississippi High School Activities Association (MHSAA). This portion of the standard will be jointly monitored and enforced by the State Board of Education and the MHSAA. (MS Code 37-11-65) (IDF)

Promotion for high school students shall be based upon satisfactory completion of the required high school credits and successful completion of the assessment options as set forth by the MDE Policy 3804.

Students must successfully complete the course requirements for both the state and district to receive a diploma. If a student passes the state scale score on the subject area test but does not pass the district's 60% mastery level for the coursework, then the student may be considered for credit recovery. If a student passes the district's 60% mastery level but fails to meet the state's

scale score or fails to meet one of the assessment options as set forth by the MDE Policy 3804, then the student must re-take and pass the subject area test or meet one of the assessment options as set forth by the MDE Policy 3804. Students are highly encouraged to be at school, participate in class, and study the necessary skills to be successful in their participation in the Subject Area Test Program. The district will, however, provide remediation as necessary to support student success.

Classification of secondary students for Holmes County Consolidated Schools is as follows:

Students entering the ninth grade:

9th Grade      Promotion from 8th grade

10th Grade     5 units earned

11th Grade     11 units earned

12th Grade    17 units earned, and enrolled in English IV or a comparable course, such as Essentials for College Literacy, AP English Literature and Composition, or approved Dual Enrollment/Dual Credit English Language Arts Course.

A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. ' 37-16-7 (1999)

### **SPECIAL EDUCATION STUDENTS**

For information on the awarding of a special diploma or an occupational diploma, please refer to the Mississippi Diploma Options.

## LITERACY BASED PROMOTION

In compliance with the "Literacy Based Promotion Act," it is the intent of the Holmes County Consolidated School District to improve the reading skills of Kindergarten - Third Grade students so that every student completing the Third Grade can read at or above grade level.

The Holmes County Consolidated School District shall comply with all requirements of the Act, including, but not limited to:

### 3rd Grade Reading Summative Assessment

Beginning in the 2018-2019 school year, a student scoring at the lowest two achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade.

If a K - 3 student has been identified with a substantial deficit in reading, the teacher will immediately, and with each quarterly progress report, notify parents or legal guardians of the following in writing:

- Determination of a substantial deficit in reading,
- Description of student services and supports presently provided,
- Description of proposed supplemental instruction and support to remediate the student's deficit areas,
- Strategies for parents to use at home; and,
- Notification that student will not be promoted to 4<sup>th</sup> grade if reading deficiency cannot be remediated by the end of 3<sup>rd</sup> grade
- Provide intensive reading instruction and immediate intervention to each K-3 student who exhibits a substantial deficiency in reading at any time.

The intensive reading instruction and intervention must be documented for each student grades K-3 in an individual reading plan.

### Requirements for Carnegie Unit Credit

A student may earn a maximum of 1 Carnegie unit during a single summer school session, and a total of 4 Carnegie units earned in summer school programs may be counted toward graduation. A maximum of 1 unit may be earned through completing correspondence courses. In order to be credited, a correspondence course must be approved by the principal and administered through an approved university. Based on the approval of the principal, a correspondence course may be initiated at the end of the first semester.

### Graduation Requirements

Students in the Holmes County Consolidated School District shall graduate from this district utilizing one of the following graduation options listed on the following pages and by meeting all other requirements as defined by the Mississippi Department of Education. Additionally, students must:

achieve a passing score on the four academic end-of-course MAAP assessments in Algebra I, English II, Biology I and U.S. History or other acceptable options provided by the Mississippi Department of Education.

A student who fails to meet the graduation requirements is not permitted to participate in the graduation exercise.

All coursework counted toward graduation in the Holmes County Consolidated School District must be listed in

the current edition of Approved Courses for the Secondary Schools of Mississippi, published by the Mississippi Department of Education. A basic curriculum of 33 Carnegie units, which includes the required graduation courses for students choosing a general educational program and for students choosing a college preparatory program shall be provided at each secondary school. Courses allowed to count for graduation credit meet the requirements of the Mississippi Department of Education.

**Students with Disabilities (IHF)**

Students with disabilities requiring special education instructional services who wish to receive a standard high school diploma must take the required state assessments and perform at established performance levels.

Students with disabilities and their parents/guardians shall be given the option of working toward a traditional high school diploma, alternate high school diploma, or a special education certificate. Every student who completes an approved course of study by or before the age of twenty-one will be presented a regular high school diploma, an alternate diploma, or a special education certificate.

Formal graduation ceremonies are limited to those senior students who have successfully completed the prescribed secondary school graduation requirements outlined by the Holmes County Consolidated School District.

# Mississippi Diploma Options

Begins with incoming freshmen of 2018-2019

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

## TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>See the Mississippi Public School Accountability Standards for implementation options.</li> </ul>
Technology or Computer Science	1	
Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### 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 College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy OR SREB Math Ready or SREB Literacy Ready; or currently enrolled/earned credit for Comp. I and/or College Algebra

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

## ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math I-III</li> <li>Alternate Algebra</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology</li> <li>Alternate Science II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History</li> <li>Alternate Social Studies</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health</li> </ul>
The Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>CareerReadinessI-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV</li> </ul>
Electives	2	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- Students who have met the criteria of having a Significant Cognitive Disabilities (SCD) may participate in a program of study to earn the Alternate Diploma.
- Students are required to participate in the Mississippi Academic Assessment Program-Alternate Assessment (MAAP-A) and achieve a level of Passing or Proficient.
- The state defined Alternate Diploma is included in graduation rates in the same manner as a traditional diploma.
- For additional guidance see The Mississippi Public School Accountability Standards Appendix A 10.

## Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
CTE & Technical	4	• Must complete a four-course sequential program of study
Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn 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 or earn articulated credit in the high school CTE course
  - Work-Based Learning experience
  - 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

### ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology + two (2) additional science courses above Biology
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	7 ½	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Two (2) elective courses must meet MS IHL CPC requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges or IHL college-ready courses in senior year, or the 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

### DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology + two (2) additional science courses above Biology
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	8	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

### 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 SAT equivalency subscore as defined by IHL.
- 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 dual credit course with a B or higher in the course

## **Class Ranking (IHDA)**

### **Graduating Seniors**

Beginning with the 2022-2023 school year and thereafter, the criteria for selecting the Valedictorian and Salutatorian will be based on all credit courses taken towards graduation. The Valedictorian is the student who has earned the highest quality point average (QPA) in the graduating class from the time Carnegie Units were earned up to the end or the third (3rd) nine (9) weeks of twelfth (12th) grade. All Carnegie units issued will be calculated in determining the QPA.

The Salutatorian is the student who has earned the second highest quality point average in the graduating class from the time Carnegie Units were earned up to the end or the third (3rd) nine (9) weeks of twelfth (12th) grade. All Carnegie units issued will be calculated in determining the QPA.

In selecting the valedictorian, if the QPA of the top graduates is the same or is a difference of less than .03, then co-valedictorians or multiple valedictorians will be named.

In selecting the salutatorian, if the second highest QPA after the valedictorian's QPA is determined is the same or is a difference of less than .03, then co-salutatorians or multiple salutatorians will be named.

Both weighted and non-weighted courses will be used to determine the QPA. When co-valedictorians and co-salutatorians are named, they will be honored in alphabetical order.

Special Honor students are all those students having a quality point average in Carnegie units of 4.0 and above at the end of the third (3rd) nine-week term of grade 12.

Honor students are all those students having a quality point average in Carnegie units of 3.0 –

3.9 at the end of the third (3rd) nine-week term of grade 12.

The Valedictorian and the Salutatorian must be a student who was enrolled his/her complete Junior (11th grade) and Senior (12th grade) years at the present school.

### **Note concerning QPA**

Letter grades will be used to compute the QPA. However, numerical grades will be used to determine if there are co- or multiple valedictorians and salutatorians. All courses taken each year in which a Carnegie unit is awarded will be used to calculate each student's QPA. The QPA will be used to determine the valedictorian, salutatorian, special honor students, honor students, and class ranking.

### **Honors and Special Honors (IHAC)**

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the end of each nine weeks. The Holmes County Consolidated School Board is quite proud to endorse Honors and Special Honors Programs designated to recognize those deserving pupils. It is most important that the schools of this system reflect unity in determining the criteria for an Honors and Special Honors Program.

The following criteria will be used to determine a student's honor roll classification:

- Special Honor Roll: Students must have a 90-100 grade average in each subject reported on the report card.
- Honor Roll: Students must have an 80-100 grade average in each subject reported on the report card

## **IDEA Services and Child Find (IDDFA)**

### **Service Goal Policy**

The Holmes County Consolidated School District is committed to serving students with disabilities. The district hereby sets a goal of providing educational opportunities to identified eligible students with disabilities under the age of twenty-one (21). The opportunities will be provided in accordance with application of state and federal laws and court decisions.

### **Free Appropriate Education Policy**

The Holmes County Consolidated School District will provide free appropriate public educational programming for students with disabilities ages three (3) through twenty (20).

### **Child Find Policy**

Each year, the Holmes County Consolidated School District will have an awareness campaign aimed at locating and identifying children with exceptionalities. When a child is suspected of having a disability is referred, a MET meeting will be held to determine the need for a comprehensive assessment. If the child is determined eligible for special education services, he or she will be provided a free appropriate public education in accordance with application of state and federal laws and court decisions.

### **Individualized Educational Program [IEP] (IDDFAA)**

The district will develop or revise, whichever is appropriate, and implement an Individualized Educational Program for each eligible student

with a disability. The program will be reviewed periodically but not less than annually.

### **Due Process**

The district will ensure that eligible students with disabilities and their parents are guaranteed due process with respect to the provision of a free appropriate public education.

### **Least Restrictive Environment**

The district will, to the maximum extent appropriate, educate eligible students with disabilities with students having no disability in their age group. The removal of students with disabilities from the regular education program will occur only when the nature or severity of the disability is such that education in regular classes with supplementary aids and services cannot be achieved satisfactorily. A continuum of alternative placements based on individual students' IEP will be provided to eligible students with disabilities in the district.

Placement of the students will be determined at least on an annual basis and will be as close to the student's home as possible. In selecting the least restrictive environment for each student, consideration is given to any potentially harmful effect on the student, or the quality of services needed. If a student with a disability can function socially, emotionally, and mentally with students with no disability or a similar chronological age, he or she will be given that opportunity in accordance with his/her IEP.

Opportunities for participation to the maximum extent appropriate in a variety of non-academic and extracurricular services will be available to children with disabilities.

### **Protection in Evaluation**

Evaluation materials and placement procedures used by the district will be, to the maximum extent possible, selected and administered so as not to be racially or culturally discriminatory such that no student will be misclassified, mis

placed, or unnecessarily labeled as having a disability because of the inappropriate selection, administration, or interpretation of the materials procedures.

**Confidentiality**

The district will protect the confidentiality of all the data in its records relative to students with disabilities.

**Extended School Year for Children with Disabilities**

When necessary to insure a free appropriate public education (FAPE), Holmes County Consolidated School District shall offer an extended school year program to those students with disabilities whose Regression-Recoupment Syndrome is so severe that it can be predicted that they will have gained no educational benefits from their previous year’s educational programs (as defined in the IEP) without extended school year services. The purpose of the extended program is to maintain each student’s mastered skills so that the summer vacation period will not render the previous year’s educational program of no educational benefits.

**Graduation Age Consideration**

A student must be at least (17), but not more than (21) years of age prior to the date of graduation.

**General Consideration**

All students graduating from the special education program will have the same rights and privileges as other graduating seniors.

**Mandatory Uniform Policy (JCDB)**

The Board of Trustees will require students to dress in district-specified uniforms. Students shall wear the same color uniform, which is shirts, blouses, skirts, trousers, etc., and will be required to comply with established guidelines.

The uniform shall be the required attire five (5) days a week. The Superintendent may give authority to the principal at each school to alter the dress code one day a week for an incentive.

**Guidelines**

- a. All students will be expected to wear a polo, oxford style or button-down dress shirt. Only white or black shirts will be allowed under the uniform shirt.
- b. Bottoms shall not be excessively tight. They will be no more than 2 inches above the knee, and they will not sag (hanging below the natural waistline).
- c. It is highly recommended that students wear solid closed-toe and closed-heel casual or tennis shoes.
- d. It is highly recommended that students wear a belt.

**School Uniforms**

School	Uniform Color
Durant Elementary School (PreK – 5)	Hunter green tops and Khaki bottoms
Goodman-Pickens Elementary School (PreK – 5)	Navy blue tops and Khaki bottoms
S.V. Marshall Elementary School (PreK - 5)	Gold tops and Khaki bottoms
S.V. Marshall Middle School (6 – 8)	Maroon tops and Khaki Bottoms
William Dean, Jr. Elementary School (PreK - 5)	Light blue tops and Khaki bottoms
Williams - Sullivan Middle School (6 - 8)	Black tops and Khaki bottoms
Holmes County Central High School (9 - 12)	Cardinal red tops and Khaki bottoms
Graduates Within Reach Academy	Home school color tops and Khaki bottoms

### **Student Health (JGC)**

Although the Holmes County Consolidated School District's primary responsibility is to educate students, students' health and general welfare is also a major Board concern. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The district recognizes its responsibility to notify parents in advance of any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

### **Student Health Service Inoculations (JGCB)**

The Holmes County Consolidated School District Board has the power, authority, and duty to require those vaccinations specified by the state health officer as provided in Section 41-23-37. ' 37-7-301 (i).

### **Communicable Diseases (JGCC)**

This school board has the power, authority, and duty to exclude from the schools, students with what appears to be

infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician, or nurse practitioner that the student is free from such disease. ' 37-7-301 (h)

### **Head Lice**

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained. §41-79-21

### **EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES (JGCC)**

A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.

Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if

any, that the school's medical advisor shall recommend. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once every month to determine if continued school attendance poses any risk of transmission of such chronic infectious disease to others.

Should it be determined by the school's medical adviser that attendance at school poses a risk of transmission of such chronic infectious disease to others, an appropriate alternative education program shall be established for that student who shall continue until the district's medical adviser determines that the risk of transmission to others has abated and normal school attendance can resume.

The decision of the district's medical adviser shall be final.

### ***Program of First Aid (JGFG)***

Each principal shall have a planned written program for handling emergencies resulting from accident or sudden sickness of students which shall be approved by the designee of the superintendent. The program of first aid for emergencies shall provide direction for giving immediate care, notifying parent, guardian, or custodian, getting the student home, and directing the parent, where necessary, to the source of treatment.

### ***Administration of Prescription Medicine***

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and the parents/guardians have signed the Indemnity Agreement associated with this policy. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include:

1. Student's name
2. Diagnosis
3. Name of medicine
4. Method of administration
5. Time/s to administer the medicine
6. Amount of medicine
7. Date to discontinue or review administration of medicine
8. Physician's signature
9. Date

The parents/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from the pharmacy which states the following:

1. Student's name
2. Name of medication
3. Method of administration
4. Time(s) to administer the medicine
5. Prescription number
6. Name of pharmacy
7. Date filled

### **Asbestos (*Hazardous Materials EM*)**

The Holmes County Consolidated School District wishes to inform the faculty, students, parents, and the public as to the status of its asbestos management program.

The district has trained personnel on staff to identify, handle and dispose of asbestos material should there be a need.

### **Student Safety (JGF)**

For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55.

### **CHILD ABUSE OR NEGLECT**

In compliance with MS Code ' 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse Hotline is (601) 359-4991, or toll free (800)222-8000.

### **DISASTER EMERGENCY**

If the Holmes County Consolidated School Board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may notify the State Department of Education of the disaster or weather emergency

and submit a plan for altering the school term.

If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however, in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. ' 37-13-63

### **SAFETY DRILLS**

Each school shall have a current disaster plan and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, and tornado.

It shall be the duty of the principals and teachers in all school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education.

It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty

(60) days of each new school semester for students, teachers, and staff. ' 37-11-5

### **HARASSMENT**

Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment Title IX Procedures.

### **STUDENT AND STAFF PROTECTION**

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court. ' 37-11-20 (1972)

### **SAFETY DURING INSTRUCTION**

Each student and teacher is required to wear an appropriate industrial quality eye protective device at all times while participating in or observing any of the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
  1. Hot molten metals, or other molten materials;
  2. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  3. Heat treatment, tempering, or kiln firing of any metal or other materials;
  4. Gas or electric arc welding, or other forms of welding processes;
  5. Caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

For purposes of this section unless the context indicates otherwise "Industrial quality eye protective device" shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices may, at the discretion of the individual school, be:

1. Furnished for all students and teachers;
2. Purchased and sold at cost to students and teachers; or
3. Made available for a moderate rental fee.

Such devices shall be furnished to all visitors to such shops and laboratories. ' 37-11-49 (1974)

#### TRANSPORTATION SAFETY

Maximum regard for pupil safety and adequate protection of health shall be primary requirements which shall be observed by the school board in purchasing used school buses. ' 37-41-103 (1982)

#### Automobile Use (JGFF)

Driving on school roads and parking on school property is a courtesy offered to students and others by the Holmes County Consolidated School Board.

The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities which occur before or after the regular school day.

Violators may be charged with trespassing and/or vehicles towed at owners' expense.

The administration, obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety. The Holmes County Consolidated School District shall not assume any responsibility for damage to vehicles.

#### Parking Rules

No student may park on school grounds until he/she has obtained an authorized parking permit from the school.

Parking permits must be displayed as instructed, in the designated location on the vehicle at all times.

Parking along curbs, in posted handicapped spaces, or in other than lined parking spaces is prohibited.

All students driving on school campus must have a valid driver's license and proof of insurance.

Students shall not sit in or upon vehicles parked on the school campus.

#### For Safety and Security Purposes the Following Will Apply:

Student cannot give his/her parking permit to another student.

A parking permit cannot be transferred from the vehicle which is registered to any other vehicle without administrative approval.

Any student who is in possession of a stolen or counterfeit permit will lose all campus parking privileges.

Students are not to congregate in the parking lot, sit in or on their vehicles, or play loud music while on school grounds.

Reckless driving of any type by a student while on school grounds is not permitted and the consequences for this action could possibly lead to the student forfeiting their privilege to drive or park on campus.

Unauthorized transport of other students off campus is prohibited.

Leaving campus without permission is not permitted.

Students shall be responsible for locking their vehicles upon arrival since the Holmes County Consolidated School District shall assume no responsibility for any loss.

Failure to abide by vehicle registrations may result in the loss of the right to bring a vehicle to school or other disciplinary action.

Student automobiles are subject to administrative searches.

### **Driving a Vehicle to School**

Students must have the following on file if driving a vehicle to school:

1. Students must complete a vehicle registration form in order to legally maintain a vehicle on campus.
2. The forms must be completed, signed by the parent/legal guardian and approved by the principal prior to bringing the vehicle on campus.

3. The school district reserves the right to deny vehicle registration forms at the discretion of the superintendent or designee.
4. Only licensed drivers may maintain a vehicle on campus.
5. A copy of the student's license must be submitted with the vehicle registration form.
6. Students must provide proof of insurance.

### **Field Trips** (*JGFB - Off-Campus Student Educational Activity*)

Field trips will be planned and supervised by the sponsor of the activity. It must be of an educational nature and approved by the school principal and superintendent.

### **Student Code of Conduct**

The code of conduct shall be based upon but not limited to the rules of student conduct including policies JCA, JCBD, JCBE and JCBF and the rules of discipline including policies JD, JDC, JDD, and JDE and all related policies adopted subsequent hereto.

It is the goal of the Holmes County Consolidated School District to maintain a safe and orderly climate where all students feel secure in a positive learning environment. Every effort is made to develop and maintain harmonious relationships between students and school staff

based upon mutual respect and understanding.

### **School Disciplinary Guidelines (JD)**

The discipline policies of the Holmes County Consolidated School District are in compliance with both federal and state law. The discipline policy incorporates the student code of conduct required by Policy JCB and the policies and procedures set forth in Policies JD, JDC, JDD and JDE and as supplemented by all others adopted subsequent thereto.

### **The School Safety Act of 2001 (JCB)**

The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The Superintendent is authorized to develop and implement the following procedures in the Holmes County Consolidated School District more fully. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.

The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration

will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.

Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute "disruptive behavior" as defined in the School Safety Act of 2001 ("Act"). In accordance with the Act and the Attorney General opinion dated June 25, 2001, this District designates the building principal or assistant principal of each school to make the determination as to whether a student's behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of "disruptive behavior" as defined by the Act.

"Disruptive Behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at

school-related activities. Such behaviors include, but are not limited to foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule, or verbal attack of a teacher; and willful, deliberate, and overt acts of disobedience of the directions of a teacher.

"Habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overton the part of the student and which required the attention of school personnel to deal with the disruption.

Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student's behavior in the information provided to the principal or assistant principal. If the principal or assistant principal disagrees with the teacher's decision to remove the student, the principal may return the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Annotated §7-11-54 (or the Act) to be removed from

the classroom. A student may be removed from the classroom for other qualifying behavior under the Holmes County Consolidated School District's discipline plan.

Should the principal or assistant principal determine that the student's conduct does rise to the level of "disruptive behavior" required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to, telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.

After the second incident of disruptive behavior as determined by the principal or assistant principal, the student's parent or guardian and the reporting teacher or teachers may develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the principal or assistant principal shall prepare the plan and notify the parent/guardian.

Once determination has been made by the principal or assistant principal that the student has not complied with the behavior modification plan, the principal or assistant principal shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include recommendation to the District Disciplinary Committee for alternative school placement or expulsion for applicable offenses.

### **Regulations and Procedures**

The Holmes County Consolidated School District has established a Uniform Discipline Code applicable to all students enrolled in the school district. It is expected that this Code shall be followed and enforced in the same spirit and manner throughout the school district. Principals of the schools and their administrative personnel shall assure that every student's right to constitutional due process is followed in every instance of the application of the Code. Principals and their assistants may also consider appropriate mitigating circumstances in the administration of disciplinary actions under this Code. "Mitigating circumstances" include, but are not necessarily limited to, the following factors:

1. Age, health, maturity, and academic placement of the student
2. Prior conduct of the student
3. Attitude of the student
4. Cooperation of parents or

guardian

5. Willingness of the student to accept responsibility for his or her acts.
6. The severity of the applicable offense or disciplinary infraction.

### **Children with Disabilities**

Children with Disabilities are responsible for adhering to the same rules of conduct as non-disable students. Serial suspensions are prohibited. In each case, prior to any suspension, the student's IEP shall be reviewed. The Children with Disabilities Director or designee should be contacted immediately when a Child with Disabilities commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion.

### **DISCIPLINE PLAN (JD and JCD-2)**

The superintendent shall develop a discipline plan which, upon board approval, shall be implemented and posted on the district's website. The parents, legal guardian or custodian of each student shall sign a statement verifying that they have been given notice of the discipline plan.

All discipline plans shall include, but not be limited to, the student code of conduct required by Policy JCA-Student Conduct and the following statements:

- A parent, guardian or custodian of a compulsory-school-

age child enrolled in the Holmes County Consolidated School District shall be responsible financially for his or her minor child's destructive acts against school property or persons,

- A parent, guardian or custodian of a compulsory-school-age child enrolled in the Holmes County Consolidated School District may be requested to appear at school by the school attendance officer or an appropriate school official, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
- Any parent, guardian or custodian of a compulsory-school-age child enrolled in the Holmes County Consolidated School District who refuses or willfully fails to attend such discipline conference specified in paragraph (b) 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; and
- A parent, guardian or custodian of a compulsory-school-age child enrolled in the Holmes County Consolidated School District shall be responsible for any criminal fines brought against such student

for unlawful activity occurring on school grounds or buses.

- 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 as provided by law.
- The Holmes County Consolidated School District 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 a child has been removed by court order or decree.
- Holmes County Consolidated District's discipline plan may provide that 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 on by the reporting 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 the code of student conduct

and discipline policy of the school district.

### **CODE OF CONDUCT (JCB)**

The HCCSD discipline framework is divided into four levels. Each level represents progressively more serious acts of inappropriate behaviors and consequences. The level of discipline imposed shall be based on the severity of the misbehavior (JCB).

#### **Level I Infractions**

Discipline incidents that should be managed by the teacher and do not warrant a discipline referral or administrative assistance. Any behavior that is of low-level intensity, passive in nature and/or of a non-threatening manner is a Level 1 behavior. Infractions in this category will be addressed with corrective strategies.

#### **Level II Infractions**

Discipline incidents that should be managed by the teacher with the possible assistance from an administrator.

These infractions will be addressed with corrective strategies.

#### **Level III Infractions**

Discipline incidents that significantly interfere with others' safety and learning, are of a threatening or harmful nature, and/or are legal violations and warrant administrative interventions.

#### **Level IV Infractions**

Discipline incidents that require immediate response from administration, crisis team, entire staff, and/or community support.

Corrective procedures for the infractions are addressed in Policy JCB.

### **Weapons**

In accordance with the requirements of the Gun-Free Schools Act of 1994 (Title VII of the Elementary and Secondary Education Act of 1965, as amended) the Board of Trustees of the Holmes County School District requires the immediate expulsion for one entire calendar year from that date of offense of any student who brings a firearm as defined by Section 921 of Title 18, United States Code, onto the property of the Holmes County School District contingent upon said student being provided his or her right to constitutional

due process. However, the superintendent shall be authorized to modify the period of time for such expulsion on a case or case basis. Any student expelled for bringing a firearm onto any educational property (school campus, playground, building, bus, athletic field, parking lot, and all other such similar educational property consistent with the intent and purpose of the Gun-Free Schools Act) operated or otherwise maintained by the Holmes County Consolidated School District may be considered for placement in the Alternative School, if this is the recommendation of the District Review Committee and the superintendent concurs.

***EXPULSION OF STUDENTS  
FROM THE HOLMES COUNTY  
CONSOLIDATED SCHOOL  
DISTRICT; ROLES OF  
DISTRICT DISCIPLINE  
COMMITTEE,  
SUPERINTENDENT AND/OR  
DESIGNEE, BOARD OF  
TRUSTEES***

Expulsion of students from the Holmes County Consolidated School District is affected based on recommendations made to the superintendent or his designee by the district discipline committee based on the student having been provided his or her right to constitutional due process in a hearing conducted by that committee. The School Board of Education makes

the final decision regarding expulsion. Parents will be notified of the meeting date, time and place requested to attend.

Notice of suspension shall be made to the parents or guardians of the student by the superintendent or his designee in the manner prescribed by the superintendent. Requests for appeal to the Board of Trustees of the Holmes County School Consolidated School District must be made within ten (10) days of the receipt of the letter informing the parent or guardian of the suspension. Appeals heard by the Board of Trustees will be by record only; said record being established at the discipline review hearing. Neither the student nor his or her parents or guardian may present new evidence at the appeal, nor will the student or his or her parents or guardian be allowed to cross-examine witnesses or make statements to the Board of Education during the actual review process. If the parents or guardian of the student desire to make comments to the Board of Education regarding any matter before the Board, a request for time on the Board agenda may be made pursuant to the rules and regulations governing such matters.

***AUTHORITY OF THE PRINCIPAL AND ASSISTANT PRINCIPAL TO EXERCISE PROPER DISCRETION IN ASSIGNING SUSPENSION***

Principals are encouraged to assess each discipline situation considering prevailing procedures with an eye to his or her responsibility to provide leadership as the administrator of the school. Therefore, a principal may exercise discretion in assigning suspension penalties under the procedures applicable hereto as long as the applications of those penalties are fair and consistent and within the intent of the administrative procedures of the Holmes County Consolidated School District to provide a safe, orderly, and appropriate learning environment; to prevent "swinging door" suspensions; and to consider the merits of each case as may be demanded by considerations of prevailing federal legislation and binding consent degrees (e.g., Section 504, "Mattie T.").

**STUDENT RIGHT TO DUE PROCESS (JCAA)**

Each student enrolled in the Holmes County Consolidated School District shall be afforded his or her right to due process as stated above. This shall include a minimum:

1. Oral or written notice of the charges against the student;

2. The opportunity to give an explanation of the evidence against him or her;

3. The opportunity to present his or her side of the story;

4. The opportunity to call witness(es) on his or her behalf during hearing before the district discipline committee;

5. The opportunity to call witness(es) on his or her behalf during hearing before the district discipline committee;

6. The opportunity to cross-examine witness(es) called before the district discipline committee.

**LOSS OF PRIVILEGE TO PARTICIPATE IN OR TO ATTEND SCHOOL-SPONSORED EXTRA-CURRICULAR EVENTS DURING TERM OF SUSPENSION OR EXPULSION**

When a student has been suspended or expelled from his or her home school, whether or not that student is properly enrolled in the Alternative School, the student shall not be permitted to participate in or to attend extra-curricular activities sponsored by any school within the Holmes County Consolidated School District. Failure on the part of the student to abide by this rule shall result in the student being considered to be trespassing on school property. The school or school district shall take appropriate legal action in accordance with said act of trespassing.

### **Gang Activity (JCBB)**

The Holmes County Consolidated School District is committed to maintaining a safe school environment for its students and staff. Students are expected to adhere to the school's and district's standards of conduct that promote well-being and supports the learning process. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the "Mississippi Street Gang Act" (MS Code '97-44-1 *et seq.*).

### **UNLAWFUL OR VIOLENT ACTS (JCBE)**

Any unlawful or violent act is absolutely prohibited on school property or during school-related activities. The term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any or the devices described herein.

### **Disciplinary Actions**

A student shall be subject to automatic suspension and recommendation of expulsion by the superintendent or principal when there exist reasonable grounds to believe that a student has committed an unlawful or violent act on

school property, during school-related activities or otherwise when the commission of the unlawful or violent act has or threatens a disruptive effect on the educational process or threatens the safety of the student or others. Such suspension pending expulsion shall take effect immediately subject to the procedures of due process stated in Policy JDE Expulsion.

Any student who possesses any controlled substance, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

### **DEFINITIONS**

An "unlawful activity" means any of the following:

1. Possession or use of a deadly weapon,
2. Possession, sale, or use of any controlled substance,
3. Aggravated assault,
4. Simple assault upon any school employee,
5. Rape,
6. Sexual battery,

7. Murder,
8. Kidnapping,
9. Fondling, touching, handling, etc. of a child for lustful purposes,
10. Any violent act

A “violent act” is one which results in or is an attempt to cause death or physical harm of a person.

“School property” includes any school building, campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the district.

### **Disruption to the Educational Process**

The superintendent and principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or

any rule, regulation or policy of the local school district.

For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district.

The student and the student's parent, legal guardian, or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence. The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing. §37-9-71

### **Gun-Free Schools (JCBH)**

The term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce,

mine, or device like any or the devices described herein.

No student is permitted to bring a firearm on school property.

The Holmes County Consolidated School District may use video camera equipment in classrooms for the purpose of monitoring school disciplinary problems.

Any student who is charged with bringing a firearm on school property shall be automatically suspended for nine days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with Policies *JCAA*, *JDD*, *JDE* and all others subsequently adopted by the board.

### **Readmission (JDG)**

A student who is expelled for bringing a firearm on school property must apply for readmission to the regular school program as provided by Policies *JCAA* and *JDE*. Readmission may be granted by the board upon a documented showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program.

### **Drugs and Alcohol (JCDAC)**

Students are absolutely prohibited from carrying, possessing in any manner, using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in *JCAA* Policy.

This policy is for the discipline and protection of the students of the Holmes County Consolidated School District and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

### **TOBACCO USE PROHIBITED**

#### **DEFINITIONS**

1. Adult: any natural person at least eighteen (18) years old.
2. Minor: any natural person under the age of eighteen (18) years old.
3. Person: any natural person.

4. Tobacco product: any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, or smokeless tobacco (Vape).
5. Educational property: any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

#### **Behavior on the School Bus (JCDAD)**

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the

bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding, and leaving the bus.

The school bus driver is authorized and responsible to the school district to maintain student order and to ensure safety at all times. Therefore, he/she is authorized to instruct and otherwise control students while they are on the bus.

The principal will be responsible for disciplining students reported to him/her by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor.

All school rules apply to the school bus. School suspension is a possible sanction. School Administrators will use the code of conduct as a guide when disciplining students for misbehavior on the bus.

While riding a school bus, students must conform to all rules of conduct as established by Policies JCA, JCBD, JCBF, and JCDAD and the student code of conduct adopted by their schools. The principal shall provide to each student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

- a. Loading and Unloading
  - i. Be at your assigned loading zone on time.
  - ii. Exercise extreme caution in getting to and from your assigned bus stop.

- iii. Look in both directions before stepping from behind parked cars.
  - iv. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
  - v. Do not play on or near the road while waiting for the bus to arrive.
  - vi. Look in both directions before crossing any roadway.
  - vii. Never walk on the road when there is a sidewalk or pathway.
  - viii. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
  - ix. Wait until the bus comes to a complete stop before trying to load and unload.
  - x. Use the handrail while getting on and off the bus.
  - xi. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
  - xii. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.
- b. Riding the Bus
- i. Do not distract the driver's attention other than when necessary.
  - ii. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
- iii. Keep head, hands, and articles inside the bus.
  - iv. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
  - v. Do not use profane language or make obscene gestures.
  - vi. Do not fight or scuffle.
  - vii. Do not stand, walk or run in the aisle while the bus is moving.
  - viii. Be courteous to and follow the instructions of your bus driver and safety patrol.
  - ix. Do not strike or threaten the bus driver.
  - x. Do not make excessive noise.
  - xi. Do not throw objects inside or outside the bus.
  - xii. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
  - xiii. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
  - xiv. Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled

in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," §§97-32-25 thru 97-32-29. (For details refer to policy JCB - Code of Conduct

**Prohibited Items (JCB)**

1. The use of electronic devices including, but not limited to, radios, TVs, tape players, cellular phones, compact disc players, video games, pagers, tapes, laser lights and pointers, etc. is strictly prohibited during the school day.
2. Candy and other food items that should not be brought to school to sell or exchange without the principal's approval.
3. Weapons (real or toy), mace, pepper spray, brass knuckles, or anything that is used to cause bodily harm to another are strictly prohibited from school district property.
4. Laser lights.
5. Any other items that will be disruptive to the learning process are not allowed on school district property. These items include YO-YOs, trading and playing cards, dice and other gambling paraphernalia, cigarettes, matches, and lighters, and large sums of money not

designated for school activities; and any illegal drugs or drug paraphernalia are.

Students should only bring school supplies. The teacher or principal will contact parents if students are to bring other items.

**Cellular Telephones / Electronic Devices (JCDAF)**

No student in the Holmes County Consolidated School District (HCCSD) may have in his/her possession a cell phone or other personal communication device on any school campus and/or school bus during school hours. (Including but not limited to watches with phone like capabilities, electronic tablets or any recording device).

**VIOLATIONS OF THIS POLICY**

**A. First Violation:**

An employee shall confiscate the device and turn it in to the school office. The parent or guardian will be contacted to pick up the device at an agreed upon time.

**B. Second Violation:**

Shall result in confiscation of the device, which is to be turned in to the school office. Notification to a parent or guardian shall be given that the phone will be kept for five (5) days or a \$15.00 fine can be paid to retrieve the phone prior to the conclusion of the 5th day.

**C. Third and Subsequent Violation:**

Shall result in confiscation of the device, which is to be turned in to the school office. Notification shall be given to a parent or guardian that the phone will be kept for 10 days or a \$25.00 fine can be paid to retrieve the phone prior to the conclusion of the 10th day.

Refusal to surrender a device will result in disciplinary action consistent with the code of conduct.

Discipline for students with disabilities shall be administered in accordance with district policy, state, and federal law.

Only Parents or Guardians will be allowed to pick up electronic devices and will be required to sign an electronic device release form.

#### WAIVER OF LIABILITY

Holmes County Consolidated School District will not be responsible for any damaged, lost, or stolen wireless communication or personal technology device. Neither will school district employees be held liable for wireless communication or personal technology devices that are damaged, lost, or stolen.

#### **Handling of Abandoned or Seized Property that Has Been Confiscated from Students**

When prohibited item(s) are found in a student's possession, a teacher, principal, safety officer, or other district employee charged with enforcing district policy may confiscate such item(s). These items will be ap-

propriately labeled with the student's name, grade, homeroom teacher, and school, and turned into the principal's office. The parent or legal guardian of the student may retrieve the confiscated item(s) in accordance with procedures. Six weeks after the end of school year, all unclaimed item(s) will be deemed abandoned. The district will then determine the appropriate disposition of any abandoned item(s) and at that time will no longer be responsible for the item(s) confiscated.

#### **Bullying (JDDA)**

The Board of Trustees of the Holmes County Consolidated School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The Holmes County Consolidated School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other 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 education, including but not limited to 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, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence 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 Holmes County Consolidated School 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.

The Holmes County Consolidated School District 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.

These procedures shall be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior.

The Holmes County Consolidated School District Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors.

### **ALTERNATIVE SCHOOL PROGRAM (JCD)**

The alternative school program shall be operated as part of and in accordance with the regulations applicable to the regular school program and with all requirements of federal and state law (MS

Code of 1972 Section 37- 13-91, et al) and the guidelines of the State Department of Education

1. The alternative school program shall serve compulsory-school-age children:

a. Who have been suspended for more than ten (10) days or expelled from school, except that such placement may be denied when the expulsion was for possession of a weapon or other felonious conduct,

b. Who are referred for placement based upon a documented need by the parent, legal guardian, or custodian because of disciplinary problems,

c. Who are referred by order of a chancellor or youth court judge, but only with the consent of the principal, and

d. Whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

e. No school district is required to place a child returning from out-of-home placement in the mental health, juvenile justice, or foster care system in alternative school. Placement of a child in the alternative school

shall be done consistently, and for students identified under the Individuals with Disabilities Education Act (IDEA), shall adhere to the requirements of the Individuals with Disabilities Education Improvement Act of 2004. If a school district chooses to place a child in alternative school, the district will make an individual assessment and evaluation of that child in the following time periods:

i. Five (5) days for a child transitioning from a group home, mental health care system, and/or the custody of the Department of Human Services, Division of Youth and Family Services,

ii. Ten (10) days for a child transitioning from a dispositional placement order by a youth court pursuant to Section 43-21-605; and

iii. An individualized assessment for youth transitioning from out-of-home placement to the alternative school shall include:

a. A strength needs assessment.

b. A determination of the child's academic strengths and deficiencies.

- c. A proposed plan for transitioning the child to a regular education placement at the earliest possible date.
- 2. Before placement in the alternative school program, the principal or program administrator of the alternative school program shall obtain verification of the child's suitability for the program from the appropriate guidance counselor. Before a student can be removed to an alternative school education program, the superintendent shall determine that the written and distributed disciplinary policy of this district is being followed and that the policy includes standards for:
  - a. The removal of a student to an alternative education program that will include a process of educational review to develop the student's individual instruction plan and the evaluation at regular intervals of the student's educational progress; the process shall include classroom teachers and/or other appropriate professional personnel, as defined by district policy, to ensure a continuing program for the removed student
  - b. The duration of the alternative placement; and
  - c. The notification of parents or guardians, and their appropriate inclusion in the removal and evaluation process, as defined in the district policy.
- 3. The superintendent shall provide for the continuing education of a student who has been removed to an alternative school program. Students placed in the alternative school program are subject to the policies and rules of conduct and discipline as well as any other rules of conduct and discipline deemed appropriate by the superintendent and/or principal.
- 4. The Holmes County Consolidated School District shall ensure the following components are included in the alternative school program:
  - a. Clear guidelines and procedures for placement of students into alternative education programs which at a minimum shall prescribe due process procedures for disciplinary and general educational development (GED) placement,
  - b. Clear and consistent goals for students and parents,
  - c. Curricula addressing cultural and learning style differences,
  - d. Direct supervision of all activities on a closed campus,
  - e. Attendance requirements that allow for education and workforce development opportunities
  - f. Selection of program from options provided by the local school district, Division of Youth Services or the youth court, including transfer to a community-based alternative school,
  - g. Continual monitoring and evaluation and formalized passage from one step or program to another,

- h. A motivated and culturally diverse staff,
  - i. Counseling for parents and students,
  - j. Administrative and community support for the program, and
  - k. Clear procedures for annual alternative school program review and evaluation.
5. Any student who becomes involved in any criminal or violent behavior shall be removed from the alternative school program and, if probable cause exists, a case shall be referred to the youth court. The removal of a student from the alternative school program on these grounds shall be reported in accordance with the applicable school board policies.
  6. The Holmes County Consolidated School District shall submit a report by July 31 of each calendar year to the State Department of Education describing the results of its annual alternative school program review and evaluation undertaken pursuant to MS Code of 1972 Section 37-13-92. The report shall include a detailed account of any actions taken by the school district during the previous year to comply with substantive guidelines promulgated by the State Board of Education under MS Code of 1972 Section 37-13-92.

#### SPECIAL EDUCATION STUDENTS

Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations

This school district, in its discretion, may provide a program of general educational development (GED) preparatory instruction in the alternative program.

Transportation for students attending the alternative school program shall be the responsibility of the district.

#### Expulsion (JDE)

As provided by statute, this superintendent has the power, authority and duty to delegate student disciplinary matters to appropriate school personnel. ' 37-9-14 (r)

#### BOARD AUTHORITY

As provided by statute, the Holmes County Consolidated School District Board has the power, authority and duty:

The superintendent and principal of a school shall have the power to suspend or expel a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district.

For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district. The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence.

The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing. ' 37-9-71

The Holmes County Consolidated School District Board shall review and make a final decision on all recommendations of expulsion made by the superintendent or a principal.

### **Due Process (JCAA)**

All expulsions shall be handled in accordance with the procedures indicated in this handbook.

### **SPECIAL EDUCATION STUDENTS**

As provided under 37-23- 135, Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.

### **REPORTS**

When a student is expelled, the parent, legal guardians or custodians must be notified immediately on a form provided by the superintendent for such purpose. When a student is expelled for the commission of a crime or other unlawful activity or violent act, the reporting requirements of Policy are applicable.

The superintendent or her/his designee shall report all expulsions to the school attendance officer when they occur.

### **READMISSION**

Any student who has been expelled, for whatever reason, must apply to the board for readmission to the regular school program in accordance with Policy.

### **Student Records (JR)**

It is the policy of the Holmes County Consolidated School District Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records.

The district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.

#### **TRANSFER OF ENROLLMENT (JR)**

A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exemption exists for material under court order.

Parents must be notified of such an order prior to release.

#### **Compliance with Family Educational Rights and Privacy Act (FERPA) (JRAB)**

In accordance with the policy of the Holmes County Consolidated School District Board of Education, the regulations prescribed in policy JRAB shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

#### **ANNUAL NOTIFICATION**

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided by parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records,
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or

(3) under certain limited circumstances, as permitted by the FERPA,

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision),
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they

are maintained, school principals will make every effort to accommodate the wishes.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

#### FEEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents perpage. (Actual copying cost, less hardship factor.)

#### ***DIRECTORY INFORMATION***

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information."

1. The student's name, address, and telephone number,
2. The names of the student's parents,
3. The student's date and place of birth,
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.),
5. The student's extracurricular participation,
6. The student's achievement awards or honors,
7. The student's weight and height if a member of an athletic team,
8. The student's photograph,
9. The student's electronic mail address,
10. The student's date of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first month of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all the items they refuse to permit the district to designate as directory information about the student.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district,
3. The parties who provide or may provide financial aid to a student to,

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by

the written direction of the student's parent or the eligible student.

- A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid,
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction,
  5. To accrediting organizations to carry out their accrediting functions,
  6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or
  7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
  8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

#### *Attorney General of the United States*

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act (FERPA) and other applicable acts and regulations.

#### *Internet Use by Student (IJ-R)*

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best

serve the educational needs of students. The Holmes County Consolidated School District Board endorses student use of the Internet and other District technology for learning and educational research. Use of Holmes County Consolidated School District technology includes participation in distance learning activities, asking questions of and consulting with teachers, communicating with other students and individuals, and locating material to meet the educational needs of the student.

Students will be educated about appropriate and safe online behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the Holmes County Consolidated School District's computers, networks, and Internet services and other District technology for school-related purposes only. Any student who uses District technology for personal or non-academic purposes will be subject to disciplinary action in accordance with this policy, the student code of conduct, and state law.

Students using the Internet shall comply with all applicable board policies and administrative procedures. The Holmes County Consolidated School District Board, through its administrative staff, reserves the right to monitor, without prior notice, all computer and Internet activity by students. This includes filtering software along with other electronic monitoring systems. While teachers and other staff will make reasonable efforts to supervise and monitor student use of District technology, they must have student and parent cooperation in exercising

and promoting responsible use. Staff and students should have no expectation of privacy in their use of District computers or other technology.

Additionally, use of the Internet is a privilege, not a right. Students are expected to follow Holmes County Consolidated School District Board policies and procedures at all times when using District computers, networks, the Internet, or other District technology. Students found to be in violation of board policy and/or administrative procedures shall be subject to revocation of privileges and potential disciplinary and/or legal action. The Superintendent or his/her designee reserves the right to eliminate use of the district's computer systems or other District technology by any student at any time.

Inappropriate communications or other unacceptable uses or abuses of all District technology, including all hardware/software, all electronic files/communications stored on or transmitted on District computers are prohibited. Specifically prohibited is any illegal use, or use that is a violation of Board policies, procedures, or school rules including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials, or use that harms the reputation of the Holmes County Consolidated School District or its employees or disrupts the educational environment. Prohibited also is student use of District technology for Internet social networking if such use is not directed by a teacher or

school administrator in support of planned and approved learning activities.

The Holmes County Consolidated School District Board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The Holmes County Consolidated School District Board and the Holmes County Consolidated School District specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

### ***INTERNET ACCESS AGREEMENT***

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as she/he deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by

students. As such, the Holmes County Consolidated School District Board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

### **Internet Administrative Procedures (IJA-P)**

Access to the school/district's Internet is provided for educational purposes and research consistent with the school/district's educational mission and goals.

Parents shall be required to read and sign the Internet Network Access Agreement allowing their students to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures for Internet Use by Students and understand the consequences for violating said administrative procedures.

### **Privileges**

Use of the school/district's Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege. The superintendent, or designee(s) shall make all decisions regarding whether a student has violated these procedures, and may deny, revoke, or suspend access at any time.

### **Unacceptable Use**

The student is responsible for all his/her actions and activities involving the Internet. Refer to Policy IJA-R for examples of unacceptable uses.

### Staff Supervision

Staff members should become familiar with these procedures and should enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. When in the course of their duties staff members become aware of student violation of the board policy on Internet Use by Students and/or these procedures, they should correct the student and address the matter in accordance with these procedures and general disciplinary policies and procedures.

### Compensation

The student and/or the student's parent(s) / legal guardian(s) shall be responsible for compensating the school/district for any losses, cost, or damages incurred by the school/district relating to or arising out of any student violation of these procedures.

### Security

Network security is high priority. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet, the student must immediately notify the principal or designee or other identified staff. The student must not demonstrate the problem to other students.

User accounts and passwords are to be kept confidential. Any student identified as a security risk may be denied access to the network.

### Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. For the purpose of these procedures, vandalism is defined as any malicious attempt to harm or destroy school/district equipment or materials, data or another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses.

### Telephone Charges

The school, district nor the school board assumes any responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges, and/or equipment or line costs.

# Appendix

1. Office Discipline Referral Form
2. Notice of Student Suspension
3. Notice of Bus Suspension
4. Acknowledgement of Review of the Student Handbook and Internet Access and Usage Agreement
5. Bullying Notification Form



**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT  
OFFICE DISCIPLINE REFERRAL FORM  
2024-2025**

School/Location:	
<input type="checkbox"/> DES	<input type="checkbox"/> GPE
<input type="checkbox"/> SVME	<input type="checkbox"/> WDJE
<input type="checkbox"/> SVM M	<input type="checkbox"/> W SM
<input type="checkbox"/> HCCH	<input type="checkbox"/> CTE
	<input type="checkbox"/> GWRA

**Student:** \_\_\_\_\_ **Referring Staff:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Level 1 Infractions	Level 2 Infractions	Level 3 Infractions	Level 4 Infractions
<input type="checkbox"/> No Hall Pass <input type="checkbox"/> Throwing Objects <input type="checkbox"/> Computer Abuse <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Disrespect for Authority <input type="checkbox"/> Inappropriate Communication <input type="checkbox"/> Inappropriate Physical Contact <input type="checkbox"/> Other: _____	Campus Disturbance <input type="checkbox"/> Traffic Violation <input type="checkbox"/> Initiating or Instigating a Fight <input type="checkbox"/> Being in an Unauthorized Area <input type="checkbox"/> Computer Abuse – Account Access <input type="checkbox"/> Cutting Class <input type="checkbox"/> Vandalism <input type="checkbox"/> Excessive Tardiness <input type="checkbox"/> Leaving Class without Permission <input type="checkbox"/> Missing Detention <input type="checkbox"/> Skipping School <input type="checkbox"/> Forgery <input type="checkbox"/> Aggressive Physical Contact <input type="checkbox"/> Class Disturbance <input type="checkbox"/> Indecent Behavior <input type="checkbox"/> Insubordination/Defiance <input type="checkbox"/> Harassing or Intimidating Communication <input type="checkbox"/> Unacceptable Display of Affection Other: _____	Use, Distribution, or Sell of Tobacco Possession of Nonprescription or Non-Controlled Substance Computer Abuse (Illegal Accessing Activity) Stealing Fighting Illegal Activity Object Used as a Weapon Participation in Gang/Cult Possession of Electronic Device Bullying/Cyber Bullying Inflicting Bodily Injury Sexual Harassment Threatening or Intimidating Behavior Unfounded Charge Against Authority Profanity toward staff Retaliatory Behavior Violation of Student Privacy Other: _____	Possession, Use, or Distribution of Alcohol Possession, Use, or Distribution of Drugs Group or Gang Fighting Participation in Gang Related Activity Possession of Explosive or Incendiary Device Possession of a Knife Possession of a Weapon Inflicting Serious Bodily Injury Battery of a Staff or Faculty Member Assault of a Staff or Faculty Member Public Indecency, Lewdness or Exposure Sexual Act on Campus Continuous Sexual Harassment Other: _____

**Possible Motivation**

Obtain peer attention  Avoid tasks/activities  Obtain adult attention  Obtain items/activities  Avoid peers  
 Avoid adults  Unknown  Other \_\_\_\_\_

Brief Narrative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Administrative Decision/Disposition**

Student Conference  In-school Suspension  Re-teach Behavioral Expectations  Counseling  Reflective Activity  
 Letter of Warning  Out of School Suspension  Parent Conference  Loss of Privilege  Seat Change  
 Behavior Contract  Referral to MTSS  Activity Detention  Temporary Removal  IEP Meeting  
 After-school Detention  Referral to Support Agency  Placement in Positive Behavior Care Class  Sat. Detention



**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT**

313 Olive Street, PO Box 630  
Lexington, MS, 39095  
(662) 834 2175

**Notice to Parent, Guardian or Custodian of Student Suspension**

Date of Notice: \_\_\_\_\_

To the Parent/Guardian of: \_\_\_\_\_ MSIS # \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Special Education Code: \_\_\_\_\_ Gender: \_\_\_\_\_

This notice is to inform you that the above-named student has been suspended from school for \_\_\_\_\_ days beginning \_\_\_\_\_ through \_\_\_\_\_. The student may return to school on \_\_\_\_\_.

The student was suspended for \_\_\_\_\_, which is in violation of the Student Code of Conduct. The student was notified of the violation as recorded on the HCCSD Office Discipline Referral prior to his/her initial informal hearing. The event(s) that led to the student's discipline include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on the above violation a recommendation for expulsion will  will not be made by the school principal to the Superintendent.

In accordance with our due process procedure, the student was advised of the charges against him/her and afforded a full opportunity to respond. At the conclusion of the initial informal hearing the Administrator found that the suspension was warranted.

If you would like to schedule a conference with the Principal or other school administrator to discuss the student's conduct and the events that led to the student's discipline, please contact your student's principal as soon as possible at the number listed below. Please be advised that this conference is not required by law and is not a requirement of our due process procedures. However, we believe that communication with parents/guardians is important to the student's academic success and the resolution of behavior and disciplinary issues and encourage parents to take advantage of this opportunity.

Durant Elementary, 662-653-3176

Goodman-Pickens Elementary, 662-468-3351

William Dean, Jr. Elementary, 662-834-300

Williams-Sullivan Middle, 662-653-6218

Holmes County Central High School, (662) 834-2172

S.V. Marshall Elementary, 662-235-5226

The student is expected to be under the supervision of a parent/guardian throughout the suspension. While on suspension, students are not permitted to be on HCCSD property or to attend any school related events or extra-curricular activities without the written permission of a school official. If the student is on school property or at a school-related event while suspended, he/she may be charged with trespassing.

\_\_\_\_\_  
(Administrator Name)

\_\_\_\_\_  
(Administrator Signature)

\_\_\_\_\_  
(Date)



**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT**

313 Olive Street, PO Box 630,  
Lexington, MS, 39095  
(662) 834 2175

**Notice to Parent, Guardian or Custodian of Bus Suspension**

Date of Notice: \_\_\_\_\_

To the Parent/Guardian of: \_\_\_\_\_ MSIS # \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Special Education Code: \_\_\_\_\_ Gender: \_\_\_\_\_

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus. Students who do not conduct themselves properly will not be allowed to ride the bus.

This notice is to inform you that the above-named student has been suspended from the bus for \_\_\_\_\_ days beginning \_\_\_\_\_ through \_\_\_\_\_. The student may resume riding the bus on \_\_\_\_\_.

The student's bus privilege was suspended for \_\_\_\_\_, which is in violation of the Student Code of Conduct. The student was previously warned regarding the consequence of exhibiting inappropriate behavior on the bus. The event(s) that led to the suspension of bus privileges include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like to schedule a conference with the Principal or other school administrator to discuss the student's conduct and the events that led to the student's discipline, please contact your student's principal as soon as possible at the number listed below. Please be advised that this conference is not required by law and is not a requirement of our due process procedures. However, we believe that communication with parents/guardians is important to the student's academic success and the resolution of behavior and disciplinary issues and encourage parents to take advantage of this opportunity.

Durant Elementary, 662-653-3176  
Goodman-Pickens Elementary, 662-468-3351  
William Dean, Jr. Elementary, 662-834-300

Williams-Sullivan Middle, 662-653-6218  
Holmes County Central High School, (662) 834-2172  
S.V. Marshall Elementary, 662-235-5226

For more information regarding bus conduct, please refer to School Board Policy JCDAD.

\_\_\_\_\_  
(Administrator Name)

\_\_\_\_\_  
(Administrator Signature)

\_\_\_\_\_  
(Date)



# Holmes County Consolidated School District

## Acknowledgement of Review of the Student Handbook and Internet Usage Agreement

Student's Name:
School:
Teacher:

Please review the Student Handbook: Rights and Responsibilities and Internet Usage Agreement with your child. His/her teacher has discussed it in class. The policies and regulations are an important part of daily student life, supporting a safe and secure learning environment. It is so central to success that there will be periodic reviews of important sections of the handbook during the year, in particular sections related to:

- **Attendance and Absences**
- **Student Expectations**
- **Graduation Requirements and Promotion**
- **Internet Usage**

It is essential that the school and homework together to assure that all students meet the high expectations for behavior established in the student handbook. This enables students to succeed in school and the community. Your support is vital in this process.

**After you have reviewed the Student Handbook and Internet Usage Agreement with your child, please sign and return the signed form to the school.**

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As the parent/guardian of the above student, I have read and discussed the *Student Handbook: Rights & Responsibilities* with my child.

I understand that the Student Handbook and the policies and regulations it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board-sponsored activities, including but not limited to, school field trips, international trips, and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

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I further acknowledge that my child and I have read the *Internet Usage Agreement*, and we agree that my child will be held accountable for adhering to the internet usage policies and procedures outlined in this handbook.

Parent's/Guardian's Signature	Date
Student's Signature	Date

The handbook was sent home to be shared with the parent(s)/guardian(s) on \_\_\_\_\_.

**Please detach and return this form to your child's teacher.**

# Holmes County Consolidated School District

## Bullying Complaint Report Form Part I

This report **MUST** be completed to file a complaint relating to an incident of alleged bullying (*for the purpose of this form, bullying encompasses bullying, harassment, and discrimination*) and turned in to the school Principal/ designee of the victim's home school or the appropriate area/district office.

COMPLAINANT NAME (last, first, middle)	GENDER	GRADE
VICTIM NAME(S) (last, first, middle)	GENDER	GRADE
ACCUSED NAME (S) (last, first, middle)	GENDER	GRADE
SCHOOL SITE /DEPARTMENT (or site where incident occurred)	HOME SCHOOL/DEPT. OF VICTIM	
PRINCIPAL/ADMINISTRATOR	INCIDENT DATE / /	

**Part II**

Describe the location where the incident took place:

Describe the incident:

List all witness names and grades:

List evidence of bullying (i.e. letters, photos, etc. – attach evidence if possible):

**I agree that all of the information on this form is accurate and true to the best of my knowledge.**

\_\_\_\_\_

Signature of complainant

\_\_\_\_\_

Date

\_\_\_\_\_

Name of person receiving Bullying Complaint Form

\_\_\_\_\_

Date

