

HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT



STUDENT HANDBOOK

2018-2019

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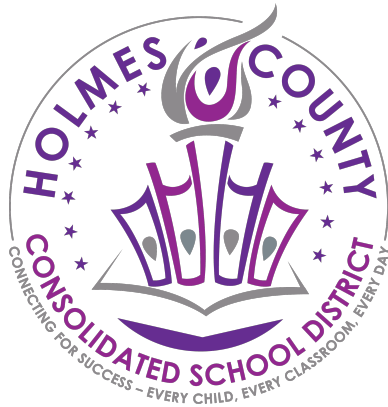
JAMES L. HENDERSON, ED.D
SUPERINTENDENT OF SCHOOLS

**Holmes County Consolidated School District
Board of Education**

Rev. Anthony Anderson, President	District A
Louise Winters, Vice-President	District B
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James L. Henderson, Ed.D., Superintendent of Schools

District A
District B
District C
District D
District E

Connecting for Success: Every Child, Every Classroom, Every Day

Dear Parents and Guardians:

The Holmes County Consolidated School District Board of Trustees is committed to its mission of providing a quality education for all students by creating a learning community with high expectations for academic achievement.

All students attending district schools have the right to a quality education in an environment that is conducive to learning. Every student is expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the district's discipline code. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct.

Accountability for individual acts of misconduct are designed to administer appropriate consequences for negative behavior, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

All discipline policies, rules, and regulations of the district are in accordance with the Safe Schools Act.

The goal of the Board of Trustees is to establish and maintain a safe and orderly environment that improves the opportunities for learning and the development of self-discipline and citizenship in our schools.

Please review the *Student Handbook* with your child/ren. If the learning community of parents, teachers, students and all district employees work together on conduct and behavior, we can achieve a positive learning environment and teach important lessons about character and citizenship.

Should you have any questions about the *Student Handbook*, please contact our principals, teachers and Educational Service Center administrators. On behalf of the Board of Trustees, thanks for your support and assistance as we work together on providing direction so that all students in Holmes County achieve at high levels and develop the skills of good citizenship in the 21st century.

Sincerely,

James L. Henderson, Ed.D.
Superintendent of Schools



Holmes County Consolidated School District's Internet Appropriate Use Policy

The Holmes County Consolidated School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicating and collaborating with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and the President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors' access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal authorization of the network resources. If a Holmes County Consolidated School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Holmes County Consolidated School District Internet Terms and Conditions of Use Personal Safety

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information such as, but not limited to, credit card, information, social security numbers, telephone numbers, addresses, etc.

2. Users will immediately report to Holmes County Consolidated School District authorities any attempt by other Internet users to engage in inappropriate conversations of personal contact.

3. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.

4. Holmes County Consolidated School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

Consequences for Failure to Follow Terms and Conditions of Internet Use Policy

There will be consequences for any user who fails to follow Holmes County Consolidated School District and school guidelines and policies.

The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Holmes County Consolidated School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

When the user is using the Holmes County Consolidated School District system, it may seem as though these policies could be easily broken or that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

RESPONSIBILITIES OF STUDENTS

To attend school regularly, on time, prepared to learn to the best of their ability;

To dress in such a manner so as not to interrupt or interfere with the educational process;

To respect the rights and feeling of others;

To respect the property of others, including school property which parents have paid for through taxes;

To follow the reasonable requests, instructions, and directions of school personnel and to contribute to the peace and tranquility of the school;

To communicate ideas for improvement of the school through representative student government and appropriate staff.

SCHOOL ADMISSION GENERAL ELIGIBILITY

1. This school district will admit into its free public schools all eligible residents and legally transferred minor children who are five and not more than 20 years of age on September 1 of the school year.
2. Each minor child will attend school in the school district of his or her residence unless legally transferred to another school district by the school board.
3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district will be a school district resident. All students will register at the school they are assigned to attend.
4. Any new student enrolling in this school district or any continuing student whose residence has changed must be enrolled by a parent, guardian, adult custodian or adult agent of a social service agency of the district. The accompanying adult must provide proof of residency as part of the registration process.

5. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate.
6. 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, will be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment. 37-15-9

ASSIGNMENT OF PUPILS

1. No student will be allowed to transfer from one school in the district to another school without approval of the School Board.
2. No minor child may enroll in or attend any school, except in the school district of his residence, unless he or she lawfully transferred from the school district of his residence to a school in another school district, in accordance with the statutes of this state. 37-15-13

RESIDENCE VERIFICATION PROCEDURES

1. Residence for school attendance purpose means the legal residence of the student's custodial parent or legal guardian unless the student is classified as homeless.
2. Except for those students who have been legally transferred, each new student or continuing student that has changed his or her residence must establish his/her residency in the following manner:
 - a. Filed Homestead Exemption Application Form
 - b. Some mortgage documents or property deed
 - c. An apartment or home lease
 - d. Utility bills
 - e. Drivers' 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 or pending a final decree when granted.

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

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) through (j) above as verification of their address. Documents with a post office box as an address will not be accepted.

Homeless Children

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this 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:

1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (2), (a) through (j) above, required of a parent or legal guardian.
2. 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:
 - (a) Death or serious illness of the child's parent(s) or guardian(s);
 - (b) Abandonment of the child;
 - (c) Child abuse or neglect;
 - (d) Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
 - (e) Students enrolled in recognized exchange programs residing with host families.

TRANSFERRING STUDENTS

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.
2. Students suspended or expelled from another school or school district may not be allowed to enroll. '37-15-9 (3)
3. No pupil shall be permanently enrolled in a school in this school district who was formerly 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)
4. 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 on the basis of an official transcript of credits from the last school attended. ' 37-15-33
5. All students seeking to transfer from any school, public or private, 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 the pupil's transfer.
6. 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)
7. Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test. {MS Code 37-15-33}
8. Those children whose parent(s) or legal guardian are active members of the United States Armed Forces or civilian military personnel and reside on a military base, may, at the discretion of their parent(s) or legal guardian(s), enroll and attend the school district of their parent's or legal guardian's choosing, regardless of the residence of the child, provided the school district where the student resides or in an adjacent school district and the parent's or guardian's choice of school district does not violate the prohibition of the transportation of students in excess of thirty (30) miles. 37-15-31

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 had the pupil remained in the school from which the transfer is being made. Pending the administration and grading of the placement test, the superintendent or school principal may assign the pupil temporarily to a grade and class that is comparable to the grade 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

ATTENDANCE LAWS AND POLICIES

The school board of the Holmes County Consolidated School District recognizes school attendance as an important responsibility of the students and school staff. Good attendance with a minimum of tardiness and absenteeism is essential if students are to gain maximum benefit from the instructional program and attain high academic achievement. It is the duty of the parent, guardian or custodian to encourage and support each student in school attendance. Beginning July 1, 2013, attendance and absenteeism for calculations under the Mississippi Adequate Education Program formula shall be defined in accordance with House Bill 1530. A student will be considered absent if he or she is not present at school a minimum of 63 percent of the instructional day.

COMPULSORY SCHOOL ATTENDANCE GUIDELINES:

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. Any parent, guardian, or custodian of such child shall be subject to a \$1,000.00 fine, up to one year in jail, or both.

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)

ABSENCES

UNLAWFUL/UNEXCUSED ABSENCE

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the 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, stepbrothers 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 his 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 his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
- 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 suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. '37-13-91 (4)

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction,

shall be punished in accordance with the provisions of MS Code of 1972, Annotated 97-5-39.

ABSENCE FROM SCHOOL

Grades K-7

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students in grades K-7 non-Carnegie unit courses.

- Must be present one hundred sixty (160) days for a full year course. (Maximum twenty (20) absences).
- Upon the fifth (5th), tenth (10th), fifteenth (15th), and twentieth (20th) absence (excused or unexcused) the principal or his/her designee will notify the parents of the school's concern and the student will be referred to the school's Teacher Support Team for interventions.
- Upon the fifth (5th) and twelfth (12th) unexcused absence the principal or designee will notify the Holmes County Attendance Officer and parents.

If it is determined that retention is necessary based upon attendance, the parent/guardian will have five (5) days to appeal the decision.

Grades 8-12

A student should adhere to the following attendance policy to earn credit and /or promotion to the next grade.

- Must be present eighty-four (84) days for a semester course. (Maximum six (6) absences)
- Must be present one hundred sixty-eight (168) days for a full year course. (Maximum twelve (12) absences)
- Upon the fifth (5th) ninth (9th), and twelfth (12th) absence (excused or unexcused) the principal or his/her designee will notify the parents of the school's concern and the student will be referred to the school's Teacher Support Team for interventions.
- Upon the fifth (5th) and twelfth (12th) unexcused absence the principal or designee will notify the Holmes County School District Attendance Officer and parents.

REQUIREMENTS FOR CARNEGIE UNIT CREDIT

Students who exceed this standard may not receive a grade or Carnegie unit credit in the course. A notation of inadequate attendance (IA) will be recorded on the report card and on the transcript if the student is passing the course. Students may be required to make up class time on an hour for hour basis in order to remove IA status.

If the student is failing the course, the actual failing grade will be posted on the report card and the transcript.

If it is determined that credit should be withheld based on attendance, the parent will have five (5) days to appeal the decision. Appeal procedures will be reviewed annually and published in the Student Handbook.

Opportunities for make-up days Saturdays, extended school days and/or an extended school term will be utilized to aid students in meeting the one hundred sixty-eight (168) day attendance requirement.

ATTENDANCE APPEAL PROCEDURES

If a student needs to make an appeal due to excessive absences, the student's parent or guardian must submit an Absence Appeal Request Form to the District Review Team chairperson. A copy of the form is available on the district website and available upon request in the principal's office at each local school. The completed form, along with the necessary documents, must be submitted within five (5) working days from receipt of notification that the student is at risk of failure because of excessive absences. While the appeal process is underway, the student should continue to attend class and complete all assigned class work, homework and assessments. The District Review Team will review each request and notify parent(s) of the final decision within five (5) working days.

The School Attendance Officers for the Holmes County Consolidated School District may be reached at 662-834-2175.

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 percent of his or her individual instructional day to be counted as present. Teachers shall take and record attendance at the beginning of each period. Students who arrive at school late must report to the principal's office or designated area to be marked present for the day.

Excused Absence

Each of the following will constitute a valid excuse for temporary non-attendance of a compulsory school age student enrolled in school, provided satisfactory evidence of the excuse is provided to the principal of the school.

1. Authorized school activities
2. Illness or injury of the student
3. Isolation of the student by health officials
4. Death or serious illness of a member of the immediate family of the student
5. Medical or dental appointments
6. Proceedings of a court when the student is a party to the action or is under subpoena.
7. Observance of religious events
8. Educational opportunities such as travel including vacations or other family travel with the prior approval of the principal
9. Other emergency or unusual conditions to the approval of the principal.

Written Excuse

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

Unexcused Absence

An unlawful or unexcused absence is an absence during a school day that is not due to a valid excuse. Days dismissed from school due to disciplinary suspension will be counted as unexcused absences.

Tardiness

The Holmes County Consolidated School District encourages promptness. Students are expected to be at school and in class on time. Tardies to school and/or class may be excused or unexcused at the discretion of the principal. Any student who receives an unexcused tardy for being late for school or class may be disciplined in a manner deemed appropriate by the principal or designee.

Tardiness to School

A student is tardy to school if he/she arrives at school after the tardy bell has rung. A tardy slip must be secured from the principal's 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. Excessive tardies to class shall be reported to the principal.

Excused Tardiness

Excused tardies shall include:

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

Unexcused Tardiness

An unexcused tardy is a tardy that is not due to a valid excuse. Three (3) unexcused tardies to school or any one class per grading period shall result in appropriate disciplinary action. Excessive tardies shall be reported to the local school attendance officers at the discretion of the principal.

Early Dismissal from School

1. Students will only be allowed to leave school early for valid reasons with written parental consent and principal or designee approval.
2. Students that miss work due to approved early dismissals shall make up work on the day he/she returns to school or the earliest convenient day scheduled by the teacher.
3. Due to safety precautions, student dismissals shall be strongly discouraged during the last 30 minutes of the school day.

4. Student dismissals during district nine week's exams or state exams shall be strongly discouraged so that distractions and potential test security violations can be avoided.
5. Early dismissals from school may be counted against the student's attendance recorded as recorded in the grade book or register and may be reported to the attendance officers at the principal's discretion.
6. If any police or county official requests dismissal of a student during school hours, parents should be notified as soon as possible.
7. Twelfth grade students may be dismissed early provided they have employment and a written statement from their parent/guardian and employee. The work release privilege may be denied by the principal, if the student has not passed all subject area tests required for graduation.

TRUANCY

A student is considered truant if:

1. The student is compulsory school age and has not enrolled within ten (10) days of the school year.
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.
3. The student is absent from school without permission of a parent guardian, custodian, and school officials.

Note: A written excuse from a parent will not be accepted if a student has been truant.

Make-up Work

1. A teacher may grant permission for a student to make-up work during a library period.
2. A student may earn up to 75% credit on make-up work for no more than three (3) unexcused absences, tardies or early dismissals.
3. A student who is suspended from school may earn up to 75% credit on make-up work.
4. No credit will be given for work not completed in the allotted time.
5. Any pre-announced work or tests missed to absence will be made up on the day the student returns to school.
6. Any student failing to abide by the rules of make-up or check out from school will be ineligible for make-up work credit.

RELEASE OF STUDENTS

1. No student shall be suspended from school or school-sponsored activity prior to scheduled release time without first notifying parent/guardian.
2. 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.
3. No student shall be allowed to withdraw from school or school-sponsored activity prior to scheduled release time unless written request from parent/guardian has been received by the school in advance.
4. Students shall not be allowed to leave and return to school or to a school-sponsored activity to run personal errands, purchase supplies, parts or food.
5. 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.
6. 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.

GENERAL RULES OF STUDENT CONDUCT REGULATIONS AND PROCEDURES

1. The Holmes County Consolidation 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.
2. 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.
3. 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:
 - Age, health, maturity, and academic placement of the student;
 - Prior conduct of the student;
 - Attitude of the student;
 - Cooperation of parents or guardian;
 - Willingness of the student to accept responsibility for his or her acts; and
 - The severity of the applicable offense or disciplinary infraction.

Electronic Devices

Electronic devices are not allowed during the school day.

The Holmes County Consolidated School District does not accept responsibility for lost, stolen, or misplaced electronic devices, and the Holmes County Consolidated School District will not be held responsible for any fees associated with the use of personal devices. Unauthorized use of a cell phone or other electronic device during the school day shall subject a student to disciplinary action, which may include the following:

- Confiscation of the device;
- In-school detention; or
- Out-of-school suspension.

Items Not Allowed At School

Students are prohibited from bringing the following items to school:

1. Candy and/or other food items brought to school to sell or exchange without the principal's approval.
2. Weapons (real or toy), mace, pepper spray, brass knuckles, or anything that is used to cause bodily harm to another.
3. Laser lights and pointers.
4. Any other item that will be disruptive to the learning process. These items include Yo-Yos, trading and playing cards, dice and other gambling paraphernalia, cigarettes, matches, and lighters, large sums of money not designated for school activities, any illegal drugs, or drug paraphernalia.

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

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

When an item listed above is found in the 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 appropriately labeled with the student's name, grade, homeroom teacher, and school, then 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 the school year, all unclaimed items will be deemed abandoned. The district will then determine the appropriate disposition of any abandoned item(s).

The district shall not guarantee the safekeeping or segregation of any confiscated item(s) and shall bear no responsibility for the damage or destruction of confiscated item(s) including those items that have been stolen, lost, or misplaced.

Consequences

The following consequences will apply to electronic devices:

1st Offense: The student's parent/guardian may pick up the device after he/she signs a district form outlining the policy and procedures for electronic devices.

2nd Offense: The student's parent/guardian must participate in a mandatory meeting with the principal. The principal will return the item to the parent/guardian.

3rd Offense: The item will not be returned to the student's parent/guardian until the last day of school.

BULLYING

Bullying is characterized by the following three criteria:

1. It involves aggressive behavior or intentional "harm-doing;"
2. It is carried out repeatedly and overtime; and
3. It occurs within an interpersonal relationship characterized by an imbalance of power.

Bullying involves physical and emotional behaviors that are intentionally controlling, or hurtful thus creating a climate of harassment and fear. "Targets" of bullies sense isolation and loss of self-confidence, while those who bully face rejection, possible school failure, and potential behavior patterns that can continue well into adulthood.

Bullying behavior often occurs without apparent provocation, and thus may be considered a form of abuse (i.e., peer abuse). Such peer abuse may be manifested both openly and directly or subtly and indirectly. Bullying will be treated as a violation of the code of conduct, and disciplinary action will be imposed at the discretion of the principal. Any student who feels he/she has been a victim of bullying shall report such conduct to a teacher, counselor, or principal.

DUE PROCESS

1. When a student is confronted with disciplinary action, the board and its administrators will afford him/her the safeguards of due process as required by applicable law. In any case, the student must be made aware of his/her rights.

2. The superintendent and the principal of the school will have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board. However, such action of the superintendent or principal will be subject to review by the school board. The parent or guardian of that child will be advised of this right to a hearing by the superintendent or principal, and the proper form will be provided for requesting such a hearing as provided by Section 37-9-71.

LEGAL REF: Mississippi Code, Section 37-9-71; Goss v. Lopez, 419 U.S. 565 (1975); U.S. Constitution Amendment XIV; Wood v. Strickland, U.S. 95 S. Ct. 992 (1975).

3. A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents,

legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

INITIAL INFORMAL HEARING

Applies to:

Suspensions of 9 days or less

Suspensions of 10 days or more

Recommendations of Expulsions

Denials of admission

A. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period.

After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:

1. Advise the student of the charges against him or reasons for non-admission;
2. Afford the student a full opportunity to respond; and
3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.

B. After the informal hearing, the principal may take the following actions:

SUSPENSION OF 9 DAYS OR LESS

The principal may issue to the student and legal guardian a notice of suspension not longer than 9 consecutive school days. The suspension is effective immediately and no further due process is required.

IMMEDIATE REMOVAL

The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions. When an immediate dismissal is appropriate, the student shall be instructed to return to school the following day with his/her legal guardian. Should the student not return as instructed, the principal may mail a "Notice of Suspension" for 9 days or less, as appropriate.

IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION

The principal or superintendent shall immediately suspend a student for 9 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.

IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION

The principal or the superintendent may immediately suspend a student for 9 days or less and request a Discipline Review Hearing for a suspension of 10 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

DENIAL OF ADMISSION

The principal or superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process.

APPEAL

The appeal process applies to suspensions of 10 days or more, expulsions and/or denials of admission, if after the initial hearing the principal or superintendent determines that a recommendation of suspension for 10 days or more, expulsion or other denial of admission is the appropriate disciplinary action.

NOTICE OF CHARGE AND REFERRAL TO THE DISTRICT REVIEW COMMITTEE

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Non admission and Statement of Rights" in a form provided by the superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the Discipline Review Committee shall automatically be scheduled no later than the sixth (6th) school day following the date of notice.
4. Pending the outcome of the hearing before the Discipline Review Committee:
 - A. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the Discipline Review Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
 - B. The hearing will be before the Discipline Review Committee:
 1. Discipline Review Committee shall be composed of five (5) members who hold specified job classifications.
 2. The Discipline Review Committee's Chairperson will investigate the matter, convene and conduct the committee in its business, but shall not vote.
 - C. The Discipline Review Committee shall hear and consider all cases presented and is authorized to:
 1. Concur or not concur in the suspension, expulsion or non-admission recommendation to the Superintendent.
 2. Recommend there be no further disciplinary action and the student returned to his or her home school.
 3. Recommend to the superintendent that a student be enrolled in the Alternative School.
 4. Recommend any other services or actions the committee believes will benefit the student.
 5. Prepare a written summary of each matter considered by the committee and forward this to the Superintendent or his designee no later than two (2) working days after the disposition of the committee.
 - D. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.

APPEAL

A parent, legal guardian or custodian aggrieved by a decision of the Discipline Review Committee to recommend suspension, deny admission, or otherwise sanction his /her child may request review of the decision by the board. A request for review must be submitted to the board within 10 days after receiving a decision. The appeal will be recorded only as stipulated in hearing documentation.

REVIEW BY THE SUPERINTENDENT

The superintendent shall review all recommendations by the Discipline Review Committee.

1. If the superintendent concurs in the decision of the Discipline Review Committee, he shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the Discipline Review Committee, he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

REVIEW BY THE BOARD

Applies to:

- Suspensions (only upon request by parents)
- Expulsions
- Denials of Admission

The Holmes County Consolidated School Board shall, at its next regular or special meeting following the recommendation, review and take final action.

All consideration of student disciplinary action shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

According to a 1998 Attorney General Opinion, automatic fail provisions of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817) **37-9-71; ' 37-15-9; ' 37-13-92**

PHYSICAL RESTRAINT OR SECLUSION POLICY

The Holmes County Consolidated School District seeks to promote a safe and productive workplace and educational environment for its employees and students. Therefore, the Holmes County Consolidated School District seeks to ensure that every student in the district is free from the unreasonable use of physical restraint or seclusion. Physical restraint shall be used only by staff who is formally trained in a district adopted technique. Even then, restraint should be used only after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution and when the student is at risk of harming himself/herself or others. Seclusion is prohibited in any form.

BINDING REQUIREMENTS OF THE GUN-FREE SCHOOLS ACT OF 1994

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 Consolidated 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 SCHOOL DISTRICT; ROLES OF DISTRICT DISCIPLINE REVIEW COMMITTEE, SUPERINTENDENT AND/OR DESIGNEE, BOARD OF TRUSTEES

1. Expulsion of students from the Holmes County Consolidated School District is affected on the basis of recommendations made to the superintendent or his designee by the district discipline committee on the basis of 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.
2. 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. Request for appeal to the Board of Trustees of the Holmes County School District must be made within ten (10) days of the receipt of the letter informing the parent or guardian of the suspension.
3. 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.
4. 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 PRINCIPAL'S DESIGNEE TO EXERCISE PROPER DISCRETION IN ASSIGNING SUSPENSION

Principals are encouraged to assess each discipline situation in light of 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 take into account 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'S RIGHTS TO DUE PROCESS

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 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.

AUTHORITY OF THE SCHOOLS TO ENACT DISCIPLINE PROGRAMS

Schools are authorized to enact school-wide discipline programs as long as said programs are consistent with the intent and purposes of Board policy. Recognizing that discipline programs are designed to reward positive behavior while placing limits of negative behavior, school may enact disciplinary procedures such as the following for those students who demonstrate acts of misconduct.

1. Name on the board or other appropriate means of warning.
2. Loss of recess or other class privilege, written assignments or detention.
3. Conference with parents or guardian
4. Referral to principal or designee
5. Counseling
6. Suspension

Corporal punishment is no longer a disciplinary intervention in the HOLMES CONSOLIDATED SCHOOL DISTRICT and will not be deemed acceptable.

CHILDREN WITH DISABILITIES

Children with Disabilities are responsible for adhering to the same rules of conduct as student without disabilities. 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. Recommended suspensions of more than 10 days or expulsions are reserved for more serious disciplinary offenses. In such cases, a MDR and/or hearing before the student's IEP team will be conducted on or before the tenth (10th) school day after suspension or expulsion is initiated. 37-7-301, 37-9-14

BUS CONDUCT RESPONSIBILITIES

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 must be at the designated bus stop when the bus arrives.

BUS RULES OF CONDUCT

Students must:

1. Be at the bus stop on time waiting for the bus to arrive. (Exceptions will only be made in inclement weather).
2. Follow the directions of the driver the first time given.
3. Remain seated and keep hands, feet and other objects inside the bus.

4. Refrain from eating, drinking, smoking or using intoxicants.
5. Refrain from cursing, fighting, or making vulgar gesture.
6. Refrain from making excessive noise.
7. Refrain from playing in the road while waiting for the bus and on the way home.
8. Refrain from marking up or defacing the bus.
9. Refrain from striking or threatening the bus driver.
10. Refrain from committing any other act of improper conduct.

While riding a school bus, students must conform to all rules of conduct as established by policies and the student code of conduct adopted by their schools. Students who do not conduct themselves properly on the school bus will not be allowed to ride the bus, but will still have to attend school. Parents must provide transportation to and from school. Riding the school bus is a privilege which can and will be taken away if abused.

DRESS CODE FOR STUDENTS - MANDATORY UNIFORM POLICY

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. Male students shall not be allowed to wear earrings during the school day.
- b. 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.
- c. 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 waist line).
- d. Students shall wear solid close-toed casual or tennis shoes.
- e. Students shall wear a solid brown or black belt with a normal sized buckle.

School Uniforms

Below is a list of the colors students are expected to wear:

Durant Elementary School (K-8) – K-3 Red tops; Khaki bottoms 4-8 Hunter Green tops; Khaki bottoms

Goodman-Pickens Elementary School – Navy blue tops; Khaki bottoms

S.V. Marshall Elementary – K-5 Gold tops, Khaki bottoms; 6-8 Maroon tops, Khaki Bottoms

William Dean Elementary School - Light blue tops; Khaki bottoms

Williams- Sullivan Elementary School PK-8 -White tops; Khaki bottoms; (6-8) Black tops; Khaki bottoms

Holmes County Central High School – Cardinal red tops; khaki bottoms

Holmes County Learning Center – Orange tops; Khaki bottoms

TEXTBOOKS

Textbooks are supplied to students by the District. It is necessary to exercise extreme care in handling textbooks. The law requires payment for loss of books and for unnecessary damage to textbooks.

If a student loses a book and it is brought by the office, the owner of the book may pick it up upon request.

TEXTBOOK FINES

Holmes County Consolidated School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks ***will be required to pay for the total cost of the book.*** Students should take pride in the upkeep of their

textbooks. Teachers are instructed to assess fines for current value of a book when it is obvious that the student has lost, damaged or defaced the book.

FIRST AID

Children who get cuts and bruises at school will be treated at school for these minor injuries by the school nurse or school personnel. In case of serious accidents that need to be treated by a medical doctor, every effort will be made to reach the parents; however, if parents cannot be reached, the principal will use his/her own discretion.

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 medicine
3. Method of administration
4. Time/s to administer the medicine
5. Prescription number
6. Name of pharmacy
7. Date filled

COMMUNICABLE DISEASES

The school district believes that students with communicable diseases should remain at home. A student who is absent from school on account of illness due to a communicable disease must present upon returning to school a statement from a physician or a health officer, certifying that the student is no longer a source of contagion.

STUDENT SAFETY

The school principal shall provide for adequate supervision of students while in the school building or on the school grounds. If a student feels his/her safety is in jeopardy, the student shall report the concern to a district employee that he/she trusts. To the greatest extent possible the notified employee shall try to help the student resolve the concern. However, all reports of alleged abuse, harassment, bullying, dating

violence, etc. shall be reported to the building principal by the district employee.

Each student shall exercise safety precautions while participating in or observing any of the following courses of instruction:

1. Vocational, technical, chemical, or chemical-physical, involving exposure to:
 - a. hot molten metals, or other molten materials;
 - b. milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - c. heat treatment, tempering, or kiln firing or any metal or other materials;
 - d. gas or electric arc welding, or other forms of welding process; caustic or explosive materials;
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids.

CRISIS AND EMERGENCY RESPONSE

Each school principal is responsible for updating his/her school-specific appendix to the district's Crisis Management and Response Plan at the beginning of each school year and is responsible for training staff on how to execute the plan in the event of a crisis or emergency. This plan includes elements to the following procedures:

LOCKDOWN – When a threat is inside or very close to the school, a lockdown will be called. This procedure secures the building and safely shelters all students, staff, and visitors inside the school building. School business and classroom activities cease. No person is allowed to enter or leave the building until the “all clear” announcement is made.

SHELTER-IN-PLACE – In the event of severe weather, students, staff, and visitors will take refuge in designated assembly areas.

EVACUATION – If it is unsafe for students, staff, and visitors to remain inside the building, they will evacuate to designated evacuation locations. Evacuation locations are designated in the appendix of the district's Crisis Management and Emergency Response Plan.

What Can Parents and Guardians Do to Help?

Be prepared for a school emergency

- Talk to your children about school emergency response procedures so they will know what to expect in the event of an emergency.
- Update your child's emergency contact information as it changes. Children will not be released to unauthorized individuals.
- If your child is on medication, make sure the school has at least a 3 day supply.

In the event of a school emergency

- DO check the Holmes County Consolidated School District webpage for updated information www.holmesccsd.org
- DO tune into local TV/radio stations for school news alerts.
- DO listen for information regarding reunification with your child.
- DO NOT come to your child's school. This will create traffic congestion, hampering the efforts of first responders.
- DO NOT call your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications.

What is Holmes County Consolidated School District doing to help our schools prepare for an emergency?

- Training School Safety Committees on District Crisis and Response procedures
- Observing school emergency drills and providing suggestions for improvement
- Engaging local agencies in planning efforts

For More Information

- Contact the school principal at your child's school to inquire about their specific plans.
- Following a school emergency, parent/guardians are encouraged to monitor school information and communication.
- Check the HCCSD website for updates.
- Call the HCCSD, Office of the Superintendent at 662-834-2175.
- Tune into your local TV/radio stations.

Offsite Reunification Locations

In the event that students have to be moved offsite because of an emergency, the first point of transfer will be:

- Students from Durant Elementary will be transferred to Williams-Sullivan Elementary
- Students from Goodman-Pickens Elementary will be transferred to Williams-Sullivan Elementary School.
- Students from Williams-Sullivan Elementary School will be transferred to Goodman-Pickens Elementary School.
- Students from William Dean Jr. Elementary School will be transferred to Holmes County Central High School.
- Students from Holmes County Central High will be transferred to William Dean Jr. Elementary School.
- Students from S.V. Marshall Elementary School will be transferred to Holmes County Central High School.
- Students from The Learning Center will transfer to Holmes County Central High School
- Students from Holmes County Career Technical Center will transfer to Central Office

EMERGENCY CLOSINGS

In the event of emergency, school closing, delayed start and early release information will be announced on the district's website or other internet outlet, selected radio stations, and television stations. School closing or delayed start information will be announced by 6:00 a.m. No announcement means schools will operate on a normal schedule.

AUTOMOBILE USE

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

DRIVING A VEHICLE TO SCHOOL

- A. Students must complete a vehicle registration form in order to legally maintain a vehicle on campus.
- B. The forms must be completed and approved prior to bringing the vehicle on campus.
- C. A parental affidavit of compliance must be on file in the school office.

- D. The school district reserves the right to not approve registration forms at the discretion of the superintendent or his designee.
- E. Only licensed drivers may maintain a vehicle on campus.
- F. **A copy of the student's license must be submitted with the vehicle registration form.**
- F. Students must provide proof of insurance.

PARKING FACILITIES

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 district shall not assume any responsibility for damage to vehicles.

VEHICLE RULES OF CONDUCT

During regular school days, once students arrive on campus they are to:

1. Immediately report to the principal's office and turn in their vehicle keys;
2. Not leave campus or return to their vehicle for any reason without the permission of the principal or his designee;
3. Not sit in or on parked vehicles;
4. Not leave campus without written permission of the parent or guardian and the principal;
5. Park only in designated areas;
6. Lock the vehicle upon arrival.

Emergency situations will be handled at the discretion of the school principal.

Student vehicles are subject to administrative searches. Failure to abide by vehicle rules of conduct may result in the loss of the privilege to bring a vehicle on campus.

The school district does not assume responsibility for any loss or damage to vehicles.

SECRET SOCIETIES

It shall be unlawful for any pupil attending the public schools of this state to become a member of or to belong to or participate in the activities of any high school fraternity, sorority, secret society or gang as defined in Section 37-11-37. Any student violating this policy shall be subject to expulsion.

LEGAL REF: Mississippi Code, Section 37-11-37 (1947); 37-11-39 (1942); 37-11-41 (1942); 37-11-43

GRADING SYSTEM

Student Grading for Secondary and Elementary Students

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 information from various sources to include tests, classroom contributions, daily assignments, and other sources identified as appropriate by the teacher. At the beginning of each semester, each teacher will have on file with the principal a written plan of grading for the subject(s) taught. This plan shall be explained to students and a copy sent to the parents. In the best interest of students, students in the Holmes County Consolidated School District shall not receive a final nine weeks report card grade of less than 50 in any subject. Teachers are still expected to record actual student's 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 dropping out.

1. Grade Books

Teachers shall record at least two (2) achievement grades a week for each student in each subject.

Daily grades represent three-fourths (3/4) of the term grade and the nine (9) weeks test grade represents one-fourth (1/4).

Grading Scale for grades 1-12

A = 90 – 100
B = 80 – 89
C = 75 – 79
D = 70 – 74
F = 69 and below

For Kindergarten the grading system will be as follows:

M – Mastery = 80 – 100
P – Progressing = 63 – 79
N – Non-mastery = 62 and below

The following schedule of value is used to calculate GPA. (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.

2. Progress Reports and Report Cards

Progress reports and report cards will be issued at the time established by the district calendar and shall show the student's progress for a specific nine weeks, semester or school year. Students in grades 1-12 will receive

a traditional report card. Students in kindergarten will receive a letter grade report card.

3. 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 will receive a weighted grade.

PROMOTION AND RETENTION

In an effort to upgrade the quality of education for the boys and girls of the Holmes County Consolidated School District, the following procedures will be implemented.

Kindergarten

Promotion of students in grade K will be determined by mastery of the state requirements and a committee of teachers, counselors, and administrators.

Grades 1-4

Students in grades 1-4 will be promoted by mastering 70% of the state language arts and mathematics objectives. Promotion, retention, or transfer decisions will be made at the end of the year by a committee of teachers, counselors, and administrators. Factors such as age and previous retention may be considered.

Grades 5-8

Students in grades 5-8 will be promoted by mastering 70% of the state objectives in language arts, mathematics, and science or social studies. Promotion, retention, or transfer decisions will be made at the end of the year by a committee of teachers, counselors, and administrators. Factors such as age and previous retention may be considered.

Grades 9-12

Students in grades 9-12 will be promoted on the number of Carnegie units which they obtain during the school year. In order to obtain the Carnegie unit students must have a 70 yearly average for the course(s) in which they were enrolled.

HIGH SCHOOL CLASS RANKING

A **Freshman** is any student passing from eighth grade to ninth grade and having acquired less than six (6) units.

A **Sophomore** is any student having earned at least six (6) units but less than twelve (12) units.

A **Junior** is any student having earned at least twelve (12) units but less than eighteen (18) units.

A **Senior** is any student having earned from eighteen (18) units and above.

GRADUATING SENIORS

The Valedictorian is the student who has earned the highest grade point average in the graduating class at the end of the second (2nd) 9 weeks of grade 12. All Carnegie units issued will be calculated in the grade average.

The Salutatorian is the student who has earned the second highest grade point average at the end of the second (2nd) 9 weeks of grade 12. All Carnegie units issued will be calculated in the grade average.

CO AND MULTIPLE VALEDICTORIANS AND SALUTATORIANS

In selecting the valedictorian, if the GPA 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 GPA-- after the valedictorian's GPA 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 GPA. When co-valedictorians and co-salutatorians are named, they will be honored in alphabetical order.

Special Honor students are all those students having a grade point average in Carnegie units of 4.0 and above at the end of the second (2nd) nine weeks of grade 12.

Honor students are all those students having a grade point average in Carnegie units of 3.0 - 3.9 at the end of the second (2nd) nine weeks 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: GPA

Letter grades will be used to compute the GPA. 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 GPA. The GPA will be used to determine the valedictorian, salutatorian highest honors, honors, and class rank.

CLASS SCHEDULES

Students must be enrolled in at least six classes each school term.

HONORS AND SPECIAL HONORS

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the end of each nine weeks. Honor recognition will be put in the county paper. Students who maintain honor status through all testing periods will be recognized during awards day/night will receive an honor certificate.

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.

STUDENTS HAVING ACADEMIC DIFFICULTIES

Students who do not complete the requirements for reading, language arts, mathematics, science, and social studies and have at least a 65 yearly grade average shall be given the opportunity to complete the work in a tuition paid credit recovery program.

Students who fail high school exit exams (Algebra I, Biology I, English II, U.S. History) will not be allowed to take these courses during the extended school year program. Instead, students will be given the opportunity to obtain credit during the regular school term after official test results are received, if the student has a 65 yearly course average. Students who have less than a 65 yearly course average will have to repeat the course.

The Holmes County Consolidated School District affords parents the opportunity to discuss any academic problems their child (children) may be having. If a child is not making academic progress in school, it is the right of the parent to schedule a parent-teacher conference to discuss their concerns. If the child still does not make progress, the parent may request that the child be referred to the school's teacher support team. While the principal is the contact person, any teacher may take a referral and submit it to the principal at the parent's request. The teacher support team chairperson will then contact the parent to set up a meeting.

POLICIES RELATED TO THE EDUCATION OF STUDENTS WITH DISABILITIES

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).

Child Find Policy:

Each year the school district will have an awareness campaign aimed at finding unserved eligible children with disabilities age birth through 21. In school child find will be conducted each nine weeks grading period at the local sites. Students who fail two or more subjects each grading period will be monitored for possible referral to the teacher support team. When a child who is suspected of having a disability is identified by an assessment team and confirmed by the multi-disciplinary evaluation/eligibility team (MEET Team), the child will be placed in an appropriate class.

Individualized Educational Program (IEP):

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 insure 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 account 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, misplaced, 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.

Recommended Graduation and Certification Procedure:

Students with disabilities will be given an option of working toward a special certificate or regular high school diploma prior to entering ninth grade. A certificate will be presented without special mention in regular graduation exercises. This will be explained to the student and parent upon entrance into the program. A written statement will be signed to document this agreement.

Students entering the ninth grade in the certificate route must complete a program comprised of 20 units of curriculum courses as indicated by their IEP. Students who choose the special certificate must attend school a minimum of 12 years beginning with the first grade.

Attendance laws and policies apply to certificate students. Students pursuing the occupational diploma must complete 20 course credits, (21 if entering 9th grade in 2005-2006 or thereafter), career/technical requirements, and an approved portfolio containing a collection of evidence of the student's knowledge, skills and abilities. Attendance laws and policies apply to students receiving an occupational diploma.

The regular education classroom teacher will grade units from the regular high school curriculum. The student must pass regular classroom work in order to receive credit for regular curriculum courses. Parents are given the option to meet the school personnel to review and revise this agreement (IEP) at any time.

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 special programs will have the same rights and privileges as other graduating seniors.

LIBRARY POLICY

The library media center is a place for reading, learning, conducting research, and exploring library materials. Since library materials belong to everyone, they must be taken care of and returned to their proper

place.

All students are expected to adhere to library rules and procedures. Failure to do so will result in disciplinary actions.

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.

FIELD TRIPS

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.

ATHLETIC ELIGIBILITY REQUIREMENTS

To be a part of the school's competitive athletic program, students must maintain a passing grade in all subjects. The Holmes County Consolidated School District will adhere to guidelines set by the Mississippi High School Athletic Association.

ASBESTOS

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

Mississippi Department of Education an approved asbestos management plan and has completed the three year re-inspection of all asbestos material. Asbestos containing building materials remaining in district facilities do not present a health risk to our students or the public.

The district has trained personnel on staff to identify, handle and dispose of asbestos material should there be a need. Anyone wishing to review the district's asbestos management plans may do so at the Educational Services Center or each school location.

POLICIES FOR SUBJECT AREA TESTING

Students will not be required to pass any end-of-course Subject Area Test in a course for which the Carnegie unit was earned by the student in a Mississippi public school prior to the 2001-2002 school year.

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a Mississippi high school diploma.

Students entering a Mississippi public school will not be required to pass any end-of-course, Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.

Students entering a Mississippi public school will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma if the private school is not accredited regionally or

by the state of Mississippi.

Additional Assessments Options for Meeting End-of-Course Subject Area Test Graduation Requirements

*The Mississippi Department of Education has approved additional options for students to meet high school end-of-course subject area test graduation requirements through approved alternate measures. These measures apply to past, current, and future Mississippi students. While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test **two times**. Specifically, students may meet the graduation requirement by attaining any one of the alternative measures outlined at www.holmesccsd.org.*

GRADUATION REQUIREMENTS Accreditation Standards 20 and 28

20. The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education. {MS Code 37-16-7}

20.1 Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A.) Students receiving a standard diploma may select from three graduation pathways as specified by the local school district's graduation requirements.

20.2 Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examination.

20.3 Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program." {MS Code 37-16-11(1)}

20.4 The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

20.5 Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. {MS Code 37-16-11(2)}

**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT
2018-2019 SCHOOL CALENDAR**

1ST SEMESTER

Aug. 1-2	District-wide Professional Development
Aug. 3	Teachers Report to Schools
Aug. 6	First Day of School
Sept. 3	Labor Day - Holiday
Sept. 4	Professional Development/Mid-Term Reports 2:00-6:00 (Students Do Not Report)
Sept. 28	End 1st Month (38 days)
Oct. 1-5	Exams
Oct. 5	End 1st Nine Weeks (43 days)
Oct. 10	Report Cards Issued 4:00-6:00
Oct. 12	Fall Break (Central Office Open)
Oct. 31	End 2nd Month (22 days)
Nov. 9	Mid-Term Reports 4:00-6:00
Nov. 19-23	Thanksgiving Holidays
Nov. 30	End 3rd Month (17days)
Dec. 17-21	Exams
Dec. 21	End 4th Month (15 days)
	End 2 nd Nine Weeks (54 days)/End 1st Semester (92 days)
	Christmas Holidays Begin

Board Approved: April 5, 2018

**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT
2018-2019 SCHOOL CALENDAR**

2ND SEMESTER

Jan. 7	District-wide Professional Development
Jan. 8	School Resumes
Jan. 16	Report Cards Issued 4:00-6:00
Jan. 21	Dr. Martin Luther King, Jr. Day - Holiday
Jan. 31	End 5th Month (17 days)
Feb. 4	Professional Development 8:00-12:00/ Mid-Term 2:00 - 6:00 (Students Do Not Report)
Feb. 28	End 6th Month (19 days)
Mar. 4-8	Exams
Mar. 8	End 3 rd Nine Weeks (46 days)
Mar. 11-15	Spring Break
Mar. 20	Report Cards Issued 4:00-6:00
Mar. 29	End 7th Month (18 days)
Apr. 17	Mid Term Reports 4:00 – 6:00
Apr. 19	Good Friday Holiday
Apr. 22	Easter Break
Apr. 28	End 8th Month (19 days)
May 16-17	Senior Exams & Makeup
May 20-22	Exams (60% days)
May 22	End 9th Month (18 days) End 4 th Nine Weeks (47 days)/End 2nd Semester (93 days)
May 24	Graduation
May 27	Memorial Day - Holiday
May 28	Last Day of School Year for Instructional Staff Report Cards Issued

GRADUATION:

HOLMES COUNTY CENTRAL HIGH SCHOOL - Saturday, May 24, 2019

Board Approved: April 5, 2018