

HORN LAKE HIGH SCHOOL

EAGLES

**3360 CHURCH ROAD
HORN LAKE, MS 38637
662-393-5273**

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

PRINCIPAL

ANDY ORR

THIS STUDENT HANDBOOK BELONGS TO:

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GENERAL DISCLAIMER

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

NONDISCRIMINATORY STATEMENT

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

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Intervention
Title VI, Title II and 504 Coordinator
DeSoto County Schools
5 East South Street
Hernando, MS 38632
662-429-5271

Director of Federal Programs
Title IX Coordinator
DeSoto County Schools
5 East South Street
Hernando, MS 38632
662-429-5271

MISSION STATEMENT

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

STUDENT AGENDAS

HLHS Student agendas will be electronic for the 2020-2021 school year. Parents and students may review the handbook at www.hlh.desotocountyschools.org.

BELL SCHEDULE

7:00 Doors open
7:45-9:08 1st Block
9:08-9:13 Class Change
9:13-10:36 2nd Block
10:36-10:41 Class Change
10:41-1:04 3rd Block
Lunch 1 10:44-11:08
Lunch 2 11:13- 11:37
Lunch 3 11:42-12:06
Lunch 4 12:11-12:35
Lunch 5 12:35- 1:04
1:04-1:09 Class Change
1:09-2:45 4th Block

COVID-19

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

CLOSED CAMPUS

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive (even if the bell has not rung for class) until dismissal or until picked up by the bus or by a parent. Students are not allowed to leave the school building during the school day unless they have prior approval from an administrator.

EARLY MORNING PROCEDURES

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

MISSISSIPPI COMPULSORY SCHOOL LAW

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 attained or will attain the age of six on or before September 1 of the calendar year and who has not attained the age of seventeen years on or before September 1 of the calendar year. If a compulsory school age child has not been enrolled in a school within fifteen calendar days after the first day of the school year which the child is eligible to attend or if a child accumulates twelve unlawful (unexcused) absences during the school year at the public school in which the child is enrolled, the parent may be taken to court and fined and/or jailed for educational neglect of their child. The penalty for this unlawful act is up to one year in the DeSoto County Jail and/or a \$1,000.00 fine.

ABSENCES AND EXCUSES

Each of the following shall constitute an excused absence:

1. Illness or injury which prevents the student from being physically able to attend school.
2. When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.

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

High School Students (9-12)

- Five (5) absences may be excused by a note from a parent/guardian. (**Note must include student's legal name, date of absence, reason for absence, parent/guardian signature, and date note was written.**)
- **Any** additional absence after the five (5) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within two (2) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

CHECK OUTS

All check outs will be curbside service. Parents are encouraged to all ahead to arrange pick-up and show identification.

MAKE-UP WORK POLICY

When a student is absent from school (excused or unexcused), the number of days allowed to complete any required make-up work is commensurate with the number of days missed to a maximum of **five (5) days**. For example, if a student is absent from school for one (1) day, the student has one (1) day to complete the required make-up assignments. If the student is absent for five (5) days, he/she will have five (5) days to complete his/her make-up work. If the student is absent for twelve (12) days, the student has five (5) days to complete the missed work. **The student will have a maximum number of (5) days to complete make-up work, even if the number of days missed is greater than (5) days.** The principal has the discretion to allow additional time or limit the number of required assignments in extreme situations.

TARDY POLICY

Tardy to class is defined as not being in the classroom and in your seat when the tardy bell rings to begin class. Morning tardies will be issued from 7:45-8:00. Any student arriving to school after 8:00 will need to check in with the attendance clerk in the front office for verification of tardy or absence. If a student fails to check in with the attendance clerk, he/she will be considered as being insubordinate and skipping class. (See penalties for skipping) Tardies will be calculated cumulatively among all four class blocks.

TARDY PENALTIES

A student will be allowed three (3) tardies per term. When the student receives his/her fourth tardy, a disciplinary referral will be submitted to the office.

Consequences are as follows:

1st Referral (4th tardy) – Parent notification & 1 day lunch detention

2nd Referral (7th tardy) – 3 days lunch detention

3rd Referral (10th tardy) – 1 day In School Suspension (ALC) and Mandatory Parent, Student, Administrator Conference

4th Referral (13th tardy) – 3 days In School Suspension (ALC)

5th Referral (16th tardy) – 5 days ALC

6th Referral (19th tardy) – Mandatory Parent, Student, Administrator conference and Assignment to RAMP up to 5 days

7th Referral (21+ tardy) – Students who after having all of the above consequences are subject to disciplinary action including and up to suspension from school. This will be at the discretion of the school administration.

VISITORS

No visitors are allowed to have lunch with students. All visitors wishing to meet will be by appointment only and approved by the administration. A COVID screen will be conducted before visitors are allowed in the main building. All parent meetings and conferences will take place through technology. No in

person meetings will be held unless it is an emergency or approved by the administration.

SKIPPING SCHOOL / LEAVING CAMPUS

If a student skips a class or leaves the school building during the school day, the student will be punished for skipping. If a student must leave campus, he / she is required to check out of school through the office. If a student is ill or is having any type of personal issue, the student must talk to a school administrator immediately. Students cannot leave school unless school check-out procedures are followed. Career-Tech students are required to ride the bus to the Career Tech Center unless written administrative permission to drive has been granted. Consequences for skipping are as follows:

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

EARLY RELEASE/LATE ARRIVAL

Juniors and seniors must attend two of the four scheduled blocks. Freshmen and sophomores must attend all four blocks.

If a junior or senior is released early based on grade classification and desires to return for extracurricular activities, he/she is allowed to do so.

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

If a student is not on pace to graduate, the principal can deny a student early release or late arrival.

If a student has early release and does not leave campus at the designated time, he/she will lose their early release privileges and be given a full day schedule.

Beginning with incoming 9th graders 2018-2019, the requirements will be as follows:

- Students who have not met the Mississippi postsecondary ACT remediate benchmarks of 17 in English and 19 in math or SAT equivalency or the Silver level on the ACT WorkKeys for the CTE endorsement must meet ALL 4 of the following requirements for early release:
 - Have the required 2.5 GPA
 - Have passed or met all MAAP assessments requirements for graduation
 - Be on track to meet diploma requirements
 - Be concurrently enrolled in Essentials for College Math and/or Essentials for College Literacy

SENIOR PRIVILEGES

Seniors are allowed two (2) college visits per semester. This visit must be pre-approved by the principal or his designee, and documentation of the visits must be provided.

SICKNESS

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

MEDICINE

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

PARKING RULES FOR STUDENT DRIVERS

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

Rules:

1. Cars must be parked in their designated area. Students are absolutely not allowed to park in the front parking lot reserved for faculty and visitors. If a student arrives to school after the 7:45 bell, the student must park in the west parking lot and walk to the front entrance.
2. A decal hang tag must be displayed and from the rear view mirror.
3. No loitering will be allowed in the parking lot. Once on campus, students are to park, lock their cars, and immediately enter the building.
4. Reckless driving on campus and adjacent streets will result in driving privileges being revoked.
5. Anyone parking on campus without a permit, in a restricted area, driving recklessly on campus, driving to Career Tech, or using his / her vehicle to skip school or aid another student in skipping school will receive disciplinary action.
6. Repeated tardiness to first period by drivers can result in loss of driving privilege.
7. Vehicles parked on campus without a proper parking decal are subject to being towed.

CLOTHING REPRESENTING HORN LAKE HIGH SCHOOL

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

SELLING ITEMS OR ADVERTISING ON CAMPUS

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

HIGH SCHOOL ATHLETIC ELIGIBILITY

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

BLOCK SCHEDULE

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

GRADING SCALE

- A.....90-100
- B.....80-89
- C.....70-79
- D.....60-69
- F.....59 and Below

Note: Students entering 9th Grade 2014 and after must meet the following to be promoted:

To 10th Grade: 6 credits, Eng I plus 2 core classes required

To 11th Grade: 13 credits, Eng II, Alg I, plus 3 core classes required

To 12th Grade: 20 credits, Eng III and on track to graduate

9 WEEKS GRADING PERIOD

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

PROGRESS REPORTS

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

EXAMS AND EXEMPTIONS

All teachers are expected to give their students a 9 weeks exam (end of 1st and 3rd nine weeks) and a final/semester exam (end of 2nd and 4th nine weeks). Students may be exempt from final exams if all of the following criteria are met:

1. The student has an eighty-five (85) or above semester average in the course;
2. Student has not been assigned to an Alternative Learning Center (ALC) for more than five (5) days, student who has not been suspended and/or student who has not been placed in DeSoto County Alternative Center (DCAC) at any time during the semester (August-December or January-May).

PARENT PORTAL PROGRAM

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

ELECTRONIC EQUIPMENT

Students may possess and use electronic devices at school subject to the following:

- The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
- Electronic devices may be used for specific instructional activities at the discretion of the school building administrator.
- Personally owned electronic devices used in school are not permitted to connect to the Internet through a 3G, 4G, or any other content service provider. Personally owned electronic devices must access the Internet via the district's content filtered wireless network.

PROHIBITIONS

Electronic devices shall not be used in any way that violates district policy or that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors; or violates local, state, or federal law.

- Use of electronic devices on school buses is prohibited.
- Electronic devices may not be used during the administration of tests mandated by the Mississippi Assessment System, unless specifically allowed by law.
- All notebooks, netbooks, and MacBooks must have antivirus software installed with updates activated, if applicable.
- Streaming of any audio or video must be reserved for classroom activities only. Cloud-based music and videos personally owned by a student are not allowed.
- Tech support will not be provided for student-owned devices.

CONFISCATION

Students are only allowed to use electronic devices as instructional aids with the teacher's permission and supervision. Unauthorized use of electronic devices disrupts the instructional program and distracts from the learning environment. The building administrator and his/her designee may seize electronic devices if they are used during times not permitted. If a student refuses to give his/her electronic device to the administrator or his/her designee upon request, this will be viewed as insubordination and the appropriate consequence will apply. A campus administrator, in the exercise of reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may deny or cancel the privilege of possessing an electronic device.

ELECTRONIC DEVICE DISCIPLINARY ACTIONS

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

SECURITY OF DEVICES

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

PROHIBITIONS FOR AUDIO/VIDEO RECORDING

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

BULLYING

The Desoto County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, any physical act or any threatening communication, or any act reasonably perceived as being motivated by a desire to place fear of harm on any individual. Anyone who is subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly after the alleged act or acts occurred. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level including review by the Board.

SECTION 504

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

FREE APPROPRIATE PUBLIC EDUCATION

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

residing within the jurisdiction of the district and who are enrolled in the DeSoto County School District.

TEXTBOOKS

DeSoto County Schools provide 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 are required to pay for them. The age of the book and the amount of damage are considered when fines are assessed.

GRADUATION STATEMENT – Policies for Subject Area Testing

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

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

Beginning with the school year 2014-2015, students shall graduate by passing the course and meeting one of the following options:

- 1) Passing the applicable end-of-course Subject Area Test, or
- 2) Using options outlined in DCS Policy IHFAD, or
- 3) Using the end-of-course Subject Area Test score with the overall course grade (must be enrolled)

Beginning in the school year 2015-2016, in addition to number two above, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to fulfill the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test.

Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2018-2019, will be offered opportunities to retake the test.

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

GRADUATION REQUIREMENTS

For the 2020-2021 graduating seniors, DCS will adopt the Mississippi Department of Education 24-credit diploma option. See below.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I English II
MATHEMATICS	4	Algebra I
SCIENCE	4	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History 1/2 Geography 1/2 U.S. Government 1/2 Economics 1/2 Mississippi Studies
HEALTH and PHYSICAL EDUCATION	1	1/2 Contemporary Health and 1/2 Physical Education
TECHNOLOGY or Computer Science	1	
THE ARTS	1	
ELECTIVES	5	
TOTAL UNITS REQUIRED	24	

In order to graduate from a DeSoto County School High School, all 2018-2019 sophomores, juniors, and seniors must meet one of the following graduation options: 1) Catch 22 Option or 2) Traditional 26 Credit Diploma. All 2018-2019 incoming freshmen must meet one of the following options: 1) Traditional 24 Credit Diploma, 2) Traditional 26 Credit Diploma with a Career Technical

Endorsement, 3) Traditional 26 Credit Diploma with an Academic Endorsement, or 4) Traditional 28 Credit Diploma with a Distinguished Academic Endorsement. Incoming freshmen (2018-2019 and beyond) with Significant Cognitive Disabilities are eligible to earn an Alternate Diploma.

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

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

Traditional 26 Credit Diploma
(Ending with incoming ninth graders 2017-2018)

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I English II
Mathematics	4	Algebra I
Science	4	Biology I
Social Studies	4	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies
Health	1	½ Contemporary Health ½ Physical Education
Technology or Computer Science	1	
The Arts	1	
Electives	7 ½	
Total Units Required	26	

GRADUATES OF DISTINCTION AND SPECIAL DISTINCTION

Graduates of Distinction:

A “Graduate of Distinction” must have an overall weighted numerical average of 90-94 for the freshman, sophomore, and junior years and the first three (3) terms of the senior year. The student must meet the twenty-four (24) (2008-2009 entering freshmen) or twenty-six (26) (2009-2010 entering freshmen) credit graduation requirements.

Graduates of Special Distinction:

A “Graduate of Special Distinction” must have an overall weighted numerical average of 95 or higher for the freshman, sophomore, and junior years and the first three (3) terms of the senior year. The student must meet the twenty-four (24) (2008-2009 entering freshmen) or twenty-six (26) (2009-2010 entering freshmen) credit graduation requirements.

- If a student chooses to opt out of the twenty-four (24) or twenty-six (26) credit graduation requirements, the student will not be able to graduate as a “Graduate of Distinction” or “Graduate of Special Distinction.”

Catch 22 Option

(Ending with incoming ninth graders 2017-2018)

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I English II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3	1 World History 1 U.S. History ⁴ ½ U.S. Government ½ Mississippi Studies
Health	½	Contemporary Health
Technology or Computer Science	1	
The Arts	1	
Electives	5 ½	
Total Units Required	22	

TRADITIONAL DIPLOMA
(Entering ninth graders in 2018-2019 and thereafter)

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following tables.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma.

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 24 Carnegie units as specified below*. Student may earn one of the following endorsements to be added to the traditional diploma: Career and Technical Endorsement, Academic Endorsement, and/or Distinguished Academic Endorsement.

TRADITIONAL DIPLOMA (24 Credits)

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	ENGLISH I ENGLISH II
MATHEMATICS	4	ALGEBRA I
SCIENCE	3	BIOLOGY I
SOCIAL STUDIES	3.5	1 WORLD HISTORY 1 U.S. HISTORY ½ U.S. GOVERNMENT ½ ECONOMICS
PHYSICAL EDUCATION	.5	½ PHYSICAL EDUCATION
HEALTH	.5	½ CONTEMPORARY HEALTH
TECHNOLOGY or COMPUTER SCIENCE	1	
THE ARTS	1	

COLLEGE-and CAREER-READINESS	1	
ELECTIVES	5.5	
TOTAL UNITS REQUIRED	24	

Requirements:

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission
- For early release, students must have met the College or Career Readiness Benchmarks (ACT sub scores: 17 English and 19 math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
 - Have a 2.5 GPA
 - Passed or met all MAAP assessment requirements for graduation
 - On track to meet diploma requirements
 - Concurrently enrolled in Essentials for College Math or Essential for College Literacy

**TRADITIONAL DIPLOMA WITH CAREER AND TECHNICAL
ENDORSEMENT (26 Credits)**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	ENGLISH I ENGLISH II
MATHEMATICS	4	ALGEBRA I
SCIENCE	3	BIOLOGY I
SOCIAL STUDIES	3.5	1 WORLD HISTORY 1 U.S. HISTORY ½ U.S. GOVERNMENT ½ ECONOMICS ½ Mississippi Studies
PHYSICAL EDUCATION	.5	½ PHYSICAL EDUCATION
HEALTH	.5	½ CONTEMPORARY HEALTH
TECHNOLOGY or COMPUTER SCIENCE	1	

THE ARTS	1	
COLLEGE-and CAREER-READINESS	1	
CAREER and TECHNICAL	4	
ELECTIVES	3.5	
TOTAL UNITS REQUIRED	26	

Additional Requirements for this endorsement include:

- 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 CTE dual credit course or the Community College approved CTE articulated dual credit
 - Complete an industry-based work experience or the Career Pathway Experience
 - Earn a State Board of Education approved national credential

**TRADITIONAL DIPLOMA with an ACADEMIC ENDORSEMENT
(26 Credits)**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	ENGLISH I, ENGLISH II Two additional English Courses above English II
MATHEMATICS	4	ALGEBRA I Two additional Math Courses above Algebra I
SCIENCE	3	BIOLOGY I Two additional science courses above Biology I
SOCIAL STUDIES	3.5	1 WORLD HISTORY 1 U.S. HISTORY ½ U.S. GOVERNMENT ½ ECONOMICS ½ MISSISSIPPI STUDIES
PHYSICAL	.5	½ PHYSICAL EDUCATION

EDUCATION		
HEALTH	.5	½ CONTEMPORARY HEALTH
TECHNOLOGY or COMPUTER SCIENCE	1	
THE ARTS	1	
COLLEGE-and CAREER- READINESS	1	
ELECTIVES	7.5	Must Include College Preparatory curriculum requirements
TOTAL UNITS REQUIRED	26	

Additional Requirements for this endorsement include:

- Earn an overall GPA of 2.5
- Courses must meet MS IHL college preparatory curriculum (CPC) requirements
- Earn MS IHL and Community College readiness benchmarks (ACT sub scores of 17 English and 19 math as approved by postsecondary for non-remediation at most community colleges and IHL college ready course in senior year, or the SAT equivalency sub score).
- 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 academic dual credit course earning a C or higher

**TRADITIONAL DIPLOMA with a DISTINGUISHED ACADEMIC
ENDORSEMENT (28 Credits)**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	ENGLISH I, ENGLISH II Two additional English Courses above English II

MATHEMATICS	4	ALGEBRA I Two additional Math Courses above Algebra I
SCIENCE	4	BIOLOGY I Two additional science courses above Biology I
SOCIAL STUDIES	4	1 WORLD HISTORY 1 U.S. HISTORY ½ U.S. GOVERNMENT ½ ECONOMICS ½ MISSISSIPPI STUDIES
PHYSICAL EDUCATION	.5	½ PHYSICAL EDUCATION
HEALTH	.5	½ CONTEMPORARY HEALTH
TECHNOLOGY or COMPUTER SCIENCE	1	
THE ARTS	1	
COLLEGE-and CAREER-READINESS	1	
ELECTIVES	7..5	Must Include College Preparatory curriculum requirements
TOTAL UNITS REQUIRED	28	

Additional Requirements for this endorsement include:

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

ALTERNATE DIPLOMA OPTION

(Entering 9th graders of 2018-2019 and thereafter for students with significant cognitive disabilities)

CURRICULUM AREA	CREDITS	REQUIRED SUBJECTS
ENGLISH	4	Alternate English Elements I-IV
MATHEMATICS	4	Alternate Math Elements I-III, Alternate Algebra Elements
SCIENCE	3	Alternate Biology Elements Alternate Science Elements II
SOCIAL STUDIES	2	Alternate History Elements (Strands: US History and World History) Alternate Social Studies Elements (Strands: Economics and US Government)
HEALTH	½	Alternate Health
PHYSICAL EDUCATION	1	Physical Education
ARTS	1	
CAREER READINESS	4	Career Readiness I-IV (Strands: Technology Systems, Employability, and Social)
LIFE SKILLS DEVELOPMENT	4	Life Skills Development I-IV (Strands: Technology Systems, Personal Care, and Social)
ADDITIONAL ELECTIVES	2	
TOTAL UNITS REQUIRED	24	

Requirements:

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.

- All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

GRADUATION

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

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

GRADUATION CONDUCT

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

GRADUATION DRESS ATTIRE

In order to participate in the graduation ceremony, seniors must comply with the following dress code.

Female Graduates

1. Female graduates must wear black bottoms, i.e. capris, pants, gauchos, skirts.
2. Female graduates must wear a light top.
3. Female graduates must wear non-embellished (no emblems, fur, rhinestones, sequins, spikes, etc.), **plain black dress shoes** (No flip flops, Crocs, casual sandals, tennis shoes, or combat boots).
4. Dresses may be worn, preferably following the color scheme, but as long as the dress doesn't show from under the gown, and it is dress code appropriate, it will be allowed.

Male Graduates

1. Male graduates must wear a white dress shirt and tie.
2. Male graduates must wear black, navy blue, or dark gray pants (No shorts or capris).
3. Male graduates must wear non-embellished (no emblems, rhinestones, spikes, etc.), **plain black dress shoes** (No Crocs, flip flops, cowboy boots, sandals, tennis shoes, or combat boots).

*No modifications to or extra decorations are permitted on graduation gowns or caps.

*The DeSoto County Schools dress code policy must be followed.

FEE PAYMENT

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

FAST FOOD IN THE CAFETERIA

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

LUNCH PRICES

REGULAR LUNCH--\$2.75 TEACHER LUNCH -- \$ 3.25
REDUCED LUNCH--\$.40

CAFETERIA BEHAVIOR

Students are only allowed in the cafeteria during their designated time for lunch. If a student needs to go into the cafeteria during any other break or lunch, the student must first get permission from a school official. Students are expected to arrive for their lunch in a timely manner, and students are expected to be well-behaved at all times. Students shall return trays, silverware, and items of waste to the appropriate areas when finished. Breaking in line is not permitted. Students are not allowed to take food and / or drinks out of the cafeteria, even if the items are unopened.

CLASSROOM GRIEVANCE PROCEDURES

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

- Students are to follow all directions from a teacher.

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

Students are not permitted to leave the classroom without permission because of a dispute with a teacher, and students will not be allowed to confront the teacher in a disrespectful manner. Students who do not follow these guidelines can be given punishment. Students who leave the classroom will be considered as skipping, and students who confront a teacher will be punished based on the severity of the situation. Students are expected to follow all directions from all HLHS faculty and staff members. If a student feels that he / she has been treated unfairly, the student can have a conference with a principal.

COMPUTER/INTERNET RESPONSIBILITY STATEMENT

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

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

**Students who abuse computer privileges are subject to lose access to all school computers for one school year.

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE

FORWARD

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

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

INTRODUCTION

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

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

Specific provisions of the Code include:

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

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

CODE OF DISCIPLINE GRADES K-12

Student Conduct:

Acts of Misconduct

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

Level I

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

Disciplinary Action

First Violation

Minimum: Teacher-Student Conference
 Maximum: Teacher-Student-Parent Conference

Repeated or Flagrant Violation

Minimum: Teacher-Student -Parent-Administrator Conference (Home Suspension)
Maximum: Corporal Punishment, in school detention, detention, and/or school suspension

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

Level II

- * 2 – 1 Leaving the school grounds without permission
- * 2 – 2 Skipping class
- * 2 – 3 Insubordination- refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults
- * 2 – 4 Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. This includes the possession and/or use of any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to electronic cigarettes, vapes, vaporizers, cigars, pipes, hookahs or any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device.
- * 2 – 5 Exhibiting any hostile physical or verbal actions.
- ** 2 – 6 Unauthorized and/or inappropriate use of electronic devices (as defined in Board Policy IJBA)
- 2 – 7 Cheating on tests or exams (The grade “0” will be assigned regardless of other punishment.)

Disciplinary Action

First Violation

Minimum: Administrator-Conference, ALC, mandatory student-parent-administrator conference, corporal punishment
Maximum: School suspension (one to three days)

Repeated or Flagrant Violation

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

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

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

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

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

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

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

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

Level III

3 – 1 Fighting

3 – 2 Gambling

* 3 – 3 Theft or possession of stolen property

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

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

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

- 3 – 7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral or offensive materials
- 3 – 8 Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, or transferring sexually suggestive images through personal electronic devices
- 3 – 9 Bullying (as defined in Board Policy JDDA)

Action

First Violation

- Minimum: School suspension from one to three days, ALC, corporal punishment
- Maximum: School suspension (three days), report to authorities when applicable

Repeated or Flagrant Violation

- Minimum: School suspension (three days), ALC (ten days), and/or Levels 3-4 and 3-8 Teacher Support Team interventions
- Maximum: School suspension (three days) and possible assignment to DeSoto County Alternative Center pending the results of a disciplinary hearing.

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

Level IV

- 4 – 1 Possession, use or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia.
- 4 – 2 Assault on a student. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.
- 4 – 3 Assault on a school employee. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.
- 4 – 4 Directing profanity, vulgar or threatening language, and/or obscene gestures toward a staff member.

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

Disciplinary Action

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

Maximum: Expulsion

Students below grade 6 may be given other punishment.

Level V

- 5 – 1 Possession and/or use of a weapon as defined in MS CODE § 97-37-17. Weapons possession on educational property. The definition of weapon for the sake of this policy also includes any instrument used as a weapon which is capable of causing death or serious physical injury. Also, any toy or look-alike weapons that looks enough like an authentic weapon to be reasonably mistaken as authentic. Examples of weapons include, but are not limited to guns, rifles, pistols, toy guns, knives, toy knives, craft knives, utility tools, scissors, air or gas operated weapons, AirSoft pistols, BB guns, air rifle, air pistol, daggers, slingshots, razors, dynamite cartridges, bombs, grenades, mines, etc.

Disciplinary Action

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

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

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

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

Disciplinary Action

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

Maximum: Expulsion

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

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

Disciplinary Action

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

Repeated: Assignment to the DeSoto County Alternative Center

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

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

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

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

Disciplinary Action

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

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

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

DUE PROCESS

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

DISCIPLINARY HEARING

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

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

ALTERNATIVE PLACEMENT PROCEDURES

After a student is referred for consideration of placement at DeSoto County Alternative Center (DCAC), the District Review Board and Transition Team will determine appropriate placement for the student. Once a student is accepted into DCAC, the District Review Board and Transition Team will develop an Individualized Instruction Plan (IIP) for each student. The plan will follow the program and class schedule of the home school. DCAC follows the frameworks

that are established by the state of Mississippi for the subject matter to be taught in each course. Certified personnel will send a daily feedback sheet home that requires a parent signature for all students attending DCAC.

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

Parents are notified of the recommendation for placement at DCAC during the disciplinary hearing. The home school will contact the parent once acceptance is granted by the District Review Board. All parents and students will meet with a DCAC administrator to discuss the DCAC program and requirements. The student shall complete a minimum of thirty (30) successful days prior to returning to his/her home school.

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

When punitive action is necessary, several options are available:

1. **LUNCH DETENTION:** If a student is assigned to Lunch Detention, he/she must be at the assigned lunch detention location within five minutes of being dismissed from class. Students will remain at the lunch detention table unless given permission to leave the table by a school official. Lunch detention students may get in the lunch line when a school official gives them permission to get in line. If a student does not follow the lunch detention rules, he/she can be placed in ALC or be suspended. There is absolutely no talking while in lunch detention. If a student talks while in lunch detention, he/she may have added days of lunch detention, be assigned to ALC, or be suspended from school. If a student fails to attend lunch detention, he/she may be subject to added lunch detention days, home suspensions, ALC, or school suspensions. It is the student's responsibility to know his/her assigned dates for lunch detention.
2. **CORPORAL PUNISHMENT:** May be administered by certified personnel only, with an additional certified person as a witness. This form of punishment may be administered to students of all ages but only after other corrective measures have failed. Although parental permission is not required, corporal punishment may be prohibited for individual students at the parent's request.
3. **MANDATORY PARENT/STUDENT/ADMINISTRATOR CONFERENCE:** A mandatory conference requires the parent of the student bring him/her to school in order to discuss, with the appropriate administrator, the problem which has resulted in the mandatory conference. The student is not to return to school until the mandatory conference is held. Principals are expected to clear the majority of

mandatory conferences the following day, thereby eliminating the student's loss of class time.

4. **SCHOOL SUSPENSIONS:** A principal may suspend a student for a period of one to three days. In most cases a mandatory parent conference will have been issued prior to this action. The student will not be allowed to participate in or attend school-sponsored activities at any DeSoto County School during a suspension. Any student who is found on a school campus during a suspension will be considered trespassing and may be arrested. **If a discipline hearing is pending upon student return from a suspension, the student will attend ALC until the hearing is conducted.**
5. **ALTERNATIVE LEARNING CENTER (ALC):** Students may be placed in ALC, which is an in-school suspension, by a principal for any period of time deemed appropriate. ALC normally lasts from 3 to 5 days but can be extended by the principal. ALC is in-school suspension and is on the campus of our school. The student is placed in isolation and all work from their regular classes is sent to them. Students are required to finish their class work in ALC; completed work is sent back to the teacher to be graded. **Students who are placed in ALC will be required to take their exams.** Students are not counted absent from school when in ALC.
6. **Restoration and Modification Program (RAMP):** RAMP is an in-school-based center created to respond to and redirect student behaviors that are inappropriate in the school environment. This is done in an effort to reduce the time students may spend in an out of school suspension. The intent is for students to recognize and consistently use appropriate replacement behaviors. Students are assessed daily. Daily points will be given for attendance, tardiness, ability to follow all rules, behavior, and work habits. Students are assigned a minimum of 3 days of RAMP and begin each day with 5 points. Points are deducted for violations of RAMP rules. A total of 3 points or more is considered a successful day. Students receive a feedback sheet daily to be signed by a parent and returned the next day.
7. **DISCIPLINARY COMMITTEE SUSPENSIONS:** Depending on the severity of the offense a student may be suspended for 3 days then required to attend a disciplinary hearing. The hearing officer shall have authority to place a student on school probation or place a student in extended ALC. The officer may refer the student to the county alternative school known as DCAC. The officer may also recommend an indefinite suspension or recommend expulsion to the DeSoto County Board of Education. The officer will conduct a due process hearing at the school. The student, parent/guardian, and others involved in the case, inclusive of attorneys, are provided the opportunity to participate in the hearing. The principal shall furnish the

student with a written notice of the suspension. The student may not participate in school-sponsored activities during the suspension.

8. **DESOTO COUNTY ALTERNATIVE CENTER (DCAC):**
Students may be placed at DCAC as a result of a disciplinary hearing. During a student's assignment to DCAC, he/she is not allowed on any DeSoto County school campus. Students who are assigned to DCAC are not allowed to attend any extracurricular events during the time of their placement at DCAC. Any student who comes on campus will be considered trespassing and may be arrested. If a DCAC student needs to come on campus during the school day, he/she must report to the main office immediately and must be accompanied by a parent.

INTERROGATIONS, SEARCHES, AND ARRESTS

Interviews

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

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student(s) exists.

Items provided by the DeSoto County School District for storage (e.g., lockers, desks) or personal items are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without gaining permission from the principal, from the parent and without gaining express concurrence from the DeSoto County School District attorney.

Arrests

When a student is subject to arrest regarding incidents unrelated to the school, the

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

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

GANG ACTIVITY

In an attempt to keep DeSoto County Schools safe for all students and staff, gang activity will not be tolerated. Students are not allowed to use or possess any gang graffiti, gang drawings, gang writings, or gang attire. Students are not allowed to participate in gang activities such as gang handshakes or making gang signs.

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

DESOTO COUNTY BUS RULES

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

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

1. Responsibilities:

1. Bus drivers and aides are responsible and authorized to maintain student order and discipline at all times.
2. Principals are responsible and authorized to administer any and all necessary student discipline. Principals shall also ensure that all bus rules are communicated to eligible riders.
3. Students have the responsibility to obey all policies and procedures established by the DeSoto County Board of Education, their respective schools and the Transportation Department while waiting for, boarding, riding or off-loading a DeSoto County School Bus.

4. The Transportation Department shall post rules clearly on every school bus and shall include but not be limited by the rules listed below.
2. Rules of Conduct
1. Be waiting at your stop 5 minutes early.
 2. If you need to cross the street, wait for traffic to stop; driver will motion to you when it is safe to pass in front of the bus to load or unload.
 3. Obey the bus driver.
 4. No unauthorized items on bus. (No weapons, tobacco, combustibles, pets, large items, etc.)
 5. Be nice and courteous.
 6. Keep the bus clean.
 7. No profanity and no fighting.
 8. Keep hands and head inside of bus.
 9. Do not throw anything, anywhere.
 10. Stay in your seat. Driver may assign seats.
 11. No eating or drinking.
 12. Damage to bus interior may result in student paying for damage.
 13. Emergency door/windows may only be opened in case of emergency.
 14. Do not distract or bother the driver through loud talking or misbehavior.
 15. Report any problems you may have to the bus driver as soon as possible.
 16. School District and drivers are not responsible for articles left on the bus.
 17. Use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity of any kind may result in expulsion from school.

DRESS CODE

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

It is virtually impossible to formulate a set of regulations that adequately covers every detail of proper grooming. Violations of the Dress Code will be dealt with in accordance with the code of discipline. Dress code violations will be handled as insubordination as stated in the code of discipline.

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

1. Hair must be neat, clean and worn in a manner which does not interfere with vision or cause disruption in the classroom. No combs, picks, rollers, or extreme coloring will be allowed.
2. T-shirts with sleeves, white or colored are acceptable. Shirts must be properly closed, zipped or buttoned.
3. No article of clothing that pertains to or depicts the following are acceptable:
 - A. Substances or activities illegal by law for minors: alcohol, drugs, tobacco, gambling
 - B. Profane, suggestive, or violent language
 - C. Derogatory symbols; remarks directed to any ethnic group.
4. Sufficient underclothes must be worn appropriately and must not be exposed.
5. Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust or excessive part of the back or are excessively tight or distracting are not permitted. Shirts are to be tucked in. Blouses/tops made to be worn outside should be at least 3 inches below the waistline and no longer than 5 inches below the waistline. No slits in shirts are to be above the waistline of pants.
6. Students in grades K-5 are allowed to wear shorts; however spandex shorts are not allowed. **Shorts should be walking shorts or Bermuda shorts. Students in grades 6 thru 12 may wear walking shorts or Bermuda shorts that are knee length. They should not be excessively tight or baggy. Athletic shorts are not permitted unless they are a part of an approved gym class or athletic class/activity.**
7. Near knee length dresses and skirts are allowed. No slits in these skirts or dresses above the kneecaps are allowed.
8. No Spandex articles are allowed.
9. Shoes must be worn at all times; no house shoes are allowed. Shoes with laces should be laced and tied.
10. No visible tattoos will be allowed. Neither male nor female students will be permitted to wear rings and/or studs in their noses, tongues, or other exposed body parts other than the ear and appropriate rings on fingers.
11. Coaches, physical education classes or any organized athletics have the option to ban jewelry due to safety reasons and violation of the Mississippi High School Activity Association regulation.
12. Sunglasses, other than prescription, must be removed when inside the building.
13. All pants must be worn fitted to the waist at the waist with or without a belt. **Belts must be worn and buckled appropriately for pants that have belt loops. Pants should fit appropriately. NO BAGGY PANTS ARE ALLOWED.** No writing is to be on the seat of the pants, even the cheerleader's uniform and dance team.

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

OTHER RESTRICTED ITEMS

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

This list is not all-inclusive.

Pajama pants	Fireworks	Laser lights
Headphones	Earbuds	Stink bombs
Noise-making devices	Toys	Water pistols
Cigarette lighters	Counterfeit drugs	Bandannas
Vaping Devices	Look-a-like weapons	Grills
Dice	Outside Drinks	Stuffed animals
Playing cards	Blankets	Pillows
Stolen property	Sunglasses	Skateboards
Matches	Caps	Cameras
Personal defense spray	Gang paraphernalia	
Pornographic materials		

SENIOR FIELD DAY DRESS CODE

The Senior t-shirt will be worn by all seniors attending field day. Shorts may be worn according to DCS policy (knee length). You may wear long (knee length) basketball shorts. Leggings may be worn under knee length shorts.

PROM GUESTS

- * HLHS student must submit a completed guest request form for administrative approval with all required documentation by the set deadline for the guest to be considered to attend prom.
- *Guests must attend the dance with a current HLHS 11th or 12th grade student.
- *Guests cannot be enrolled in any grade lower than 9th.
- *Guests may be a current student from another high school if the administration is able to obtain a letter of good standing from the student's principal recommending him/her to attend.
- *Students who are currently attending or assigned to attend an alternative school will not be considered in good standing and will not be allowed to attend as a guest.
- *Guests may be enrolled in DeSoto County Schools GED program. Students enrolled in other GED programs will not be permitted to attend.
- *Guests who are currently enrolled in a DeSoto County homeschool program will be considered to attend. Students who have completed homeschool will not be considered to attend.
- *Students who are enrolled in an on-line school will not be permitted to attend.
- *A government issued photo identification card will be required for all guests who do not currently attend HLHS.
- *Guests may be graduates from DeSoto County Schools from the previous two years. A letter of good standing from the graduate's school principal must be submitted for approval. Graduates from other districts cannot attend.
- *Guests must be under 21 years of age.
- *The principal makes the final decision on whether or not a guest will be allowed to attend.

HORN LAKE HIGH SCHOOL

Title I – Parents’ Right—to- Know Letter 2020-2021

Dear Parent/Guardian,

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

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

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

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

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

We encourage you to support your student’s education and to communicate with your student’s teacher(s) on a regular basis. For more

Student's Name

Parent Signature

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

Student: _____

Homeroom: _____

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

PARENT'S ROLE: I realize that children do better in school when parents are involved.

Therefore, I agree to help my child do his/her best in school by:

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

Parent Signature _____

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

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

Student Signature _____

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

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

Teacher Signature _____

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

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

Principal Signature: Andy Orr
Horn Lake High School
Acuerdo Padre- Escuela

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

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

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

Firma del padre

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

- Trabajar lo mejor de mis capacidades en clase y con la tarea.
- Asistir a clase regularmente.
- Completar y devolver las tareas.
- Estudiar regularmente en casa.
- Traer los útiles necesarios.
- Respetar y cooperar con otros alumnos y adultos.
- Cumplir todas las reglas de conducta.

Firma del alumno

ROL DEL MAESTRO: Apoyará a su hijo con:

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

Firma del maestro

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

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

Firma de la directora

HORN LAKE HIGH SCHOOL
Student Handbook Acknowledgement Form
2020-2021

Please complete this form and return it to your homeroom teacher.

Please review the 2020-2021 student handbook at
www.hlh.desotocountyschools.org.

Student's Name (Printed)

Homeroom Teacher's Name

Grade

*Our signatures indicate that we have reviewed,
understand, and will abide by the 2020-2021 Horn Lake
High School Student Handbook.*

Student Signature

Date

Parent Signature

Date