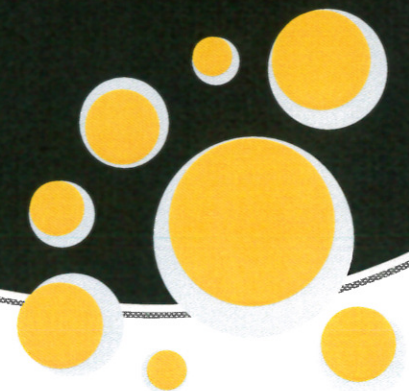




**HOLLY SPRINGS**  
**SCHOOL DISTRICT**  
Parent – Student Handbook  
ADDENDUM

**SY 2020-2021**

The mission of the Holly Springs School District is to educate students who can compete in the global community.





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## **A MESSAGE FROM THE SUPERINTENDENT**

Dear Parents and Guardians,

On behalf of the Holly Springs School District, I would like to welcome our students back for the 2020-2021 school year. We are excited to have the opportunity to fulfill our mission of educating students who can compete in the global community! The Parent- Student Handbook Addendum provides updated information to parents and students as the full Parent-Student Handbook is only printed every two years.

This supplementary guide has been designed to give you an overview of any new district policies, procedures, and requirements that will govern our students both inside and outside the classroom. Parents and guardians are encouraged to read both the handbook and addendum and review it with their child regularly.

We look forward to a great and wonderful year! Please let us know if we can be of assistance to you in any way. Together, we will ensure the success of all our students now and in the future!

Irene Walton Turnage  
Superintendent

Sincerely,

Irene Walton Turnage, Superintendent

## **Why A Quick Reference?**

It is the goal of our Student–Parent Handbook to provide policies, procedures, and information to guide students and inform parents. We believe by providing this information in the following format, an informative overview of both individual school and school district procedures is available for students and parents.

Our staff encourages and expects students and parents to read this handbook. This knowledge will help ensure the success of our students in school by enabling pertinent rules and regulations to be followed.

Our school culture encourages and welcomes questions from students and parents in regard to policies and/or procedures. The teachers, counselors, and principals are available and willing to answer any questions or address any concerns about this handbook or the policies and procedures included in the handbook.

By encouraging open communication among parents, students, and staff, and cooperating to provide what is best for our students, we will have an excellent school year. We wish each of you the very best in this school year.

**The Holly Springs School District will print the entire Student–Parent Handbook every two years unless major changes occur with policies and procedures. New Handbook Updates, Addendums, or Quick References will be sent each year between the years the handbook is printed.**

### **District Leadership**

#### **Superintendent**

Dr. Irene Walton Turnage  
840 Highway 178 East  
Holly Springs, MS 38635  
Office Phone Number: 662.252.2183 or 662.252.2184  
Office Fax Number 662.252.7718  
E-mail address: [ivalton@hssdk12.org](mailto:ivalton@hssdk12.org)

#### **Board of Education**

Mr. Lemon Phelps, President  
Mrs. Ejeera Dukes, Vice–President  
Mrs. Charisse Brown Harris, Secretary  
Dr. Gemma Beckley, Member  
Mr. Ray Von Autry, Member



# Holly Springs School District

## District Office Administrative Personnel

840 Highway 178 East  
Holly Springs, MS 38635  
Website: [www.hssdk12.org](http://www.hssdk12.org)  
Phone number: 662.252.2183  
Fax number: 662.252.7718

Eileen Dowsing, Assistant Superintendent/Federal Programs Director

[edowsing@hssdk12.org](mailto:edowsing@hssdk12.org)

Tennys Mayfield, Business Manager

[tmayfield@hssdk12.org](mailto:tmayfield@hssdk12.org)

Karin Autry, Special Services Director

[kautry@hssdk12.org](mailto:kautry@hssdk12.org)

Joseph Selman, Technology Director

[jselman@hssdk12.org](mailto:jselman@hssdk12.org)

Albert Lawrence, Transportation Supervisor

[alawrence@hssdk12.org](mailto:alawrence@hssdk12.org)

Joseph Echols, Building and Grounds

[jechols@hssdk12.org](mailto:jechols@hssdk12.org)

Fredrick Prowell, Food Services Director

[fprowell@hssdk12.org](mailto:fprowell@hssdk12.org)

## Administrative Personnel and School Contact Information

### Holly Springs Primary School

Grades Pre-K – 3<sup>rd</sup>

662.252.1768

Sherna Jones, Principal

[shjones@hssdk12.org](mailto:shjones@hssdk12.org)

### Holly Springs Intermediate School

Grades 4<sup>th</sup> – 6<sup>th</sup>

662.252.2329

Taneshia Scott, Principal

[tscott@hssdk12.org](mailto:tscott@hssdk12.org)

### Holly Springs Junior High School

Grades 7<sup>th</sup> and 8<sup>th</sup>

662.252.7737

LeTashia White, Principal

[lwhite@hssdk12.org](mailto:lwhite@hssdk12.org)

### Holly Springs High School

Grades 9<sup>th</sup> – 12<sup>th</sup>

662.252.4371

Cravin Turnage, Principal

[cturnage@hssdk12.org](mailto:cturnage@hssdk12.org)

Tamara Onwuemenyi, Assistant Principal  
[tonwuemenyi@hssdk12.org](mailto:tonwuemenyi@hssdk12.org)

**Holly Springs Career and Technical Center**  
Grades 10<sup>th</sup> – 12<sup>th</sup>  
662.252.2071

Susie Brown, Director  
[sbrown@hssdk12.org](mailto:sbrown@hssdk12.org)

**Ombudsman Alternative Program**  
Grades 6<sup>th</sup> – 12<sup>th</sup>  
662.252.2622

Norbert Woods, Alternative Director  
[hollysprings@ombudsman.com](mailto:hollysprings@ombudsman.com)



# HOLLY SPRINGS SCHOOL DISTRICT

DISTRICT CALENDAR 2020 – 2021

BOARD APPROVED: APRIL 14, 2020

JULY 29–31, 2020  
AUGUST 4, 2020  
AUGUST 4–5, 2020  
AUGUST 6, 2020

NEW TEACHER ACADEMY  
TEACHERS' FIRST DAY  
TEACHER ACADEMY  
STUDENTS' FIRST DAY

SEPTEMBER 7, 2020  
SEPTEMBER 16, 2020

LABOR DAY HOLIDAY  
PROGRESS REPORTS

OCTOBER 5–9, 2020  
OCTOBER 12, 2020  
OCTOBER 13, 2020  
OCTOBER 21, 2020

FIRST NINE WEEKS EXAMS  
FALL BREAK  
PROFESSIONAL DEVELOPMENT DAY/FALL BREAK STUDENTS  
PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS

NOVEMBER 11, 2020  
NOVEMBER 23–27, 2020

PROGRESS REPORTS  
THANKSGIVING HOLIDAYS

DECEMBER 17-23, 2020  
DECEMBER 23, 2020  
DECEMBER 24, 2020 – JANUARY 6, 2021

SECOND NINE WEEKS/FIRST SEMESTER EXAMS  
60% DAY  
CHRISTMAS/NEW YEAR'S HOLIDAYS

JANUARY 7-8, 2021  
JANUARY 11, 2021  
JANUARY 18, 2021  
JANUARY 20, 2021

PROFESSIONAL DEVELOPMENT DAYS/STUDENT HOLIDAYS  
STUDENTS RETURN  
DR. MARTIN LUTHER KING, JR. HOLIDAY  
PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS

FEBRUARY 10, 2021  
FEBRUARY 15, 2021

PROGRESS REPORTS  
PRESIDENTS DAY HOLIDAY (MAKE-UP DAY)

MARCH 1–5, 2021  
MARCH 8–12, 2021  
MARCH 15, 2021  
MARCH 16, 2021  
MARCH 24, 2021

THIRD NINE WEEKS EXAMS  
SPRING BREAK  
PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY (MAKE-UP DAY)  
STUDENTS RETURN  
PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS

APRIL 2, 2021  
APRIL 5, 2021  
APRIL 14, 2021

GOOD FRIDAY HOLIDAY  
GOOD MONDAY HOLIDAY (MAKE-UP DAY)  
PROGRESS REPORTS

MAY 20–26, 2021  
MAY 22, 2021  
MAY 26, 2021  
MAY 27, 2021  
MAY 31, 2021

4<sup>TH</sup> NINE WEEKS/SECOND SEMESTER EXAMS  
GRADUATION  
STUDENTS' LAST DAY (60%)  
TEACHER WORK DAY (MAKE-UP DAY)  
MEMORIAL DAY HOLIDAY

## FIRST SEMESTER:

STUDENT DAYS – 92  
FACULTY DAYS – 95

## SECOND SEMESTER:

STUDENT DAYS – 88  
FACULTY DAYS – 92

\*The above calendar is subject to change for reasons of inclement weather conditions and/or state assessments. \*

**MAKE-UP DAYS** due to inclement weather conditions and/or state assessments will be as follows:

FEBRUARY 15, 2021 (PRESIDENT'S DAY HOLIDAY)  
MARCH 15, 2021 (PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY)

APRIL 5, 2021 (GOOD MONDAY HOLIDAY)  
MAY 27–28, 2021 (TEACHER WORK DAY + ONE)

**Holly Springs School District**  
Parental Consent of Receiving Student Handbook

I, \_\_\_\_\_, parent of \_\_\_\_\_  
Signature of Parent Name of Student

acknowledge by signing this form that I have received a copy of the 2020-2021 Quick Reference to the Student–Parent Handbook. It is my responsibility to become familiar with the school’s rules, regulations, policies, and procedures. Failure to become familiar with aforementioned items does not excuse my son or daughter from being governed by the rules and regulations of the Holly Springs School District as outlined in the handbook and this quick reference to the handbook.

\_\_\_\_\_  
Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

**“Beginning in the 2018–2019 school year, a student scoring at the lowest two achievement levels in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion. 3<sup>rd</sup> grade students must make a score of Pass or higher to be promoted unless the student meets the good cause exemption for promotion.”**

**PARENTAL RESPONSIBILITY**

MISSISSIPPI LAW 97-37-13

Weapons Possession – A parent may be guilty of a misdemeanor and fined up to \$1000 and/or up to 6 months in county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon.

**MISSISSIPPI LAW 37-11-53**

**General Responsibility for Child’s Acts** – A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity.

Any parent, guardian or custodian of a compulsory-school-age child who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed **Three Thousand Five Hundred Dollars (\$3,500.00)**.

**Damages** – A public school district is entitled to recover up to \$20,000 in damages, in addition to any other recovery, from the parents of a child who maliciously and willfully damages or destroys district property.

**CONFERENCE ATTENDANCE - A PARENT MAY BE GUILTY OF A MISDEMEANOR AND FINED UP TO \$250.00 FOR FAILURE TO ATTEND A NOTICED CONFERENCE.**

**MISSISSIPPI CODE 37-11-21 – Abuse of Superintendent, Administrator, Teacher or Bus Driver**

If any parent, guardian or other person shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school–related activity in the presence of school pupils, such person shall be guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty dollars (\$50.00).

**HOLLY SPRINGS SCHOOL DISTRICT**  
**ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS**  
(Must be signed by Student and Parent prior to utilizing the District's Network)

**STUDENT SIGNATURE AND PARENTAL CONSENT FORM**

**Network (Internet) Access**

**PURPOSE:**

Holly Springs School District (HSSD) provides all students access to the Internet, and also in some cases laptop computers, Chromebooks, iPads, iPods, as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of these resources. In addition to this policy, the use of any school computers, including laptop computers, Chromebooks, iPads, iPods, Smartphones, iPhones, or any other school device that may be connected through Holly Springs School District's network to the Internet also requires students to abide by the Holly Springs School District Computer Use Guidelines. During the course of the school year, additional rules regarding Internet Safety may be added. If this occurs, any new rule will become a part of this policy.

**TERMS OF THE ACCEPTABLE USE AND INTERNET SAFETY POLICY**

**Specifically, the student:**

Should use the resources available through the Internet and other electronic media to supplement material available through the classroom, media center, or through any other resource provided by the school.

Should adhere to guidelines each time the Internet is used at home and school.

Should make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location.

Should use appropriate language in all communications. The student should not use profanity or obscenity and should avoid offensive or inflammatory speech. The student should not participate in "**Cyber Bullying**" such as personal attacks and/or threats on/against anyone using these resources. The student should report to responsible school personnel any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) observed while using school-owned technology.

Should abide by copyright laws and should only download/import music or other files to a school-owned computer, including laptops and Chromebook, that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

Should use his or her real name in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, virtual classes, etc.).

Should respect the privacy of others. The student should re-post (to make appear online again) communications only after obtaining the original author's prior consent.

Should use technology for school-related purposes only during the instructional day.

Should not make use of material (files) or attempt to locate material (files) that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, videos or other materials (files). The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school owned computers should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, videos or other materials (files).

Should not access or attempt to access instant messages, chat rooms, forums, e-mails, message boards, or host personal web pages, except school approved, teacher-supervised filtered Internet communication, during the instructional day.

Should not attempt to discover passwords or to control access to the Internet or the computer network.

Should not change or attempt to change the configuration of the software that controls access to the Internet or any other electronic media.

Should not download any programs, files, or games from the Internet or other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called "executable files."



**HOLLY SPRINGS SCHOOL DISTRICT**  
**ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS**  
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Should not attempt to discover passwords or to control access to the Internet or the computer network.

Should not change or attempt to change the configuration of the software that controls access to the Internet or any other electronic media.

Should not download any programs, files, or games from the Internet or other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called "executable files."



Should not use this resource for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.

Should not knowingly introduce or knowingly allow the introduction of any computer virus to any HSSD computer.

Should not connect a personal, non-school-district-owned desktop computer, laptop computer, Chromebook, wireless personal digital assistant (PDA), or any other network (wireless or directly plugged) device to any part of the HSSD network (local area network "LAN," wide area network "WAN," or metropolitan area network "MAN").

Should not share passwords with anyone for any reason and should make every effort to keep all passwords secure and private.

Should not play games, including Internet-based games, except school-approved, teacher-supervised educational games, during the instructional day.

Should not download, upload, import or view files or websites that purport the use of illegal drugs, alcohol or illegal and/or violent behavior except school-approved, teacher-supervised digital media

Should not bypass or attempt to bypass HSSD filtering software.

Should not hack into the District Database.

Should not access or attempt to access any prohibited sites, such as Myspace, Snapchat, Instagram, Facebook, or similar sites.

Should not use the network system for soliciting or distributing information with the intent to harass, intimidate, or bully which can be described as Cyber Bullying.

Students should not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to multiple recipients).

I have read the Acceptable Use and Internet Safety Policy. If my child follows the rules he or she may keep access to the network. If he or she does not follow the rules in the Acceptable Use and Internet Safety Policy, **I understand that my child's network access will be suspended and or other disciplinary actions.**

**The specifications of the Acceptable Use and Internet Safety Policy will include the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and Cyber Bullying awareness and response.**

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

## **GRIEVANCE PROCEDURES**

### **ACCOUNTABILITY**

The Holly Springs School Board recognizes and willingly accepts individual and system-wide accountability for its actions to parents, students, and all school patrons. Students' complaints and grievances will be resolved through orderly processes at the earliest possible time and at the most immediate level of supervision. Complaints and grievances will be approached in the following manner:

The time limits at any step of the grievance procedure may be adjusted at the mutual consent of the parties concerned or by authorization of the superintendent. The superintendent may extend the time limitation, not to exceed five working days. If it is mutually agreed upon by both parties to the grievance that any step listed below is not necessary to the presentation of the grievance then the step or steps may be deleted from the process.

### **INFORMAL PROCEDURE**

#### **Step One:**

A parent or student who feels that he/she has a grievance should present the matter in writing to the principal or whoever has the authority or responsibility to deal most effectively with the grievance. If the problem is resolved or no further action is necessary, the matter is considered closed. It will be the responsibility of the principal or supervisor to submit the written grievance, along with a report of action taken, to the superintendent.

#### **Step Two:**

If a parent or student feels his/ her problem had not been resolved, he/she should contact the Superintendent's office for the grievance to be presented at the next administrative level. This meeting will occur within one week of the receipt of the complaint. This meeting will normally be held between the parent and/ or student and the administrator, except in unusual circumstances when legal counsel may be present, as well as the parties involved in STEP ONE. If the problem is resolved, or no further action is requested, the matter is considered closed.

#### **Step Three:**

If the problem is unresolved after STEP TWO, the complainant may, within five working days after the second meeting, request in writing that the superintendent or his/her designee arrange a meeting with the complainant. Participants in this meeting would be in attendance as requested by the student/ parent and/or administrator involved in STEP TWO. This meeting will be held within seven working days after receipt of the request. A decision will be made within fifteen days from the receipt of the written request. If the aggrieved person or persons desire to appeal the superintendent's decision, they must request in writing a hearing before the Board of Trustees. Such a request must be made through the superintendent. The Board will provide the student or parent with its written decision in this matter as expeditiously as possible following completion of the hearing.

## **NOTICE TO PARENTS**

As the parent of a student at Holly Springs School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers;

- Whether the teacher has met Mississippi Department of Education's qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which the Mississippi Department of Education's qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether your child is provided services by paraprofessionals and, if so, the paraprofessionals' qualifications.

If you would like to request this information, please contact the principal of your child's school.

## **TEXTBOOKS**

Teachers are to record book identification numbers, book title, and the student receiving the textbook at the beginning of the school year. The same information will be used during the year for book checks and at the end of the year for book collection and to determine if fines are owed.

When a child moves from his/her school, the books should be returned in to the classroom teacher **before** records are released.

Students will be charged for books that are lost. The fee will be based on the four-year average textbook life. Minimum charge is 25% of the contract price. All such losses and collections shall be reported to the principal.

Teachers and staff distributing books to pupils are authorized to collect for any damage or excessive wear of the textbooks. The amount collected should be determined by the extent such damage has impaired the future use of the book and should be sufficient to impress upon parents and children the necessity for proper care and the use of the state-funded textbooks.

## **ABSENCE AND TARDY POLICIES AND PROCEDURES**

**“Perfect Attendance” Shall Be Defined And Observed By All Schools As No Absences, No Tardies, And No Dismissals From School. Exceptions Shall Be Bus Tardies or School Sponsored Field Trip and/or Activities.**

### **ATTENDANCE, TARDINESS, AND EXCUSES**

#### **INSTRUCTIONAL DAY**

The Federal and State Laws for compulsory-school-age children’s attendance have different regulations. The Holly Springs School District will follow the more rigorous state law which states that a student must be present for at least sixty-three percent (63%) of the instructional day to be considered present for the entire school day.

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

Each of the following shall constitute an excused absence:

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

#### **STUDENT ABSENCES (PRE-K–12)**

- Seven (7) cumulative absences may be excused by a note from a parent/guardian.
- **Any** additional absence after the seven (7) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation given for excuse of absence(s) **must** be submitted to the principal or his/her designee within three (3) school days of returning to school, unless granted an exception by the principal or his/her designee for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the Marshall County School Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

#### **TARDINESS AND TIMELINE FOR EXCUSES**

##### ***A. Tardiness to School***

Promptness is a virtue that becomes a habit. The school board encourages the development of this habit. Students are expected to be in school and class on time each day.

1. Excused Tardies – Tardies through the first period shall be excused if the following occurs:
  - a. A school bus is late;
  - b. A student had to report to a doctor and presents verification from the doctor’s office;

- c. A student was involved in an accident, and presents verification from the police department;
- d. There are medical reasons, which due to their nature may cause a student to be tardy from time to time, if the school has been notified in writing in advance by a doctor; or
- e. The principal or his/her designee has detained the student in the office.

**Verification required by this policy must be submitted within three (3) days for the tardy to be excused.**

Regardless to who brings a student to school late, a student is tardy for school if he/she arrives at school after the tardy bell has rung. A tardy slip must be secured from the principal's office and/or attendance clerk before a student can be admitted to class. Any student failing to get an admittance slip before going to class after being tardy to school shall be charged an absence. Consequences and procedures for tardiness to school will be the same as the consequences for tardiness to class. To be considered present for the school day, the student must be at school 63% of the school day.

**B. Tardiness to Class**

Students will be given one week at the beginning of the school year to become acclimated to their schedules. Beginning with the second week, school district's rules for tardiness to school and class will be enforced.

- 1. A student will be judged tardy to class when he or she is not in the class when the tardy bell rings.
- 2. When a student has been judged tardy to class, the teacher will be responsible for keeping the record of the tardiness in his/her attendance log.

**Please see the Discipline Ladder for consequences for Tardiness to Class and Tardiness to School.**

**PUPILS LEAVING SCHOOL GROUNDS (DISMISSALS)**

- A. A pupil is not permitted to leave the school grounds during the regular school day without a written note from the parent/guardian to the principal or the designee stating the reason. The note shall be kept on file in the school. A violator shall be subject to disciplinary action. A pupil excused from school shall be in the custody of a parent or legal guardian or excused pursuant to specific instructions from the parent or guardian.
- B. Acceptable dismissals shall include:
  - 1. Personal illness;
  - 2. Medical appointments that cannot be arranged after school hours; and
  - 3. Special family emergencies as approved by the principal.
- C. All dismissals from school shall count against the pupil's attendance record.

**THE UNEXCUSED ABSENCES, TARDIES, OR DISMISSALS**

An unlawful/unexcused absence is an absence not due to a valid excuse for temporary nonattendance. Any absences, tardies, or dismissals that do not meet the requirements listed in this policy shall be considered unexcused. No absence will be excused when it is due to suspension, expulsion or other disciplinary action [MS Code §37-13-91 (4)].

**REPORTING OF NONATTENDANCE FOR COMPULSORY SCHOOL-AGE STUDENT**

If a compulsory school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated five (5) unlawful absences during the school year of the public school in which such child is enrolled, the superintendent or his/her designee shall, within two (2) school days or within five (5) calendar days, whichever is less, report such absences to the school attendance officer of the youth court or family court. The superintendent or his/her designee shall also in the same manner report any student suspensions or student expulsions to the school attendance officer.

**ALLOWABLE CREDIT**

Excused absences, tardies or dismissals will allow 100% credit for work required by the teacher, provided that work is completed and submitted within five (5) school days. Teachers may require earlier submission of assignments or make exceptions as circumstances dictate.

**MAKE UP WORK**

When an unexcused absence, unexcused tardy, unexcused dismissal, or suspension causes a pupil to miss class time, that pupil shall be given the opportunity to make up work required by the teacher. A pupil shall have the opportunity to complete and submit required work within five (5) school days after returning to school, or earlier as required by the teacher. Otherwise, no credit shall be given for all missed work. Parents may request schoolwork during the time of a suspension. A student who is expelled shall not be permitted to make up missed work. However, enrollment at the Alternative School will allow students to continue all schoolwork. Excessive absences may require student to attend a district approved extended year program to make up missed work.

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

### **PERFECT ATTENDANCE**

"Perfect Attendance" shall be defined and observed by all schools as no absences, no tardies, and no dismissals from school. Exceptions shall be bus tardies or school sponsored field trips.

### **SCHOOL-RELATED ACTIVITIES**

Participation and/or practice in school-related activities shall not be permitted the day that an unexcused absence occurs.

### **SPECIAL NOTE:**

According to a 1998 Attorney General Opinion, automatic fail provision 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)

### **CONDUCT POLICIES**

One of the characteristics of an effective school district is a safe, orderly climate conducive to teaching and learning. Students, as well as the administration and staff, share the responsibility for creating and supporting a positive school climate. The degree to which students accept their responsibility to demonstrate the type of behavior that promotes a learning climate also has a definite effect on their academic achievement.

The Holly Springs School Board wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be completed. Recognizing the need to support the professional personnel of the Holly Springs School District, the Board encourages the development of harmonious and cooperative relationships between students and faculty members based on mutual respect and understanding. Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, unruly student behavior, and vulgar or otherwise discourteous actions will not be permitted.

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

Positive Behavior Intervention Support (PBIS) is a problem solving model aimed at preventing inappropriate behavior through teaching and reinforcing appropriate behavior. The support system offers a range of interventions that are systematically applied to students based on their demonstrated need. PBIS is broad range of systemic & individualized strategies for achieving important social & learning outcomes while preventing problem behavior with all students.

### **DISCIPLINE – GENERAL INFORMATION**

The basic objectives of discipline within the school may be described as four-fold:

- To establish conditions which do not prevent any teacher from teaching or any student from learning.
- To establish and maintain study conditions that are conducive to learning.
- To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.
- To guide students in learning how to make better choices based on decision-making skills that enable them to become self-disciplined.

### **DISTRICT CODE OF CONDUCT – GENERAL POLICIES AND PROCEDURES:**

Administrators and teachers shall hold students accountable for their conduct in school, on the way to and from school when transported on school buses, at any school-sponsored event in or out of town, and while riding any school owned vehicle or at any school related activity or event. Also included is conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole (MS code37-7-301). Any school official may correct any type of student misconduct concerning any of the above.

The failure of any student to recognize and adhere to verbal statements of correction by school officials will be cause for discipline. Teachers are expected to handle most of the disciplinary problems that arise. In the event, however, that a student will not adhere to the corrections and warnings of a teacher, counselor, bus driver, etc., the student may be referred to the assistant principal, interventionist and/or principal for disciplinary action. In each instance when this is done, a written and signed referral form will be submitted by the referring teacher explaining the problem.

Each student referred to the assistant principal, interventionist and/or principal for disciplinary reasons shall be given a fair and prompt opportunity for an explanation or hearing before any action is taken.

### **STUDENT CELL PHONE POLICY**

In Holly Springs School District (HSSD), policies and procedures of HSSD are followed if cell phones are misused, become a distraction to the academic environment, or negatively impact the instructional process (See HSSD Code of Discipline K-12).



However, in an effort to prepare our students for the world of college or career, HSSD has created a policy to govern the possession and positive use of cell phones and smart watches for instructional purposes at school.

### **Possession and Use**

Cell phones and smart watches are permitted on school grounds but may not be used, heard, or displayed during the instructional day between the hours of 7:30 am – 3:15 pm or end of the instructional day. Use of cell phones and smart watches on school buses is limited. Students may have phones and smart watch on buses as long as they are not heard and are not used in any way that violates district policy or any of the areas listed below in prohibitions. Unauthorized use may result in phone or smart watch being seized as outlined in the HSSD Code of Discipline.

### **Exceptions**

Cell phones and smart watches may be used during a specific classroom period for specific instructional activities as part of a Bring Your Own Device (BYOD) initiative if it is part of the teacher's lesson plan and approved by a school administrator or designee. Cell phones and smart watches may be used for specific instructional and other activities at the discretion of the school building administrator.

### **Prohibitions**

Students shall not possess cell phones or smart watches on their persons during statewide or district assessments. Unauthorized use of cell phones and smart watches may result in the phone or smart watch being seized as outlined in the HSSD Code of Discipline. Cell phones and smart watches should not be used at any time in any way that violates district policy or that threatens, humiliates, harasses, or intimidates school related individuals including students, employees, and visitors or any way that violates local, state, or federal law. Cell phones and smart watches should not be used by students to call parents for any reason during the instructional day between 7:30 am and 3:15 pm or the end of instructional day. If students need to call parents, students should request to use the school or office phone.

Holly Springs School District employees have no financial responsibility for lost, stolen, or damaged cell phones, smart watches or devices that have been confiscated.

**Non-compliance will follow the step process listed in the Discipline Ladder.**

## **USE OF ELECTRONIC DEVICES, VIDEOING, AND RECORDING**

### **PURPOSE**

Holly Springs Schools provides students access to our wireless network and the option of utilizing devices as a means to enhance their education. Electronic devices have become a common means of communication and information access in today's society. It is also recognized that these devices can become distractions to the academic environment and therefore, negatively impact instruction. The district has created this policy to govern the possession and use of electronic devices on school premises, during school-sponsored or school-related events and on school transportation.

### **DEFINITIONS**

1. **Eligible Students:** Students whose parent/guardian signs and agrees to the terms of the district's Acceptable Use Agreement.
2. **Electronic Device:** An electronic device is defined as any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to, cellular phones, pagers, smart phones, smart watches, music and media players, tablets, laptops, Chromebooks, notebooks, netbooks, e-Readers, and iPods.
3. **Unacceptable Electronic Devices:** An unacceptable electronic device includes, but is not limited to, personal cellular phones, pagers, smart phones, smart watches, music and media players, tablets, laptops, Chromebooks, notebooks, netbooks, e-Readers, iPods, gaming devices or consoles, modems, routers, televisions or accessories.
4. **Unauthorized Use:** Unauthorized use of personal electronic devices includes, but is not limited to, the following:
  - Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in disciplinary action and/or confiscation of the personal device.
  - Transmitting school materials for unethical purposes such as cheating.
  - Any activity which may be in violation of a Holly Springs School District's policy and/or procedural directive.
  - Damaging, or attempting to damage the network, equipment, materials or data physically or electronically.
  - Accessing unauthorized district computers, networks and information systems.
  - Use of any electronic device which disrupts the instructional day.

### **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. This includes devices being used to contact family members or others without permission.



Use of cell phones, smart phones or electronic devices on school buses is limited. Students may have phones on buses as long as they are not heard and are not used in any way that violates district policy or any of the areas listed below in prohibitions. Unauthorized use may result in the phone; smart watch or electronic device being seized as outlined in the HSSD Code of Discipline.

Electronic devices, cell phones, or smart watches may not be used during the administration of tests mandated by the Mississippi Assessment System and district, unless specifically allowed by law.

All laptops, notebooks, netbooks, Chromebooks and MacBooks must be school assigned and have antivirus software installed with updates activated, if applicable.

Any recording or streaming of any audio or video must be reserved for classroom activities and must be approved by the school administration.

### **CONFISCATIONS**

Students are only allowed to use school approved 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 will seize electronic devices if observed during the school day or on school campus even if the device is not being used. 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.

### **POTENTIAL DISCIPLINARY ACTIONS**

All violations will be subject to the disciplinary actions for possession of electronic equipment/device as listed in school board policies.

A campus administrator, in the exercise of reasonable discretion in response to student misbehavior will apply the appropriate consequence.

### **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.

### **PROHIBITIONS ON 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 it is part of instructional process and approved by school administration.

### **PROHIBITIONS ON AUDIO/VIDEO RECORDING BY MEDIA OR OUTSIDE AGENCY**

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 or any other instrument by the media, public, parents, or community is strictly prohibited on school premises at all times, unless it is part of instructional process and approved by school administration.

## **CORPORAL PUNISHMENT**

(MS code 37-11-57)

This is an option in the disciplinary program of the Holly Springs Schools District and will be administered in accordance with the policy of the Holly Springs School District. The district has established procedures under which a parent/legal guardian will indicate whether he/she gives permission for his/her child to receive corporal punishment as appropriate under the assertive discipline plan outlined in the student handbook and in accordance with district policy. Alternative disciplinary actions will be required for students whose parents/legal guardians have not checked and signed the required Corporal Punishment Permission statement.

**Beginning with the 2019-2020 school year, corporal punishment cannot be administered to special needs students (including speech and 504 students). (HB1182)**

Disciplinary action in lieu of or in addition to corporal punishment may include extra work assigned by schools, in-school suspension, detention, suspension from school, referral to social services officials, or other appropriate disciplinary measures, including a requirement that the parent or legal guardian attend classes with the child or attend parenting sessions provided by the school district to help parents or guardians develop the skills necessary to facilitate the child's continuing enrollment in the regular school program and successful participation in classroom activities.

Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a principal or his/her designated representative, or a bus driver shall not be civilly liable for any action carried out in conformity with state law and district school board rules regarding the control, discipline, suspension, and expulsion of students. Miss. Code Ann. §37-11-57.

Corporal punishment, “the moderate use of physical force or physical contact by a teacher or principal as may be necessary to maintain discipline or to enforce school rules,” is allowed in the Holly Springs School District.

As a matter of board policy, reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment that is free from disruption and is conducive to furthering the educational mission of the board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment that are consistent with the following requirements:

1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
2. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
3. The school principal, assistant principal, or a teacher may administer corporal punishment.
4. When corporal punishment is administered, it shall be done in the presence of another employee.
5. A teacher or principal who has administered corporal punishment shall provide the pupil’s parent or guardian with a written explanation of the reason for the punishment and the name of the other adults who was present.
6. Paddles are standardized as less than two (2) feet long, three (3) to four (4) inches wide, and about one-half (1/2) inch thick.

Such discipline, used as a last resort, will be administered by or in the presence of the assistant principal, principal, another teacher, or assistant teacher.

### **HONOR ROLL**

To qualify for nine weeks and semester honor roll, students in grade 1-12 who receive report card grades of 80-100 in Reading, Language Arts (English and Reading), Mathematics, Social Studies, and Science are eligible for honor roll.

Breakdown of honor rolls is as follows:

- Superintendent’s List: All A’s (90-100) in all subjects  
Principal’s List: All A’s (90-100) and B’s (80-89) in all subjects with no C’s

### **PROMOTION AND RETENTION POLICY**

#### **GRADE: KINDERGARTEN (K)**

Progression from kindergarten to first (1<sup>st</sup>) grade shall be based on each student’s achievement in terms of established instructional goals. Students must meet the following requirements to be promoted to first grade:

1. Master 80% of the ELA (Reading, Language, and Writing) Standards
2. Master 80% of the Mathematics Standards
3. Meet grade level requirements in Reading and Math
4. Meet district grade level growth goals

**Note:** Students failing to master standards and meet requirements will be retained or required to attend an approved extended year program in order to master standards for promotion.

#### **GRADE: FIRST–SECOND (1<sup>ST</sup>–2<sup>ND</sup>)**

Student promotion in grades first–second (1<sup>st</sup>–2<sup>nd</sup>) shall be based on each student’s achievement in terms of established instructional goals. Students must meet the following requirements to be promoted:

1. Obtain a minimum yearly average of 65 in ELA (Reading, Language and Writing) and Mathematics
2. Master 80% of the standards/objectives in ALL subjects
3. Meet grade level requirements in Reading and Math
4. Meet district grade level growth goals

**NOTE:** Students failing to master standards and requirements will be retained or required to attend an approved extended year program in order to master standards for promotion.

**An automatic referral and intervention for a student will be initiated when a student first begins to experience failure in the classroom.**

#### **GRADE: THIRD (3<sup>RD</sup>)**

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

1. Obtain a minimum yearly average of 65 in ELA (Reading, Language and Writing) and Mathematics Standards
2. Master 80% of the standards/objectives in ALL Subjects
3. Meet grade level requirements in Reading and Math

4. Meet district grade level growth goals

**SPECIAL NOTE:**

**Students that do not meet state requirements by achieving grade-level reading by end of third (3<sup>rd</sup>) will not be promoted unless the criteria for good clause is met. (SB 2347 – Literacy-Based Promotion Act)**

Students failing to master necessary district standards will be retained or required to attend an approved extended year program in order to master standards.

**An automatic referral and intervention for a student will be initiated when a student first begins to experience failure in the classroom or has been retained previously.**

**GRADE: FOURTH-EIGHTH (4<sup>th</sup>-8<sup>th</sup>)**

Student progression in grades fourth-eighth (4<sup>th</sup>-8<sup>th</sup>) shall be based on student's achievement in terms of established instructional goals. Students must meet the following requirements to be promoted:

1. Obtain a minimum yearly average of 65 in ALL subjects
2. Must master 80% of standards/objectives in ALL Subjects
3. Meet grade level requirements in Reading and Math
4. Meet district grade level growth goals

**\*\*Students must pass all subjects for promotion in grades 4-8.**

Those failing to master necessary standards will be retained or required to attend an approved extended year program in order to master standards.

**An automatic referral and intervention for a student will be initiated when a student first begins to experience failure in the classroom or has been retained previously.**

**GRADES: NINTH – TWELFTH (9<sup>th</sup>-12<sup>th</sup>)**

Promotion in grades 9–12 is based upon earning Carnegie units. A Carnegie unit or half-unit is earned when a student completes the course with an average of 65 or better. Half-units are earned in courses designed to be completed in a semester. Students must meet the Grade Level Classification based upon each student's accumulation of earned course units (Carnegie Units) to be promoted to the next grade level.

The high school academic program in the Holly Springs School District requires four (4) full years or eight (8) semesters of work. Exceptions to this rule may be permitted in cases where students transfer in from an accelerated program or unique circumstances exist with the permission of the Superintendent or his/her designee. The following additional requirements may also apply for courses that are required as part of the state assessment system:

1. Obtain a minimum yearly average of 65 in ALL subjects
2. Master eighty percent (80%) of the relevant course's state standards/objectives
3. Students must meet the district grade level reading and math requirements.
4. Students must meet grade level growth goals as determined by their individual goal setting plan

**Special Note:**

**The retention of a student for extracurricular purposes is prohibited.**

**APPEAL PROCESS FOR PROGRESSION/ RETENTION DECISIONS**

1. Parent expresses concern to the student's teacher. The teacher will give an explanation to the parent.
2. Principal-parent-teacher(s) conference is held in which documented evidence of pupil performance is exhibited. The principal will render a decision.
3. The superintendent will review the case and make a decision.
4. A parent may appeal to the Holly Springs School Board for a final decision. Successive steps are utilized only in cases where the problem has not been solved in earlier steps.

**UNIFORM DRESS CODE**

The Holly Springs School District recognizes that the way students dress can affect their behavior. Research has shown that schools with a uniform dress code have fewer discipline problems, higher academic achievement, and students have higher self-esteem. Therefore, the Board endorses students in grades Pre-K–12 to participate in the Holly Springs School District Uniform Program.

The Uniform Dress Code states that the parent/guardian of students agrees to have their children wearing an established type and color of clothing as their school attire. The uniform is designed to support national and legitimate school objectives including, but not limited to, neatness and consideration, and respect for the rights of others. The Board encourages schools to develop a plan to provide assistance to students who require financial support to purchase uniforms.

1. The Uniform Dress Code is mandatory instead of voluntary.
2. Clothing with writing (advertisement of alcoholic beverages, drugs, profanity, smoking, vaping vulgar language or designs) is a violation of the Uniform Dress Code and will result in student being placed on the Uniform Discipline Ladder.

3. *Earrings must be worn in earlobes only. For student safety, no other body piercing with rings or other jewelry is permitted.*
4. *Because of student safety, no tongue studs will be allowed.*
5. The uniform should be specified:

**Boys/Young Men: (Pre-K–12)**

- White or Gold banded or button-down collar shirt (**no logos or designs**)
- White or Gold polo shirt (**short or long sleeves**)
- All shirts must be free of all decoration, trim or writing, the shirt is to be tucked in at all times. **Only solid white t-shirts may be worn under the uniform shirt.**
- Khaki or Black pants and shorts must be worn with a solid Black or Brown belt. **(Pants must be worn at the waist and free of any kind of design.)**
- Solid Black Jackets without Hoods (**No Hoodies**)

Accessories:

- Black tie or bow tie
- Black jackets, blazers, cardigans or pullover sweaters. (**NO SWEATSHIRTS, NO HOODIES**)
- Solid Black Shoes or Solid Black Athletic Shoes – including Black shoe strings and Black soles (**NO SANDALS OR BOOTS**)
- White or Black socks

**Girls/Young Women: (Pre-K–12)**

- White or Gold button-down collar blouse, or
- White round collar blouse,
- White or Gold polo shirt (short or long sleeves)
- All blouses must be free of all decoration, trim or writing, the blouse is to be tucked in at all times. Colored blouses or blouses with writing or designs on them may not be worn over or under the uniform shirt. **Only solid white t-shirts may be worn under the uniform shirt.**
- Khaki or Black walking shorts, skirts, jumpers, pants (slacks) or capris must be worn with a Black or Brown belt at the waist and free of any kind of design. (**Skirts, jumpers and shorts must be knee length.**)
- Solid Black Jackets without Hoods (**No Hoodies**)

Accessories:

- Black Tie/Cross tie, bow tie
- Black Jackets, Blazers, Cardigans, or Pull-over sweaters (**NO SWEATSHIRTS, NO HOODIES**)
- Solid Black Shoes or Solid Black Athletic Shoes – including Black shoe strings and Black soles (**NO SANDALS OR BOOTS**)
- Socks or tights (Black or White). Hosiery may also be worn (7–12).

**\*Non-compliance will follow the steps listed in the Discipline Ladder. \***

**SPECIAL DRESS CODE REQUIREMENTS**

*Any Students who must wear Justice Department anklets or tracking devices must wear long pants or other clothing to cover the devices at all times.*

*Tattoos must be covered at all times.*

**DISCIPLINE POLICY**

**DISCIPLINE LADDERS**

**TARDY TO CLASS/SCHOOL DISCIPLINE LADDER**

**TARDY TO CLASS POLICY**

First Tardy  
Second Tardy  
Third Tardy

Fourth through Sixth Tardy  
Seventh Tardy and all succeeding tardies

**CONSEQUENCES**

Written warning to student  
Parent Contact by Teacher  
Referral to the office by classroom teacher for detention or In School Suspension  
Counseling; three days, In School Suspension; and a parent conference  
Additional In School Suspension Days or alternative placement

**TARDY TO SCHOOL POLICY**

First Tardy  
Second Tardy

**CONSEQUENCES**

Written warning to student  
Parent Contact by Principal or Designee

Third Tardy  
 Fourth through Sixth Tardy  
 Seventh Tardy and all succeeding tardies

**UNIFORM DISCIPLINE LADDER**

First Offense  
 Second Offense

Third Offense  
 Fourth Offense  
 Fifth Offense  
 Sixth through ninth Offense

Tenth Offense

Detention or In School Suspension  
 Counseling; three days, In School Suspension; and a parent conference  
 Additional In School Suspension Days or alternative placement

**CONSEQUENCES**

Warning and counseling  
 Administrative Parent and Student Conference with written notification to the parent  
 1 day In-School Suspension with written notification to the parent  
 2 days In-School Suspension with written notification to the parent  
 3 days In-School Suspension with a mandatory parent conference  
 Additional In School Suspension Days or Alternate Placement for Habitual Disregard for Policy  
 Student and Parent Conference with Superintendent with written notification to parent

Note: The intervention process should begin when infractions result in students leaving the classroom

**CELL PHONE/SMART WATCH/ ELECTRONIC DEVICE LADDER**

**CONSEQUENCES**

First Offense

The cell phone, smart watch or electronic device will be taken until a parent conference is held and a parent signs for the device.

Second Offense

The cell phone, smart watch or electronic device will be held for 5 days and a \$20.00 fine will be charged.

Third Offense

The cell phone, smart watch or electronic device will be held for 10 days and a \$40.00 fine will be charged.

Fourth Offense and Subsequent Offenses

The cell phone, smart watch or electronic device will be confiscated for the remainder of school year. This includes any additional phones, smart watches or electronic devices that are taken on the fourth or subsequent offense.

\*\*\*Note: A parent has 20 business days following the last school day of the year in which the device was taken to reclaim the device.

Holly Springs School District employees have no financial responsibility for lost, stolen, or damaged cell phones, smart watches or electronic devices that have been confiscated.

**GENERAL DISCIPLINE LADDER**

**DISRUPTIONS/DISCIPLINE PROBLEMS**

**CONSEQUENCES**

- |  |              |
|--|--------------|
| 1. Possession of a weapon (Reported to law enforcement)  | 1. Step 6    |
| 2. Use, sale, possession of drugs or drug paraphernalia, or being under the influence of drugs. <b>(Reported to law enforcement)</b>                                 | 2. Step 6    |
| 3. Use, sale, possession of alcohol or alcohol-related products or being under the influence of alcohol.   | 3. Step 5-6  |
| 4. Fighting <b>(Reported to law enforcement)</b>   | 4. Step 5-6  |
| 5. Biting  | 5. Step 5-6  |
| 6. Use or possession of dangerous objects  | 6. Step 4-6  |
| 7. Use or possession of fireworks  | 7. Step 5-6  |
| 8. Harassment, intimidation, or threatening of other students or staff <b>(Reported to law enforcement)</b>  | 8. Step 1-6  |
| 9. Lying to authorities  | 9. Step 5-6  |
| 10. Sexual harassment <b>(Must be reported to law enforcement)</b>   | 10. Step 4-6 |
| 11. Trespassing  | 11. Step 4-6 |
| 12. Using forged or altered documents (report cards, progress reports, parental hall parental hall passes, other students' lunch cards, etc.)                        | 12. Step 4-6 |
| 13. Stealing (to include restitution)  | 13. Step 4-6 |
| 14. Use or possession of laser items   | 14. Step 4-6 |
| 15. Smoking  | 15. Step 4-5 |
| 16. Refusal to identify oneself properly when requested to do so by a faculty or a staff member  | 16. Step 4-5 |
| 17. Gang activity/association  | 17. Step 3-6 |
| 18. Defacing or otherwise injuring property that belongs to the school district (to include writing on school walls, inside or outside; and restitution for damages) | 18. Step 3-6 |
| 19. Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)  | 19. Step 3-5 |

20. Tardies as defined in the student handbook	20. Step 3–5
21. Use, sale, or possession of tobacco or tobacco–related products ( <b>Reported to law enforcement</b> )	21. Step 4–6
22. Gambling or possession of gambling devices	22. Step 3–5
23. Cutting classes	23. Step 3–5
24. Truancy	24. Step 3–6
25. Leaving campus without authorization	25. Step 3–5
26. Parking violations (towing at owner’s expense)	26. Step 3
27. Defiance of staff member	27. Step 1–6
28. Improper behavior in the cafeteria or on the campus	28. Step 1–6
29. Improper behavior at assemblies or other school activities (subject to removal from future school activities)	29. Step 1–6
30. Misbehavior on the school bus	30. Step 1–6
31. Continuous disobedience	31. Step 1–6
32. Disrespectful behavior to staff members	32. Step 1–6
33. Other misbehavior as determined by the administration	33. Step 1–6
34. Leaving or storing inappropriate items or materials in area used for storage	34. Step 1–6
35. Unauthorized fund raising, including sale of candy	35. Step 1–4
36. Possession of radios, Walkman’s, or electronic beepers, cell phones, smart watches, or other electronic devices	36. See Student Cell Phone/ Smart Watch/Electronic Device Ladder Above
37. Failure to return fund raising items or equivalent money (to include restitution)	37. Step 1–4
38. Going to car without permission	38. Step 1–4
39. Running in halls, cafeteria, or classrooms	39. Step 1–4
40. Inappropriate public display of affection	40. Step 1–3
41. Eating food in unapproved areas	41. Step 1–2
42. Cheating and Plagiarism	42. Step 1–6

Any discipline problem resulting in the student’s placement on Steps 4–6 may be reported to police if appropriate.

**DISCIPLINE LADDER – STEPS ALIGNED WITH CONSEQUENCES FOR DISCIPLINE PROBLEMS AND INFRACTIONS**

STEP ONE

1. Contact parent or legal guardian (phone or visit).
2. Student conference.
3. **Removal from ladder if not referred to office for five (5) school days from entry onto ladder.**

STEP TWO

1. Contact parent or legal guardian (phone or visit)
2. After–school detention or corporal punishment.
3. Failure to report to detention will result in the student being placed on Step 3 of the Discipline Ladder.
4. Any student who is disruptive or uncooperative in after–school detention will be referred to an administrator for further discipline.
5. **Removal from ladder if not referred to office for ten (10) school days from date of entry onto the ladder.**

STEP THREE

1. Contact parent or legal guardian (personal visit with building administrator).
2. In–school suspension, one (1) to three (3) days.
3. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time or permanently as determined by the administration.
4. Parent may be required to attend classes with student during time to be determined by administrator.
5. **Removal from ladder if not referred to office for twenty (20) school days from date of return to school after suspension.**

STEP FOUR

1. Contact parent or legal guardian (personal visit with building administrator).
2. Out–of–school suspension, one (1) to five (5) days.
3. Referral to Teacher Support Team (TST) and intervention as determined by administration.
4. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time or permanently as determined by the administration.
5. Parent may be required to attend classes with student during time to be determined by administrator.
6. **Removal from ladder if not referred to office for twenty–five (25) school days from date of return to school after suspension.**

STEP FIVE

1. Contact parent or legal guardian (personal visit with building administrator).
2. Out–of–school suspension for five (5) to eight (8) days.



3. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time as determined by the administration.
4. Parent may be required to attend classes with student during time to be determined by administration.
5. **Removal from ladder if not referred to office for thirty (30) school days from date of return to school after suspension.**

STEP SIX

1. Contact parent/legal guardian (personal visit or letter).
2. Nine (9) days out-of-school suspension. Recommendation for expulsion. A copy of Due Process/Hearing Procedures Policy will be given to the student and parent.
3. **A student may be recommended for expulsion at any time the administrator feels that the student's actions warrant such recommendation.**
4. Loss of privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time or permanently **as determined by the administration.**
5. **If a student returns to school, probation for thirty-five (35) days; removal from ladder if not referred to office for thirty-five (35) school days from date of return to school after suspension.**

**IMPORTANT NOTE: STUDENTS MAY BE ESCALATED TO NEXT HIGHER STEP AFTER SECOND PLACEMENT ON ANY ONE STEP.**

A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.

- A. Incentive is provided for the student to improve his/her behavior through provisions of a probationary period that allows a student to remove himself/herself from the discipline ladder by improved conduct.
- B. A parent/guardian conference with an administrator is required before a student can return to school after a suspension. (Steps 3, 4, or 5)
- C. A student may enter the Discipline Ladder at any step, depending upon the nature of the offense.
- D. Failure to complete the punishment as designated will result in escalation to the next step in the ladder.
- E. Return to the office during the probationary period prescribed in the Discipline Step will result in escalation to the next step.
- F. Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.
- G. A student may be suspended from riding to and from school on the school bus as a result of misbehavior on the bus.
- H. In all disciplinary matters, a student will be accorded due process under the district policy governing student rights.
- I. All disciplinary actions are subject to administrative options as to placement on the disciplinary ladder in keeping with the severity of the student misbehavior.

**PROCEDURE:**

1. If any school personnel determines that a student is in violation of any school regulation for which immediate disciplinary action is not required, the person shall notify the student and give the student the opportunity to take prompt CORRECTIVE action. If the student does not take corrective action within a reasonable amount of time or after the implementation of a classroom discipline plan, the matter will be referred to the designated school administration, accompanied by the proper referral form signed by the referring person.
2. A serious breach of conduct, failure of a student to immediately identify himself/herself, failure to give the proper name, or failure to take prompt corrective action will be cause for immediate referral to the principal. In this case, the referral form may be filled out after the student is brought to the office.
3. In all instances, except extreme cases when a student must be immediately removed from campus or a school vehicle, the student will be given a hearing by the principal of the school where the child attends. Each student will be allowed to "tell his/her side of the story."
4. After an impartial hearing, the principal, assistant principal, interventionist, or designated school official will determine the course of action to be taken by reviewing the referral form, the student's disciplinary record and the problem/consequence chart options for that particular school. If the school official feels an out-of-school suspension is warranted, a recommendation along with documentation will be made to the principal. The problem/consequence chart may be followed. Administrators are empowered to utilize discretion and professional judgment when establishing consequences. A written record will be made and kept on file. In the case of a bus violation, a copy of the violation will be sent to the parents. The student will receive a copy, the Transportation Department will receive a copy, and the bus driver will maintain a copy.
5. After repeated breaches of conduct or a serious breach of conduct, the principal may suspend the student from school for a maximum of ten (10) days to arrange for the school board to hear the case. This hearing will be as soon after the suspension as is possible. The board may readmit the student on probation, providing certain conditions are met, continue the suspension, or expel the student. Hearing with counsel if desired, is available at all steps in this process. The parent will be advised in writing of the date and hour of the hearing.
6. The student shall have the right to appeal any decision of the Board of Trustees as to suspension or expulsion as provided by law.
7. Students suspended from school for three (3) days or fewer must obtain their class assignments and complete the work, turning it in within five (5) days upon returning to school. Students suspended for any period of time must make up the work. In certain instances, assignments may be obtained by telephone or picked up at the end of the day by a designated person. This shall be

done at the convenience of the teacher. Students suspended for more than three (3) days shall follow the same time requirements as the three day suspension unless other arrangements are made with teachers.

8. Students suspended from riding the school bus or other school vehicles by the principal for any length of time will be expected to fulfill their responsibilities in attending classes.

When a student continues to display behavior problems, the student will be referred to the Teacher Support Team and strategic and targeted interventions will be developed for the student based on the district's tiered intervention policies and procedures.

## **ACADEMIC POLICIES**

### **GRADING POLICY**

The grading system of the Holly Springs School District shall be as follows:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 65-69%
- F = below 65%

**No nine week grades below a "50" will be entered.**

Nine Weeks Exams count as  $\frac{1}{4}$  of a student's grade. The nine weeks grade will be determined as follows:

Class average (homework- 10%; classwork - 15%; weekly tests and quizzes-50%) multiplied by 3, plus nine weeks exam (25%), divided by four equals Nine Weeks Grade Average.

To determine the semester average, the first and second nine weeks averages will be added then divided by two.

Example:

- 95      1st Nine Weeks
- 95      2nd Nine Weeks
- 190 divided by 2 = 95 x 3 = 285 + 95 (exam) = 380 divided by four = 95 Semester Average

The yearly average is determined by averaging the first and second semesters.

Example:

- 95      1st Semester
- 95      2nd Semester
- 190 divided by 2 = 95 Yearly Average

**Note:** There should be a minimum of eight grades each grading period. Time for the Nine Weeks Test will be determined by the Principal or designee.

## **NEW REQUIREMENTS FOR SENIORS**

### **DUAL ENROLLMENT/DUAL CREDIT AND ADVANCED PLACEMENT COURSES**

#### ***DEFINITION***

Dual Enrollment – A student is enrolled in an IHL/CJC course for college credit only. The student does not receive credit on his or her high school transcript.

Dual Credit – A student is enrolled in an IHL/CJC course for both college credit and high school credit.

#### **ELIGIBILITY**

Students wishing to participate in the Holly Springs Schools' Dual Enrollment/Dual Credit program must meet the following eligibility requirements:

- 1) 14 Core Carnegie Units (minimum) and/or Junior status with a 3.0 GPA in all courses
- 2) In the absence of 14 Core Carnegie Units and/or Junior status
  - a. 30 Composite ACT score with an overall 3.0 GPA **OR**
  - a. GPA in all courses
- 3) Appropriate ACT/SAT (or equivalent scores for placement)

#### **PRELIMINARY APPROVAL**

The District and IHL or CJC institution must **have** an articulation agreement in place prior to enrollment in a Dual Enrollment/Dual Credit course.

### **PROGRAM CONTINUATION**

The student must earn a “C” average in approved courses.

### **APPROVED DUAL CREDIT COURSES**

In order to receive dual credit for a college course, the course must be listed as an approved course in the *Mississippi Department of Education Approved Courses for Secondary Schools*.

A student is not allowed to take English II or Algebra I or any subject area assessment for dual credit.

**Each Dual Credit course will count as one (1) Carnegie Unit and will be weighted on the following scale: A– 5 points; B–4 points; C–3 points; and D–2 points.**

### **ADVANCED PLACEMENT COURSE CREDIT**

Holly Springs School District will offer least one (1) Advanced Placement (AP) course in each of the four (4) core areas (mathematics, science, language arts, and social studies). Distance learning or the Mississippi Department of Education's Mississippi Virtual Public School may be used as an appropriate alternative for the delivery of AP courses.

**Each Advanced Placement course will count as one (1) Carnegie Unit and will be weighted on the following scale: A–5 points; B–4 points; C–3 points; and D–2 points.**

### **CREDIT RECOVERY POLICY**

Credit recovery is defined as a course-specific, skills-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. The goal of the credit recovery program is to prevent students from dropping out of high school which will lead to an increase in the district's graduation rate.

In addition to traditional credit recovery courses, the Holly Springs School District will implement a web-based curriculum program to provide extensive support for students in credit recovery, credit completion, remediation and intervention. The program will be aligned with the Mississippi Curriculum Frameworks' competencies and objectives and state standards. The program will provide diagnostic testing which prescribes an individualized study plan for each student as well as progress monitoring to ensure students meet success as they move throughout the lessons.

### **ADMISSION TO OR REMOVAL FROM CREDIT RECOVERY**

The purpose of credit recovery is to provide a second chance to obtain credit for courses, allowing students to remain on track for graduation. In order for students to be candidates for the program, the following criteria must be met:

1. Parental consent is required before a student can enroll in credit recovery.
2. A student may not participate in credit recovery if a grade below 50 was received for a course.
3. Any student who has passed a state subject area test, but did not receive credit in the course may participate in credit recovery, no matter the grade received in the class.
4. Students, who have already received credit for a course, are not eligible for credit recovery unless they have not passed the end of course state test(s) required for graduation.

### **COURSE LOAD**

Students may enroll in no more than two courses simultaneously. Course work must be completed within two semesters for a full credit class and a semester for a half credit class. Upon completion of a course, a new course may be started subject to the participation criteria stated above.

### **INSTRUCTION**

Credit Recovery will be provided through an approved web-based curriculum program featuring a multimedia-rich curriculum for grades K–12. The curriculum–software solutions should be self-paced and customizable. Web tools for administrators and teachers give educators and programs the features and flexibility they need to individualize instruction and manage student data. Materials from the program can be used as a core or supplemental educational program or for a variety of target populations and situations with the approval of the principal to ensure the program meets all necessary requirements.

Credit Recovery courses are designed to support semester and year-length programs in the core subjects and electives. Core course materials are arranged in a developmental sequence and include enough assignments and content coverage to handle proficiency requirements.

### **PROFESSIONAL DEVELOPMENT**

Staff from the Ombudsman program works with the district and each school site to plan, design and implement a successful program. Professional development–both onsite and online – as well as one-on-one coaching and mentoring for teachers and facilitators is available upon request. User support for all stakeholders including students, parents, teachers, and administrators via phone and email may be provided.

## SCHEDULE CHANGES

Students have been assigned a class schedule based upon choice selections aligned to their individual goals, and state and district requirements. No schedule changes will be considered the first two weeks of school unless the change is needed to meet a graduation requirement. After that time, requests will be considered for one week. Schedules will only be changed if there is a valid educational reason. Otherwise, requests may be denied. If requests to change schedules are granted, the new course will be made on the student's educational needs. All schedule change requests must be made in writing.

## GRADING

The credit recovery program was established for mastering a course. In order for a student to receive credit for a unit, he/she must earn 70% mastery of the material in that unit. This sets the minimum grade for each course taken at 70. Any student receiving a Credit Recovery course grade of 70–100 will receive the necessary points required to pass the original course (65). Students may not acquire a grade higher than 70 for credit recovery courses; however, students will be allowed one replacement grade for a credit recovery course taken.

## GRADUATION REQUIREMENTS

### GRADUATION AND SUBJECT AREA TESTING REQUIREMENTS

#### 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 Holly Springs High 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 Holly Springs High 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 Holly Springs High 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.

Students entering Holly Springs High 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 through home schooling as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test two times each year until a passing score is achieved.

Student entering Holly Springs High School will have to meet the following attendance criteria for graduation:

- Seven (7) cumulative absences may be excused by a note from a parent/guardian.
- Any additional absence after the seven (7) excused by a parent/guardian note must be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation given for excuse of absence(s) must be submitted to the principal or his/her designee within three (3) school days of returning to school, unless granted an exception by the principal or his/her designee for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the student will not be allowed to participate in the graduation ceremony

## WORK RELEASE GUIDELINES

#### WORK RELEASE PROGRAM

The Holly Springs School District will allow work release for students under the following guidelines:

- All work release will be coordinated through the Career and Technical Center as part of a coordinated program of work partnerships and internships.
- Career and Technical staff monitor student work release ensuring students are meeting work goals and showing success with employment skills.
- Students will only be allowed for work release if they are meeting educational goals for promotion and retention, successful on their educational track, and successfully completing all requirements for their program or pathway.

- Students who do not meet the goals of the work release program will be removed from the program and assigned classes that will help them be successful in college or careers.

### **CHANGES FOR GRADUATION HONORS**

#### **ACADEMIC HONORS**

English	4
Math	4
Science	4
Social Studies	4
Physical Education	1/2
Health and Physical Education	1/2
Art	1
Keyboarding/Computer Application or Computer Discovery	1
College and Career Readiness	1
Additional Electives	5
<b>Total</b>	<b>25</b>

#### **ADDITIONAL REQUIREMENTS:**

- Must meet state requirements of minimum 25 credits
- Earn an overall GPA of 3.0 based on district course guidelines
- Courses must meet MS IHL–CPC recommended requirements
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One dual credit course and earn a c or higher in the course

**\*\*\*VALEDICTORIAN, SALUTATORIAN, HISTORIAN AND TOP 10% OF HONOR STUDENTS WILL BE CHOSEN FROM THE DISTINGUISHED ACADEMIC ENDORSEMENT OPTION\*\*\***

#### **DISTINGUISHED ACADEMIC HONORS**

English	4
Math	4
Science	4
Social Studies	4
Physical Education	1/2
Health and Physical Education	1/2
Art	1
Keyboarding/Computer Application or Computer Discovery	1
College and Career Readiness	3
Additional Electives	4
<b>Total</b>	<b>26</b>

#### **Additional Requirements:**

- Must meet state requirements of 26 credits
- Earn an overall GPA of 3.0 based on district course guidelines



- Courses must meet MS IHL–CPC recommended requirements
- 3 or more Dual Enrollment/AP Courses. Student must earn a C or higher in AP course and take the appropriate AP exam; C or higher in Diploma Program-IB and take the appropriate IB exams; or C or higher in Dual Credit Course. Dual Credit; Advanced Placement; and Diploma Program-IB courses will be weighted if requirements are met.

**\*\*\*VALEDICTORIAN, SALUTATORIAN, HISTORIAN AND TOP 10% OF HONOR STUDENTS WILL BE CHOSEN FROM THE DISTINGUISHED ACADEMIC ENDORSEMENT OPTION\*\*\***

### **AWARDING ACADEMIC CREDIT**

- Academic credit for courses taken by students shall be awarded upon successful completion of courses.
- Credit for high school courses will be awarded in half–units, full units, or multiple units as approved in the latest edition of Mississippi Public School Accountability Standards, Mississippi Department of Education.
- In grades 9–12, the student must complete both semesters for a full–year (two–semester) course with a yearly passing average of 65 or higher in order to receive any credit for that course, subject to the following guidelines which indicate progress in the course(s) as shown by the second semester grade.
- The school will recognize and honor courses taken at other accredited schools if courses are recorded on the permanent record or transcript, but in the matter of required courses, students shall meet all regulations governing graduation requirements for Holly Springs School District. Students transferring into a district school from a non–accredited school must be given achievement tests and/or special subject tests to determine grade and/or subject placement.
- Each student is responsible for completing required work without unauthorized assistance. The integrity of the grading and testing procedures must not be compromised, and any student who is determined to be guilty of cheating will receive a zero on graded work and will receive appropriate counseling and/or disciplinary action.
- **In order to graduate with honors or highest honors from a district high school, a student must have attended the high school for a minimum of three full semester.**
- Transfer students who enroll in district schools for less than twenty (20) school days must arrange for credit through their previous schools.

### **BULLYING POLICY**

The Holly Springs School District does not condone and will not tolerate bullying or harassing behavior. School employees and students are prohibited from subjecting any student or school employee from any reprisal or retaliation against a victim of bullying or against a witness or other who has reported information about an act of bullying or harassing behavior.

Bullying will not be tolerated on school property, at any school-sponsored function, or on a school bus.

Bullying or harassing behavior is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act, reasonably perceived as being motivated by any actual or perceived differentiating characteristic that

- (a) Places a student or school employee in actual reasonable fear of harm to his or her person or damage to his or her property, or
- (b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits.  
For purposes of this definition of bullying, a “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

#### **Reporting requirements:**

- (a) **For Self- Reporting:** Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been 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 occur.
- (b) **For School Employees:** A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.



- (c) **For Students or Volunteers:** A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing behaviors. The procedures should be appropriately placed in district personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy procedure that deals with student or employee behavior.

### **ABSTINENCE–PLUS SEX EDUCATION POLICY**

#### **BELIEF**

The Holly Springs School Board believes that every student has the right to accurate information concerning the prevention of pregnancy and sexually transmitted infections. The School Board is committed to fostering community partnerships that educate both students and parents about this important topic.

The Holly Springs School District seeks to affirm its commitment to creating healthy and responsible teens in the Holly Springs School District by fully complying with the Mississippi Code of 1972, Annotated, Section 37-13-171, and by:

- Adopting educational programs designed to help students and parents take action to reduce rates of teen births and sexually transmitted infections and integrating such programs into already established classes, and
- Establishing principles, guidelines, and strategies for implementing effective sex education programs, referred to in state law as “Abstinence-Plus” education programs.

The district shall utilize an age–appropriate, evidence based, medically accurate, Abstinence–Plus curriculum from the list of curricula approved and recommended by the Mississippi Department of Education (MDE), including as one choice the curricula of Abstinence–Plus developed by the Mississippi Department of Human Services and the Mississippi Department of Health, if such are on the MDE’s approved curriculum list.

#### **ABSTINENCE-PLUS SEX EDUCATION**

The Holly Springs School Board adopts a Mississippi Department of Education approved “Abstinence–Plus Education Curriculum” and requires the implementation of such program and curriculum in the Holly Springs School District effective at the beginning of the 2012–2013 school year.

Furthermore, the Holly Springs School Board:

1. Prohibits any teaching that abortion can be used to prevent the birth of a baby;
2. Requires boys to be separated into different classes when sex–related education is discussed or taught;
3. Prohibits instruction and demonstrations on the application and use of condoms; and
4. Requires the school nurse employed by the district to carry out the functions of those strategies to promote consistency in the administration of the program if the district adopts the program developed by the Mississippi Department of Health.

#### **DEFINITION**

Abstinence–Plus education is a grade and age appropriate school curriculum that includes every component of the following, plus any other programmatic or instructional components approved by the MDE.

- The social, psychological, and health gains to be realized by abstaining from sexual activity, and the likely negative psychological and physical effects of not abstaining;
- The harmful consequences to the child, the child’s parents and society that bearing a child out of wedlock is likely to product, including the health, educational, financial and other difficulties the child and his or her parents are likely, as well as the inappropriateness of the social and economic burden placed on others;
- That unwanted sexual advances are irresponsible and teaches how to reject sexual and how alcohol and drug use increases vulnerability to sexual advances;
- That abstinence from sexually activity before marriage, and fidelity within marriage, is the only certain way to avoid out of wedlock pregnancy, sexually transmitted diseases and related health problems.
- The current state law related to sexual conduct, including forcible rape, statutory rape, paternity establishment, child support and homosexual activity; and
- That a mutually faithful, monogamous relationship in the context of marriage is the only appropriate setting for sexual intercourse.
- Any other age and grade appropriate material such as contraceptives (excluding instruction and demonstrations on the application and use of condoms; the nature, cause and effects of sexually transmitted disease, including HIV/AIDS, along with a factual presentation of the risks and failure rates.

#### **PARENT’S RIGHTS**

Each school providing instruction or any other presentation on human sexuality in the classroom, assembly or other official setting shall be required to provide no less than one (1) week’s written notice thereof to the parents of children in such programs of instruction. The written notice must inform the parents of their rights to request the inclusion of their child for such instruction or

presentation. The notice must also inform the parents of the right, and appropriate process, to review the curriculum and all materials to be used in the lesson or presentation. Upon the request of any parent, the school shall excuse the parent's child from such instruction or presentation, without detriment to the student.

## **SEXUAL HARASSMENT POLICY**

The Holly Springs School District is committed to providing for its students an educational environment that is respectful of human dignity and free from sexual harassment. Sexual harassment can be defined as derogatory or objectionable conduct including, but not limited to, unsolicited, unwanted or offensive touching, rubbing, bumping against another's body or other physical contact, and making unsolicited, suggestive sexual verbal comments or innuendoes, including but not limited to sexist slurs, sexually oriented obscene, lewd, vulgar, unwanted, offensive, or indecent language. Pressure for dates or sexual activity will also not be tolerated. Students who are guilty of threatening or sexually harassing other students or school employees are subject to appropriate disciplinary action.

The policy of the board of education forbids discrimination against any employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

### A. GENERAL PROHIBITIONS

#### 1. Unwelcome Conduct of a Sexual Nature

- a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double entendres, and jokes.
- b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### 2. Sexual Harassment

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment if:

- a. submission to the conduct is made either an explicit or implicit condition of employment;
- b. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- c. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

### B. SPECIFIC PROHIBITIONS

#### 1. Administrators and Supervisors

- a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

#### 2. Non-administrative and Non-Supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

### C. REPORTING, INVESTIGATION, AND SANCTIONS

1. It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure.
  - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
  - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.

- c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

### **SEXUAL MISCONDUCT PROHIBITED**

If any person eighteen (18) years or older who is employed by any public or private school district in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true. Miss. Code Ann. §97-5-24.

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. Miss. Code Ann. §97-29-3.

### **HARASSMENT PROHIBITED**

This school district affirms employee protection provided under Title VII, and therefore shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

LEGAL REF.: MS CODE as cited  
1972 Education Amendments, Title VII and Title IX

### **PRIVATELY OWNED VEHICLES**

- Students who provide their own transportation to and from school are under the same regulations as students who ride a bus. Once on campus, the student may not leave without permission from the principal, or designee. Students observed leaving campus without permission of the principal, or designee, will result in suspension of parking privileges. Bringing an automobile or other motorized vehicle on campus is a privilege that may be revoked if violations occur.
- Students who drive motor vehicles to school and/or on school property are required to have a valid Mississippi driver's license and comply with all state laws and regulations as well as district regulations.
- In accordance with Section 63-1-10, Mississippi Code of 1972, as amended, any applicant for a driver's license less than eighteen years of age must submit with his or her license application documentation from the appropriate school authority that the applicant is a full-time student in the Holly Springs School District. These forms can be obtained in the attendance office. The student should fill out the top of the form, Name, Address, Date of Birth, Age, Social Security Number, and the Name of School being attended. This must be printed in ink. The form will then be verified for school attendance, signed by the principal's designee and notarized.
- Motorized vehicles that are driven to school must have proper tags.
- No student is to disturb or drive an automobile belonging to someone else.
- Quick starts and/or speeding will not be tolerated in school zones or in school parking areas. Violations of these regulations will result in severe disciplinary action and possible loss of privileges to drive a motor vehicle to school.
- A student may not sit in a parked automobile at any time after his arrival at or near the school campus.
- No student will loiter about, tamper with or in any way damage any vehicle. A student who does so will be held liable for damages.
- Students must have permission from the principal, or designee, to go to their cars during the school day.
- Drivers will be asked to turn down loud music immediately upon arriving on campus. Continued disruption from car music will result in loss of driving privilege and/or entering the discipline ladder.

## APPENDIX A

### HOLLY SPRINGS SCHOOL DISTRICT PARENT, FAMILY, AND COMMUNITY ENGAGEMENT PLAN

#### ***MISSION:***

In conjunction with parents, families, and community, the mission of the Holly Springs School District is to educate students who can compete in the global community.

#### ***PARENT/COMMUNITY GOALS:***

Goal 1: Increase parent, family, and community engagement  
Goal 2: Improve perception of district in community and state







#### ***PURPOSE:***

The purpose of the Parent–Family–Community Engagement Plan is to give the schools, parents, families, and community members an organized system for participating in and taking ownership of the school district.

#### ***District Values and Beliefs:***

The Holly Springs School District has always valued and encouraged partnerships in the important endeavor of educating our children. This vital process can only be accomplished with the cooperation of home, school, and community. It is the goal of all stakeholders that students achieve their greatest potential and this can only be reached through collaboration and commitment. There are many levels of engagement and involvement in the educational process.

Utilizing all of its resources to implement the Parent, Family, and Community Engagement Plan, the Holly Springs School District including parents, families, teachers, students, administrators and community members will strive to develop and promote activities that enrich meaningful engagement and involvement educating the students in the Holly Springs School District. The activities and strategies included in this plan are based on the identified needs of students, parents, families and this community. It is common knowledge that when parents, families, and community stakeholders support education the following ***student results*** are evident:

-  Improved attendance and decrease tardies;
-  Increased student motivation and self-esteem;
-  Increased student achievement including higher grades, assessment scores, and graduation rates; and decrease drop-out rates;
-  Decreased usage of drugs and alcohol;
-  Decreased instances of violent behavior; and
-  Decreased suspensions from school.

\*\*\*For the entire Parent–Family–Community Engagement Plan including specific activities and timelines for reaching the goals of the district, please contact the district office at 662.252.2183.