

**HORN LAKE MIDDLE
SCHOOL**

6125 Hurt Road

**Horn Lake, Mississippi
38637**

Office: 662-393-7443

Fax: 662-342-5039

This book belongs to:

MISSION STATEMENT

Horn Lake Middle School, in cooperation with students, parents, and community is committed to providing opportunities that will promote educational growth, a sense of responsibility, respect for others, and self-pride that will enable students to reach their fullest potential.

2016-2017 SCHEDULE

Name _____

Grade _____

SCHEDULE				
Time	Subject	Rm #	Teacher	Teacher Email Address
1st Period				
2nd Period				
3rd Period				
4th Period				
5th Period				
6th Period				
7th Period				
8th Period				

<p>BUS INFORMATION</p> <p>Bus/Route # _____</p>

<p>Important Medical Data _____</p>

Published date is July 1, 2016. All policies and procedures of DeSoto County Schools and Horn Lake Middle School are subject to change. Parents will be notified of any changes.

DeSoto County Schools

2016-2017 Calendar

August 1	Teachers' 1 st Day
August 3	Students' 1 st Day
September 5	Labor Day Holiday
October 10	Columbus Day Holiday
November 8	Professional Development
(Student Holiday)	
November 21-25	Thanksgiving Holidays
December 19- January 2	Christmas Holidays
January 3	Teachers and Students Return
January 16	King/Lee Holiday
February 17	Professional Development
(Student Holiday)	
February 20	Washington's Birthday Holiday
March 13-17	Spring Break
April 14	Good Friday Holiday
April 17	Easter Holiday
May 22	Students' Last Day
May 25	Teachers' Last Day
May 29	Memorial Day Holiday

December 19, February 17, February 20, April 17, May 23 and May 24 are scheduled makeup days. State law requires student schedule of 180 days. Subject to change due to emergency conditions.

WELCOME

The administration, faculty, and staff of Horn Lake Middle School welcome you to the 2016-2017 school year. This handbook is to provide you with the guidelines that are followed at Horn Lake Middle School. Every member of the staff is here to help you have a successful and enjoyable school year. Read this handbook carefully, as it will answer many questions about your needs and what will be expected of you at Horn Lake Middle School.

ACCREDITATION STATUS

Our school is part of the DeSoto County School System, which is the largest school district in the State of Mississippi. All schools in the district are fully accredited by the Mississippi State Department of Education and the Southern Association of Colleges and Schools.

VISITORS

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

COMMUNICATION

AGENDA

All students are required to have an agenda each and every school day. The agenda is to be used by the student/parent/teacher as a communication tool and hall pass. There will be no charge for the first agenda. If the agenda is lost, the student will pay for another. The replacement fee will be \$5.00.

AUTO DIALER

Auto Dialer is used as a communication tool to parents. Students who miss one or more periods or are tardy to class will have their parents notified by phone that evening. Students who are a discipline problem will have their parents notified that evening.

PARENTPORTAL

ParentPortal allows parents/guardians to keep track of their children's academic progress online via an easy-to-use web site. To obtain your ID and Password bring a picture ID to the school and sign a Parental Responsibility Form. You will receive your user ID and password at this time. Go to our website at www.desotopowerschool.com/public and enter your username and password.

PROGRESS REPORTS

Horn Lake Middle School is proud to be on the cutting edge of technology. Parents have an added opportunity to become directly involved in your child's education through our ability to email progress reports directly from the teacher's electronic grade book. All that is required is an email address furnished by the parent. With this information, teachers can begin to utilize this wonderful resource of communication.

WEB PAGE

The Horn Lake Middle School web page consists of tons of great information about our school. On the web site you can find information on principals and staff, calendars, bus routes and announcements. You can also find pictures of our sports teams and organizations. Please feel free to visit and learn more about our school lunch menus.

www.desotocountyschools.org/hlm/

DESOTO COUNTY SCHOOLS

Five East South Street
Hernando, MS 38632
Phone: (662) 429-5271
FAX: (662) 429-4198
www.desotocountyschools.org

August 2016

Dear Parent/Guardian:

DeSoto County Schools is proud to offer an innovative program at your child's school. Attached is information on our Internet-based software, ParentPortal. ParentPortal will allow you to monitor your child's progress in school by providing Internet access to grades, attendance, discipline, academic history, graduation verification, and standardized test results in a secure password protected environment. ParentPortal is a means to further promote educational excellence by enhancing our program of communication between parents, students, and teachers.

We are very excited to be able to offer this service to DeSoto County parents. DeSoto County parents have a unique opportunity to become directly involved in their student's education by being able to view student information.

Security with this program is, of course, very important. The data displayed through ParentPortal is just a read-only mirror image of our actual data files. The actual data remains protected behind our firewall. Parents should also know that the student data is encrypted (coded) as it is transferred over the web. Secure passwords are the key to keeping student information private and available only to authorized persons.

To sign up for ParentPortal:

- Take a picture ID to the school to obtain your ID and Password. Sign a Parental Responsibility Form. You will receive your user ID and password at this time.
- Go to our website at www.desotopowerschool.com/public and enter your username and password

Students will not be allowed to pick up the password information for the parent.

Users can then log in from home and change their system-generated password to whatever they choose. We suggest you make your password something that others cannot guess about you. Easily guessed passwords include initials, birth dates, and pet names. We also ask that you make every effort to keep your password secure. District policy dictates that we ensure the privacy of all our students with regards to student data. Please help us to keep our student data secure by guarding your password.

While we don't expect the Internet to take the place of regular teacher-parent contacts, we see ParentPortal as a powerful school-to-home communication tool. Please feel free to contact the Management Information Department if you have any questions or concerns about the new software. Call at 662-429-5271 or email one of the following:

melissa.green@dcsms.org

Sincerely,

Office of Management Information Systems, DeSoto County Schools

PARENT PORTAL CON'T

Features and Benefits

- Ability to check student information 24 hours a day, 7 days a week
- Ability to view a variety of student information such as attendance and discipline
- Increased sense of ownership and responsibility for personal progress through viewing of homework assignment and due dates, grades, test scores, and personal course schedules
- Improved communications with the school and with students' teachers with online messages
- Ability to ensure basic demographic data is up-to-date ~ view information such as address and telephone, emergency contacts, and more.

Frequently Asked Questions:

- **What kind of software or computer do I need to use the Parent Portal?** Any computer with Internet access running Internet Explorer version 5.0 or better, Netscape version 6 or better, or AOL version 5 or better, Macintosh or Windows.
- **Do I have to pay for the Parent Portal?** No! This is a free service to parents.
- **How do I get a username and password?** Activation codes are necessary to create individual usernames and passwords. Activation codes must be picked up in person. Parents can pick up their codes in the school office during normal school hours. Activation codes will also be available on back to school night. Instructions for activating your account are on the sheet you were given with the code.
- **How do I access the Parent Portal?** You can access the DeSoto County Schools Parent Portal by going directly to <http://www.desotopowerschool.com/public> or clicking on the links provided.
- **Can other people see my child (children)'s grades?** No. Using your personal username and password, you will see information designed specifically for your child (children). As long as you protect your password, others will not be able to see your information.
- **What if I have questions about the DeSoto County Schools Parent Portal?** Please call your school office for questions about using ParentPortal or email the MIS Department at parentportal@desotocountyschools.org for technical support.

SCHOOL POLICIES AND PROCEDURES

STUDENT SAFETY

Listed below are several new or changed policies that will be strictly enforced this year and future years for the safety and well-being of our students.

1. All non-school employees are required to check in at the school office.
2. Student Early Checkout: Only a parent or guardian, or a person certified in writing by the parent or guardian, will be allowed to check a student out of school. A phone call will not be accepted. There will be no check-outs after 2:15 except for medical emergencies. Please work with the school so instructional time is not lost to disruptions.
3. Please be informed that visitors may be videoed or have pictures taken while on school property.
4. Dress codes will be strictly enforced.
5. Bicycles and skateboards are not to be ridden on school property. **Bicycles ridden to school must be walked to the appropriate racks where the bicycle will remain until school is out. Then they must be walked to the street. Skateboards are not allowed.**

SUSPENSIONS/ALC/DCAC

Students who are suspended, in ALC, or attending DCAC will not be allowed to attend any school activity during time of suspension, alternative placement, or on a waiting list for alternative placement.

SCHOOL HOURS

School hours are from 7:10 a.m. to 2:50 p.m. Office hours are from 7:00 a.m. to 3:00 p.m. Doors open at 6:50 a.m. Parents will be responsible for students arriving prior to 6:50 a.m. or students still on campus after 3:00 p.m. unless the students are involved in a school sponsored activity.

MISSISSIPPI COMPULSORY SCHOOL LAW

Under the Mississippi Compulsory School Attendance law a parent, guardian, or custodian of a compulsory school age child in this state shall cause such child to enroll in and attend a public school or legitimate non-public school. Under the provisions of this law, "compulsory-school-age-child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year.

If a compulsory school age child has not been enrolled in a school within 15 calendar days after the first day of the school year which the child is eligible to attend or if a child accumulates 12 unlawful (unexcused) absences during the school year at the public school in which the child is enrolled, the parent may be taken to court and fined and/or jailed for educational neglect of the child. The penalty for this unlawful act is up to one year in the DeSoto County Jail and /or a \$1,000 fine.

ATTENDANCE/EXCUSED ABSENCES

Students are expected to attend classes regularly, to be on time in order to benefit maximally from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. In order to receive a passing grade, students must satisfy the following:

1. For the purpose of compliance with the Mississippi Compulsory School Attendance Law, absences will be determined to be excused or unexcused. Each of the following shall constitute an excused absence:
 - a. Illness or injury which prevents the student from being physically able to attend school.
 - b. When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.
 - c. 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.
 - d. A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
 - e. 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.
 - f. 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.)
 - g. Attendance at an authorized school activity with the prior approval of the principal or his/her designee.
 - h. 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.
 - i. 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.
2. When a child has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee. Any further unexcused absences shall also be reported to the Attendance Officer.

3. Seven (7) absences may be excused by the "Parent Note Excuse Form" found on the district website. Any additional absence after the seven (7) excused by a parent/guardian note must be excused by a note from a doctor or other documentation excusing said absence. Any documentation being given for excuse of absence(s) must be submitted to the principal or his/her designee within five (5) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.
4. A student must be present at school the 5 periods of the school day to be eligible to participate in any school activity during or after the school day.
5. All school suspensions are counted as unexcused absences.

MAKE-UP WORK POLICY

When a student is absent from school (excused or unexcused), the number of days allowed to complete any required make-up work is commensurate with the number of days missed to a maximum of five (5) days. For example, if a student is absent from school for one (1) day, the student has one (1) day to complete the required make-up assignments. If the student is absent for five (5) days, he/she will have five (5) days to complete his/her make-up work. If the student is absent for twelve (12) days, the student has five (5) days to complete the missed work.

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

GENERAL PROVISIONS FOR GRADING

Students must demonstrate mastery of the content required for each grade/course. Content for grades 1-12 is determined by objectives listed in the state of Mississippi Curriculum Structure.

MONITORING STUDENT PROGRESS

Each teacher has the responsibility for identifying pupils who are not making satisfactory progress toward the achievement of grade level or course objectives, particularly those objectives listed in the State Curriculum Structure.

Teachers are encouraged to notify parents during each grading period if students do not meet minimum requirements. (Progress Reports will be sent at week four or week five of the nine week period.)

DESOTO COUNTY SCHOOLS GRADING SCALE

- A 90-100
- B 80-89
- C 70-79
- D 65-69
- F 0-64

No Grade (NG)/No Credit (NC) (Because of excessive absences and/or IEP stipulations (see: JBD))

TEACHING AND TESTING PROCEDURES

Teachers of elementary and secondary students will be responsible for teaching and testing the objectives and competencies in the Mississippi Curriculum Frameworks for Language Arts, mathematics, Science, and Social Studies. Testing will be comprised of three district-developed tests in grades 6-12 for Language Arts, Mathematics, and 8th grade Science. Additionally, teachers will develop teacher-made assessments to monitor student progress between the required common and district test. Students may not be exempt from state mandated test.

GRADING POLICY

Each nine-week grade is computed by averaging the grades for those nine-weeks. Ninety percent (90%) of the nine-weeks grade will be the average of that nine-week work and ten percent (10%) of the nine-week grade will be a comprehensive test. In grades 6-12, the semester grade is computed by averaging the two nine-week grades with the semester examination. The yearly grade is computed by averaging the two semester grades. The grading policy for students with disabilities with current Individualized Education Programs (IEP's) will be consistent with policy IHF-A.

GRADING PARAMETERS FOR GRADES 6, 7, AND 8

All Classes

40% Test

35% Classwork/quizzes

15% Homework

10% 9 weeks test

EXEMPTION FROM FINAL EXAM POLICY (GRADES 6-8)

Students may be exempt from an exam if they have an overall yearly average of 85 and have not missed more than 4 days all year. (This is for the year, not for the semester.)

PROMOTION, GRADES 6, 7 AND 8

In order to be promoted in grades 6, 7 and 8, a student must meet the following requirements:

1. Earn a minimum yearly average of 65 in mathematics, English/literature, science, and social studies.
2. Meet the school districts daily attendance requirements.

SUMMER SCHOOL

A student who has not completed the learning objectives of one or two courses/subjects shall be allowed to enroll in the extended school year program. A student failing more than two courses/subjects will not be allowed to enroll in the extended school year program.

DRESS CODE

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

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

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

Second Violation: ALC or home suspension

Repeated or Flagrant Offenses: ALC, RAMP, Suspension, Possibly a disciplinary hearing

1. T-shirts with sleeves, white or colored, are acceptable. Shirts must be properly closed, zipped, or buttoned.

2. No article of clothing that pertains to or depicts the following will be acceptable:
 - a. Substances or activities illegal by law for minors; alcohol, drugs, tobacco, gambling
 - b. Profane, suggestive, or violent language
 - c. Derogatory symbols; remarks directed to any ethnic group.
3. Sufficient underclothes must be worn appropriately and must not be exposed.
4. Tank tops, tube tops, muscle shirts, spaghetti straps, thins straps, or tops that expose the midriff, any part of the bust, are excessive part of the back, or are excessively tight or distracting in class are not permitted. No slits in shirts are to be above the waistline of pants or skirts. Shirts are to be tucked in. Blouses/tops made to be worn outside should be at least three (3) inches below the waistline and no longer than five (5) inches below the waistline.
5. Shorts should be walking shorts or Bermuda shorts that are knee length. They should not be excessively tight or baggy. Athletic shorts are not permitted unless they are part of an approved gym class or athletic class/activity.
6. Knee length dresses and skirts are allowed.
7. No spandex articles are allowed.
8. Shoes must be worn at all times, and no house shoes are allowed. Shoes with laces should be laced and tied.
9. No visible tattoos will be allowed. Neither male nor female students will be permitted to wear rings, gauges, and/or studs in their noses, tongues, or any exposed body parts other than the ear and appropriate rings on fingers.
10. Coaches, physical education classes or any organized athletics have the option to ban jewelry due to safety reasons and/or violation of the Mississippi High School Activity Association regulations.
11. Sunglasses, other than prescription, must be removed when inside the building.
12. All pants must be worn fitted to the waist, at the waist, with or without a belt. Belts must be worn and buckled appropriately for pants that have belt loops. Pants should fit properly. No baggy pants are allowed. No writing is to be on the seat of the pants, including uniforms.
13. Leggings are allowed when worn with a top that meets the dress length guidelines specified in #6.
14. Pants must have no exposed skin above the knee. **Spandex/tights are not an appropriate option to cover up exposed skin.**
15. Hats, caps, sweatbands, bandanas, or other head coverings are not to be worn in the buildings or on the grounds of the school except for medical reasons as prescribed by a physician. Head coverings as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of the religious sect. Head coverings may be worn if authorized by the faculty and/or administration, if it is part of a uniform (i.e., wearing a full baseball uniform during games or practice) or as deemed necessary.
16. Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.
17. Local principals or their designee have the power and discretion to make all decisions on their campus, including decisions about dress code.

RESTRICTED ITEMS LIST

Bandanas	Head phones/plugs/pods	Dice
Fireworks	CD's, DVD's	Grills
Laser pointers	Skateboards	Personal defense spray
Pajamas	Noise making devices	Imitation weapons
Blankets	Lighters	Hats
Pillows	Matches	Pornographic materials
Stuffed animals	Stolen property	Counterfeit drugs
Toys	Playing cards	Fast food
Anything that could disrupt the school day or create an unsafe environment		

BUS POLICY

Riding the school bus is a privilege. This privilege can be denied to pupils by suspending them from riding the bus for improper conduct. Any act of misconduct, which would interfere with the driver's ability to operate the bus safely, will not be tolerated. All rules and regulations, which students must obey at school, also apply on the bus.

Students are to comply with the following rules:

1. **Ride assigned bus and only get off bus at assigned stop. (To receive permission to ride another bus, get off at another stop or have friends ride home, students must have the approval by school administrator. This must be done in writing by parent of student AND the parent will be contacted to confirm the note.)**
2. Be at assigned stop (**this does not mean inside/outside of your house.**)
3. Always look in both directions and pass in front of the bus if necessary to cross road or street to mount the bus or after dismounting the bus.
4. Wait until the bus comes to a complete stop before trying to load or unload.
5. For your safety do not distract driver through loud talking and misbehavior. Be quiet when the bus is nearing and crossing a railroad and/or highway.
6. Keep hands and head inside the bus at all times.
7. Be courteous.
8. Keep bus clean.

Students are not to:

1. Play on the road while waiting for the bus.
2. Bring unauthorized articles on bus. (Ex. pets, combustibles, large articles, weapons, or anything on the restricted items list, etc.)
3. Eat or drink on bus (this includes chewing gum.)
4. Use profanity or vulgar gestures.
5. Smoke or use intoxicants.
6. Fight or tussle.
7. Throw things – including things out of windows.

8. Destroy or damage bus interior or exterior. To do so, would be cause for either paying of damages or bus suspension as determined by school administrator.
9. Open emergency door (this should only be opened in case of emergency.)

Note: DCS Transportation Department and driver are not responsible for articles left on bus.

The driver is empowered to enforce the regulations by reporting all violations to the principal. If any student persists in disobeying any of the regulations and rules of good conduct, **the penalty will be at principal's discretion depending on circumstances. Punishment may be up to and including daily or permanent suspension.**

CAR USE

No HLMS students are allowed to drive a vehicle to or from the school grounds.

STUDENT RESPONSIBILITIES

Students should:

1. Attend class regularly.
2. Be prepared for each class.
3. Participate in class discussions and activities.
4. Take advantage of resources available for academic and social problems.
5. Express themselves in a manner that is not a disruption or an embarrassment to others.
6. Dress in a way that is appropriate for school.
7. Keep hands and feet to self.
8. Do not talk about other students.
9. Be excellent in all they do and say.
10. Master to the best of his/her ability in all subjects.

STUDENT BEHAVIOR

1. No student is allowed to have tobacco or any associated item (such as a lighter) in his/her possession on any school campus or school bus. Failure of a student to abide by this policy may result in immediate suspension of the student.
2. No student will be allowed to work for an office or school program that has a failing grade in any subject.
3. Any student that has become a discipline problem will not be allowed to make any school trips or participate in any extra-curricular activity including sporting events.
4. No student shall be allowed to carry a knife or any other article that can be construed as a weapon on the school grounds or school bus. Failure of a student to abide by this policy will result in immediate suspension of said student.
5. Any student who shall sell, use, or possess any dangerous narcotic drug or alcoholic beverage (as these terms are now defined or may hereafter be defined by law) may be expelled from school for the remainder of the school year. All such expulsions will be reviewed by the DeSoto County Board of Education.

CONSEQUENCES FOR FIGHTING

1. The student will have a minimum of a three day suspension for their first fight.
2. Horn Lake Police will issue a juvenile summons to anyone fighting on school grounds or buses.
3. Students fighting are subject to be removed from all extra-curricular activities.

BOOK BAGS

Students will be allowed to carry book bags and purses in classrooms for the 2016-2017 school year, however, lockers will not be assigned to students. The maximum number of textbooks that a student will be issued is 2. Most teachers have a classroom set of textbooks that remain in the teacher's room.

TARDY POLICY

Students will face disciplinary action after the fifth tardy for first period. However, students will face disciplinary action after the third tardy for 2nd through 8th periods.

BULLYING/HARRASSING

The DeSoto County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence 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.

The DeSoto County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. **Furthermore, the DeSoto County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.**

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE

1. A parent, guardian, or custodian of a compulsory-school-age child enrolled in DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian of a compulsory-school-age child enrolled in DeSoto County Schools may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in (1) above.
3. A parent, guardian, or custodian of a compulsory-school-age child enrolled in DeSoto County Schools who has been summoned by proper notification by an appropriate school official shall be required to attend such discipline conferences as scheduled.
4. A parent, guardian, or custodian of a compulsory-school-age child enrolled in DeSoto County Schools shall be responsible for any criminal fines brought against such student for unlawful activities as defined in Mississippi Code section 37-11-29 occurring on school property.
5. A parent, guardian, or custodian of a compulsory-school-age child subject to the previous stated provisions who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).
6. DeSoto County Schools shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00) plus necessary court cost, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) who maliciously and willfully damages or destroys property belonging to DeSoto County Schools. This does not apply if parents control has been removed by the courts. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this policy shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which minor or other person would otherwise be liable.

Source: Mississippi Code-Section 37-11-53

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE K-12

FORWARD

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

INTRODUCTION

The Uniform Discipline Code of the DeSoto County Schools provides a uniform standard of conduct for all public school students. It describes inappropriate student behavior, ensures equal treatment for misconduct, and presents specific actions for remediating prohibited behaviors.

The Code is based on the premise that rules must be enforced fairly, firmly, and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It is also recognized that differences in age and maturity require different types of disciplinary action.

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

STUDENT CONDUCT

ACTS OF MISCONDUCT

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

LEVEL I

- 1 – 1 Tardiness
- 1 – 2 Running and/or making excessive noise in the hall or building
- 1 – 3 Initiating or participating in any unacceptable physical contact
- 1 – 4 In unauthorized area without a pass (halls, etc.)
- 1 – 5 Dress code violation
- *1 – 6 Displaying any behavior which is disruptive to the orderly process of education

DISCIPLINARY ACTION

First Violation

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

Repeated or Flagrant Violation:

- Minimum: Teacher-Student-Administrator-Parent Conference (Home Suspension)
- Maximum: Corporal Punishment, Alternate Learning Center (ALC), detention, school suspension and/or assessment as provided by the Special Services Department.

* Students, who after having a student-teacher conference, a teacher-student-parent conference, home suspension, Teacher Support Team interventions, a referral for an assessment as provided by the Special Services Department, and a Functional Behavior Assessment, continue displaying behavior which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing.

LEVEL II

- *2 – 1 Leaving the school grounds without permission
- *2 – 2 Skipping class
- *2 – 3 Insubordination
- *2 – 4 Possession and/or use of tobacco products (smokeless tobacco included)
- *2 – 5 Exhibiting any hostile physical actions

DISCIPLINARY ACTION

First Violation

- Minimum: Administrator-Conference, ALC, home suspension, corporal punishment
- Maximum: School suspension (one to three days)

Repeated or Flagrant Violations:

- Minimum: School suspension (three days)
- Maximum: School suspension (three days) and/or ALC for up to ten (10) days and/or SAP

* Students who, after having a student-teacher conference, a teacher-student-parent conference, home suspension, Teacher Support Team interventions, a referral for an assessment as provided by the Special Services Department, and a Functional Behavior Assessment, continue displaying behavior which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing.

LEVEL III

- 3 – 1 Fighting
- 3 – 2 Gambling
- **3 – 3 Theft of personal or school property
- 3 – 4 Acts which threaten the safety and well-being of student and/or staff
- 3 – 5 Extortion-use of intimidation, coercion or force
- 3 – 6 Cheating on tests or exams
- **3 – 7 Vandalism of personal and/or school property
- 3 – 8 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and possession of obscene/offensive materials

DISCIPLINARY ACTION

First Violation

Minimum: ALC, corporal punishment, or school suspension from one to three days-Grade of 0 when cheating occurs on tests/exams

*Restitution shall be made

Maximum: School suspension (three days)
When applicable, report made to proper authority

Repeated or Flagrant Violations:

Minimum: School suspension (three days), ALC 10 days and/or an assessment by the Special Services Department.

Maximum: School suspension (three days) and disciplinary hearing

*The grade "0" will be assigned regardless of other punishment

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

LEVEL IV

- 4 – 1 Possession, use or under the influence of alcohol, illegal drugs, narcotics, controlled substance(s) or paraphernalia
- 4 – 2 Aggravated assault to a student
- 4 – 3 Assault on a school employee
- 4 – 4 Using profane, obscene, indecent, immoral, or offensive language and/or gestures directly to a staff member

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

DISCIPLINARY ACTION

*Minimum: Assignment to the DCAC (DeSoto County Alternative Center) Report made to appropriate authorities

Maximum: Expulsion

*Students below grade 6 can be given other punishment

LEVEL V

- 5 – 1 Weapon(s) (possession and/use)
- 5 – 2 Sale or distribution, or conspiring to sell illegal drugs/alcohol, narcotics or controlled substance(s)
- 5 – 3 Students are prohibited from wearing or displaying in any manner on school property or at school sponsored events clothing, apparel or accessories which signify membership or affiliation with any gang or social club associated with criminal activity, as identified by law enforcement agencies
 - *Minimum: Possession, other than gun-Assignment to the DCAC and a report will be made to the appropriate law enforcement authorities
 - Maximum: Possession of fire arm/gun or use of other weapon will result in expulsion from school for a period of not less than one year. (under certain circumstances expulsion can be from the student's assigned school to the DCAC)

Students below grade 6 can be given other punishment

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

**Maximum: expulsion

In addition to these penalties, provision of the Mississippi Criminal Code is applicable to illegal behavior. Principals are required to report illegal activities to the police.

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

SUSPENSIONS

Students may be suspended from school at the discretion of the principal for improper conduct. Parents must be informed in writing about the suspension, and the reason(s) for the suspension must be given. Suspensions are also reported to the Superintendent of Education and to the Board of Education.

A home suspension is the suspension of a student from school until he/she returns with a parent to discuss with the appropriate administrator the problem which has resulted in the suspension. It may be cleared on the day assigned if the appointment can be scheduled. Principals are expected to clear the majority of home suspensions the following day, thereby, eliminating the student's loss of class time. Home suspensions should be cleared by a principal, following a personal conference with one or both parents.

A school suspension is for a period of one to three days. In most cases, a home suspension should be issued prior to this action. Suspensions of more than three days can be issued by a school district hearing officer.

EMERGENCY DRILLS AND PROCEDURES

All students should thoroughly acquaint themselves with the following procedures:

FIRE DRILL AND SCHOOL EVACUATION PLAN

Students are to become familiar with the school evacuation plan which is posted in each classroom. The signal to evacuate the school will be a fire alarm sound. When the fire alarm sounds, all students should be silent **immediately** and follow the instructions of their teachers.

TORNADO ALERT

Students will become familiar with the schools Tornado Alert Plan that is posted in all classrooms. The signal for a tornado drill or alert will be announced over the intercom.

GANG POLICY

The DeSoto County School District prohibits gang activity, defined hereinafter. Students who engage in gang activity will be subject to discipline pursuant to the District's Code of Discipline, up to and including possible expulsion.

A "gang" is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property on school grounds, or at supervised school functions, or activities that are harmful to the education process.

Prohibited "gang activity" includes, but is not limited to:

- (1) Soliciting students to become gang members;
- (2) Participating in gang initiation or other gang ceremonies;
- (3) Deliberately wearing, displaying, or possessing prohibited gang symbols;
- (4) Engaging in gang-related violence or threats of violence;
- (5) Threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or
- (6) Engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

Prohibited "gang symbols" may include, any type of clothing decoration, jewelry, patches, bandanas, gang names, depiction of gang signs or symbols, and/or body signal/movement which is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications, including, but not limited to those appearing with the "Gang Awareness" pamphlet attached hereto as well as the additions thereto in the future. School officials will keep a booklet containing known "gang symbols" in each school office. In addition, prohibited "gang symbols" shall be published at the start of each school year in the Student Handbook. Students and parents who may have questions regarding this policy should contact the school principal for further clarification of any part of the policy.

Students may be disciplined for engaging in any activity prohibited by this policy including the prohibited "gang activity" enumerated in the third paragraph hereof. District officials will cooperate with local law enforcement to provide the school with gang information to aid in the prevention of violence, gangs, and drugs in our schools. This information shall include, but is not limited to: gang names, colors, symbols, signals, and gestures associated with gangs (all of which are prohibited gang activity). School officials will publish notice of these prohibited names, signals, gestures, colors and symbols in the school office as made available by local police department and government authorities or otherwise made known to school officials. The school will continually update the information posted in the school office relating to prohibited gang symbols and gang activity. Notice of updated prohibited gang activity and/or gang symbols will be sent home with each student, said notice shall advise students that the prohibited gang activity and gang symbols has been updated with updates maintained in the school office and the District website.

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

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

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

AREAS OF INTEREST

ASSEMBLY PROGRAMS

Assemblies are held periodically in the school gymnasium and cafeteria. Students should give respect to all speakers and not talk while a speaker is talking. Good manners are always expected of students. Everyone is required to conduct himself/herself in a manner appropriate for the program being presented.

CELL PHONE POLICY/BYOD:

Desoto County Schools has adopted a "Bring Your Own Device" (BYOD) policy. Students are allowed to use their electronic device under the direct supervision of their teacher for instructional purposes only. Any student caught using their device for non-instructional purposes or without the teacher's permission will have their device confiscated. The following steps will be followed when a cell phone or other electronic device is confiscated:

1st offense: Parent Conference- Parent may come to the school and pick the device up after meeting with an administrator.

2nd offense: The school will keep the device for 5 school days. A parent can pick up device after 5 school days.

3rd offense: The school will keep the device for 10 school days. A parent can pick up device after 10 school days.

4th offense: The school will keep the device for 20 school days. The parent may come pick up the device after 20 school days.

**** The student is solely responsible for keeping up with any electronic device that he/she brings to school. DCS and Horn Lake Middle School are not responsible for lost, stolen or damaged electronic equipment, or the investigation of its whereabouts.**

****At the conclusion of the 2016/17 school year all electronic devices that have not been picked up by parents will be donated to a charity chosen by the school. (Ex. Cell Phones For Soldiers)**

CARE OF PROPERTY

School property is for the benefit and use of students. It is our desire that everyone will exhibit pride in helping to keep the buildings and furniture clean and in good repair. No one should write on school desks, walls, or doors.

Any student who damages, defaces, or destroys school property will be punished, and the parents will be liable for all damages.

CLASSROOM COURTESIES

The following set of classroom courtesies will be expected in each classroom at HLMS:

- Enter the room quietly and be seated.
- Be prepared and ready to follow directions.
- Raise your hand and wait to be recognized to speak or to receive permission to move around the room.
- Be respectful of other students' property and space.
- Follow the guidelines in the school handbook.
- Behavior that interferes with learning will not be permitted.

HALL COURTESIES

The following hall courtesies will be expected around the campus.

- Enter the school quietly and follow the school handbook.
- All traffic should keep to the right.
- Respect other students' space and property.
- Keep the school clean; no eating or drinking in the hallways.
- Noise should be kept at a minimum at all times.
- When walking to and from the cafeteria, remain in a straight line, no horseplay, and no talking.

RESTROOM COURTESIES

- Take care of restroom needs as quickly as possible and return to your assigned area.
- Do your part to help keep the restroom clean.
- Wash your hands.
- Do not waste soap or paper products.
- Follow the school handbook.
- Don't use the restroom as a social meeting place.

CAFETERIA COURTESIES

- Enter the cafeteria quietly and get in lunch line or be seated.
- Follow the school handbook.
- Keep the cafeteria neat and clean, and return trays to the proper place.
- Use appropriate table manners, be respectful, and be quiet.
- No food or drink is to be taken from the cafeteria.
- No talking during dismissal and return to class.

FAILURE TO FOLLOW ANY OF THE COURTESIES LISTED ABOVE WILL RESULT IN DISCIPLINARY ACTION.

All traffic should keep to the right when changing classes and no unnecessary roughness will be tolerated. Students should cooperate with the custodians in keeping the hall free of dirt, paper, and other waste.

Noise should be kept at a minimum at all times to show consideration for classes in progress.

When walking to and from the cafeteria, students should remain in a straight line and refrain from any talking.

INSURANCE

Several low cost insurance policies are offered through the school. All students who do not have other hospitalization are encouraged to take out this policy. Each student will receive an insurance form at the beginning of the school year. All athletes, cheerleaders, and dance team members are required to take this policy if they are not covered by other insurance. Please see the receptionist for more information.

LOCKERS

Students will be allowed to carry book bags and purses in classrooms for the 2016-2017 school year, therefore, lockers will not be assigned to students. The maximum number of textbooks that a student will be issued is 2. Most teachers have a classroom set of textbooks that remain in the teacher's room.

LOST AND FOUND

All articles found in the school and on the campus should be turned in to the school's main office.

It is strongly suggested that each student put his/her name in any outerwear worn to school. Each year, many jackets, sweaters, and coats are left at the school. Unclaimed items of clothing are given to charities.

MEDICINE

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school.

2. Medications will only be administered if:

a. A physician's order (a prescription label is considered an order) and a medical authorization form signed by a parent/guardian is received at school including the child's name, name of medication needed, and time of administration.

b. Prescription medication must be supplied in the bottle dispensed by the pharmacy with the following on the label before the school can accept it: child's name, name of medication, how often the medication is to be given, the dosage, and the date of expiration.

3. Over the counter medicine will not be administered by school personnel.

PRIVATE CARS

Because of the buses, parents are requested not to block the school driveway entrance and exits from 2:15 p.m. until 3:15 p.m. Parents letting students off in the morning should also observe this rule and use caution when allowing students to depart from cars. Unloading should be done as rapidly as possible to avoid congestion.

SCHOOL CLOSINGS

In case of bad weather conditions when it would be unsafe for students to come or remain at HLMS, the superintendent will notify the news media of the closing as soon as possible. Parents may sign up for "E-alert" and "Notify Me" on the DCS website.

SCHOOL LUNCHES

Students will have to know their student number in order to receive a lunch. Lunches with one container of milk are available in the school cafeteria for \$2.50. School lunches can be pre-bought weekly, monthly, and yearly. Extra milk can be purchased separately. The federal government provides free or reduced lunches for those who qualify. A menu is posted weekly. School lunch period is a closed period of time. No student will be allowed to leave school to eat. Parents may bring students a sack lunch. **NO fast foods.**

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with a school principal. One faculty member of the student's choice may be present at such meetings. Such time and place will be designated upon request.

TELEPHONE USE

Students are to use the office telephone only in cases of real need, such as illness requiring a student to go home.

FLOWERS AND GIFTS

No cakes, cupcakes, candy, fruit, flowers, balloons, or gifts will be received for students during school hours. This includes holidays and any special occasion.

SCHOOL SERVICES AND CLASSES OF SPECIAL INTEREST

COUNSELING SERVICES

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

LIBRARY SERVICES

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

Librarian – Laura Linneman

TEXTBOOKS

Textbooks are furnished by the DeSoto County School District. They are loaned to students for the period of the school year or until the student withdraws from school. Textbooks are to be treated with care. No writing is permitted in any textbook. Fines are assessed to those students who misuse or lose their books. It is advisable for students not to lend their textbooks to others.

School issued materials, such as textbooks and agendas that are left unattended in the building will be confiscated and turned in to the library. Students who lose textbooks will have to purchase the cost of the textbook.

GIFTED EDUCATION PROGRAM

Each middle school has a gifted education program for the intellectually gifted. Certified gifted education teachers focus on the areas of thinking skills, creativity, communication skills, and leadership skills. For specific information see the gifted education teacher or counselor.

SPECIAL EDUCATION SERVICES

Special education services are provided in a variety of settings. Resource classes and self-contained classes are available. There is a community based program for those students requiring both academic and life skills. Services are also available for language/speech disorders, emotionally disabled, hearing or visually impaired, and physically disabled.

BAND

The band classes are open to all interested students in grades sixth, seventh, and eighth. Each student must make arrangements for the use of an instrument.

CHOIR

Choir is open to all interested students in grades sixth, seventh, and eighth. Students learn music theory along with foundations and fundamentals of singing. The choirs will perform several times a year.

PHYSICAL EDUCATION

In grades 6 - 8, physical education (P.E.) classes are required courses. In these classes students are introduced to a variety of sports such as soccer, volleyball, basketball, football, and track.

Students who participate in the football, basketball and/or track classes must be able to participate in games and meets, which are held in the afternoon, at night, and on Saturday depending on the sport.

DANCE TEAM

Dance Team members are selected from eligible sixth and seventh graders at the end of each school year for the following year's squad.

CHEER TEAM

Cheer Team members are selected from eligible sixth and seventh graders at the end of each school year for the following year's squad.

SCHOOL YEARBOOK

School Yearbooks are published each year depicting every area of school life. Orders are taken for yearbooks during the fall for spring delivery.

OTHER ACTIVITIES

A variety of clubs meet before school and/or in the afternoons from 3:00 p.m. to 3:30 p.m. These clubs may vary from year to year.

DESOTO COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, NATIONAL ORIGIN, AGE OR HANDICAPPING CONDITIONS AND IS AN EQUAL OPPORTUNITY EMPLOYER.

STUDENT RECOGNITION

PRINCIPAL'S LIST AND HONOR ROLL

To be on the Principal's List, a student must earn all A's and satisfactory in conduct during a grading period. Students who earn A's and B's and satisfactory in conduct are on the Honor Roll.

Students who are on the Principal's List or the Honor Roll will have their names published in the local newspapers and rewarded with a breakfast or luncheon in their honor.

PERFECT ATTENDANCE

The faculty knows the importance of students attending school regularly and tries to recognize students who have perfect attendance each nine weeks. Also, any student who has perfect attendance for the entire year will receive a certificate.

AWARDS ASSEMBLY

A student awards assembly is held at the end of the year. Student recognition will be based on: outstanding attributes to HLMS, academic achievement and/or perfect attendance.

SPORTS ELIGIBILITY REQUIREMENTS

To be eligible to be a member of the school's football, basketball, and/or track team, a student must:

1. Be in good standing academically and behaviorally. Carry four core courses.
2. Be examined by a physician and be declared physically fit.
3. Not have reached 14 years prior to August 1 to be a member of a 7th grade team.
4. Not have reached 15 years of age prior to August 1 to be member of the 8th grade team.
5. Have a certified copy of his/her birth certificate to present to the principal or his/her designee.

A student must earn a 2.0 overall GPA at the end of the semester to be eligible for sports during the next semester

ATHLETIC SCHEDULE

Volleyball Games All Games @ 5:30

August 22 HLMS @ Olive Branch Middle School

August 29 Lake Cormorant Middle School @ HLMS

September 8 Center Hill Middle School @ HLMS

September 12 Desoto Central Middle School @ HLMS

September 19 HLMS @ Lake Cormorant Middle School

September 26 HLMS @ Hernando Middle School

October 3 Southaven Middle School @ HLMS

****7th Grade Tournament @ Lewisburg Middle School Dates -10/4&10/6*

****8th Grade Tournament @ Southaven Middle School Dates- 10/11&10/13*

7th Grade Football Games are played on Tuesday and start at 5:30

September 17th Jamboree @ Lake Cormorant Middle School

September 20 HLMS @ Hernando Middle School

September 27 Lake Cormorant Middle School @ HLMS

October 4 HLMS @ Southaven Middle School

October 18 Championship Game TBA

8th Grade Football Games played on Thursday and start at 5:30

September 1 HLMS @ Lake Cormorant Middle School

September 8 Olive Branch Middle School @ HLMS

September 15 Hernando Middle School @ HLMS

September 22 HLMS @ Desoto Central Middle School

September 29 Center Hill Middle School @ HLMS

October 6 HLMS @ Southaven Middle School

October 13 HLMS @ Lewisburg Middle School

Basketball games start at 5:00

November 5 HLMS @ Southaven Middle School

November 10 Lewisburg Middle School @HLMS

November 17 Lake Cormorant Middle School @ HLMS

December 1 HLMS @ Olive Branch Middle School

December 8 Hernando Middle School @ HLMS

January 5 HLMS @ DeSoto Central Middle School

January 12 HLMS @ Center Hill Middle School

******7th Grade Tournament @ DeSoto Central Middle School***

******8th Grade Tournament @ Center Hill Middle School***

Soccer Schedule will be released at a later date



Eagles'
Attitudes
Guide
Learning
Experience
Success

STUDENT AGENDA COMPACT

By signing below, I acknowledge that I have read and understand the following rules and regulations:

- **Desoto County Code of Discipline**
- **Bus Policy**
- **Dress Code**
- **Safety Announcement**

Print Student Name

Date

Student Signature

Date

Parent/Guardian Signature

Date

MUST BE SIGNED BY PARENT/GUARDIAN AND STUDENT