

## Olive Branch Elementary School Faculty and Staff - 2016-2017

Barkley, Sunnie	Principal	Hill, Katy	Bookkeeper
Phillips, Marche'	Assistant Principal	Guthrie, Stacey	Counselor
Collins, Maura	MSIS/ ADA		
Vance, Amy	Secretary/Receptionist		

### Kindergarten Teachers

Allen, Stacey  
 Cisneros, Terrea  
 Ford, Laura  
 Hayes, Wendy  
 Brown, Tonia  
 King, Danielle  
 Barth, Xan  
 Rawls, Erin  
 Freeman, Jamie  
 Stamm, Brittany  
 Vicars, Jennifer  
 Wilson, Amy

### First Grade Teachers

Abrams, Candy  
 Anderson, Sharon  
 Austin, Martha  
 Baird-Loden, Jeanna  
 Boland, Heather  
 Bostick, Toni  
 Carpenter, Kathleen  
 Farr, Beverly  
 Jose, Meg  
 Kerr, Melanie  
 McClinton, Tamabra  
 McCoy, Kristi

### Special/Activity Teachers

Carson, Christa	Librarian
Brooker, Kim	Nurse
Gaines, Susan	Music
Pettigrew, Teresa	Special Education
Hendricks, Jimmy	Special Education
Parker, Rose Anne	Special Education
Jones, Rosemary	Preschool
Mullins, Mary Ann	Preschool/Special Education
Mason, Michelle	Speech/Language
Mills, Catrina	PE
Myres, April	Preschool
McGee, Latisha	Special Education
Murphy, Bethany	Speech/Language
Popeck, Gay	Speech/Language
Anderson, Karen	Art
Reaves, Rada	Preschool/Special Education
Boyette, Gay	ELL

### Cafeteria

June Stairs, Manager	Darneshia Johnson
Ventrini, Patsy	Nicole Cathey
Lilly Dockery-Aldridge	

### Kindergarten Assistants

Duffy, Leslie  
 Parrish, Kecia  
 Lewis, Linda  
 Stotler, Roberta  
 Tate, Chelsye  
 Bogan, Tina  
 Brigance, Briana  
 Proctor, Verna  
 Davis-Veil, Kelly  
 Farrar, Tabitha  
 Brannum, Jamie  
 Maxwell, Glenda

### First Grade Assistants

Yates, Kristin  
 Whitley, Marissa  
 Woods, Debbie  
 Johnston, Autumn  
 Reed, Sharrell  
 Phelps, Jenni  
 Edwards, Kelly  
 Lansdell, Terricka  
 Izzett, Kristy  
 Hollowell, Sandie  
 Bailey, Brittany  
 Reick, Gina

### Special/Activity Assistants

McClatchy, Pam	Computer
Gillon, Jamara	
Allison, Diane	
Manasco, Renae	
Coop, Rachel	
Gaines, Danna	

### PreSchool Assessment

Carter, Margaret
Brown, Karen

### Maintenance

Kimbrell, Kenny
-----------------

# **OBES Parent Teacher Organization (PTO)**

President-Bethany Perkins

Vice-Presidents-Jennifer Alvarez & LeAnn Matthews

Secretaries-Priscilla Aguayo & Jessica Roman

Treasurers-Kanika Muhammed-Yacub & Darlene Stanley

Box Tops Chair-Kristin Fontenot

Fundraiser Chair-Kristin Fontenot

Membership/Volunteers/Communications Chair-Tiffany Harris

Teacher Appreciation Chair-Jessica Roman

The purpose of the OBES PTO is to involve our parents, our family members, our faculty and staff, and our community in working together to make OBES the very best school it can be for our children.

## **How Can You Help?**

**JOIN** the OBES PTO. Information will be given out at Orientation meetings and sent home with your children.

**VOLUNTEER** to **HELP** in any way possible. There are many ways to be involved here at the school or to help from your home. Information will be sent throughout the year regarding volunteer opportunities.

**SUPPORT** our **FUNDRAISERS** this year so we can have money to pay for tutors, show appreciation for our teachers, and provide for any other needs our school may have throughout the year.

## **COMMUNICATE with US.**

You can communicate with us using any of the following methods:

Our new email address: [obespto2016@gmail.com](mailto:obespto2016@gmail.com)

Our new remind101 account: Text 81010 with the message “@obespto” to signup

Our facebook page: Olive Branch Elementary-PTO (same as last year's)

Send a note in your child's zipper bag addressed to PTO

## **ATTEND PTO MEETINGS.**

Meetings are tentatively scheduled for the 2<sup>nd</sup> Monday of every month @ 6:30 pm. Reminders will be sent home as well as sent out with our Remind101 account.

## **OBES PARENT HANDBOOK**

**Please read this carefully and refer to it throughout the year for important information. You may obtain additional information by going to [www.desotocountyschools.org](http://www.desotocountyschools.org) or**

**\*Welcome to Olive Branch Elementary School!\***

Our goals are to (1) provide a safe learning environment, (2) present a strong instructional program which encourages reading, (3) prepare your child for a lifetime of learning, and (4) work with you to help your child become a successful learner. We believe that children are our most important resource. We believe that, working together with you, we can help our children achieve academic success.

**\*Getting Your Child to Class\***

The front doors will be opened at 7:05 each morning. *Never drop children off before 7:05, as there is no one on duty until 7:05.* Children are to *always enter through the front main doors.* Bus riders will be unloaded along the fence and will enter through bus entrance doors. **To be counted as “on time” and not tardy, your child must be inside the front doors before 7:40.** Any students arriving after 7:40 must be brought to the office by parents and signed in.

**\*When Your Phone Numbers, Address, or Work Information Changes\***

It is vital that we always have correct home, work, and cell phone numbers and ways to contact you at all times. If your home number, cell number or work number, address, or emergency contacts change, send a note immediately in your child’s zipper bag.

**\*Morning Car Riders\***

1. Drop off either in the car-rider lane or along the chains on Pigeon Roost Road.
2. Children must get out on the passenger side.
3. Watch carefully for the crossing guard to stop traffic for students crossing the car rider lane.

**\*Changing How Your Child Goes Home\***

**IN CASE OF EMERGENCY IN WHICH YOU MUST CHANGE THE WAY YOUR CHILD GOES HOME, YOU MUST NOTIFY US IN WRITING before 2:00:**

1. Bring or fax the ***Change the Way My Child Gets Home form*** (available on our website) with the child’s name, teacher, and the way the child is to get home,

OR

2. Email the teacher the child’s name and the way the child is to get home.

**Children may NOT be checked out after 2:00 p.m.** Early checkouts will prevent your child from receiving perfect attendance. Car-rider dismissal will begin at 2:25 p.m. Buses will depart when all students are loaded, usually about 2:40 p.m. Walkers will be dismissed from the end of the GREEN building to adults who have walker cards.

**\*Early Dismissal or Crisis\***

If school is dismissed early due to weather or crisis, the dismissals will be announced on the major television and radio stations. **If you have an e-mail , sign up for the E-ALERT at www.desotocountyschools.org so that you will automatically get an e-mail alert whenever there is a closing or early dismissal.** Your child will not be put on a bus at early dismissal until we can verify that someone will be home. **If your child will be a car rider on early dismissal days, parents must have a car-rider tag. Every family is given a car-rider tag at the first of the year for this purpose.**

### **\*Communicating with Your Child's Teacher\***

1. Your child has one or more folders which will come home to you each and every day. There will be a **VERY IMPORTANT ZIPPER BAG** in one of the folders.
2. **All notes and monies sent from home need to be put in the zipper bag that is in your child's folder.** Your child's teacher assistant will open this bag every single day. They will not go through your child's backpack or pockets, so be sure all notes and money sent are in this zipper bag. Include a note with any money you send to explain how it is to be used so the assistant will apply it to the correct purchase.
3. Schedule a conference with your teacher (call the office at 895-2256 or send a note in the zipper bag). If you have any reason to think that your child is being mistreated by someone, contact your child's teacher or the principal immediately. *Your child may not have told us of the problem, but may confide in you. This may or may not be bullying. It could be that the child doing the action doesn't know appropriate social skills yet. We will investigate the incident and seek a solution.*
4. If you need to bring a lunchbox or anything else that your child forgot, leave it in the parent lounge across from the office. A word of caution: if you are bringing snack, your child may not get it in time for snack time. Often the teachers are not able to check before snack time. We apologize if your child misses snack!

### **\*Helping Your Child To Be Successful in School\***

What makes a difference is YOUR involvement in your child's education.

1. Read *to* your child or *with* your child 10-15 minutes every day.
2. Read the calendar or homework sheet the teacher sends home in their folder. Work with your child each night on these skills.
3. If your child is a first grade student, practice reading the Fry words. Kindergarten students have a sight word list to read daily. If not done daily, it is extremely difficult to catch up.
4. Keep a regularly scheduled bed time. Help your child learn to select their clothes and pack their backpack before they go to bed at night to make for a smooth morning.
5. Schedule a conference with your child's teacher as soon as you see a problem developing with academics or behavior.

It is your responsibility as a parent/guardian to see that assignments are completed and that your child reads every night. For your child to be successful, you need to practice their words, practice their number bonds/ math facts, and read to/with them on a daily basis.

### **\*Breakfast and Lunch\***

If your child brings a lunch box, write their name on it with permanent marker.

Free and reduced lunch forms are available on line at [www.school lunchapp.com](http://www.school lunchapp.com) and are sent home with students on the first day of school. If your child received free or reduced lunch last year, you must fill out the form again this year to receive free or reduced lunch.

Breakfast will begin August 8<sup>th</sup>. Parents are encouraged to download the app to Smartphones to monitor your child's account and pay for meals in advance, either at the school or online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Lunch costs \$2.75 for children.

Children must be in the cafeteria no later than 7:20 to get breakfast. Breakfast charges are taken from their lunch account. Breakfast costs \$1.25 for children.

Anytime you send lunch money, send it in the zipper bag and clearly label as lunch. Children may also bring their lunch. Due to limited lunch times and access to microwaves, student lunches cannot be warmed up. If your child has ANY food allergies or if you need alternative foods available for your child in case of allergy, there is a form which must be

filled and signed by your doctor. Nutritional information about breakfast and lunch are provided at [www.desotocountyschoolscn.org](http://www.desotocountyschoolscn.org). Click on “Child Nutrition Department”.

### **\*Recess, PE, and Possible Injuries\***

Please dress your child each day in shoes in which he/she can run and play (not in flip flops or heels). **It is mandatory that they wear tennis shoes on PE days.** There will occasionally be accidents at school, even though students are carefully supervised. **OBES insurance will not cover accidents that happen here at school, so student accident insurance policy information is sent home with your child the first week of school. If you do not receive the information, call the office at 895-2256.**

### **\*Visitors (Desoto County Schools Board Policy JCCA)\***

Visitors are welcome on the campus of any DeSoto County School. However, listed below are regulations that must be observed:

4. All visitors must report to the office (including news media).
5. If the principal has any reason to question the legitimacy of the visit, the superintendent’s office will be consulted.
6. Teachers will not be interrupted while teaching except for emergencies.
7. It is at the principal’s discretion to ask a visitor to leave the campus, if he or she is causing a disruption to the environment, program, or activity to which the visitor is attending.

### **\*Afternoon Car Rider Procedures\***

In order to provide for your child’s safety and facilitate a smooth car rider dismissal, the following procedures will be used:

1. Every family is given a white car rider name strip with your child’s name already on it at the beginning of the year. **If we have an early dismissal and you need to pick up in car-rider line, you will already have a tag to use.** If more are needed, colored strips may be obtained from the school office.
2. Write your child’s name on the strips in large, BLACK block letters using a Sharpie pen, with the white strip as a model. Some parents choose to write their teacher’s name in the corner, but this is not mandatory.
3. Give a car rider name strip to each person who will pick up in car rider line. Please make a note of which color strip you give to each person. It would be nice if the main person who picks up your child has the white strip. For example: Mom could get white, Dad could get blue, Grandparent might get the orange, Babysitter could get pink, and Neighbor who occasionally picks up could get green. Teach your child to recognize these cars.
4. Attach strips to either the sun visor on the passenger side or the rear view mirror using a pants hanger or punch holes in the corners of the tag and tie with a string. Leave this tag hanging until your child actually gets in your car.
5. ***If a driver does not have one of the color-coded OBES name strips, he/she will have to park their car, go into the office, and show identification. That person must also have been listed by you as having permission to pick up your child.***
6. We will not load a child into the front seat. Children will only be loaded into the rear passenger side of the cars.
7. Please do not cut in front of other cars.
8. When the driver comes through the line, the child’s name and color of the card are radioed in and recorded in case a second individual comes to pick up a child. We will then be able to report to you what color tag the person who picked up your child had. This is why you need to note what color name strips you distributed.
9. If you decide that someone can no longer pick up, you must get that tag back and notify the school in writing that the person can no longer pick up your child.

**IMPORTANT: Anyone you send to pick your child up at early dismissal, 60% days or crisis events must have a car tag to pick up in car rider line. This is why every family is issued a tag at the first of the year.**

### **\*Bus Rules\***

Riding the bus is a privilege afforded to students who follow the bus rules. A completed bus card must be given to the bus driver. Bus rules are written on the bus cards. Students may ONLY ride the bus to and from their home, not to a grandparent, day care, babysitter, friend's home, etc. DCS Transportation Dept. and drivers are not responsible for articles left on buses. If your child does not follow the bus rules, penalties are at the discretion of the principal, depending on circumstances. Punishment may be up to and including daily or permanent suspension from the bus.

### **\*Field Trips\***

**IMPORTANT NOTE: Permission slips and field trip fees MUST be received no later than the DATE AND TIME written on the permission form sent home. No exceptions will be made.** Advance notice is sent home whenever a field trip is planned. A student must have a permission form signed by the parent or custodial guardian to go on the trip. For your child to attend the field trip, the money and permission form must be turned in on time. Please send **exact change**, as we are not permitted to keep enough cash on hand to make change. Some venues limit the number of parents who can attend. If you are serving as a **chaperone**, you are agreeing to watch out for the safety of several children. Therefore, you may not bring your other children. Parents who are serving as chaperones must undergo a DCS background check at your expense and need to be aware at all times of the safety of the school children which he/she has been assigned. No refunds will be given if your child does not go on the trip, as many of these trips must be paid in advance and the cost of the bus and driver are divided among the total number of children attending. The permission slip sent home in advance will explain other rules and procedures for field trips.

### **\*After-School Program\***

OBES offers an academic after-school program which begins immediately after school and is operated by the Olive Branch Family YMCA. Their program has year-round day care, during the summer, during the school holidays, and during spring break. Parents may register with the YMCA at 662-280-6370.

### **\*Illness Policy\***

If your child has **been sick, has vomited, or has run fever, it is required that you keep him/her at home until they have been well and free of fever, vomiting, and/or diarrhea for 24 hours without the aid of fever-reducing medications.** Be sure to send a note when the child returns to explain the absence **within 2 days or the absence will remain listed as unexcused.** Anytime a **child throws up or runs fever of 100 degrees or more, we will call you to come get them.** Please list several people we can call to pick up your child in case of illness or accident. **No medications, either over the counter or prescription, will be given at school without a prescription from a doctor.** The pharmacy label can serve as the doctor prescription. The medication has to be in the original pharmacy-labeled bottle with the child's name on it. If it is over the counter, we need the doctor's prescription for the medication with when and how to administer it written on the doctor's prescription. ***The medication must be in the original container, and the parent's signature is required on our medication authorization form.***  
If your child has asthma, you must have an asthma plan on file with the school nurse.

### **\*Absences and Tardies\***

Your child must be in the building by 7:40 or he/she will be counted tardy. If you arrive after 7:40, please bring him/her into the office and sign them in so you know

they are in safely AND we can get them to class safely. Repeated tardies and/or unexcused absences are reported to the attendance officer. The School Board Policy JBD (available on the DCS website) lists reasons which are considered as excused absences.

#### Elementary Students K-5

1. Seven (7) absences may be excused by a note from a parent/guardian.
2. Any additional absences **must** be excused by a note from a doctor or other documentation excusing the absence.
3. Any documentation being given for excuse of absence(s) **must** be submitted **within two (2) school days** of returning to school, unless granted an exception by the principal for extenuating circumstances.
3. When a student has exceeded five (5) unexcused absences, they are turned over to the Mississippi Department of Education.
4. If a child reaches 7 tardies, you will be required to bring your child in for a conference with one of the principals to get them back into class. At 10 tardies, the student will be suspended from school for 1 day. This will be an unexcused absence. At 20 tardies, there will be a 2-day suspension, also unexcused absences. ***All tardies and early checkouts (without a doctor's or dentist's note received by the next school day) count against perfect attendance.***

#### **\*Birthdays\***

First grade student birthdays may be celebrated during lunch. Kindergarten students may celebrate at lunch or snack (with prior approval from the teacher). Please do not give out treat bags, favors, or presents, as all children cannot do this on their birthdays and may have their feelings hurt. **If you want to send invitations to a party, every student in the class must receive an invitation. The cards must be given to the teacher so that she can be sure every child receives one.** If you have an invitation for a child in another class, please mail it to their home or give it to them away from school.

#### **\*Dress Code\***

We reserve the right to require parents or visitors to our school to observe these same dress code rules and to be sufficiently and modestly clothed. **OBES enforces the Desoto County Schools dress code:**

1. Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom. No combs, picks, rollers, or extreme coloring will be allowed.
2. T-shirts with sleeves, white or colored, are acceptable. Shirts must be closed, zipped, or buttoned.
3. No article of clothing that pertains to or depicts the following will be acceptable: (1) substances or activities illegal by law for minors such as alcohol, drugs, tobacco, gambling (2) profane, suggestive, or violent language (3) derogatory symbols, remarks directed to any ethnic group.
4. Sufficient underclothes must be worn appropriately and must not be exposed.
5. **Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust, excessive part of the back, are excessively tight or are 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 inches below the waistline and no longer than five inches below the waistline.
6. Students in grades K-5 are allowed to wear shorts as part of their daily attire. **Shorts should be at least halfway to the knee.** Knee length dresses and skirts are allowed. No slits in these skirts or dresses above the knee cap are allowed.
7. No spandex articles of clothing are allowed.

8. Shoes must be worn at all times and no house shoes are allowed. Shoes with laces should be laced and tied. **(Please teach your child to tie laces).**
9. No visible tattoos will be allowed. Neither male or female students will be permitted to wear rings and/or studs in their noses, tongues, or any exposed body parts other than the ear and appropriate rings on fingers.
11. 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.
12. Pants should fit appropriately. No baggy pants are allowed. No writing is to be on the seat of the pants, even cheerleaders' uniforms and dance team.
13. Leggings are allowed when worn with a top that meets the dress length guidelines.
14. If needed, properly placed patches may be worn on pants. No holes, tears, or shreds above the knee will be allowed.
15. Local principals have the power and discretion to make all decisions on their campus.

When the first violation is noted, you will either be called or the teacher will send a note home. If there is a second violation, you will be asked to bring a change of clothes so your child can remain at school or you must check your child out of school. Repeated violations of dress code will result in school suspension pending a disciplinary hearing. All school board policies are available on the website [www.desotocountyschools.org](http://www.desotocountyschools.org).

### **\*You Can Help in Other Ways, Also\***

There are several things you can do which will result in increased instructional materials and funds for OBES and will directly benefit our children:

1. Collect Box Tops for Education from General Mills and Campbell Soup labels.
2. Plan "eating out" events for the specific nights that restaurants sponsor for us. Dominos' has sponsored us for many years on the first Thursday of each month. Be sure to use the certificates sent home with your child.
3. Any time you send money, please send exact change or pay by check. We cannot keep sufficient cash on hand to make change. Be sure to attach a note explaining how the money is to be used.

### **\*Your Check is Welcome!\***

Checks should be written on a commercially printed check with your name, address, **and contact telephone number**. Please write your child's name on the check. When you write a check to a school or the school system, you agree that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account. Desoto County Schools recognizes that occasionally a parent may inadvertently overdraw a checking account and the check may be returned to your bank. In order to recover the funds in a private and professional manner, DCS has contracted with Nextcheck, LLC, for collection of returned checks. If the check and fee are not collected electronically, Nextcheck will contact the check writer by mail and/or telephone to make payment arrangements. All payments need to be made directly to Nextcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nextcheck.com](http://www.nextcheck.com) or over the phone (800-639-2435) using a credit card, debit card, or electronic check.

### **\*DESOTO COUNTY SCHOOLS Discipline Board Policy\***

#### **Forward**

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



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

### **Introduction**

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

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

Specific provisions of the Code include:

1. A parent, guardian or custodian of a compulsory school-age child enrolled in the DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory school-age child enrolled in the DeSoto County Schools may be requested to appear at school by the school attendance officer or the principal, for a conference regarding the destructive acts of their child, or any other discipline conference regarding the acts of the child.
3. A parent, guardian or custodian of a compulsory school-age child enrolled in the DeSoto County Schools who refuses or willfully fails to attend such discipline conference specified in paragraph (2) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory school-age child enrolled in the DeSoto County Schools shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. A parent, guardian or custodian of a compulsory school-age child enrolled in the DeSoto County Schools who :
  - A. Fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or
  - B. Refuses or willfully fails to perform any other duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed an amount provided by law.
6. The DeSoto County Schools shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such a child has been removed by court order or decree.
7. As an alternative to suspension, a student may remain in school by having the parent, guardian, or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time agreed upon by the teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student, or fails to attend class with the student, the student shall be suspended in accordance with this Code.

### **Student Conduct:**

#### *Acts of Misconduct:*

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

## Level I

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

### Disciplinary Action

#### First Violation

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

#### Repeated or Flagrant Violation

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

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

## Level II

- \* 2 – 1 Leaving the school grounds without permission
- \* 2 – 2 Skipping class
- \* 2 – 3 Insubordination- refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults
- \* 2 – 4 Possession and/or use of a tobacco product or substances used as smoking material, including electronic cigarettes (e-cigarettes), vapes, vaporizers, or any alternative nicotine product
- \* 2 – 5 Exhibiting any hostile physical or verbal actions
- \* 2 – 6 Bullying (as defined in Board Policy JDDA)
- \* 2 – 7 Unauthorized use of personal electronic devices (as defined in Board Policy IJBA).
- \*\*2 – 8 Cheating on tests or exams

### Disciplinary Action

#### First Violation

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

#### Repeated or Flagrant Violation

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

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

Additional disciplinary action for unauthorized use of personal electronic devices (as defined in Board Policy IJBA):

- 1st Offense: First offense will result in confiscation of the device and parental contact. The electronic device will be returned at the end of the school day to the student or his/her parent/guardian as determined by the building principal.
- 2nd Offense: School will take and keep device for 5 school days. After the device is retained for 5 school days, the electronic device will be returned to the student or his/her parent/guardian as determined by the building principal.
- 3rd Offense: School will take and keep device for 10 school days. After the device is retained for 10 school days, the electronic device will be returned to the student or his/her parent/guardian as determined by the building principal.
- 4<sup>th</sup> Offense: School will take and keep device for 20 school days. After the device is retained for 20 school days, the electronic device will be to the student or his/her parent/guardian as determined by the building principal.

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

### Level III

- 3 – 1 Fighting
  - 3 – 2 Gambling
  - \* 3 – 3 Theft or possession of stolen property
  - 3 – 4 Acts which threaten the safety and well-being of students and/or staff: engaging in any behavior (by word or act) that encourages, incites, or instigates threatening or aggressive acts which can create the risk of harm to another person.
  - 3 – 5 Extortion- use of intimidation, coercion or force
  - \* 3 – 6 Vandalism of personal and/or school property
- \*\*\*3 – 7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral or offensive materials
- 3 – 8 Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, or transferring sexually suggestive images through personal electronic devices

### Disciplinary Action

#### First Violation

Minimum: School suspension from one to three days, ALC, corporal punishment

Maximum: School suspension (three days), report to authorities when applicable

#### Repeated or Flagrant Violation

Minimum: School suspension (three days), ALC (ten days), and/or Levels 3-4 and 3-8 Teacher Support Team interventions

Maximum: School suspension (three days) and possible assignment to DeSoto County Alternative Center pending the results of a disciplinary hearing.

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

### Level IV

- \*4 – 1 Possession, use or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia.
- 4 – 2 Assault on a student. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.
- 4 – 3 Assault on a school employee. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.
- 4 – 4 Using profane, obscene, indecent, immoral, threatening 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 three days and ordered to appear for a disciplinary hearing before a District Hearing Officer.

### Disciplinary Action

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

Maximum: Expulsion

Students below grade 6 may be given other punishment.

### Level V

- \* 5 – 1 Weapon(s) possession or use

### Disciplinary Action

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

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

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

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

### Disciplinary Action

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

Maximum: Expulsion

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

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

## **Disciplinary Action**

- Minimum: Mandatory student/parent/resource officer/administrator meeting to investigate situation and determine proper discipline consequence
- Repeated: Assignment to the DeSoto County Alternative Center
- Maximum: + Expulsion for repeated violations and/or gang activity that includes but is not limited to:
- Acts which disrupt the process of orderly education
  - Recruitment with use of intimidation
  - Tagging or marking
  - Assault
  - Battery

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

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

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

### **DUE PROCESS**

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

### **DISCIPLINARY HEARING**

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

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

### **ALTERNATIVE PLACEMENT PROCEDURES**

After a student is referred for consideration of placement at DeSoto County Alternative Center (DCAC), the District Review Board and Transition Team will determine appropriate placement for the student. Once a student is accepted into DCAC, the District Review Board and Transition Team will develop an Individualized Instruction Plan (IIP) for each student. The plan will follow the program and class schedule of the home school. DCAC follows the frameworks that are established by the state of Mississippi for the subject matter to be taught in each course. Certified personnel will send a daily feedback sheet home that requires a parent signature for all students attending DCAC.

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

Parents are notified of the recommendation for placement at DCAC during the disciplinary hearing. The home school will contact the parent once acceptance is granted by the District Review Board. All parents and students will meet with a DCAC administrator to discuss the DCAC program and requirements. The minimum time that is required to complete DCAC is 30 school days, but the stay can be longer if the student does not progress properly. The District Review Board consists of school-level administrators, district-level administrators, and counselors as determined by the Director of Pupil Services.

### **\*DeSoto County Non-Discriminatory Policy\***

The DeSoto County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Intervention  
Title VI, Title II and 504 Coordinator

Director of Federal Programs  
Title IX Coordinator

DeSoto County Schools  
5 East South Street  
Hernando, MS 38632  
662-429-5271

DeSoto County Schools  
5 East South Street  
Hernando, MS 38632  
662-429-5271