

OLIVE BRANCH HIGH SCHOOL ADMINISTRATION

Allyson Killough, Principal
 Susan Cascio, Assistant Principal
 Sid McNeil, Assistant Principal
 Todd Nichols, Assistant Principal
 Angela Burkes, Counselor
 Lindsey Chunn, Counselor
 Katelyn Treadwell, Counselor

TELEPHONE DIRECTORY

School.....662-893-3344
 Athletics.....662-893-3350

Extension Directory

For the following departments, dial the main school number followed by the extension

Receptionist..... ext. 0
 Attendance..... ext. 101
 Bookkeeping ext. 102
 Guidance.....ext. 106

Olive Branch High School	DeSoto County Schools
9366 E Sandidge Road	Five East South Street
Olive Branch, MS 38654	Hernando, MS 38632
Phone: 662-893-3344	Phone: 662-429-5271
Fax: 662-893-3353	

DESOTO COUNTY SCHOOLS 2016-2017 CALENDAR

August 1	Teachers' First Day
August 3	Students' First Day
September 5	Labor Day Holiday
October 10	Columbus Day Holiday
November 8	Professional Development Day 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 Day (Student Holiday)
February 20	Washington's Birthday / Holiday
March 13-17	Spring Break
April 14 & 17	Easter Holidays
May 22	Students' Last Day
May 25	Teachers' Last Day

BELL SCHEDULE

Students allowed in halls 7:25
 1st Block 7:35--9:09
 Quistor Voices and 1st Break 9:09-9:17
 Quistor Voices and 2nd Break 9:21-9:29
 Tardy Bell for 1st Break 9:21
 2nd Block..... 9:35-11:09
 3rd Block 11:14-1:16
 4th Block..... 1:21-2:55

Lunch Schedule

1st Lunch	11:14-11:38
2nd Lunch	11:42-12:05
Cafeteria Closed.....	12:10-12:20
3rd Lunch.....	12:20-12:44
4th Lunch.....	12:52-1:16

OBHS MISSION STATEMENT

OBHS exists to provide our students with the necessary tools to compete in an ever changing global economy. OBHS does so by focusing on safety, academic rigor, and extra curricular activities in that order. OBHS strives to develop well rounded students capable of meeting any challenge whatever their career path.

SUBJECT AREA TESTING PROGRAM

Students must pass four state tests to earn a high school diploma:

Algebra I Biology II English II U.S. History from 1877

These tests are taken when the student takes the class. Therefore, our students’ best chance to do well on the test is when they are in the class getting focused daily instruction. The four performance levels are advanced, proficient, basic, and minimal. We want all our students to score proficient or advanced!

Listed below are a few ways you as a parent can help your student do his or her best:

- Be sure he/she attends school every day
- Talk to him/her about the importance of the test
- Sign up for ParentPortal to track grades and attendance. See further information below
- Encourage the use of USA Test Prep. This website offers practice questions, puzzles, games and videos to help students prepare for their state tests.

USATestPrep

Website: www.usatestprep.com

Username: olivebranchms

Password: newton24

Students will create a personal username and password during the initial log-in.

ParentPortal

ParentPortal is a free tool designed to enhance the communication and involvement of parents in their child’s education in DeSoto County Schools. ParentPortal allows 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.

Activation codes are necessary to create individual usernames and passwords. Activation codes must be picked up in person at the school office during normal school hours. Instructions concerning how to use the site will be provided with your activation code.

DESOTO COUNTY SCHOOLS

Student Technology Acceptable Use Policy

Dear Parent/Guardian & Student:

DeSoto County School System is pleased to offer students access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. DeSoto County Schools is CIPA (Child Internet Protection Act) and COPPA (Children's On-line Privacy Protection Act) compliant. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, DCS is expected to engage in a "good faith effort" to abide by the requirements of CIPA/FERPA. CIPA/FERPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA/FERPA.

Due to the fragile nature of the equipment being used and the nature of much of the material available over the Internet, this form must be signed by you and your child before use of the equipment will be allowed. The use of the Internet is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action. The administrator of the school and/or the school technology committee will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

As a DeSoto County School parent, I understand that my child is enrolled in the DeSoto County School System and will need to be able to use the computers/equipment at school. I understand, as well, that my child may be involved in research projects and class activities involving the Internet. As parent or guardian, I also understand that I will be responsible for my child concerning the following items:

- Students will not use the Internet provided at their school for illegal purposes of any kind.
- Students will not use the Internet provided at their school to transmit, receive, or view material that is pornographic in nature.
- Students will not use the Internet provided at their school to transmit, receive or view material that is threatening or harassing in nature.
- Students will not use the Internet provided at their school in an attempt to gain access or "hack" into computer systems that they have no permission to use.
- Students will not use the Internet provided at their school to access any student records existing on the schools' networks.
- Students will not use the Internet provided at their school to propagate computer viruses.
- Students will not use the Internet provided at their school for the purpose of lobbying or distributing of political information.
- Students will not use the Internet provided at their school for commercial ventures of purchasing, selling, taking orders or placing orders. DeSoto County Schools is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.
- Students will not damage, abuse or misuse the equipment provided for their use at their school.
- Students will not make changes to the screen or appearance of the desktop on computers provided at their school.
- Students will not load games or other software brought from home or downloaded from the Internet onto the computers provided for their use.
- Students will not attempt to bypass school internet filters by way of internet proxy sites.
- Students will not use the Internet provided at their school to access social networking websites such as "MySpace," "Facebook," etc.
- Students will not use the Internet and/or computer to violate any state or federal law (ie. Copyright law).

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by DeSoto County Schools is for research and discovery or educational media and information.

DESOTO COUNTY SCHOOLS 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.

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.

DESOTO COUNTY SCHOOLS SAFETY ANNOUNCEMENT

In an attempt to keep DeSoto County Schools safe for all students and staff, the following behaviors will not be tolerated:

- The use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity
- Distribution of illegal drugs, prescription drugs, or any substance dangerous to students. (Distribution includes giving substances to students.)

Students who openly defy this warning(s) will be considered a threat to the safety of students and staff and suspended pending a disciplinary hearing. The student could be expelled from DeSoto County Schools.

DESOTO COUNTY SCHOOLS BULLYING /HARRASSMENT POLICY

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.

STUDENT ATTENDANCE

Mississippi Attendance Law

Regular school attendance for every child who has attained the ages of six (6) years on or before September 1 and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year.

THE MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW:

- Requires that a parent, guardian or custodian of a compulsory school age child must enroll the child in school and cause the child to attend school.
- Requires a parent to inform the school of the reason for the child's absence from school.
- Requires the school to report excessive unexcused absences to the School Attendance Officer/Counselor of the District Attorney's Office.

Any parent found in non-compliance with the Law may be subject to a fine up to \$1,000.00 or up to one year in jail or both.

Unlawful Absences/Valid Excuses

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the principal or his/her designee:

- a. Attendance at an authorized school activity with the prior approval of the principal of the school district or his/her designee.
- b. Illness or injury which prevents the student from being physically able to attend school.

- c. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
- e. A medical or dental appointment with prior approval of the principal or his/her designee, except in the case of emergency.
- f. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- g. Observance of a religious event, with the prior approval of the 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 the absence would adversely affect the student's education.)
- h. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the principal or his/her designee. (Approval shall be based on the professional judgment of the principal or his/her designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
- i. Other conditions sufficient to warrant nonattendance, with prior approval of the principal or his/her designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. MS Code 37-13-91 (4)

High School Students (9-12)

Five (5) absences may be excused by a note from a parent/guardian.

Any additional absence after the five (5) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.

Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within five (5) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.

When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

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.

Assignment Request Procedure for Extended Period of Absences

The following steps must be followed to request assignments for extended absences:

- Student must be absent three or more days.
- Parents must contact the Guidance Office.
- Parents must give the school a 24-hour notice.
- Assignments will be available at 3:00 p.m. the following day in the Guidance Office.

Exemption Policy (Grades 9-12)

Students in grades 9-12 may be exempt from end of course final exams for full credit and half credit courses if the following criteria are met:

1. The student has an eighty-five (85) or above semester average in the course;
2. The student has not missed more than two (2) days/periods (excused or unexcused) prior to days designated for final exams for full credit courses;
3. The student has not missed more than one (1) day/period (excused or unexcused) prior to days designated for final exams for half credit courses;
4. Students assigned to an Alternative Learning Class (ALC) for more than five (5) days, students who are suspended and/or students who are placed in DeSoto County Alternative Center (DCAC) at any time during a semester (August-December or January-May) will forfeit the right to exemption from final exams for the semester in which the infraction occurred;
5. Students may not be exempt from CASE 21 assessments.

Checking In/Out

Only a parent/guardian or person on the students emergency contact list will be allowed to check students out. Parents and students must sign out in the attendance office, after the attendance clerk's approval, before leaving campus. No student may be checked out or receive messages after 2:00pm.

While the administration at OBHS recognizes a parent's right and need to exercise personal judgment, excessive instances of a student checking in or out that are not "excused" will result in referral to the authorities for truancy.

Once a student arrives on campus, he or she must check in immediately. Students who miss 30 minutes of a class period will be considered absent.

Failure to sign in or out appropriately will result in disciplinary action.

Emergency Check Out

Parents are required to come into the school and sign their student out when the need arises for a student to leave campus. However, as a courtesy to parents, students are allowed **ONE EMERGENCY CHECK OUT PER SEMESTER**. During a rare emergency, parents may send a note, email, fax, or phone call to check their child out. This is a courtesy and there **are NO EXCEPTIONS** to this rule.

ITEMS BROUGHT TO STUDENTS

NO FOOD (Lunches) may be brought to students, including items for a class. No birthday balloons, gifts, flowers, or valentines will be delivered to students. **Students may only pick up items essential for academics/extracurricular activities or lunch money during class changes.**

Attendance Forms: See Attendance Office.

STUDENT ACHIEVEMENT

Grading Scale

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 69 – 65

F = 64 and below

Honor Roll: At the end of each nine weeks, students with a final numerical average of 90 or above in each course taken during that nine weeks will be listed on the Principal's List. A student with an average of 80 or above in each course taken during that nine weeks will be listed on the Honor Roll. An Honor Roll reception is held each nine weeks for those making the Principal's List and Honor Roll.

Academic Recognition: The annual Awards Night held in the spring recognizes academic excellence for students.

Parent Portal: Parents are encouraged to come by the school to pick up their passwords. Parent Portal will allow parents to view student grades and attendance throughout the school year.

ACADEMIC REQUIREMENTS

Graduation Requirements

Please refer to the DeSoto County Schools website (www.desotocountyschools.org) or contact the guidance office regarding graduation requirements.

Transcript Procedures

- Forms for release of transcripts are available from the Guidance Office.
 - To be **official** a transcript must be sealed and mailed by the school.
 - Requests must be made at least three days prior to mailing.
 - Transcripts to colleges and/or committees are mailed only after applications have been mailed by the student.
- Students desiring their GPA must submit a request to the Guidance Office in writing at least three days before needed.

DRESS CODE POLICY

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 hair styles 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 to 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 2 violation.

Dress Code Disciplinary Action

- First violation: Administrator/Parent conference, home suspension, or ALC
- Second violation: School suspension (3 days)
- Repeated violations: Suspension from school pending a disciplinary hearing

No mode of dress or grooming disruptive to academic pursuits is permissible. The principal has the authority to decide whether or not the student is properly attired or groomed in keeping with the following regulations that apply both to male and female students.

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 properly closed, zipped or buttoned.
3. No article of clothing that pertains to or depicts the following will be acceptable:
 - a. Substances or activities illegal by law for minors, such as, alcohol, drugs, tobacco, gambling
 - b. Profane, suggestive or violent language
- c. Derogatory symbols; remarks directed to any ethnic group
4. Sufficient underclothes must be worn appropriately and must not be exposed.
5. Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust, 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 (3) inches below the waistline and no longer than five (5) inches below the waistline.
6. Students in grades K - 5 are allowed to wear shorts as part of their daily attire. Shorts should be walking shorts or Bermuda shorts. Students in grades 6- 12 may wear walking or Bermuda shorts that are knee length. They should not be excessively tight or baggy. Athletic shorts are not permitted (**Must have zipper and belt loops**). **NO CUT OFF SHORTS ALLOWED!**
7. Knee length dresses and skirts are allowed. No slits in these skirts or dresses above the knee caps are allowed.
8. No spandex articles of clothing are allowed.
9. Shoes must be worn at all times, and no house shoes are allowed. Shoes with laces should be laced and tied.
10. No visible tattoos will be allowed. Neither male nor female students will be permitted to wear rings and/or studs in their noses, tongues, or any exposed body parts other than the ear and appropriate rings on fingers.
11. Coaches, physical education classes or any organized athletics have the option to ban all jewelry due to safety reasons and/or violation of the Mississippi High School Activity Association regulations.

12. Sunglasses, other than prescription, must be removed when inside the building.
13. All pants must be worn fitted to the waist, at the waist, with or without a belt. Belts must be worn and buckled appropriately for pants that have belt loops. Pants should fit appropriately. No baggy pants are allowed. No writing is to be on the seat of the pants, even the cheerleader's uniform and dance team.
14. Leggings are allowed when worn with a top that meets the dress length guidelines specified in #7.
15. Pants must have no exposed skin above the knee.
16. Hats, caps, sweatbands, or other head coverings are not to be worn in the buildings or on the grounds of the school except for medical reasons as prescribed by a physician. Head 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.
17. Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.
18. Local principals or their designee have the power and discretion to make all decisions on their campus.

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE

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

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

INTRODUCTION

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

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

Specific provisions of the Code include:

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

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

**CODE OF DISCIPLINE
GRADES K-12**

Student Conduct:

Acts of Misconduct

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

Level I

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

Disciplinary Action

First Violation

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

Repeated or Flagrant Violation

Minimum: 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 (The grade “0” will be assigned regardless of other punishment.)

Disciplinary Action

First Violation

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

Repeated or Flagrant Violation

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

* Students who, after having a student-teacher conference, a teacher-student-parent conference, **a mandatory student-parent-administrator conference**, and Teacher Support Team interventions, 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.**
- 4th 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.**

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

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.

ALC (In School Suspension)

The In School Suspension/Alternative Learning Center is a program designed to give a second chance to students whose misconduct is disruptive to the school environment. It is an alternative to suspension and allows students to complete class work and receive partial credit for it. The goal of ALC is for the student to acknowledge and work through his/her problem, make a positive and permanent change and then successfully return to class.

ALC is an automatic penalty for the following violations:

- Skipping class
- Leaving campus without parent/guardian and school permission
- Continuous or severe violation of school rules

BUS & PARKING LOT RULES

Bus Rules

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

Responsibilities

Bus drivers and aides are responsible and authorized to maintain student order and discipline at all times.

Principals are responsible and authorized to administer any and all necessary student discipline. Principals shall also ensure that all bus rules are communicated to eligible riders.

Students have the responsibility to obey all policies and procedures established by the DeSoto County Board of Education, their respective schools and the Transportation Department while waiting for, boarding, riding or off-loading a DeSoto County School Bus.

The Transportation Department shall post rules clearly on every school bus and shall include but not be limited by the rules listed below.

Rules of Conduct

- Be waiting at your stop 5 minutes early.
- If you need to cross the street, wait for traffic to stop; driver will motion to you when it is safe to pass in front of the bus to load or unload.
- Obey the bus driver.
- No unauthorized items on bus. (No weapons, tobacco, combustibles, pets, large items, etc.)
- Be nice and courteous.
- Keep the bus clean.
- No profanity and no fighting.
- Keep hands and head inside of bus.
- Do not throw anything, anywhere.
- Stay in your seat. Driver may assign seats.
- No eating or drinking.
- Damage to bus interior may result in student paying for damage.
- Emergency door/windows may only be opened in case of emergency.
- Do not distract or bother the driver through loud talking or misbehavior.
- Report any problems you may have to the bus driver as soon as possible.
- School District and drivers are not responsible for articles left on the bus.
- Use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity of any kind may result in expulsion from school.

Parking Lot Rules

- Any vehicle brought onto campus must be registered with the school. Students **MAY NOT** park on campus without a hangtag.
- All vehicles must have hangtags displayed on the rearview mirror. If students do not get the required hangtag, a \$10.00 fine will be assessed or the student will be assigned 3 days ALC. All vehicles must be parked in the proper designated areas. Vehicles can only be parked in marked parking places between the lines.
- Students must exit vehicles upon entering campus. No sitting in cars!
- **Students are not allowed to return to their vehicles without the permission of an administrator.**
- All vehicles must be driven safely and responsibly.
- If music is being played, the volume may not be loud enough to be heard outside of the car.
- Students on early dismissal may return to pick up students in front of the school building.
- Students returning to school for school-related activities must exit their vehicles.
- Upon dismissal all students are to leave the parking area in a timely fashion. No loitering, standing outside cars, or sitting in cars is allowed.
- There is a \$5.00 fee to replace a lost tag.
- **Any student who does not drive him or herself to school can only be picked up at the front of the school – no exceptions.**

STUDENT SCHEDULES

Counselors

Students last names A-G: Katelyn Treadwell

Students last names H-O: Lindsey Chunn

Students last names Q-Z: Angela Burkes

Any student who would like a conference with a guidance counselor should make arrangements during a study hall period. If the student doesn't have a study hall period, the counselor should be contacted before school, during break, lunch, or after school to make an appointment.

Students in State Tested Courses

Students in English II, Algebra I, Biology I, and US History must pass a state test in order to graduate. Should a student not be successful in the class, his/her schedule may be changed to a class in which a credit or half credit can be earned. The student will repeat the state-tested course before graduation.

Work Release Policy

Seniors in good standing must attend a minimum of two credit-bearing classes. Juniors may leave after attending three credit-bearing classes. **Students with work release must be out of the building by the time the tardy bell rings for the next class**

period. Those who do not leave campus immediately will face disciplinary actions. Students may only return to campus for extracurricular activities.

GUIDANCE PHILOSOPHY

The main responsibility of guidance services is first to aid young people in becoming familiar with the opportunities available to them; second, to help the students understand the significance of test data and other information about themselves; and third, to provide a continuous program of individual counseling and group guidance which will lead young people to discover and recognize the opportunities best suited to their personalities and abilities. Olive Branch High School counselors are committed to the individual growth and development of each student and toward that end will work diligently with parents and students to gain the greatest good from the school experience.

Parents are encouraged to contact school counselors for assistance in the following areas:

- Registration/withdrawal
- Subject selection
- Parent/teacher conferences
- Progress reports
- Test interpretation
- Parent/child communication
- Referral agencies

Students may contact the counselors for assistance in the following areas:

- Selecting an appropriate program of study and developing a three-year high school plan.
 - Dealing effectively with personal problems.
 - Interpreting test scores and relating them to interest and abilities.
 - Identifying abilities and relating them to occupational or job choices.
 - Gathering information about college entrance requirements to a four-year college in Mississippi. Students research other entrance requirements through their school(s) of choice.
 - Contacting specialists in out-of-school agencies, such as Mental Health Clinic, Employment Service, Social Welfare, etc.
- *OBHS guidance will assist students by providing the tools they need while encouraging the development of their autonomy.

EXTRACURRICULAR ACTIVITIES

Class Officers

In order to run for class officer, a student must gather a petition with 25 signatures from members of his/her grade and turn it in to his/her English teacher. A candidate must have attained a C average the previous school year. A candidate must be an official member of the grade he/she plans to represent. Students who have been in ALC or suspended during the previous school year are not allowed to run for class officer.

Organizations at OBHS

- Fellowship of Christian Students
- Interact Club
- Chess Club
- Distributive Education Cooperative Association (DECA)
- Drama Club
- Mu Alpha Theta (National Mathematics Honor Society)
- Art Club
- Foreign Language Club
- Photography Club
- National Honor Society
- Beta Club
- Conquistador Yearbook Staff

Sports Activities

- Cheerleading
- Football
- Golf
- Basketball
- Baseball
- Softball
- Track
- Swim
- Power Lifting
- Volleyball
- Tennis
- Soccer
- Bowling
- Archery

****Students must be certain to abide by/follow ALL rules of organizations and sports activities as deemed appropriate by coaches, sponsors, administrators. Not following rules/procedures may result in immediate removal from club or sports activities.**

MISCELLANEOUS INFORMATION

Hall Passes

It is the responsibility of the student to have a hall pass (ruler system is in place) before leaving the classroom. Students caught in the hall without a proper hall pass are subject to disciplinary action.

Office Telephone

The office telephone is to be used by students only in case of emergency. Phone privileges should not be abused.

Visitors

All persons, other than school employees and pupils currently enrolled in this school, must report to the main office, sign in, and get a visitor's pass.

Parent/Teacher Communication

Parents may contact any teacher at the school by leaving a message on his/her voice mail. Calls are normally returned within two days. Teachers may also be contacted through the DeSoto County School website. All email addresses use the following format: firstname.lastname@dcsms.org

Example: john.doe@dcsms.org

Conferences between parents and teacher may be scheduled by contacting the individual teacher or scheduled through the guidance office.

Cafeteria

Olive Branch High School operates a closed lunch period, meaning **students are not allowed to leave campus during lunch**. The penalty will be ALC. All students will report to the cafeteria during their respective lunch periods. The price of a meal is \$2.75. Students must know their student ID number before entering the line. **Prepayments may be made by calling 1-800-607-4385 or accessing www.mealpay.com**. Fast food may not be delivered to students. Students shall return trays and waste to the appropriate areas when finished. Students who do not clean their eating area will be assigned ten days of community service or ALC.

Students are expected to follow the following cafeteria rules:

- No cutting line, saving places, or letting students in front of you.
(Penalty for violation is ALC and/or cafeteria duty)
- No littering or leaving trays on the tables or floor.
- No food or drink taken from the cafeteria.
- No leaving cafeteria without approval from administrator or monitor.

Leaving Campus

No student may leave campus during the school day without **parent and administration** permission. Student and parents must sign-out in the attendance office before leaving. Failure to sign out by the student will result in disciplinary action for the student.

Skipping Policy

- 1st Violation – 1 day of ALC
- 2nd Violation – 2 days of ALC
- 3rd Violation – 3 days of ALC
- 4th and beyond – 5 days of ALC

Insubordination

If a person in authority at Olive Branch High School asks a student to do something reasonable, the administration expects the student to comply. If the student refuses, that will be considered direct insubordination. Inappropriate student responses or body language will also be considered insubordination. The administration will have severe consequences for any actions deemed insubordinate. THIS INCLUDES LYING AND REFUSAL TO GIVE TEACHER, STAFF MEMBER, OR ADMINISTRATOR CELL PHONE).

Laser Pointers and Lighters

No student is permitted at any time to possess a laser pointer or cigarette lighter while on campus.

Textbooks

All textbooks will be checked out through the TextLinks System. Students are responsible for textbooks issued them until they are returned or purchased. It is the personal responsibility of the student to check books in to the librarian or librarian assistant when returning them. **NO TEXTBOOK RETURNS TO TEACHERS WILL BE PERMITTED!** Fines will be assessed for unreturned books. Students losing a book during the term must pay for the lost book before another can be issued. The cost will be determined by the administration and replacement cost. The same regulations will apply to books checked out of the library and/or resource centers.

Insurance

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this insurance is optional. Students participating in extracurricular activities must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this packet.

Cell Phone and Electronic Device Usage

Cell phones and other electronic devices **are not to be used or visible** on campus from the time the student arrives until the 2:55 dismissal **REGARDLESS** of when the student's last class ends. Cell phones, electronic devices, including ear buds/similar devices, will be taken if used/visible before the 2:55 dismissal. Teachers/staff are instructed to retrieve phones if they are seen, heard, or used. Checking the time is NOT an acceptable excuse for having phones visible.

EMERGENCY PROCEDURES

Fire Drill Instructions

The primary alarm will be the fire siren. An alternate alarm will be made on the PA system. When the alarm is given, students should exit the building in a quiet, orderly manner.

- **Hall A** will exit through southwest end door to student parking lot.
- **Hall B** will exit through northwest end door to student parking lot.
- **Hall C** will exit through northeast end door and cross the drive.
- **Hall D** will exit through southeast end door and cross the drive.
- **Halls E & F** will exit east gym lobby door and cross the drive.
- **Hall G** will exit through end doors to appropriate area.
- **Library, Cafeteria, Guidance, and Office** will exit through front doors to teacher parking lot.
- **Art and Quistor Voices** will exit their outside doors and go to the student parking lot.
- **Study Hall, Upstairs South classroom, and Weight room** will exit west gym lobby door to the student parking lot.
- **Football, Boys Basketball, and Upstairs North classroom** will exit northeast hall outside door to parking lot.
- **Band Hall** will exit outside door to parking lot.
- **Girls Basketball, Cheerleading, and Band** will exit northeast hall outside door and cross the drive.

Tornado Emergency Procedures

Primary announcement will be made over the PA system. The procedures listed below should be followed.

- Open all windows and close doors
- Take students to assigned areas
(Main buildings: students go to the hall outside your classroom)
(F hall, Band, Athletics: go to hall by room or dressing room)
- Students face wall on knees and bend head to knees
- Call roll
- In case of tornado, an all clear announcement will be made by principal, using the main or a portable PA system

School Closings

In the event of bad weather conditions when it would be unsafe for students to come to or remain at OBHS, the superintendent will notify the news media of the closing as soon as possible. Parents may sign up for E-alert on the DCS website at www.desotocountyschools.org.

SECTION 504

A parent, staff member, student, or personnel may request a Section 504 Plan. This request may be made, in writing, to the school's Section 504 Coordinator. A meeting will be scheduled, at the school, to discuss a student's possible substantial limitation to access the facility and/or educational benefit.

No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the DeSoto County School system.

VISITORS (JCCA)

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

- * All visitors must report to the office. (including news media)
- * If the principal has any reason to question the legitimacy of the visit, the superintendent's office will be consulted.
- * Teachers will not be interrupted while teaching except for emergencies.
- * 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.

Disclaimer: Rules and guidelines within the student handbook are in accordance with policies set forth by the DeSoto County Board of Education. These policies are current as of printing time and are subject to change as deemed necessary by our governing school board. To review updated policies, go to the DeSoto County School website: www.desotocountyschools.org

