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A Message From The Superintendent

Dear Students and Parents of the Holly Springs School District,

On behalf of the Holly Springs School District, I would like to welcome our students back for the 2012-2013 school year. We are excited to have the opportunity to fulfill our new mission of educating students that can compete in the global community. This summer, we were fortunate enough to have the opportunity to revise our policies to ensure they were aligned to district and state requirements. We also wanted to make sure that all policies and reference to policies in our handbooks, manuals, and other publications were updated and in order. It was tedious but rewarding task. As a result of the time that such a task required and the fact that policies are a large part of the handbook, we are unable to provide the annual Student-Parent Handbook on the first day for students. This quick reference guide has been designed to give you an overview of district policies and requirements that will govern our students both inside and outside the classroom. This reference is just a brief overview and is not meant to be all inclusive or take the place of the handbook. It is our goal to have the handbook to you as soon as possible.

We look forward to a great and wonderful year! Please let us know if we can be of assistance to you in any way.

Sincerely,

Irene Walton Turnage, Superintendent

Why A Quick Reference?

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

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

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

By encouraging open communication among parents, students, and staff, and cooperating to provide what is best for our students, we will have an excellent school year. We wish each of you the very best in the 2012 - 2013 & 2013 - 2014 school years.

Beginning in the 2008 – 2009 school year, the Holly Springs School District will print the entire Student-Parent Handbook every two years unless major changes occur with policies and procedures. New Handbook Updates and Addendums will be sent each year between the years the handbook is printed.

District Leadership

Superintendent

Dr. Irene Walton Turnage
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Holly Springs, MS 38635
Office Phone Number: 662.252.2183 or 662.252.2184
Office Fax Number 662.252.7718
E-mail address: superintendent@hssd.k12.ms.us
Home Phone Number: 662.252.3607

Board of Education

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Dr. Margaret Delashmit, Vice-President
Mr. Michael Crittle, Secretary
Dr. Paul Lampley, Member
Mr. Ray Von Autry, Member

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Phone number: 662.252.2183
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Phone Number: 662.252.2183
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jselman@hssd.k12.ms.us

Mr. Adam Andrews, Director of Building(Plants) & Director of Transportation
Phone Number: 662.252.2183
Fax Number: 662.252.7718
aandrews@hssd.k12.ms.us

Mr. Fredrick Prowell, Food Services Director
Phone Number: 662.252.7721
Fax Number: 662.252.2845
fprowell@hssd.k12.ms.us

Ms. Karin Bond, Invention Specialist/District Test Coordinator
Phone Number: 662.252.4371
Fax Number: 662.252.7720
kbond@hssd.k12.ms.us

Dr. Edrick McGhee, Positive Behavioral Specialist
Phone Number: 662.252.4371
Fax Number: 662.252.7720
emcghee@hssd.k12.ms.us

Shelia Cooper Masters, Behavioral Specialist
Phone Number: 662.252.2329
Fax Number: 662.252.7740
scooper@hssd.k12.ms.us

School Personnel and Contact Information

Holly Springs Primary School Grades Pre-K – 3rd 662.252.1768

Mr. Wilner Bolden, Principal
wbolden@hssd.k12.ms.us

Mrs. Tarry S. Martin, Guidance Counselor
tmartin@hssd.k12.ms.us

Mrs. Luveell Jones, Secretary
ljones@hssd.k12.ms.us

Mrs. Tonetta Marion, Attendance Clerk
tmarion@hssd.k12.ms.us

Mrs. Denise Skelton, Cafeteria Manager
662.252.5288

Holly Springs Intermediate School Grades 4th - 6th 662.252.2329

Ms. Debbie Jeffries, Principal
djeffries@hssd.k12.ms.us

Mrs. Vicki Washington, School Social Worker
vashington@hssd.k12.ms.us

Ms. Chawanna Harris, Secretary
charris@hssd.k12.ms.us

Mrs. Shanell Collins, Attendance Clerk
scollins@hssd.k12.ms.us

Mr. Charles Fleming, Cafeteria Manager
662.252.7739

Holly Springs Junior High School Grades 7th and 8th 662.252.7737

Ms. Letashia White, Principal
lwhite@hssd.k12.ms.us

Mrs. Shelia Fiddis, Guidance Counselor
sfiddis@hssd.k12.ms.us

Mrs. Toya Glover, Secretary
tglover@hssd.k12.ms.us

Holly Springs High School
Grades 9th - 12th
662.252.4371

Mr. Cedric Richardson, Principal
crichardson@hssd.k12.ms.us

Mr. Marcus Autry, Assistant Principal
mautry@hssd.k12.ms.us

Mrs. Cheryl Bass, Guidance Counselor
cbass@hssd.k12.ms.us

Mrs. Sandra G. Jones, Guidance Counselor/MSIS Secretary
sjones@hssd.k12.ms.us

Mrs. Deborah P. Gullede, Secretary
dgullede@hssd.k12.ms.us

Mrs. Elaine Woodson, Cafeteria Manager
662.252.7726

Holly Springs Career and Technical Education Center
662.252.2071

Mr. Cravin Turnage, Director
cturnage@hssd.k12.ms.us

Ms. Rhonda Coleman, Guidance Counselor
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Mrs. Glenda Manning, Secretary
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Ombudsman Alternative Program
662.252.2622

Mrs. Janae Taylor Rayford, Alternative Director



HOLLY SPRINGS SCHOOL DISTRICT

DISTRICT CALENDAR 2012 – 2013

BOARD APPROVED: APRIL 10, 2012

AUGUST 6, 2012	TEACHERS' FIRST DAY
AUGUST 6 – 8, 2012	PROFESSIONAL DEVELOPMENT DAYS
AUGUST 9, 2012	STUDENTS' FIRST DAY
AUGUST 29, 2012	EARLY RELEASE/PROFESSIONAL DEVELOPMENT
SEPTEMBER 3, 2012	LABOR DAY HOLIDAY
SEPTEMBER 5, 2012	PROGRESS REPORTS
SEPTEMBER 26, 2012	EARLY RELEASE/PROFESSIONAL DEVELOPMENT
OCTOBER 10 - 12, 2012	FIRST NINE WEEKS EXAMS
OCTOBER 15, 2012	FALL BREAK
OCTOBER 16, 2012	PROFESSIONAL DEVELOPMENT DAY/FALL BREAK STUDENTS
OCTOBER 24, 2012	EARLY RELEASE/ PARENT/TEACHER CONFERENCES (2:00 – 6:00 PM) REPORT CARDS
NOVEMBER 14, 2012	PROGRESS REPORTS
NOVEMBER 19 – 23, 2012	THANKSGIVING HOLIDAYS
NOVEMBER 28, 2012	EARLY RELEASE/PROFESSIONAL DEVELOPMENT
DECEMBER 19 – 21, 2012	SECOND NINE WEEKS/FIRST SEMESTER EXAMS
DECEMBER 21, 2012	60% DAY
DECEMBER 24, 2012 – JANUARY 4, 2013	CHRISTMAS/NEW YEAR'S HOLIDAYS
JANUARY 7, 2013	PROFESSIONAL DEVELOPMENT/STUDENT HOLIDAY (MAKE-UP DAY)
JANUARY 8, 2013	STUDENTS' RETURN
JANUARY 16, 2013	EARLY RELEASE/PARENT/TEACHER CONFERENCES (2:00 – 6:00 PM) REPORT CARDS
JANUARY 21, 2013	DR. MARTIN LUTHER KING, JR. HOLIDAY
FEBRUARY 13, 2013	PROGRESS REPORTS
FEBRUARY 18, 2013	PRESIDENTS' DAY HOLIDAY (MAKE-UP DAY)
FEBRUARY 27, 2013	EARLY RELEASE/PROFESSIONAL DEVELOPMENT
MARCH 6 – 8, 2013	THIRD NINE WEEKS EXAMS
MARCH 11 – 15, 2013	SPRING BREAK
MARCH 18, 2013	PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY (MAKE-UP DAY)
MARCH 27, 2013	EARLY RELEASE/PARENT/TEACHER CONFERENCES (2:00 – 6:00 PM) REPORT CARDS
MARCH 29, 2013	GOOD FRIDAY HOLIDAY
APRIL 1, 2013	GOOD MONDAY HOLIDAY
APRIL 17, 2013	PROGRESS REPORTS
APRIL 24, 2013	EARLY RELEASE/PROFESSIONAL DEVELOPMENT
MAY 24 – 29, 2013	4 TH NINE WEEKS/SECOND SEMESTER EXAMS
MAY 24, 2013	MEMORIAL DAY HOLIDAY (MAKE-UP DAY)
MAY 29, 2013	STUDENTS' LAST DAY (60% DAY)
MAY 30, 2013	TEACHER WORK DAY
MAY 31, 2013	GRADUATION

FIRST SEMESTER:
STUDENT DAYS – 89
FACULTY DAYS – 93

SECOND SEMESTER:
STUDENT DAYS – 91
FACULTY DAYS – 94

The above calendar is subject to change for reason of inclement weather conditions and/or State Assessments.

Make-Up Days due to inclement weather will be as follows:
JANUARY 7, 2013 (PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY)
FEBRUARY 18, 2013 (PRESIDENTS' DAY HOLIDAY)
MARCH 18, 2013 (PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY)
MARCH 27, 2013 (MEMORIAL DAY HOLIDAY)
MAY 31, 2013

***Cut or tear out this page and return to school
on the next school day by your son or daughter***

Holly Springs School District
Parental Consent of Receiving Student Handbook

I, _____, parent of _____
Signature of Parent Name of Student

acknowledge by signing this form that I have received a copy of the 2012 - 2014 Student Handbook. It is my responsibility to become familiar with the school's rules, regulations, policies, and procedures. Failure to become familiar with aforementioned items does not excuse my son or daughter from being governed by the rules and regulations of the Holly Springs School District as outlined in the handbook.

Homeroom Teacher

Grade _____

Date _____

PARENTAL RESPONSIBILITY
MISSISSIPPI LAW 97-37-13

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

MISSISSIPPI LAW 37-11-53

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

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

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

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

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

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

Holly Springs School District's ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS

(Must be signed by Student and Parent prior to utilizing the District's Network)

STUDENT SIGNATURE AND PARENTAL CONSENT FORM

Network (Internet) Access

PURPOSE:

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

TERMS OF THE ACCEPTABLE USE AND INTERNET SAFETY POLICY

Specifically, the student:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Should not bypass or attempt to bypass HSSD filtering software.

Should not access or attempt to access any prohibited sites, such as mayspace.com, facebook.com or similarities.

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

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

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

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

Student: _____ **Grade:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Email: _____ **Relationship to Student:** _____

Email: _____ **Relationship to Student:** _____

Updated: April 25, 2012

Notice To Parents

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

- ✧ Whether the Mississippi Department of Education has granted a teaching certificate to the teacher for the grades or subjects he or she is teaching,
- ✧ Whether the Mississippi Department of Education has decided that the teacher can teach in a classroom with a temporary certificate because of special circumstances,
- ✧ The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of those degrees
- ✧ Whether any assistant teachers provide services to your child and, if they do their qualifications.

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

Textbooks

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

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

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

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

Sororities, Fraternities and Secret Organizations on School Property

It shall be unlawful for any pupil attending the public schools of this state to become a member of or to belong to or participate in the activities of any high school fraternity, sorority, or secret society as defined in Section 37-11-37.

This school board shall prohibit fraternities, sororities, or secret societies in all high schools under its jurisdiction. It shall be the duty of said school board to suspend or expel from high schools under its control, any pupil or pupils who shall be or remain a member of or shall join or promise to join, or be pledged to become a member of, any public high school fraternity, sorority or secret society, as defined in section 37-11-37.

It shall be unlawful for any person not enrolled in high school to solicit any pupil enrolled in high school, to join or pledge himself or herself to become a member of any high school fraternity, sorority, or secret society, or to solicit any pupil to attend a meeting thereof or any meeting where the joining of any such high school fraternity, sorority, or secret organization shall be encouraged.

Any person, firm or corporation violating any of the provisions of this section shall be guilty of a misdemeanor and upon conviction thereof shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each and every offense.

LEGAL REF.: Miss. Code Ann. §§37-11-37 thru 45 and 97-3-105 & 107

CROSS REF.: Policy JCA Student Conduct

Possession of, Use of, Transfer of, or Threatened Use of, Any Type Weapon, Parts of a Weapon, Look Alike/Imitation Weapon, or Ammunition

MS Code 97-37-17

1. The following definitions apply to this section:

- A. "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
- B. "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
- C. "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
- D. "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

This section shall not apply to:

- A. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school- approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
- B. Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
- C. Home schools as defined in the compulsory school attendance law, Section 37-13-91;
- D. Competitors while participating in organized shooting events;

- E. Any person as authorized in Section 97-37-1 while in the performance of his official duties;
- F. Any mail carrier while in the performance of his official duties; or
- G. Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property, or school function.

All schools shall post in public view a copy of the provisions of this section.

Possession or Use of Fireworks

Possession or use of any type of fireworks is strictly forbidden on school property or at school events.

Possession, Use, or Transfer of Any Illegal or Stolen Material

Possession of, use of, or transfer of any illegal or stolen property on school property or at school events is prohibited.

Prohibited Organizations

No student shall actively participate or wear clothing or other indications of membership in an organization, which advocates violence or hatred toward any group of students and other individuals, or an organization which either intends to or does disrupt the educational process through its purpose or actions.

Possession of, Use of, or Transfer of Alcohol, Tobacco, or Illegal Drugs and/or "Look-A-likes" or Under the Influence of Any of Previously Mentioned

Having in one's possession on school property or at school events alcohol in any form; tobacco, tobacco paraphernalia, or smokeless tobacco; or any illegal drug is prohibited. Use of, distribution of, being under the influence of, or any pretense related to use, distribution, or being under the influence of any of the above-mentioned products is included in this prohibition. Use of legal substances in a way that causes intoxication or abnormal behavior is also included here.

Students possessing or using alcohol, tobacco in any form, illegal drugs or "look alike" drugs on school campus or at a school event will be suspended and reported to the police. The same consequence will apply to students who are under the influence of any of the above, exemplified by breath, conduct, or other observable behavior.

(MS Code 97-32-25, 97-32-27, and 97-32-29)

97-32-25. This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000.

- 97-32-27. (1) "Adult" means any natural person at least eighteen (18) years old.
 (2) "Minor" means any natural person under the age of eighteen (18) years.
 (3) "Person" means any natural person.
 (4) "Tobacco product" means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
 (5) "Educational property" means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

97-32-29. No person shall use any tobacco product on any educational property as defined in Section 2 of this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-five Dollars (\$75.00); and (c) for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged

to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any educational property within the State of Mississippi.

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

Possession and Use of Laser Items

No student attending any school in the Holly Springs School District shall be permitted to use or carry upon his/her person or in any other manner laser pointers, laser key chains, or any other laser items. Failure to comply will result in the student being placed on the discipline ladder.

Absence and Tardy Policies and Procedures

"PERFECT ATTENDANCE" SHALL BE DEFINED AND OBSERVED BY ALL SCHOOLS AS NO ABSENCES, NO TARDIES, AND NO DISMISSALS FROM SCHOOL. EXCEPTIONS SHALL BE BUS TARDIES OR SCHOOL SPONSORED FIELD TRIPS OR ACTIVITIES.

Attendance, Tardiness, and Excuses

Good attendance with a minimum of tardiness and absenteeism is essential if students are to gain maximum benefit from the instructional program and attain high academic achievement. The Holly Springs School District's school board directs the superintendent to develop administrative rules governing tardiness and absences (excused and non-excused). Such rules shall be based on the "Mississippi Compulsory School Attendance Law" (Miss Code Ann. §37-13-91) and shall include (but not necessarily be limited to) expectations for good student attendance, absentee limits, excused and unexcused absences, and tardiness.

I. EXCUSED ABSENCES

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in school. Work may be made up provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his/her designee.

- a. Personal illness or injury prevents the child from being physically able to attend school;
- b. Isolation ordered by county health officer, by the State Board of Health or appropriate school official;
- c. Death in the family or serious illness of a member of the immediate family. The immediate family member of a compulsory-school age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and step sisters;
- d. A medical or dental appointment of a compulsory-school age child were an approval of the superintendent of the school district or his designee is gained prior to the absence, except in the case of emergency;
- e. Special circumstances, such as a court summons, family emergencies or family travel, valid educational experiences, weather extremes, etc., which require immediate action and that the school principal deems acceptable, but shall not be unreasonably withheld;
- f. Observance of religious holidays of the compulsory-school-age child or such child's parents adheres, requires or suggests. The approval of such absences is within the discretion of the superintendent of the school district or his/her designee, but approval should be granted unless the religion's observances is of such duration as to interfere with the education of the child;
- g. Attendance at an authorized school activity approved by the district and/or building administrators. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity; or
- h. Any condition sufficient to warrant nonattendance as demonstrated to the satisfaction of the superintendent or his designee.

II. TARDINESS

A. Tardiness to School

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

1. Excused Tardies – Tardies through the first period shall be excused if the following occurs:
 - a. A school bus is late;
 - b. A student had to report to a doctor and presents verification from the doctor's office;
 - c. A student was involved in an accident, and presents verification from the police department;
 - d. There are medical reasons, which due to their nature may cause a student to be tardy from time to time, if the school has been notified in writing in advance by a doctor; or
 - e. The principal or his designee has detained student in the office.

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

2. Regardless to who brings a student to school late, a student is tardy for school if he/she arrives at school after the tardy bell has rung. A tardy slip must be secured from the principal's office and/or attendance clerk before a student can be admitted to class.
3. Any student failing to get an admittance slip before going to class after being tardy to school shall be charged an absence.
4. Consequences and procedures for tardiness to school will be the same as the consequences for tardiness to class (See B items 1-5).
5. When a student arrives for school more than forty-five (45) minutes after the tardy bell, the tardiness may be treated as an unexcused absence and the student sent home, with a note required upon the child's return to school. A child may be sent home only after his or her parent, guardian, or custodian has been contacted.

B. Tardiness to Class

Students will be given one week at the beginning of the school year to become acclimated to their schedules. Beginning with the second week, the following rules will be enforced.

1. A student will be judged tardy to class when he or she is not in the class when the tardy bell rings.
2. When a student has been judged tardy to class, the teacher will be responsible for keeping the record of the tardiness in his/her attendance log.
3. Upon receipt of the first tardy, a student will be given a verbal warning by the teacher.
4. Upon receipt of the second tardy, the teacher will contact the student's parents to notify them of the student's tardiness and warn them of impending detention.
5. Upon receipt of the third tardy, the student will be sent to the office for detention assignment (parents will be notified in writing and a parent conference held prior to student being assigned to after school detention).
6. If a student fails to serve assigned detention, he/she will be placed in in-school suspension or receive one absence recorded against the pupil's attendance record.
7. Each additional three tardies, after the third tardy, can result in one absence being recorded against the pupil's attendance record if the student does not serve detention. Parents will be notified in writing when this occurs.

III. PUPILS LEAVING SCHOOL GROUNDS (DISMISSALS)

A. A pupil is not permitted to leave the school grounds during the regular school day without a written note from the parent/guardian to the principal or the designee stating the reason. The note shall be kept on file in the school. A violator shall be subject to disciplinary action. A pupil excused from school shall be in the custody of a parent or legal guardian or excused pursuant to specific instructions from the parent or guardian.

B. Acceptable dismissals shall include:

1. Personal illness;

2. Medical appointments that cannot be arranged after school hours; and
 3. Special family emergencies as approved by the principal.
- C. **All dismissals from school shall count against the pupil's attendance record.**

IV. THE UNEXCUSED ABSENCES, TARDIES OR DISMISSALS

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

V. REPORTING OF NONATTENDANCE FOR COMPULSORY SCHOOL-AGE STUDENT

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

VI. ALLOWABLE CREDIT

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

VII. MAKE UP WORK

When an unexcused absence, unexcused tardy, unexcused dismissal, or suspension causes a pupil to miss class time, that pupil shall be given the opportunity to make up work required by the teacher, and may earn credit up to 75% of the credit which normally would be allowed. A pupil shall have the opportunity to complete and submit required work within five (5) school days after returning to school, or earlier as required by the teacher. Otherwise, no credit shall be given for all missed work. Parents may request schoolwork during the time of a suspension. A student who is expelled shall not be permitted to make up missed work. However, enrollment at the Alternative School will allow students to continue all schoolwork.

VIII. ABSENCES AFFECTING ACADEMIC CREDIT

Regular and punctual attendance on the part of all students is necessary for successful accomplishment. There shall be limits to the number of days each term any pupil, for whatever reason, may be absent or tardy and still receive grades for that term.

A. Absentee Limits

1. Students may be absent for a maximum of twenty (20) days in a yearly course (1 Carnegie unit);
2. Students may be absent for a maximum of ten (10) days in a semester course (1/2 Carnegie unit)
3. Students will not receive credit when they exceed the twenty (20) and ten (10) day limits.

B. Notification Procedures

1. On the fifth (5th) absence in a semester course (1/2 Carnegie Unit) and the tenth (10th) absence in a yearly course (1 Carnegie Unit) the student and parents will be notified per letter of pattern developing and reminded of the policy.
2. On the seventh (7th) absence in a semester course (1/2 Carnegie Unit) and the fourteen (14th) absence in a yearly course (1 Carnegie Unit) notified of a conference will be held with the student and parent about the attendance problem.
3. On the eleventh (11th) absence in a semester course (1/2 Carnegie Unit) and the twenty-first (21st) absence in a yearly course (1 Carnegie Unit) a report of "excessive absences" is forwarded to the office. At this point, the student and parents will be notified that the student will not receive credit for the course(s).

C. Procedural Due Process

The principal shall recommend students who have unexcused absences from school for more than twenty (20) school days to the superintendent for a denial of academic credit for the year. Extenuating

circumstances causing absences in excess of twenty (20) school days or twenty (20) class periods per semester may be considered by the principal on an individual basis. The following procedures shall be followed:

1. Following the third day of a student's return, the parent, guardian or custodian shall furnish the school officials an explanation of any extenuating circumstances supporting the waiver of the above rule. The principal may require additional documentation, and may waive the rule for any reason that in his or her sound discretion forms a basis for waiver of the rule;
2. If denied course credit, the parents will be notified by certified mail of the decision. Student/parent/guardian/custodian may within seven (7) calendar days of the date of notice, request a hearing through the office of the principal. Appeals concerning attendance will be addressed by the attendance committee that shall be comprised of: one central office administrator, one principal, one counselor, and two teachers.
3. Parents/guardian/custodian may appeal the decision of the attendance committee by requesting a review of the case by the superintendent and then by the school board.
4. If request is not submitted within seven (7) calendar days of the date of notice, the decision of the principal becomes final and effective.

IX. PERFECT ATTENDANCE

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

X. SCHOOL-RELATED ACTIVITIES

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

Standard 17 is as follows: The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37-13-91}

Standard 18 is as follows: The school district implements programs designed to keep students in school and to lower student dropout rates. {MS Code 37-3-46(c)}

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817)

LEGAL REF.: Miss. Code §37-13-91

Mississippi Public School Accountability Standards (2010)

CROSS REF.: Policies CED — Duties of Superintendent

JBA — Compulsory School Attendance

JBAC — Truancy

Conduct Policies

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

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

DISCIPLINE – GENERAL INFORMATION

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

To establish conditions which do not prevent any teacher from teaching or any student from learning.

To establish and maintain study conditions that are conducive to learning.

To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.

To guide students in learning how to make better choices based on decision-making skills that enable them to become self-disciplined.

District Code of Conduct General Policies and Procedures:

- Administrators and teachers shall hold students accountable for their conduct in school, on the way to and from school when transported on school buses, at any school-sponsored event in or out of town, and while riding any school owned vehicle or at any school related activity or event. Also included is conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole (MS code 37-7-301). Any school official may correct any type of student misconduct concerning any of the above.
- The failure of any student to recognize and adhere to verbal statements of correction by school officials will be cause for discipline.
- Teachers are expected to handle most of the disciplinary problems that arise. In the event, however, that a student will not adhere to the corrections and warnings of a teacher, counselor, bus driver, etc., the student may be referred to the assistant principal and/or principal for disciplinary action. In each instance when this is done, a written and signed referral form will be submitted by the referring teacher explaining the problem.
- Each student referred to the assistant principal and/or principal for disciplinary reasons shall be given a fair and prompt hearing, when requested, before any action is taken.

Student Cell and Mobile Phones

Mobile phones and other electronic devices constitute a disruption to the instructional environment and as such are banned. Mobile phones and electronic devices that are seen or detected being used, especially text messaging, will be confiscated.

Non-compliance will follow the step process listed below for K-12 grades:

- A. First Offense - The mobile phone or electronic device will be confiscated until a parent conference is held and a parent signs for the device.
- B. Second Offense – The mobile phone or electronic device will be held for 10 days and a \$15.00 fine will be charged.
- C. Third Offense and Subsequent Offenses – The mobile phone or electronic device will be confiscated for the remainder of school year. This includes any additional phones that are taken on the third or subsequent offense.

A parent has 20 business days following the last day for students of the year in which the device was taken to reclaim the device.

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

Corporal Punishment

Corporal punishment is an option in the disciplinary program of the Holly Springs Schools District and will be administered in accordance with the policy of the Holly Springs School District. The district has established procedures under which a parent/legal guardian will indicate whether he/she gives permission for his/her child to receive corporal punishment as appropriate under the assertive discipline plan outlined in the student handbook and in accordance with district policy.

Alternative disciplinary actions will be required for students whose parents/legal guardians have not checked and signed the required Corporal Punishment Permission statement.

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

HOLLY SPRINGS SCHOOL DISTRICT Policy Manual Revision of 2011, Approved: 09.13.2011
 POLICY CODE: JDA
 TITLE: Corporal Punishment

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

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

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

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

Such discipline, used as a last resort, will be administered by or in the presence of the assistant principal, principal or another teacher. This policy shall be included in the student handbooks given to all students at the beginning of the year.

LEGAL REF.: Ingraham v. Wright 97 S. Ct. 1401 (1977)
 MS Code, as cited above

GRADUATION REQUIREMENTS

<i>9th Grade Entering Year</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
<i>Expected Graduation Year</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<u>Academic Area Requirements</u>					
English	4	4	4	4	4
Mathematics (Minimum: Pre-Algebra, Algebra I,	4	4	4	4	4

Geometry)					
Science (Minimum: Biology and 2 science electives)	3	3	3	4	4
Social Studies (Minimum: Mississippi Studies, World History, U.S. History, U.S. Government)	3	3	3	4	4
Health and Physical Education	½	½	1	1	1
Keyboarding / Computer Applications or Computer Discovery (8)	1	1	1	1	1
The Arts	1	1	1	1	1
Electives	5	5	5	5	5
Total Credits	24	24	24	24	24

*For students to meet admission standards for Mississippi universities, they must have additional credits.

A school shall not deliver a diploma, signed or unsigned, or any substitute for a diploma, to a pupil who fails to meet the requirements for graduation, nor shall a pupil be permitted to participate in the graduation exercise. The school does not assume responsibility for money spent on class rings, invitations, etc. because a student does not meet the minimum requirements for graduation.

All students will be required to pass the following state's required Exit Exams in order to graduate.

Entering 9th Graders

Graduation

Graduation Requirements for all students

2009 - 2010	2012-13	Algebra I, Biology I, English II, and US History from 1877
2010 - 2011	2013-14	Algebra I, Biology I, English II, and US History from 1877
2011 - 2012	2014-15	Algebra I, Biology I, English II, and US History from 1877
2012 - 2013	2015-16	Algebra I, Biology I, English II, and US History from 1877
2013 - 2014	2016-17	Algebra I, Biology I, English II, and US History from 1877

Students who entered 9th grade prior to 2002-2003 may have additional testing requirements.

While participation in the graduation exercise is not a requirement for graduation, in order to take part in the graduation ceremonies, a senior must attend the graduation practices as set up by the principal and class sponsors and be on time. A schedule will be given to each senior prior to the dates for practice. Graduates who choose not to participate in the graduation ceremony may pick up their diploma at school the day following the ceremony.

Special Education Students Requirements for Graduation

OPTION 1: REGULAR HIGH SCHOOL DIPLOMA

Special Education students enrolled in a regular diploma program must meet the following requirements:

Graduation must be based on Carnegie units as required by the school district.

Carnegie units must be earned in a regular education program under the supervision of a teacher properly certified in the academic area.

Students must achieve satisfactory scores on the required Exit Exams as **outlined above** for all students graduating from the public schools of Mississippi.

A special education student must complete the requirements for the regular high school diploma by age twenty-two (22).

A special education student who completes all requirements for graduation as stated in the Policies and Procedures of the district public schools will be allowed to participate in graduation exercises and receive a regular high school diploma.

OPTION 2: OCCUPATIONAL DIPLOMA

The Mississippi Occupational Diploma is available for students with disabilities as defined by the Mississippi Code, Section 37-16-11 (1), and by the Individuals with Disabilities Education Act (Public Law 101-476). Students, who begin the ninth grade in the 2002-2003 school year, must earn the following course credits and successfully complete an approved occupational portfolio in order to be awarded the Mississippi Occupational Diploma.

A student may also begin this program in the 10th, 11th, or 12th grades. Students entering after the ninth grade must also meet the 24 required course-credits listed below for the occupational diploma. Their IEP team, which must include a school counselor, will determine the transfer of credits from the regular education program to the occupational diploma program as well as the technical and portfolio requirements outline later in this document.

REQUIREMENTS FOR THE MISSISSIPPI OCCUPATIONAL DIPLOMA:

Effective for students with disabilities as defined by the Individuals with Disabilities Education Act (Public Law 101-476) who begin the ninth grade in the 2002-2003 school year, students must earn the course credits outlined and successfully complete an approved occupational portfolio in order to be awarded the Mississippi Occupational Diploma. Mississippi Code 37-16-11 Senate Bill 2578

MISSISSIPPI OCCUPATIONAL DIPLOMA:

CREDITS

English Language Arts	-	-	-	-	-	-	-	4
Four credits to include the equivalent of:								
132135 Employment English I	-	-	-	-	-	-	-	1
132136 Employment English II	-	-	-	-	-	-	-	1
132137 Employment English III	-	-	-	-	-	-	-	1
132138 Applied Employment English IV	-	-	-	-	-	-	-	1
Mathematics	-	-	-	-	-	-	-	4
Four credits to include the equivalent of:								
132153 Job Skills Math I	-	-	-	-	-	-	-	1
132154 Job Skills Math II	-	-	-	-	-	-	-	1
132155 Job Skills Math III	-	-	-	-	-	-	-	1
132156 Applied Job Skills Math IV	-	-	-	-	-	-	-	1
Science	-	-	-	-	-	-	-	4
Four credits to include the equivalent of:								
131181 Life Skills Science I	-	-	-	-	-	-	-	1
131182 Life Skills Science II	-	-	-	-	-	-	-	1
131183 Life Skills Science III	-	-	-	-	-	-	-	1
131184 Applied Life Skills Science IV	-	-	-	-	-	-	-	1
Social Studies	-	-	-	-	-	-	-	4
Four credits to include the equivalent of:								
132170 Career Preparation I	-	-	-	-	-	-	-	1
132171 Career Preparation II	-	-	-	-	-	-	-	1
132172 Career Preparation III	-	-	-	-	-	-	-	1
132173 Applied Career Preparation IV	-	-	-	-	-	-	-	1
132168 10th School Based Work Assessment (Career Technical Ed)	-	-	-	-	-	-	-	1
132168 11th Community Based Job Shadowing (Career Technical Ed)	-	-	-	-	-	-	-	1
132166 *540 hours of successful paid work experience	-	-	-	-	-	-	-	2
Electives	-	-	-	-	-	-	-	4
(Existing laws require LEA's to offer art education, physical education, wellness education, career/technical education, and driver education as electives.)								
TOTAL	-	-	-	-	-	-	-	24

*Or successful completion of a two (2) year career technical (Vocational) program.

OPTIONAL COURSE CREDITS AS DETERMINED BY THE INDIVIDUAL EDUCATION PLAN (IEP) COMMITTEE

Special Education Examples:

Reading I (as identified by IEP)
Reading II (as identified by IEP)
Reading III (as identified by IEP)
Reading IV (as identified by IEP)

General Education curriculum courses deemed appropriate for individual student.

OPTION 3: CERTIFICATE OF COMPLETION

This certificate is for SPED students who do not meet the district and/or state requirements for the regular high school diploma. Student who choose the special education certificate option will be required to complete the requirements taken from a special education curriculum that will be listed in the Individual Education Plan.

- The certificate may be awarded after four (4) years of high school (grades 9-12) attendance, based on the decision of the child's parent(s) and concurrence of school officials.
- The certificate must be awarded when the student reaches age twenty-one (21) and is no longer eligible to attend public high school.
- A student must meet the attendance requirements of the school district. Further, the student must successfully complete the secondary curriculum for SPED students as provided in the student's Individual Education Plan.
- Students who successfully complete these requirements will be awarded a Certificate of Completion which states, "This student has successfully completed an Individualized Education Program." Students eligible to receive the Certificate of Completion will be permitted to participate in graduation exercises.

Class Ranking (Grades 9-12)

The procedure for determining class rank is as follows:

Scholastic averages are computed for grades 9-12, with each semester grade being counted once.

Grade averages are computed on seven semesters, with the ranking assigned yearly in January

Grade averages will be carried out two decimal points. Example: 83.01. No averages will be rounded.

Students graduating with honors are listed by rank. The remaining class members will be listed alphabetically.

Correspondence Courses

Correspondence courses accepted by the school district will comply with the requirements established for such courses by the Mississippi Commission on School Accreditation. Students will not be allowed to use correspondence courses in a manner that brings discredit to the standard curriculum offerings of the school district or to the quality of instruction that is expected therein. Toward that end, the district administration will set reasonable rules and regulations governing enrollment in said courses.

For a student to receive credit for a correspondence course, said student must have completed an appropriate end-of-course examination administered by the designee of the school district. All correspondence work will be dutifully monitored by the approving principal to insure compatibility in terms of width and depth of content and time spent in actual correspondence. No correspondence credit will be approved by the district for correspondence work initiated after the Friday ending the fourth week of the spring semester of any school year and completed prior to graduation exercises solely for the purpose of achieving graduation. No student will be allowed to participate in graduation exercises on the basis of correspondence credit earned until all such credits have become official thirty days after the date of the report of the final examination to the sponsoring institution.

- Only one Carnegie unit may be earned toward graduation through a correspondence course. Enrollment will not be allowed in a correspondence course to cover any course work in which a student is presently enrolled.
- No course may be dropped solely for the purpose of taking a correspondence credit, nor will correspondence credit be allowed during the academic year to cover a course that may have been dropped for other legitimate reasons. The academic year extends through the ensuing summer school period.
- No senior will be allowed to register for a correspondence course after the first day of the third quarter of the senior year. It will be the responsibility of the student's counselor to insure that the student's academic schedule is sufficient to meet graduation requirements by the spring of the graduation year, depending upon successful completion of each course in which the student is enrolled.
- English IV will not be allowed by correspondence under any circumstances, or the summer program prior to the student's first entry into his/ her senior year unless that student's class has graduated at that time. The "graduating class" and the "student's class" refer to the same entity and for these purposes will be the class the student entered first grade with the first time.

- A student who has been properly approved for correspondence credit will be assigned a proper supervising teacher from among the faculty of the student's school. The correspondence tests will be administered by a designee of the school district. The administrator will be advised by the principal of the name, grade, correspondence course, supervising teacher, date of enrollment, and date of graduation. Failure to make timely notification to the administration will, in the judgment of the school district, invalidate the student's enrollment in the course, and no credit will be awarded.
- All written assignments associated with a correspondence course and the examination that must be taken for that correspondence course must be successfully completed so that the grades arrive at the school at least five days prior to the date of graduation; otherwise the student will not be allowed to participate in graduation exercises.
- No person in the employment of the school district will at any time undertake any action with regard to the enrollment of a student in a correspondence course or the award of credit to that student in that correspondence course that might bring discredit upon the individual school or the school system, whether by fact of impropriety or by the appearance of impropriety.

Honor Roll Policy

HOLLY SPRINGS SCHOOL DISTRICT	Policy Manual Revision of 2011, Approved: 09.13.2011
POLICY CODE: IHB	
TITLE: HONOR ROLLS – STUDENTS	

The Holly Springs School District has adopted that an honor roll shall be posted/designated each grading period (1st, 2nd, 3rd, and 4th Nine Weeks) for students in **grades 1-12**. Students who receive report card grades of 80-100 in all courses (excluding Spelling, P.E., Music, Band and Choir) are eligible.

Break down of honor rolls is as follows:

Superintendent's List for students who earn all A's (90-100) in all subjects.

Principal's List for students who earn no less than a B (80 and above) in all subjects.

PROMOTION AND RETENTION POLICY

HOLLY SPRINGS SCHOOL DISTRICT	Policy Manual Revision of 2011, Approved: 09.13.2011
POLICY CODE: IHE	
TITLE: PROMOTION AND RETENTION	

GRADE: KINDERGARTEN (K)

Progression from kindergarten to first (1st) grade shall be based on each student's achievement in terms of established instructional goals. Students will be expected to master 80 percent of the Essential Learning Objectives in each subject area, Reading, Language Arts and Mathematics. Those failing to master necessary objectives will be retained.

GRADE: FIRST-SECOND (1ST-2ND)

Student promotion in grades first-second (1st-2nd) shall be based on each student's achievement in terms of established instructional goals. The basis for making promotion and retention decisions should reflect teacher judgment based upon the following standards:

Pupils must meet the following requirements to be eligible for promotion:

1. Students must obtain passing yearly averages of 65 or above in Reading, Language Art (which includes spelling) and Mathematics.
2. Students must master 80 percent of the State and/or Essential Learning Objectives in all areas (Reading, Language Arts and Mathematics) with 80 percent accuracy.
3. Students must meet the district reading and math requirements.

NOTE: Second (2nd) grade students may attend an Extended Year Program for assistance with skills and remediation only. There will be no Extended Year for Promotion for grades or skills for second (2nd) grade students.

No student will be retained in grades K-2 more than 2 times. A pupil shall be retained in a grade only once. An automatic referral for a child/student should be initiated for students who continue to experience failure in the classroom after having been retained previously.

GRADE: THREE (3rd)

1. Students must obtain a passing yearly average of 65 or above in Reading, Language Arts, and Mathematics.
2. Students must master 80 percent of the required State and/or Essential Learning Objectives in Reading, Language Arts and Mathematics with 80 percent accuracy.
3. Students must meet the district reading and math requirements.

NOTE: Third (3rd) grade students may attend the Extended Year Program for assistance with skills and remediation only. There will be no Extended Year promotion for grades or skills for third grade students.

No student will be retained in grade 3 more than 2 times. An automatic referral for a child/student should be initiated for students who continue to experience failure in the classroom after having been retained previously.

GRADE: FOURTH-SIXTH (4th-6th)

Student progression in grades fourth-sixth (4th-6th) shall be based on student's achievement in terms of established instructional goals. The basis for making promotion or retention decisions should reflect teacher judgment based on the following performance standards:

1. Students must obtain a passing yearly average of sixty five (65) or above in all subjects.
2. Students must pass 80 percent or more of the State and/or Essential Learning Objectives in each subject with eighty (80) percent accuracy.
3. Students must meet the district reading and math requirements.

STUDENTS MUST PASS ALL SUBJECTS FOR PROMOTION. Fourth-sixth (4th-6th) grade students who fail two courses with a grade of sixty (60) in each course and/or who have achieved or mastered a minimum of sixty percent (60%) of the State and/or Essential Learning Objectives may attend a tuition Extended Year Program/Summer School to focus on objectives not mastered and may be granted promotion. Students failing three (3) or more subjects are automatically retained.

No student will be retained in grades fourth-sixth (4th-6th) more than 2 times. A pupil shall be retained in a grade only once. An automatic referral for a child/student should be initiated for students who continue to experience failure in the classroom after having been retained previously.

DESCRIPTION OF RETENTION/PROMOTION PROCESS (For Fourth (4th) Graders Who Did Not MEET Minimum Standards on the Third (3rd) Grade Mississippi Curriculum Test 2)

A student who scores at the Minimal level on any subtest of the Grade 3 Mississippi Curriculum Test 2 (MCT2) will be referred to the Teacher Support Team to complete the intervention process designed by the state department of Mississippi.

GRADES: SEVENTH AND EIGHTH (7th-8th)

Student promotion in grades seventh-eighth (7th-8th) shall be based on each student's achievement in terms of established instructional goals. The basis for making promotion or retention decisions should reflect teacher judgment based on the following standards:

Students must meet the following requirements to be eligible for promotion:

Seventh (7th) and Eighth (8th)

1. Students must obtain a passing yearly average of seventy (65) or above in all subjects.
2. Students must pass 80 percent or more of the State and/or Essential Learning Objectives in each subject with eighty (80) percent accuracy.
3. Students must meet the district reading and math requirements.

STUDENTS MUST PASS ALL SUBJECTS FOR PROMOTION. Seventh through eighth (7th-8th) grade students who fail two courses with a grade of sixty (60) in each course and/or who have achieved or mastered a minimum of sixty percent (60%) of the State and/or Essential Learning Objectives may attend a tuition Extended Year Program/Summer School to focus on objectives not mastered and may be granted promotion. Students failing three (3) or more subjects are automatically retained.

No student will be retained in grades seventh (7th) eighth (8th) more than 2 times. A pupil shall be retained in a grade only once. An automatic referral for a child/student should be initiated for students who continue to experience failure in the classroom after having been retained previously.

DESCRIPTION OF RETENTION/PROMOTION PROCESS For Eighth (8th) Graders Who Did Not MEET Minimum Standards on Seventh (7th) Grade Mississippi Curriculum Test 2 (MCT2)

A student who scores at the Minimal level on any subtest of the Grade 7 Mississippi Curriculum Test 2 will be referred to the Teacher Support Team to complete the intervention process designed by the state department of Mississippi.

GRADES: NINTH-TWELTH (9TH-12TH)

Student promotion in grades ninth-twelfth (9th-12th) is based on each student's achievement in terms of established instructional goals. The basis for making satisfactory or unsatisfactory course completion decisions should reflect teacher judgment and meet unit requirements based on the following performance standards:

1. Students must obtain passing average grades at the end of the course with seventy (70) or above on tests and assignments taken from State and Essential Learning Objectives.
2. Students must master eighty percent (80%) of the relevant course's State / Essential Learning Objectives with a grade of eighty (80) or above.
3. Students must meet the Grade Level Classification based upon each student's accumulation of earned course units (Carnegie Units) to be promoted to the next grade level. Students who have not earned the minimum cumulative Carnegie Units will be retained at the appropriate grade level. The classification requirements are as follows:

Requirements or Grade level Classification (Cumulative Carnegie Units):

Grade 10	6 Units
Grade 11	13 Units
Grade 12	18 Units
Graduation	24 Units

4. Students must meet the district reading and math requirements.

Students Not Meeting Requirements:

Students who do not meet minimum performance standards established for a given academic course may repeat the course during a tuition Extended Year Program/Summer School or during the next regular school term.

REQUIREMENTS FOR GRADUATION:

16	Academic Units
<u>8</u>	Electives
24.0	TOTAL UNITS

Standard 28 as follows: The district follows an established board policy that defines criteria for the academic promotion, progression/retention of students. *Such criteria prohibit the retention of students for extra curricular purposes. (SB Policies CRB-2 and IHE)

*NOTE: This portion of the standard will be jointly monitored and enforced by the State Board of Education and the Mississippi High School Activities Association.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards (2010)

CROSS REF.: Policies IB – Instructional Goals

IH – Student Achievement Improvement Act of 1999

IHF – Graduation Requirements

Uniform Dress Code

HOLLY SPRINGS SCHOOL DISTRICT	Policy Manual Revision of 2011, Approved: 09.13.2011
POLICY CODE: JCDHA	
TITLE: UNIFORM DRESS CODE	

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

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

1. The Uniform Dress Code is mandatory instead of voluntary.
2. Non-compliance will follow the steps below:
 - A. Warning and Counseling – First offense
 - B. Administrative, parent and student conference – second offense
 - C. One day In-school suspension – third offense
 - D. Two day In-school suspension – fourth offense
 - E. Out-of-school suspension – fifth offense
 - F. Conference with superintendent (Habitual disregard for policy – sixth offense)
3. Clothing with writing (advertisement of alcoholic beverages, drugs, profanity, vulgar language or designs) is a violation of the Uniform Dress Code and will result in student being placed on the Uniform Discipline Ladder.
4. The uniform should be specified:

Boys/Young Men: (Pre-K-12)

- White or Gold banded collar shirt
- White or Gold polo shirt (short or long sleeves)
- All shirts must be free of all decoration, trim or writing, the shirt is to be tucked in at all times. Only solid white t-shirts must be worn with a Black or Brown belt. Pants and shorts must be free of designs and decorations (Pants must be worn at the waist with a belt). Shorts must be knee length.

Accessories:

- Black tie
- Black bow tie
- Black blazer, cardigans or pullover sweater (NO SWEAT SHIRTS)
- Solid Black shoes or solid Black athletic shoes with Black soles and Black shoestrings (NO SANDALS)
- White or Black socks

Girls/Young Women: (Pre-K-12)

- White or Gold button-down collar or blouse or round collar blouse
- White or Gold polo shirt (short or long sleeves)
- All blouses must be free of all decoration, trim or writing, the blouse must be tucked in at all times. Colored blouses or blouses with writing or designs on them may not be worn over or under the uniform shirt. Only solid white t-shirts may be worn under the uniform shirt.
- Khaki or Black jumpers (jumpers must be knee length)
- Khaki or Black walking shorts, skirts, pants (slacks) or capris must be worn with a Black or Brown belt. Shorts, skirts pants (slacks), or capris must be free of designs and decorations. (Skirts must be knee length.) Shorts, skirts, pants (slacks), or capris must be worn at the waist with a belt.

Accessories:

- Black tie, cross tie, or bow tie
- Black Blazer, Cardigans, or Pull-over sweater (NO SWEAT SHIRTS)
- Solid Black shoes or solid Black athletic shoes with Black soles and Black shoestrings (NO SANDALS)
- Socks or tights (Black or White). Hosiery may also be worn (7-12)

DISCIPLINE LADDERS

Tardy to Class/School Discipline Ladder

Tardy to Class Policy

First Tardy
Second Tardy
Third - Fifth Tardy

CONSEQUENCES

Warning to student
Contact parent by teacher
Referral will be sent to the office by classroom teacher, and student will be given In-School Suspension

Tardy to School Policy

First Tardy
Second Tardy
Third - Fifth Tardy

CONSEQUENCES

Warning to student
Contact parent by administrator
Student will be given In-School Suspension

***Note: If parent cannot be reached beginning with second tardy, a parent conference should be scheduled.

Uniform Discipline Ladder

- First Offense
- Second Offense
- Third Offense
- Fourth Offense

- Fifth Offense

- Sixth Offense

CONSEQUENCES

Warning and counseling
 Administrative Parent and Student Conference
 Student will be given 1 day In-School Suspension
 Student will be given 2 days In-School Suspension
 Student will be given 1 day Out of School Suspension
 Conference with Superintendent (Habitual Disregard for Policy)

Cell/Mobile Phone/ Electronic Device Ladder

- First Offense

- Second Offense

- Third and Subsequent Offenses

CONSEQUENCES

Mobile Phone/ Electronic Device will be confiscated until a parent conference is held and parent signs for the device
 Mobile phone/Electronic Device will be held for 10 days and a \$15.00 fine will be charged
 Mobile phone or electronic device will be confiscated for the remainder of the school year. This includes any additional phones that are taken on the third or subsequent Offenses.

*****Note: A parent has 20 business days following the last school day of the year in which the device was taken to reclaim the device. The Holly Springs School District employees have no financial responsibility for lost, stolen, or damaged mobile phones or electronic devices that have been confiscated.**

General Discipline Ladder

DISRUPTIONS/DISCIPLINE PROBLEMS

CONSEQUENCES

Discipline Ladder

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

school district (to include writing on school walls, inside or outside) (To include restitution for damages)		
19.	Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	19. Step 3-6
20.	Tardies as defined in the student handbook	20. Step 3-6
21.	Use, sale, or possession of tobacco or tobacco-related products (Reported to law enforcement)	21. Step 4-7
22.	Gambling or possession of gambling devices	22. Step 3-5
23.	Cutting classes	23. Step 3-5
24.	Truancy	24. Step 3-6
25.	Leaving campus without authorization	25. Step 3-5
26.	Parking violations (towing at owner's expense)	26. Step 3
27.	Defiance of staff member	27. Step 1-7
28.	Improper behavior in the cafeteria or on the campus	28. Step 1-7
29.	Improper behavior at assemblies or other school activities (subject to removal from future activities)	29. Step 1-7
30.	Misbehavior on the school bus	30. Step 1-7
31.	Continuous disobedience	31. Step 1-7
32.	Disrespectful behavior to staff members	32. Step 1-7
33.	Other misbehavior as determined by the administration	33. Step 1-7
34.	Leaving or storing inappropriate items or materials in area used for storage	34. Step 1-6
35.	Unauthorized fund raising, including sale of candy	35. Step 1-4
36.	Possession of radios, Walkmans, or electronic beepers, mobile phones or other electronic devices	36. See Student Cell Phone/Electronic Device Ladder Above
37.	Failure to return fund raising items or equivalent money (to include restitution)	37. Step 1-4
38.	Going to car without permission	38. Step 1-4
39.	Running in halls, cafeteria, or classrooms	39. Step 1-4
40.	Inappropriate public display of affection	40. Step 1-3
41.	Eating food in unapproved areas	41. Step 1-2

Any discipline problem resulting in the student's placement on Steps 4-7 may be reported to police if appropriate.

Discipline Ladder

Step One

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

Step Two

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

Step Three

1. Contact parent or legal guardian (personal visit with building administrator).
2. Parent care. Absences from class for parent care will be counted as absences under the attendance policy.
3. Loss of all privileges during time of parent care and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time or permanently as determined by the administration.
4. **Removal from ladder if not referred to office for fifteen (15) days from date of return to school after parent care.**

Step Four

1. Contact parent or legal guardian (personal visit with building administrator).

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

Step Five

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

Step Six

1. Contact parent or legal guardian (personal visit with building administrator).
2. Out-of-school suspension for five (5) to ten (10) days.
3. Loss of all privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time as determined by the administration.
4. Parent may be required to attend classes with student during time to be determined by administration.
5. **Removal from ladder if not referred to office for thirty (30) school days from date of return to school after suspension.**

Step Seven

1. Contact parent/legal guardian (personal visit or letter).
2. Ten (10) days out-of-school suspension. Recommendation for expulsion. A copy of Due Process/Hearing Procedures Policy will be given to the student and parent.
3. A student may be recommended for expulsion at any time the administrator feels that the student's actions warrant such recommendation.
4. Loss of privileges during time of suspension and a loss of the right to privileges and/or the right to participate in an extracurricular activity for an extended period of time or permanently as determined by the administration.
5. **If a student returns to school, probation for thirty-five (35) days; removal from ladder if not referred to office for thirty-five (35) school days from date of return to school after suspension.**

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

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

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

PROCEDURE:

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

Academic Policies

Grading Policy

All subjects Grades K-12, will reflect as a minimum the competencies outlined in the State Curriculum Frameworks for each subject area. A passing grade in a course/subject will indicate mastery/learning of at least 65% of the course content. Students must also master 80% of essential learning objectives (ELO) in specific grade and course in order to pass the course.

HOLLY SPRINGS SCHOOL DISTRICT	Policy Manual Revision of 2011, Approved: 09.13.2011
POLICY CODE: IHA	
TITLE: GRADING SYSTEM	

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

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

No nine week grades below a 50 will be recorded.

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

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

The Class Average will be recorded as the second and fourth Nine Weeks Average. To determine the Semester average, add the first and second nine weeks averages, divide by two, multiply remainder by three, add semester exam and divide by four.

Example:

95 1st Nine Weeks
95 2nd Nine Weeks
190 divided by 2 = $95 \times 3 = 285 + 95$ (Exam) = 380 divided by four = 95 Semester Average

Determine the yearly average by averaging the first and second semesters

Example:

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

Note: There should be a minimum of eight grades each grading period. The Nine Weeks Test will be one hour. The Semester Exam will be two hours. Semester exams are not given by the Primary and Intermediate School, but other district retests will be given to measure students' progress.

Exam Exemption

Students in grades 7-12 Semester and End-Of-Year Exams

- 1) Students are exempt for each class in which they have no more than one (1) absence for the semester or two (2) for the year, one (1) tardy for the semester or two (2) for the year, and an average of 80-89.
- 2) Students are exempt for each class in which they have no more than two (2) absences for the semester or four (4) for

the year, and two (2) tardies for the semester or four (4) for the year, and an average of 90 or above.

Doctor's excused absences count as absences for purposes of this exemption policy. Absences due to school related activities do not count as absences for this exemption policy.

BULLYING POLICY

HOLLY SPRINGS SCHOOL DISTRICT	Policy Manual Revision of 2011, Approved: 09.13.2011
POLICY CODE: JCDAH	
TITLE: BULLYING	

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

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

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

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

Reporting requirements:

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

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

Ref: 2010 Legislature, Senate Bill 2015; Miss. Code Ann. § 37-7-301(e)

ABSTINENCE-PLUS SEX EDUCATION POLICY

HOLLY SPRINGS SCHOOL DISTRICT	Policy Manual Revision of 2011, Approved: 09.13.2011
POLICY CODE ICG	
TITLE: ABSTINENCE-PLUS SEX EDUCATION	

BELIEF

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

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

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

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

ABSTINENCE-PLUS SEX EDUCATION

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

Furthermore, the Holly Springs School Board:

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

DEFINITION

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

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

PARENT'S RIGHTS

Each school providing instruction or any other presentation on human sexuality in the classroom, assembly or other official setting shall be required to provide no less than one (1) week's written notice thereof to the parents of children in such programs of instruction. The written notice must inform the parents of their rights to request the inclusion of their child for such instruction or presentation. The notice must also inform the parents of the right, and appropriate process, to review the curriculum and all materials to be used in the lesson or presentation. Upon the request of any parent, the school shall excuse the parent's child from such instruction or presentation, without detriment to the student.

PROCEDURES

The superintendent, or his/her designee, shall establish procedures to support this policy. The superintendent will provide the Holly Springs School Board with an annual report on the outcomes of the Abstinence-Plus education program. If funding is available, this report shall include quantitative as well as qualitative analysis of the program and shall include the perspective of students, teachers, and parents/guardians.

REVIEW OF POLICY

This policy will be reviewed on an on-going basis in accordance with the Board's policy review process. This policy shall comply with all applicable provisions of the Mississippi Code of 1972, Annotated, including but not limited to Code Sections 27-13-171, 37-13-175, as amended and with all other applicable federal and state laws.

NO CHILD LEFT BEHIND REQUIREMENTS

No Child Left Behind prohibits the use of funds authorized under this Act to be used to:

1. Develop or distribute material, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;
2. Provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; and
3. Operate a program of contraceptive distribution in schools.

LEGAL REF MS Code 37-13-171, 37-13-173, 37-13-175

SEXUAL HARASSMENT POLICY

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

HOLLY SPRINGS SCHOOL DISTRICT	Policy Manual Revision of 2011, Approved: 09.13.2011
POLICY CODE: GACN	
TITLE: SEXUAL HARASSMENT	

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

A. GENERAL PROHIBITIONS

1. **Unwelcome Conduct of a Sexual Nature**
 - a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double-entendres, and jokes.

- b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. **Sexual Harassment**

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

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

B. SPECIFIC PROHIBITIONS

1. **Administrators and Supervisors**

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

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

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

C. REPORTING, INVESTIGATION, AND SANCTIONS

- 1. It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure.
 - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
 - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

SEXUAL MISCONDUCT PROHIBITED

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

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

HARASSMENT PROHIBITED

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

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

LEGAL REF.: MS CODE as cited

1972 Education Amendments, Title VII and Title IX

CROSS REF.: Policies GAAA Equal Opportunity Employment

GACN Sexual Harassment

GAE-R Licensed Staff Complaints and Grievances

GAEA Staff Protection

Appendix A

HOLLY SPRINGS SCHOOL DISTRICT PARENT AND COMMUNITY INVOLVEMENT PLAN

Mission:

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

Parent/Community Goals:

Goal 1: Increase parental and community involvement

Goal 2: Improve perception of district in community and state







Purpose:

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

District Values and Beliefs:

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

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

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

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