



**Superintendent of Education  
Stephen Handley, Ed.D.**

Hinds County School Board  
Caroline Jacobs - District 1  
Ivan Smith – District 2  
Linda Laws – District 3  
Angel Skinner - District 4  
Dorothy Hicks – District 5

Dear Parents and Guardians,

Welcome back to another school year in the Hinds County School District. I know that this will be a good year for you and your children. Our faculty and staff are dedicated to providing a quality education and a safe learning environment for every one of our students.

This quick reference handbook is designed to be a quick-source of information for questions we frequently hear. When more detailed information is desired, then an unabridged version of the Parent/Student Handbook can be found on the web at <http://www.hinds.k12.ms.us>, in a hard copy form at each school, or can be obtained from the HCSD Central Office by contacting the Director of Community Relations. In many cases, the applicable HCSD Board Policy pertaining to the abridged information is provided. These policies are also available on the HCSD web site, in each facility in hard copy, and from the Director of Community Relations if more specific information is desired.

We look forward to serving you again this year.

Sincerely,

A handwritten signature in black ink that reads "Stephen Handley". The signature is written in a cursive style.

Stephen Handley  
Superintendent

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# ADMINISTRATIVE DIRECTORY

## BOARD OF EDUCATION

Mr. Ivan Smith ..... President, District 2  
Mrs. Caroline Jacobs ..... District 1  
Mrs. Linda Laws..... District 3  
Mrs. Angel Skinner. .... District 4  
Mrs. Dorothy Hicks ..... District 5

## Dr. Stephen Handley, Superintendent

### DISTRICT ADMINISTRATORS AND SUPPORT STAFF

Dr. Delesicia Martin ..... Assistant Superintendent  
Mr. Earl Burke..... Director of Operations & Business Affairs  
Dr. Jocelyn Whipps ..... Director of Exceptional Services  
Mrs. Charletta Dill..... Innovative Projects Coordinator  
Ms. Cindy Gipson..... Administrator of Teacher Quality  
Mrs. Tara Crechale ..... Teacher Quality Team Member  
Mrs. Lisa Jones ..... Director of Technology  
Mrs. Burbette Taylor ..... State and Federal Programs Coordinator  
Mr. John Neal ..... Director of Community Relations  
Mrs. Christell Hicks..... Director of Child Nutrition  
Durham Transportation Services Manager ..... Office: 601.857.5562  
Mr. Fred Scott..... Maintenance Supervisor

#### Hinds County School District Administrative Office

13192 Highway 18  
Raymond, MS 39154  
Phone: 601.857.5222  
Fax: 601.857.8548  
[www.hinds.k12.ms.us](http://www.hinds.k12.ms.us)

## SCHOOL DIRECTORY

Schools/Grades/Principals/Assistant Principals	Phone (601)	Address/Web Page	Cafeteria
<b>Bolton-Edwards Elementary/Middle School (K-8)</b> Ms. Lashurn Taylor , Principal Mr. Glenn Kane, Assistant Principal	(Elementary) Phone: 866.2522 Fax: 866.2524 (Middle) Phone: 866.2163	9700 I-20 Bolton, MS 39041	866.4314
<b>Byram Middle School (6-8)</b> Mr. David Campbell, Principal Mr. Otha Belcher, Assistant Principal Dr. Laquanta Nelson, Assistant Principal	Phone: 372.4597 Fax: 346.2383	2009 Byram Bulldog Blvd. Terry, MS 39170 <a href="http://www.byrammiddleschool.com">www.byrammiddleschool.com</a>	373.7943
<b>Carver Middle School (6-8)</b> Dr. Bill Hardin, Principal Mr. DeSean Dyson, Assistant Principal	Phone: 857.5006 Fax: 857.4935	560 Port Gibson Street Raymond, MS 39272	857.8192
<b>Gary Road Elementary School (K-2)</b> Mrs. Cynthia Martin, Principal Mrs. Lekeisha Sutton, Assistant Principal Mrs. Gwendetta McField, Assistant Principal	Phone: 373.1319 Fax: 346.4165	7241 Gary Road Byram, MS 39272	373.3003
<b>Gary Road Intermediate School (3-5)</b> Mr. Chad Shealy, Principal Mrs. Roxie Baker, Assistant Principal Mrs. Kim Ezell, Assistant Principal	Phone: 372.8150 Fax: 372.5028	7255 Gary Road Byram, MS 39272	372.1065
<b>Main Street RESTART Center</b> Mrs. Kimberly Davenport, Principal	Phone: 866.2642 Fax: 866.4414	130 Champion Hill Road Bolton, MS 39041	
<b>Hinds County Career Technical Center</b> Ms. Patricia Ashmore, Director	Phone: 857.5536 Fax: 857.2212	14020 Highway 18 Raymond, MS 39154	
<b>Raymond Elementary School (K-5)</b> Mrs. Amanda Cook, Principal Mrs. Lisa Moore, Assistant Principal	Phone: 857.0213 Fax: 857.4156	417 Palestine Road Raymond, MS 39154 <a href="http://www.raymondelementary.com">www.raymondelementary.com</a>	857.5570
<b>Raymond High School (9-12)</b> Mrs. Shakinna Patterson, Principal Ms. Daffonie Moore, Assistant Principal	Phone: 857.8016 Fax: 857.2007	14050 Highway 18 Raymond, MS 39154 <a href="http://www.raymondhighschool.org/">www.raymondhighschool.org/</a>	857.8865
<b>Terry High School (9-12)</b> Dr. William Sellers, Principal Dr. Kerry Gray, Assistant Principal Mr. Gary Tabor, Assistant Principal Ms. Amanda Taylor, Assistant Principal	Phone: 878.5905 Fax: 878.2782	235 W. Beasley Street Terry, MS 39170 <a href="http://www.terryhs.com/">www.terryhs.com/</a>	878.2369
<b>Utica Elementary/Middle School (K-8)</b> Mr. David Adams, Principal Mrs. Amanda Allen, Assistant Principal	(Elementary) Phone: 885.8765 Fax: 885.2083 (Middle) Phone: 885.2058	260 Highway 18 & 27 Utica, MS 39175	885.6095

Comment [JHM1]:

## **DISTRICT MISSION**

**The mission of the Hinds County School District is  
for every student to experience success everyday.**

## **DISTRICT VISION STATEMENT**

The Hinds County School District envisions its schools as learning environments that...

PROVIDE the safest possible learning environment;

TEACH so that every student masters the fundamentals;

CHALLENGE students to reach their potential;

ENSURE a broad range of experiences for students;

BUILD a strong partnership between school, home and community;

PREPARE students to live productive lives as informed, responsible citizens.

## **DISTRICT GOALS**

Goal 1: Expand content knowledge

Goal 2: Enhance delivery of instruction

Goal 3: Explore and incorporate resources

Goal 4: Ensure individual professional growth

## **PROJECTED OUTCOMES**

Outcome 1: Academic Growth as evidenced through state assessments

Outcome 2: Increased Average Daily Attendance

Outcome 3: Decreased Discipline Referrals

Outcome 4: Decreased Retention Rate

Outcome 5: Decreased Drop-out Rate

Outcome 6: Increased Graduation Rate



**NOTE: THIS IS AN ABRIDGED VERSION OF THE PARENT/STUDENT HANDBOOK. A FULL VERSION MAY BE OBTAINED AT THE INDIVIDUAL SCHOOLS, THE CENTRAL OFFICE, OR BY ACCESSING THE DISTRICT WEB SITE AT [HTTP://WWW.HINDS.K12.MS.US](http://www.hinds.k12.ms.us)**

## **GENERAL INFORMATION AND REGULATIONS**

### **MS Compulsory Attendance Law**

The Mississippi State Code of 1972, Section 97-5-39 states that Compulsory-school-age in Mississippi describes any child who is (6) years old on or before September 1 of the calendar year and who has not reached the age of seventeen (17) years on or before September 1 of the calendar year.

When a parent enrolls a child in kindergarten, the child is subject to the regular compulsory school attendance laws. Hinds County School District has the authority to retain children in kindergarten for an additional year if the district deems that placement of the student in the first grade would not be the most appropriate educational placement of the child.

## **ENROLLMENT INFORMATION**

### **Documents Required for Enrollment**

The following items are necessary for enrollment: birth certificate; immunization certificate; previous school withdrawal and discipline records; social security number; and residency documentation.

### **Birth Certificates (Board Policy JBC)**

All preschool pupils, first-grade pupils, and pupils new to the Hinds County School District shall submit a certified birth certificate ([Long Form Version](#)) upon enrollment.

Application for a birth certificate may be made to the Division of Public Health Statistics, State Board of Health in the Felix J. Underwood Building, 2423 North State Street (by the Veterans Stadium Parking lot), Room 110 (phone: 601.576.7981). A \$12 fee is required for a certified copy.

### **Age Requirements (Board Policy JBB)**

Students must be five (5) years old on or before September 1 to enter kindergarten and six (6) years old on or before September 1 to register for first grade.

### **Immunization Compliance (Board Policy JBC)**

Students enrolling in the Hinds County School District must present a Mississippi Certificate of Compliance regarding vaccinations. Students enrolling for the first time or enrolling by transfer from an out-of-state school must present the certificate at the time of enrollment. Students enrolling by transfer from a school within the State of Mississippi may be temporarily enrolled for a period not to exceed 60 days until the cumulative folder is received. No student will be allowed to enroll permanently without a valid immunization certificate. The Hinds County Health Department may be contacted at 601.364.2666 or 601.924.6012.

Beginning with the 2012-2013 school year, the Tdap (tetanus, diphtheria and pertussis) vaccination will be required for ALL students entering the 7th grade. In order to enter school, all students entering the seventh grade must have documentation from a physician verifying that they have received a recent Tdap vaccination

(at age seven or later). This includes new students, current students and transfer students in both public and private schools.

### **Entry Records**

1. When a new student enrolls in school, the parent must provide the discipline record as well as the withdrawal form with grades from the last school attended. The previous school may fax these records to the school office.
2. If a parent can/will not provide a discipline record, or the discipline record meets certain guidelines, the child may be assigned to the Main Street RESTART Center by Central Office administration for observation. This criteria is outlined in the unabridged form of this handbook and is available upon request or at the HCSD web site.
3. The length of a student's stay at the RESTART Center will be determined by the student's behavior while there.

### **Social Security Numbers (Board Policy JBC)**

All students are asked to present their original social security card when enrolling in the Hinds County School District. Disclosure of the student's social security number is voluntary, and failure to disclose the requested information will have no adverse effect on the student. If no social security number is made available, the student's assigned Mississippi Student Information System (MSIS) number will be used to identify and track the student.

### **Parent/Legal Guardian Communications**

School personnel are able to discuss a student's enrollment, disciplinary record or academic status only with a parent or legal guardian. In unusual guardianship situations, the parent or legal guardian shall provide the school a copy of any valid court documentation regarding restricted rights of certain individuals.

### **Verification of Residence (Board Policy JBC)**

The Mississippi State Board of Education passed a Verification of Residence policy on April 20, 1990. This policy requires that all public school districts in Mississippi verify the residency of students attending the district. School personnel may make calls or home visits to confirm residency.

Parents, legal guardians, or custodial adults seeking to enroll students in the Hinds County School District for the first time must provide documentation verifying that the student resides in the school district. However, transfer requests from other districts or within the district from one school to another must be completed on an annual basis prior to July 1st. Additionally, verification of residency is required in grades K, 3, 6, and 9. Students who are repeating these grades are still required to provide proof of residency as outlined above.

Upon enrollment, any parent seeking to enroll a student must verify full-time residency by submitting filed Homestead Exemption for the current year, mortgage payment documentation, property deed of trust for the family's residence, or an apartment/home lease **AND** a current utility bill. If the parent is unable to provide the items listed above, the parent must provide **THREE** pieces of business or government correspondence (dated within the last 30 days). HCSD does not accept affidavits, drivers' licenses/Mississippi state identification cards, or voter registration cards as proof of residence.

If an individual other than the mother or father listed on the birth certificate attempts to enroll a child, a copy of the filed petition for guardianship if pending and final decree when granted will be required. (No legal guardianship for educational purposes are allowed.)

Students who change schools during the school year due to a change of address must present proof of residency before they can be enrolled in their new school zone. If a change of address or home telephone

number occurs at any time during the school year, the parent should report such change immediately to the school and provide the appropriate residency documentation.

### **Enrollment of Suspended/Expelled Students (MS Code Ann. § 37-15-13)**

When any student applies for admission to or enrollment in any public school, the parent, guardian, or student must indicate on the school registration form if the student has been expelled from any public or private school or is currently a party to an expulsion proceeding. This criteria is outlined in the unabridged form of this handbook and is available upon request or at the HCSD web site.

The school board has the authority and power to designate or assign the particular school or attendance center of the school district in which the student should be enrolled and attend.

### **Late Enrollees (Board Policy JBC)**

Once school has begun, students who enroll in the Hinds County School District must provide documentation of school attendance prior to that date in accordance with the Mississippi compulsory attendance laws. If a parent cannot verify the attendance of his/her child in a recognized school program, the child will be counted absent for each day from the beginning of school in Hinds County School District until the student's enrollment. Each absence will count as an unexcused absence, and the student will be subject to the provision of the attendance policy as outlined in the handbook. In the event of extraordinary circumstances such as a student's moving into the district from out of state, the superintendent or his/her designated representative may excuse these absences as an exception to the policy. However, all work must be made up during the time frame outlined in the "Attendance Information" portion of this handbook.

### **Transfers (Board Policies JBCCA, JBCE, JBCE-F, JBAB)**

#### *Assignment of Pupils*

The district recognizes transfers for a variety of situations outlined below. All transfers are contingent upon space being available at the requested school and the student's demonstrating appropriate discipline and attendance. If a student enrolls in the HCSD and was administratively transferred from one grade to the next in the prior school without spending a full year in the grade from which he or she was transferred, the student will be placed back in the grade to spend an entire year at that grade level.

#### *In District Transfers*

Normally, students must attend the school in the attendance zone in which the parents/guardians are actually residing. Special criteria for full-time employees of the Hinds County School District and Hinds Community College are available. This criteria is outlined in the unabridged form of this handbook and is available upon request or at the HCSD web site. Transportation for students enrolled under this special criteria shall be the responsibility of the parent.

#### *Majority to Minority Transfers*

Any student attending a district school in which his/her race is in the majority, may, where space is available, transfer to another school in the district where his/her race is the minority. (*United States of America vs Hinds County Board of Education, et al*) This criterion is outlined in the unabridged form of this handbook and is available upon request or at the HCSD web site. Transportation for students enrolled under this special criterion shall be the responsibility of the parent.

#### *Hinds County Agricultural High School Transfers*

Students who reside in Hinds County and who enroll initially at Hinds County Agricultural High School (HCAHS) have the privilege of transferring to the Hinds County School District high school in their

attendance zone. If, however, a student transfers from HCAHS to Raymond High School or Terry High School and withdraws to return to HCAHS, that student may not be readmitted to a Hinds County School District high school during the course of an academic year.

Students who enroll initially in a Hinds County School District high school and who transfer to Hinds County Agricultural High School may not be readmitted to Raymond High School or Terry High School during the course of an academic year. The superintendent may make exceptions to this rule in extenuating circumstances.

### **IDEA**

IDEA transfers are granted due to a lack of an IDEA program in the student's home school. The transfer is granted to the school nearest the student's home. The transfer is valid as long as the student is enrolled in the IDEA Program at that school or until an IDEA program is available at the home school. These students are assigned through the Exceptional Services Office in accordance with their IEPs and are transported in accordance with district policies.

### **Assignment of Grades for Transfer Students**

1. When a student transfers from another school system that does not use a numerical grading scale, grades earned at the previous school will be converted to the numerical values of this district and entered into the classroom record book with a transfer notation. Weighted grades will only be issued for those courses that Hinds County School District gives weighted credit as outlined in the Secondary Curriculum Guide. For schools using a 100-point numerical scale, no conversions will be made regardless of the previous district's grading scale. If the previous school does not send grades for a student, the student's grades will be calculated based upon the work he or she completes while in the district in accordance with all other district policies. If the school system's conversion scale is not included, the following scale shall be used:

A - 95

B - 85

C - 77

D - 70

F - 60

2. These numerical values are to be added to those earned in the district and the composite grade will be used to compute the final grade.

### **Transfers from Home Schooling or Non-accredited Institutions (Board Policy JBAB)**

The Hinds County School District's Board of Education affirms the rights of parents/guardians to educate their children as they choose. Board Policy JBAB provides the procedure for testing home-schooled and/or transfer students from non-accredited institutions. These policies are applicable only to students who are eligible, by residence or other Board-approved requirements, to attend schools in the Hinds County School District. This policy pertains to all students in kindergarten through 12<sup>th</sup> grade. Specific criteria is outlined in the unabridged form of this handbook and is available upon request or at the HCSD web site.

### **Enrolling in Home School (MS Code Ann. § 37-13-91, 3c)**

Parents and guardians have the right to home school their child(ren). State law requires that parents and guardians register their intent to home school their child(ren) with the attendance officer. If you have any questions regarding this process, please call the district attendance officer with the Mississippi Department of Education's Office of Compulsory School Attendance Enforcement at 601.366.3699.

## ATTENDANCE INFORMATION

The *Mississippi Public School Accountability Standards* specifies that the awarding of Carnegie units in grades 8-12 is based on a specific number of hours of instruction and the number of hours that students are engaged in this instruction. The following summary of attendance regulations will apply in the Hinds County School District. In all categories, there is additional information specific to that area. Specific criteria for each area (a through g) is outlined in the unabridged form of this handbook and is available upon request or at the HCSD web site.

- a. Maximum Unexcused Absences. Students are allowed 10 unexcused absences a year. (Students are allowed 5 unexcused absences in a one-semester course that carries Carnegie Unit credit.) These absences are intended for sickness when a doctor's visit is not necessary, family trips/vacations, family emergencies, attendance at non-school functions, etc.
- b. Tardies. Three unexcused tardies and/or three unexcused early dismissals will count as an unexcused absence in the class.
- c. Late Enrollees. When students are late in enrolling and have not attended another school, they will be reported to the Attendance Officer for lack of compliance with the compulsory attendance law.
- d. Perfect Attendance. Perfect Attendance is defined as being present for 100% of the time that school is in session while the student is enrolled in the district.
- e. Reports to the School Attendance/Truancy Officer. In accordance with state legislation, any student who has five (5) unexcused absences will be reported to the Hinds County Attendance/Truancy Officer.
- f. Kindergarten Students. Once a parent enrolls a child in kindergarten, the child is subject to the regular compulsory school attendance laws.
- g. Exceptions to Policy. The superintendent or his/her designee has discretionary power to make exceptions to this policy as deemed appropriate in extraordinary individual circumstances. As a minimum, the parent must make a written request stating the reasons why the exception should be considered.

### Excused Absences, Tardies, or Early Dismissals

While parent notes and contacts about absences are appreciated, THEY DO NOT EXCUSE AN ABSENCE. Excused absences/tardies/dismissals shall include:

1. Personal illnesses, injury, or isolation ordered by county health officer (Doctor's excuse required). Doctor's excuses/legal excuses must include an original signature and be brought in **within forty-eight (48) hours** upon return to school from the absence. No internet-based physician excuses are accepted. School personnel may verify the validity of an excuse with the indicated physician. The excuse must include the specific dates the child was seen and the expected duration of the illness. Blanket excuses for extended absences over ten days are not allowed.
2. Special circumstances, such as a court summons, or other legal situation that is governed by the Code of Conduct; or
3. Any condition sufficient to warrant nonattendance as demonstrated to the satisfaction of the superintendent or his or her designee.

### Early Dismissals

Due to safety precautions for students, no student dismissals will be allowed during the last 30 minutes of the school day. Three unexcused early dismissals will count as an unexcused absence in the class. Additionally, students will not be dismissed during a district or state testing period in order to avoid distractions and potential test security violations.

### **Allowable Credit for Excused Absences**

Excused absences, tardies, or dismissals will allow 100 percent credit for work required by the teacher, provided that work is requested by the student and/or parent, completed and submitted within a time period that is directly proportional to the days the student missed (for example, if two days are missed, two days are allowed to make arrangements with the teacher to submit the work). Teachers may make exceptions and extend deadlines as circumstances dictate with the approval of the building principal.

### **Absences and Extra-Curricular Activities**

Students must be present 60% of a day in order to participate in any extra-curricular activities that day.

### **Make Up Work (All Schools)**

1. Any scheduled test or work assigned prior to any absence must be submitted or completed on the day the student returns to school.
2. It is the student's responsibility to obtain make-up work upon returning to school.
3. When an unexcused absence, unexcused tardy, unexcused dismissal, or suspension causes a student to miss class time, that student shall be given the opportunity to make up work required by the teacher and may earn credit within the limitations of this policy.
4. Make-up work must be completed within a time period that is directly proportional to the days the student missed (for example, if two days are missed, two days are allowed to make arrangements with the teacher to submit the work); otherwise, no credit shall be given.
5. A student who is expelled shall not be permitted to make up missed work. However, enrollment at Main Street RESTART Center will allow students to continue schoolwork within the limitations of that program.
6. Students who miss any nine weeks tests or semester exams will be limited to a maximum grade of sixty-five (65-D) on the tests unless a doctor's or legal excuse is provided.
7. Students will be limited to a maximum grade of sixty-five (65-D) for any assignment, work, test, or exam missed due to suspension.
8. Students may not take a nine weeks test or semester exam early in order to go on vacation.
9. Doctor's excuses/legal excuses must include an original signature and be brought in within forty-eight (48) hours upon return to school from the absence.

### **Make Up Work (High Schools)**

Once a student exceeds the maximum days for unexcused absences (10 for a full year course and 5 for a semester course), the student will not be allowed to make up any work missed during an unexcused absence. Students will receive a zero (0) for all tests, homework, class grades, etc. missed during that unexcused absence.

### **Make Up Work (Elementary and Middle Schools)**

Sixty-five (65-D) is the highest possible grade for each make-up assignment/test that a student can earn once the maximum 10 days for unexcused absences are exceeded.

### **Withdrawal Information**

Students who change schools due to a change of address or by legal transfer must first withdraw from the old school. All textbooks and library books shall be returned before withdrawal can be completed.

## EMERGENCIES/ILLNESS

### **Illness/Injuries (Board Policies JGCD, JGCD-F2)**

A student who is injured or becomes ill during the school day will be sent or assisted to the principal's office and the parent/guardian will be notified. Students must notify their teacher or principal immediately after they are injured at any school activity.

### **Pick up of Sick Children**

When a student is seriously ill and a parent or guardian either does not pickup the student within a reasonable time or refuses to pick up the student, the school will call for emergency medical service. To ensure that the student is properly cared for, the school will call the Department of Human Services and/or an emergency medical service will be called AT THE FAMILY'S EXPENSE.

### **Insurance**

A group accident insurance policy is available to all members of the student body at a nominal cost when school activities begin each fall. All students who participate in or try out for interscholastic sports or cheerleading are required to provide proof of insurance along with parental consent in order to try out or participate in any sport. For more information parents may contact the school office or coach where appropriate.

**The Hinds County School District will not be responsible for any bills or balances not covered under the student's insurance.**

### **Telephone**

The telephone in the school office is to be used for school business and emergencies only. A student may use the telephone if he/she first secures permission from the appropriate staff.

### **Emergency Contact Information**

The school must be able to contact parents/guardians or a designated adult. **PARENTS MUST PROVIDE THE SCHOOL OFFICE WITH CORRECT, UP-TO-DATE TELEPHONE NUMBERS upon enrollment each year.** Any changes in emergency contact names and telephone numbers must be updated throughout the year. Only simple first aid is administered at school.

### **Prescription and Non-Prescription Medicines (Board Policies JGCD, JGCD-F)**

Hinds County School District recognizes that some students may require the administration of medication during school hours. All medication, both prescription and over the counter, will be administered by the school nurse/authorized personnel. The only exception to this rule is for self-administered asthma or emergency (EPI-PEN) medication by your child.

In order for your child to receive medication at school the following guidelines must be met:

1. Your child's physician must complete a medication authorization form
2. Parent must sign the parent authorization and indemnity agreement for prescription medicines on the enrollment card and the handbook Parent Authorization and Agreement Form
3. Medication must be in the original labeled container as dispensed
4. Medication label must contain the student's name, name of medication, date, dosage, route, times, and frequency

5. Medication orders must be renewed in writing every school year
6. Any dosage changes or discontinuation orders must be in writing

Physicians will need to fill out a separate form for each prescription or over the counter medication given at school. Please feel free to contact your child's school if you have any questions.

Parents may come to school to administer medicine to their child if needed during the day.

### **Asthma/Epi Pen Medications**

The Hinds County School District requires that each child with asthma have a current Asthma Action Plan (AAP) on file at the child's school, for use by the school nurse, teachers, and staff. Parents and guardians of the child with asthma are to have the child's AAP developed and signed by the child's health care provider. The AAP should include the child's asthma severity classification, current asthma medication and emergency contact information. The AAP must be updated annually. Students are permitted to self-administer asthma/Epi Pen medications with written consent from the parent and a statement from the health care provider outlining the proper process to administer the medication.

### **Head Lice**

Students who show evidence of NITS or live head lice will be removed from the classroom. Parents will be called to pick up the student immediately. Students who show evidence of nits will receive office notification in writing for needed treatment. As soon as the student has been treated with an approved lice-killing product, he or she may return to school. To be readmitted to school the student must:

1. bring the empty treatment bottle, with the label on it, to the office, OR bring a note from the parent, to the office, stating the name of the product used and the date of use, AND
2. be re-checked for nits or live lice in the office before readmission to the classroom.
3. If the parent returns the student to school after treatment, the parent must follow the above procedure and wait until the student has been re-checked for live lice.

If a public school student has head lice on three separate occasions during any school year or if school officials have notified the student's parent/guardian that the student has head lice on three separate occasions during any school year, the principal shall notify the Hinds County Health Department of the recurring problem. The Health Department will instruct the student's parents or guardians on how to treat head lice, eliminate head lice from household items, and prevent the recurrence of head lice. The Health Department will charge the parent or guardian a fee to recover the cost of providing treatment and counseling. The school principal will not allow the student to attend school until proof of treatment is obtained.

The school is concerned about instructional time the student loses by being removed from the classroom; however, the school must also take measures to prevent the spread of head lice. If a student must be removed from the class setting and misses instructional time on five (5) occasions, a report will be made to the attendance officer.

### **Communicable Diseases (Board Policy JBC, JGCC)**

Mississippi law states that "it shall be unlawful for any child to attend any school, kindergarten, or similar type facility intended for the instruction of children, either public or private, unless they shall first have been vaccinated against those diseases specified by the State Health Officer." To comply with this law, all Hinds County School District students must present to the school of enrollment a **Certificate of Compliance** regarding vaccinations. Enforcement of this law will require removal of children from classes if they are not adequately immunized.



A student with a communicable disease (chicken pox, measles, pink eye, etc.) shall remain at home until the disease is no longer a threat to that student or others. Principals should report to the health department any cases of communicable diseases that might pose a threat to the health of the school or community. While concerned with assisting and resolving individual cases, the welfare of all students is the prime consideration of the district and the Mississippi State Department of Health. In keeping with this concern, ringworm and impetigo sites must be covered to reduce possibility of spreading.

A student who is absent from school due to the presence or suspicion of a communicable disease MUST present, upon return to school, a statement from a physician or the health officer certifying that the student is not/no longer contagious. No student is allowed to return to the classroom without this statement. Parents must notify the school by phone when it is determined that their child has a contagious disease.

Decisions regarding an HIV infected student shall be made on an individual basis with regard to the behavior, neurological development, physical condition of the student, and the expected type of interaction with others in that setting. These decisions shall be made using a team approach including the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the educational setting. In each case, risks and benefits to both the infected student and to others in the setting shall be weighed. As conditions change, cases may be reevaluated.

#### **Emergency Drills (Board Policy EBBC)**

Principals and teachers will instruct students in the methods of fire drills and other emergency drills and will practice the drills with the pupils until they are familiar with the methods of evacuating the buildings or moving to safe areas.

#### **Emergency Closings (Board Policy EBBC)**

When any emergency necessitates the closing of a school, parents should monitor the local radio and television stations for information regarding the status of their child's school.

## **STUDENT TRANSPORTATION**

#### **Durham Education Services (601.857.5562)**

Parents should direct all questions regarding bus transportation, bus routes, time, etc. to Durham Services at 601-857-5562. Any concerns regarding safety, discipline, etc should first be addressed at the school level, then, if necessary, to the Athletic/Activities Director at 601-857-5222.

#### **Interference with Operations of School Buses (MS Code Ann. § 37-41-2)**

Only authorized students and school district personnel may ride or enter a school bus. It is unlawful for any person to abuse or interfere with any bus driver or district employee in the performance of their duties. Violations of these state laws are a misdemeanor offense and are subject to punishment of up to six (6) months in prison and/or a fine of up to \$500.

#### **Arrival and Departure of Students**

Students should arrive at school no earlier than the time designated by the student's building principal. Students who do not ride the bus and are not involved in an official after school sponsored activity must depart campus no later than 15 minutes after the final dismissal time/bell in the afternoon. Students staying for before/after-school must be picked up promptly at the time designated by the school or teacher. Parents will be notified prior to any student's staying for before/after-school.

Parents or guardians who drop off their children before the designated student drop off time indicated in this Handbook will be referred to the Department of Human Services and/or local law enforcement officials for child neglect.

Parents or guardians who fail to pick up their child at the end of the school day will be referred to the Department of Human Services and/or local law enforcement officials for child neglect.

Supervision is the parent's responsibility when buses drop off students in the afternoon.

### **Bus Transportation and Bus Stops (Board Policy JCDAD)**

Students who reside one mile or more from the school to which they are assigned may ride a school bus. Generally bus stops are located within 6/10 of a mile from all students' residences. If some extenuating situation (such as a family emergency) dictates that a child temporarily (1 -3 days) rides home on a bus other than his/her originally scheduled bus, parents must make this request in writing with a contact phone number included to the appropriate Assistant Principal by noon. In case of an emergency, telephone notification will be accepted when possible. An attempt will be made to accommodate all reasonable requests if doing so will not overcrowd a bus.

### **Vehicles (Board Policy JGFF)**

Once on campus, students are required to park their vehicles only in the designated areas and proceed directly to the building. No students may leave the campus during the school day for any reason unless the principal has consulted the parent/guardian. Only high school students in grades 10-12 may drive to school. All student vehicles on school campuses are subject to search and inspection at any time. Anyone who brings a vehicle on school grounds assumes full personal liability for that vehicle and its contents.

### **Day Care and After School Program Bus Pick Up**

The district does allow day care centers and after school programs to pick up children at the school as a privilege. Each of these service providers must comply with the above board policy in order to pick up students on campus. Parents and guardians are required to provide written approval that their child may ride this bus or van. If any service provider does not comply with these requirements, **pick up privileges will be withdrawn.**

## **CHILD NUTRITION PROGRAM**

The goal of the Child Nutrition Program in Hinds County School District is to meet the nutritional needs of the students by offering healthy food choices. Parents may review the philosophy of the HCSD concerning healthy meals in the unabridged version of this handbook or by visiting the web site at <http://www.hinds.k12.ms.us>.

Students electing to bring their own lunches may eat in the lunchroom. The following suggestions are made:

- a. Parents are requested to send single servings of items in lunches.
- b. No glass containers are allowed in the cafeteria.
- c. Nutritious drinks are recommended in the place of soft drinks.
- d. Milk and milk products are available to purchase for students who bring their lunch.

Any parent or guardian who does not want their child to purchase any extra items out of their account, will need to notify the manager in writing and the child's account will be flagged.

### Current Prices

	<u>Paid Student</u>	<u>Reduced Student</u>	<u>Adult/Guests</u>
Breakfast	1.25	.30	2.00
Lunch	2.25	.40	3.25

### Prepaid Purchases

All students in the district are encouraged to pay for meals in advance. Students are requested to bring their lunch money on Mondays to pay for their meals for the week (or longer) in the envelope provided by the school. The money is put into the student's account; and as the student eats, the amount is deducted from the account balance. Parents may request a printed history of their child's account activity from the Office of Child Nutrition at (601) 857-5222. Checks cannot be accepted, and no meals can be charged. If students have money left in their accounts when withdrawing from school or at the end of the year, request for a refund must be made in writing to the cafeteria manager. Requests for refunds must be made by five (5) school days prior to the last day of school. Any money left in students' accounts at the end of the year will be in their accounts at the beginning of the next school year where ever they are enrolled in school in Hinds County School District.

Parents may also put money in their child's account by going to [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com). Accounts can be monitored by parents to see when more money needs to be added or if the student is purchasing extra food items.

### Student Meal Eligibility-Applications for Free/Reduced Price Meals

Family applications for free and reduced price meals will be distributed the first day of school to each student. **Parents need to complete a new application each year. Each household is to complete one application with all students listed.** Students will eat on last year's status for 30 days from the first day of school. If a new application is not on file at the end of 30 days, the meal status will automatically be **PAID**. Families who participate in the SNAPs program will be notified by letter prior to start of school that their status is free due to direct certification from the Department of Human Services. These families **DO NOT** need to complete the lunch application given to all students the first day of school.

**\*\*\*\*Coming for 2012-2013\*\*\*\* PARENTS WILL BE ABLE TO COMPLETE LUNCH APPLICATIONS ON-LINE. WATCH FOR MORE INFORMATION ON THE DISTRICT WEBSITE, <http://www.hinds.k12.ms.us>**

### Special Diets

Special dietary requirements for students can be met by providing specific written instructions from the student's physician at the beginning of each year. These instructions stay on file in the district Child Nutrition Office and the Cafeteria Manager's Office. Students who cannot drink milk must have a letter on file from their doctor stating they cannot tolerate milk. **Parents may submit request in writing for lactose free milk.**

### Cafeteria Behavior

While students' behavior in the cafeteria is the responsibility of the principal's designee, it is beneficial to all to maintain orderly behavior in the cafeteria.

**Policy on Competitive Foods and Extra Food Sales**

No food is to be sold on the school campus for one (1) hour before breakfast or one hour before lunch and until the end of either serving period.

**Field Trips**

Nutritious sack lunches are provided for field trips when requested in advance by the teacher. Students receive their sack lunch at the same status/price as lunches eaten in the cafeteria.

**STUDENT FEES, FINES, AND CHARGES**

**Check Recovery Policy**

The Hinds County School District has an agreement with Automated Check Recovery for the recovery of all returned checks. The following information must be included on every check: full name, current street address and home telephone number.

**Textbooks (Board Policy JS)**

Textbooks are issued at the beginning of the school year, when appropriate for the course. Students are urged not to abuse or misuse them as fines will be assessed on books showing improper care. If a book is lost or damaged beyond use, the following schedule will be used to assess the cost of replacement. Schools will determine assessments for minor damages to textbooks. Students will not be issued further textbooks if payment is not received for lost or damaged books.

0-1 year	Full replacement value
1-2 years	80% of cost of new textbook
2-3 years	60% of cost of new textbook
3-4 years	40% of cost of new textbook
Over 4 years	20% of cost of new textbook

**Library**

Students with library permits may go to the library before, during, and after the school day to check out library materials. Fines may be charged for lost or damaged library materials.

**Lab/Workbook Fees (Board Policy JS)**

Certain schools may require students to pay for specific workbooks and/or lab fees.

**Financial Hardship Waiver (Board Policy JS, JS-F)**

Parents of students eligible to receive free or reduced lunch and are unable to pay for supplementary instructional materials, and authorized instructional fees, may complete an application for Waiver of School Fees/Hardship Status. Applications may be obtained from the Director of Operations and Business Affairs at the Central Administrative Office. This waiver applies to instructional materials, not extra-curricular fees.

**Solicitations**

Solicitation of students for funds for any cause is only permitted when the superintendent has given prior permission.

### **Student Activity Funds**

In compliance with Board Policies DK, DK-R, all money collected by any class, club, or other school organization is handled according to school board policy.

## **PROPERTY**

### **Care of School Property (Board Policy EBCA)**

Students responsible for vandalism will be required to pay for the damages. Note: Equipment includes, but is not limited to, computers, all technology, and musical instruments.

### **Lockers/Care of Personal Property**

Lockers may be provided to high school students. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers or desks may occur when there is a reasonable basis to do so, and in those cases, the student or a third party may be present. (Board Policy JCDA)

Valuable property should not be brought to school. Under no circumstances should an excessive amount of money be brought to school. The school district can accept no responsibility for the theft of or loss of property and/or money.

### **Lost and Found**

All items found about the building should be taken immediately to the principal's office. Inquiries about lost items should be made in the principal's office. All unclaimed items will be disposed of at the end of each grading period.

### **Receiving Gifts at School**

The delivery of candy, flowers, balloons, and other types of gifts to a school from an individual to a student will not be allowed.

## **IDEA SERVICES AND CHILD FIND**

**Additional specific criteria concerning IDEA and Section 504 are outlined in the unabridged form of this handbook and are available upon request or at the HCS D web site at <http://www.himds.k12.ms.us>. The following is provided as a summary only.**

### **Individuals with Disabilities Education Improvement Act (IDEA)**

Hinds County School District participates in an ongoing effort to identify, locate, and evaluate children birth through age twenty-one who are in need of special education and related services under IDEA and who reside in the Hinds County School District. The purposes of this effort are:

1. To ensure that all children with disabilities ages three through 20 have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living;
2. To ensure that the rights of children with disabilities and parents of such children are protected;
3. To assist states, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities;

4. To assist states in the implementation of a statewide, comprehensive, coordinated, multidisciplinary, interagency system of early intervention services for infants and toddlers with disabilities and their families;
5. To ensure that educators and parents have the necessary tools to improve educational results for children with disabilities by supporting system improvement activities; coordinated research and personnel preparation; coordinated technical assistance, dissemination, and support; and technology development and media services; and to assess and ensure the effectiveness of efforts to educate children with disabilities;
6. To ensure children with disabilities are afforded an equal opportunity to participate in nonacademic and extra-curricular services and activities.

Written parental consent must be obtained before initial evaluations are conducted and before the initial provision of special education and related services. An Individual Education Program (IEP) is in effect before special education and related services are provided. To the maximum extent possible, each student with a disability is educated with children in his/her age range who have no disability.

The IEP Team determines the placement of each student with a disability. When the IEP Team determines placement, considerations must be given to the possible effect of inclusion of a student with a disability on the education of other children in the class. Consideration must also be given to the educational benefits available to the student in the regular education environment with appropriate supplementary aids and services, as compared to the benefits in a special education classroom or other separate environment.

#### **Child Find**

The Exceptional Services Director is the contact for Child Find referrals and questions. You may contact this office at 601.857.5222.

#### **SECTION 504**

The Hinds County School District Board of Education adheres to a policy of non-discrimination in educational programs, activities, and employment and strives to provide equal opportunity for all as required by Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against the handicapped.

**If parents disagree with any of the decisions made concerning the identification, evaluation, placement of their child, or the provision of the free, appropriate public education for their child, they can contact the Director of Exceptional Services at 601-857-5222.**

#### **Americans with Disabilities Act (ADA)**

The district complies with the regulations of the Americans with Disabilities Act which prohibits public and private entities from discriminating against an "otherwise qualified individual with a disability." All students and personnel with disabilities will have "access" to programs, activities, employment, and physical structures. The Superintendent of Education is the contact person for questions and comments regarding ADA.

#### **English Language Learner (ELL) Services**

The Hinds County School District provides services to English Language Learners (formerly English as a Second Language or ESL). For information regarding this program, contact the State and Federal Programs Coordinator at 601.857.5222. For all state and district testing, the Hinds County School District follows the state guidelines for ELL students.

## GENERAL ACADEMIC INFORMATION

### Honor Roll

The following criteria will be used to determine a student's honor roll classification:

- Principal's List – A student must be on grade level in all subjects. All numerical grades on the Report Card will be 90 or higher. The Report Card for that term will not have any I's (Incomplete), U's (Unsatisfactory) or N's (Non-mastery) in any subject or course.
- Honor Roll – The student must be on grade level in all subjects. All numerical grades on the Report Card will be 80 or higher. The Report Card for that term will not have any I's (Incomplete), U's (Unsatisfactory) or N's (Non-mastery) in any subject or course.

### Grading Scale and Letter Codes (Board Policy IHA)

The following letter grades and corresponding numerical scale will be used in the Hinds County School District for classes and courses where such grade indicators are necessary and expected:

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

### Grading Letter Codes

S	Satisfactory
U	Unsatisfactory
I	Incomplete or Improvement Needed (kindergarten report cards only)
M	Mastery
P	Progressing
N	Non-mastery

### Grade and Subject Classification (Board Policy IHE, JBAB)

Principals shall be governed by the regulations of the Mississippi Accreditation Commission in accepting students in grade and subject classification from accredited and non-accredited schools. Refer to the Enrollment section of this handbook for additional information.

## PROGRESS REPORTS AND REPORT CARDS

### Reporting Progress (see calendar on back cover)

1. Progress Reports —Parents should expect to receive a Progress Report approximately halfway through each nine-week grading term on the dates indicated on the School Calendar at the front of this handbook. Teachers may require the return of the report with the signature of the parent.

2. Distribution of Report Cards —Teachers may require that parents sign and return the report card.

### **Procedure for Determining Grades**

A record of all grades shall be maintained by teachers in order to determine the term and final grades. Teachers will maintain a minimum of 9 daily grades and 5 test grades each term.

1. Core Courses. In grades 3-12 in the core courses, the formula outlined below will be used in computing grades. Core courses are English/language arts, math, science, social studies, and reading.
2. Term Grade Computation. A numerical term grade will be determined by weighing the average of all test scores at a rate of 50%; weighing the average of all daily grades at a rate of 25%; and weighing the average of the 9 weeks or semester exam at a rate of 25%.
3. Participation/Daily Grades. The teacher determines participation/daily grades and these may include, but are not limited to the following items: daily assignments in class, projects, class participation, and/or homework.
4. Term Grades. To determine the term grade: Average all test scores for the term. Round the average to the nearest whole number to determine the test average. Average all daily grades for the term. Round the average to the nearest whole number to determine the assignment or daily average. Calculate 50% of the test grade, 25% of the daily grade, and 25% of the 9 weeks or semester exam. Add the three weighted values together, and round to the nearest whole number to determine the term average. This average will be recorded on the Report Card.
5. Final Grade computation. The final grade will be determined by averaging the numerical values of the term grades. The numerical value (rounded to the nearest whole number) shall be recorded on the Report Card as the final grade for the subjects for which numerical term grades are recorded.
6. Make-up work grades are subject to the limitations outlined earlier in the Attendance Policy portion of this handbook.
7. Exemptions. Only graduating seniors during the spring semester may be exempt from semester exams. No other exemptions are allowed for nine weeks tests or semester exams.
8. Nine weeks tests and semester exams. Special projects or other academic activities may not be substituted for a comprehensive nine weeks or semester exam.

**Note: With the conversion to Common Core in grades K-5, there will be some adjustments to the current grading scale. Parents will be notified of these changes as necessary.**

### **Exemption Procedures**

Students classified as seniors who meet the exemption requirements will not be required to take semester examinations at the end of second semester in year-long courses. Any additional criteria established by the building principal.

### **ELL (English Language Learner) Grading**

English Language Learners (ELL) should be assigned to an age appropriate grade, unless a different grade is identified on the student's cumulative records. ELL students should be given a pass/fail grade until an accurate assessment of achievement can be made.



### **Academic Dishonesty and Cheating**

Students who cheat on any academic work are subject to punishment as deemed appropriate by the school principal. Typically, these offenses are handled as both an academic and character issue. The school administrator will take into account the nature of the offense, the child's age, and the child's maturity in addressing the incident(s).

## **PARENT/TEACHER CONFERENCES AND VISITATION**

### **Parent Conferences**

Two parent/teacher conference days are scheduled for the school year. Parents may refer to the school calendar for these dates. Conference times are from 1:00-6:00 P.M. on these days. Parents may make arrangements for additional conferences by calling the school or by sending a note to the teacher. These conferences will be scheduled during times that will not interfere with supervision or instruction of students.

### **Visitations (Board Policy KM)**

Parents and interested community members are both welcome and encouraged to visit district schools. However, all visitors must report to the office to obtain permission from the principal or designee before going to any other part of the building. For safety and security concerns, parents and visitors are not allowed to visit students at school during recess, nap times, or other times as identified as inappropriate by the principal.

## **ELEMENTARY SCHOOLS**

### **Promotion and Retention of Students (Board Policy IHE)**

The Hinds County School District follows an established board policy that defines criteria for the academic promotion/progression of students from one grade or level to the next. Promotion and retention shall be based upon the mastery of grade level objectives.

Kindergarten: Hinds County School District has the authority to retain children in kindergarten for an additional year if the district deems that placement of the student in the first grade would not be the most appropriate educational placement of the student. Determination will be based on a complete profile of the student's performance on each standard addressed in the class.

Elementary Grades 1-5: A student must have a yearly average of 65% on performance of required work on grade level in each core subject (reading/language arts, integrated language arts, math, science, and social studies) to be promoted to the next grade.

### **End of Summer Retesting**

If a student fails only one subject in elementary school, he/she will be allowed the opportunity to demonstrate at the end of the summer that he/she has mastered the competencies that were failed. Your child's principal will let you know the exact time and location. Please note that students must score 70 or higher on the test, and they will only be allowed to take the test once. This retesting opportunity will be provided for those students who participate in an official summer school or summer instructional program. If a tutor is to be used, the parent must be sure to give a written plan for that instruction, when and where it will take place, how often, and what instructional materials will be used, etc. Parents will be required to provide the school a detailed Summer Program Instructional Log prior to their child being tested. Please note that this must be a structured program of instruction, and all summer programs must be pre-approved by the principal in writing

or the retesting opportunity will not be available. This written notice is due to your principal within ten calendar days of the last student school day.

### **3<sup>rd</sup> Grade MCT2 Minimal (Board Policy IHE)**

Students who score minimal on any portion of the Mississippi Curriculum Test will be referred to the Teacher Support Team for interventions within the first twenty days of school as specified in guidelines developed by the Mississippi Department of Education. Interventions will be designed to address the deficit areas; research based; implemented as designed by the TST; and supported by data regarding the effectiveness of interventions. State Board Policy 4300, Rev. 5/18/07

## **MIDDLE SCHOOLS**

### **Promotion and Retention of Students (Board Policy IHE)**

In order to be eligible for promotion to the next grade, students must meet one of the following criteria:

1. Demonstrate proficiency in all core academic subjects. Middle School core subjects are math, science, social studies, and language arts. Students are not allowed to fail any core subject more than one time during grades 6-8 under this option. **or**
2. If a student fails two or fewer subjects in middle school, he/she will be allowed the opportunity to participate in the Hinds County School District summer program (APEX). A student who fails the same core subject in consecutive years will not be eligible to take that summer school course for promotion.

Note: Middle school students recover up to two (2) courses that do not earn high school credit in grades 6 – 8 during the current academic year/summer. In grades 8, Transition to Algebra and Pre-Algebra carry high school credit, so only one course may be taken. Algebra I is a SATP course and may not be taken during the summer.

For each semester taken through the Course/Credit Recovery Program, the student must make a grade of at least 70 on all work attempted. No partial credit will be given for work that is below the minimum requirement of 70.

The final average recorded for a semester/final grade on a transcript for a course completed through Course/Credit Recovery will be 70. No grade will be recorded or credit given for not completing the course successfully in the specified time frame.

### **7<sup>th</sup> Grade MCT2 Minimal (Board Policy IHE)**

Students who score minimal on any portion of the Mississippi Curriculum Test will be referred to the Teacher Support Team for interventions within the first twenty days of school as specified in guidelines developed by the Mississippi Department of Education. Interventions will be designed to address the deficit areas; research based; implemented as designed by the TST; and supported by data regarding the effectiveness of interventions.

## **HIGH SCHOOLS**

### **Change of Schedule**

If a student and his/her parent(s) feel that a change in schedule should be made, the parent(s) must submit a written request for a schedule change within the first five days of school. Whether a change is made or not is the decision of the building principal.

## Senior Academic and Graduation Information

1. Academic Rank: When class rank is computed, all grades from all subjects for which any Carnegie unit credit is given are used, regardless of the year credit is earned. This policy applies to both whole units and fractional units of credit. When class rank is computed, it is computed for only those students who will complete graduation requirements for the current school year. Students are ranked at the end of the third nine weeks of the senior year to determine their final standing. The following system, based on quality of achievement, shall be used in computing rank in class average for each student:

Grade	Numeric Scale	Regular Class Unit Value	Accelerated (Honors) Classes Unit Value	AP Classes Unit Value
A	100 – 89.5	4	4.5	5.0
B	89.4 – 79.5	3	3.5	4.0
C	79.4 – 69.5	2	2.5	3.0
D	69.4 – 64.5	1	1.5	2.0
F	64.4 – 0	0	0	0

Note: For one-half unit courses the unit value is one-half the amount shown.

2. Graduation with Honors: Seniors who maintain a four-year average of 3.5 or more will graduate with "Special Honors." Students whose averages range from 3.1-3.4 will graduate with "Honors." Averages will be computed through the third nine weeks of the senior year.
3. Special Awards for Graduating Seniors: The student maintaining the highest GPA in scholarship will be named Valedictorian. The student maintaining the second highest GPA in scholarship will be named Salutatorian. This GPA will be determined at the end of the third nine weeks of the senior year. To be eligible for Valedictorian or Salutatorian, a student must complete the last three semesters of course work at the school from which he/she is graduating. In the event of a tie for these special awards, students with the highest overall average in courses that earn a Carnegie Unit will receive the designations. No student can qualify for valedictorian or salutatorian if they are not enrolled and attending the Hinds County School for which the honor will be awarded within 2 weeks of the beginning of the sophomore year.
4. Subject Area Awards are awarded to the outstanding senior in all areas. Students' averages within two calendar weeks prior to graduation will be used in determining these subject area awards.
5. Transcripts: Upon request, students will be granted two transcripts that will be sent to any designated college, training institution or employment office without charge. Additional copies will cost \$3.00 each.
6. Fees/fines: A graduating senior must have all school fines and fees paid before receiving a diploma. It is the responsibility of the student to determine whether or not he/she has outstanding fines/fees.
7. Student Transfers during Senior Year. In order to earn a diploma from the Hinds County School District, students must attend a minimum of one semester at a Hinds County School District high school. Under extraordinary circumstances, the superintendent or her designated representative may waive this requirement.

## High School Promotion and Retention of Students (Board Policy IHE)

High School Student Classification shall be as follows:

Freshman (9<sup>th</sup> Grade): Promoted from the eighth grade level.

Sophomore (10<sup>th</sup> Grade): Successfully completed seven (7) units of credit.

Junior (11<sup>th</sup> Grade): Successfully completed thirteen (13) units of credit.

Senior (12<sup>th</sup> Grade): Able to meet all state and district graduation requirements at the end of the current school year (normally May).

### **IDEA Students**

1. An IDEA student who is a candidate for a standard high school diploma shall follow the same criteria for mastery and promotion as any other student.
2. IDEA students who achieve twenty-three credits to earn an occupational diploma will be awarded such. Carnegie credits may serve in lieu of occupational credits upon recommendation by a school counselor.
  - a. Algebra I course and SATP are required and will serve in lieu of one (1) Occupational Math credit.
  - b. English II course and SATP are required and will serve in lieu of one (1) occupational English credit.
3. An IDEA student who is a candidate for a certificate of attendance must participate in the MS Assessment by participating in the appropriate option listed below.
  - a. No later than the senior year the student must complete Algebra I and SATP and English II and SATP.
  - b. A student with a Significant Cognitive Disability (SCD) during the senior year or the year the student is 18 on September 1 must participate in the Mississippi Alternative Assessment Extended Curriculum Framework (MAAECF).
4. An IDEA student, who will be 16 years of age by September 1, may be placed in high school by the Individual Education Program (IEP) Team. The sending principal must notify the receiving school principal of all such cases.
5. The IEP Team of an IDEA eligible student, who is three or more years older than grade peers and cannot meet the district requirements for a diploma or occupational diploma but is progressing successfully toward the IEP goals, may change the student's grade placement by one grade level, i.e., third grade to fifth grade each school year. The IEP Team must make the decision to change grade placements at the spring IEP meeting proceeding the next school year.
6. An IDEA student must meet all requirements for graduation by or before age 21 in order to receive a diploma or certificate. Services will be terminated at the close of the school year in which the IDEA student's 21<sup>st</sup> birthday occurs.

### **Subject Choice Sheet**

Each student will receive a subject choice sheet on which he/she may indicate the choice of subjects for the coming school year. Seniors who have not passed state required tests forfeit early dismissal privileges because of the need for remediation on those tests.

### **Summer School (Board Policy IDCA)**

Students in grades 6-12 are **not** allowed to take a summer school course in lieu of taking the course during the regular school year. Summer school high school courses are for remediation for Carnegie unit courses. No SATP tested-course may be taken in summer school by high school students. Principals must pre-approve any student's request to attend summer school to re-take a course failed during the regular school term. Hinds County School District only accepts credits from schools that are accredited by the Mississippi Department of Education

### **Correspondence Courses**

Carnegie unit credits earned through correspondence courses may be counted toward graduation but are limited to one such unit during a student's high school career. Students will not normally be allowed to take a correspondence course until the senior year and only if it is needed to satisfy minimum graduation

requirements. The student assumes full responsibility for all costs associated with the course. If you have an interest in a correspondence course, contact your guidance counselor.

### **Online Courses**

Carnegie unit credits earned through online courses may be counted toward graduation but are limited to the following requirements:

1. The course must be listed in the Approved Courses for the Secondary Schools of Mississippi for the current school year by the Mississippi Department of Education.
2. The Principal must approve the request prior to enrollment after making a determination as to the student's probability for successful completion of online **coursework based upon prior academic work in high school**.
3. The student must have adequate access to online resources and the technical skills to use them.
4. Typically online courses may be used for remediation for minimum graduation requirements. Otherwise, these courses are to be used for extended learning opportunities, and the credit will not count towards the minimum graduation requirements outlined by the Hinds County School District.
5. The student assumes full responsibility for all costs associated with the course.

### **Testing (Board Policy II)**

Each student who is granted a standard high school graduation diploma from the HCSD must have:

1. Satisfied graduation requirements that have been established by the Hinds County School Board of Education, including the requirement of Carnegie units that exceed the state minimum.
2. Achieved a passing score on the four academic end-of-course tests in Algebra I, English II, Biology I and U.S. History.

All students enrolled in AP courses in the district are required to take the corresponding exam for each AP course taken in order to receive weighted GPA credit.

<b>HIGH SCHOOL GRADUATION REQUIREMENTS</b>			
<b>Area</b>	<b>Career Pathway Option</b>	<b>General Education Diploma</b>	<b>College Preparatory Curriculum Institutions of Higher Learning Admission Requirements</b>
<b>English</b>	<b>4 units: English I, II, III, IV</b>	<b>4 units: English I, II, III, IV (See Note 1)</b>	<b>4 units: English I, II, III, IV</b>
<b>Math</b>	<b>3 units which must include Algebra I and at least one math higher than Algebra I selected from student's program of study</b>	<b>4 units which must include: Algebra I (See Note 2)</b>	<b>4 units which must include: Algebra I, Geometry and Algebra II (See Note 2)</b>
<b>Science</b>	<b>3 units which must include Biology I and at least one science higher than Biology I selected from student's program of study</b>	<b>4 units which must include: Biology I (See Note 3)</b>	<b>4 units which must include: Biology I, Chemistry I and any two units of comparable rigor (See Note 3)</b>
<b>Social Studies</b>	<b>3 units</b> <b>1 US History</b> <b>½ US Government</b> <b>½ Mississippi Studies</b> <b>The third unit must be selected from the student's program of study. (See Note 4)</b>	<b>4 units (See Note 4):</b> <b>1 World History</b> <b>1 US History</b> <b>½ Geography</b> <b>½ US Government</b> <b>½ Economics</b> <b>½ Mississippi Studies</b>	<b>4 units (See Note 4):</b> <b>1 World History</b> <b>1 US History</b> <b>½ Geography</b> <b>½ US Government</b> <b>½ Economics</b> <b>½ Mississippi Studies</b>
<b>Business &amp; Technology</b>	<b>1 unit Computer Discovery, ICT I, ICT II, 9<sup>th</sup> STEM, or Computer Applications and Keyboarding (See Note 5)</b>	<b>1 unit: 1 Computer Discovery or ½ Keyboarding and ½ Computer Applications (See Note 5)</b>	<b>1 unit: ½ unit Computer Applications and ½ unit Keyboarding</b>
<b>The Arts</b>		<b>1 unit (Any fine arts course)</b>	<b>1 unit (Any fine arts course)</b>
<b>Health &amp; PE</b>	<b>½ unit: ½ Comprehensive Health, or ½ Family and Individual Health, or ½ Physical Education (See Note 6)</b>	<b>1 unit: Comprehensive Health or ½ Family &amp; Individual Health and ½ Physical Education (See Note 6)</b>	<b>1 unit: Comprehensive Health or ½ Family &amp; Individual Health and ½ Physical Education (See Note 6)</b>
<b>Career or Vocational</b>	<b>4 units: Career and Technical (selected from student's program of study See Note 10)</b>	<b>Certain Vocational courses completed at the Career Center will count for academic Science credit. (See Note 3)</b>	
<b>Electives</b>	<b>2½ units: Courses selected from the student's approved program of study (See Note 11)</b>	<b>6 units (Any courses beyond normal graduation requirements)</b>	<b>2 units: Advanced electives (Foreign Language I and II, Advanced World Geography and a Foreign Language I or any combination of English, math or lab-based science course of comparable rigor and content)</b> <b>4 units: Any courses beyond normal graduation requirements</b>
<b>TOTAL</b>	<b>21 UNITS</b>	<b>25 UNITS</b>	<b>25 UNITS (See Note 6)</b>

- Note 1: Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5 general electives required for graduation.
- Note 2: Compensatory Mathematics, Intro to Engineering, and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5 general electives required for graduation. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. Effective with the ninth graders of 2010-2011, Survey of Mathematical Topics may not be included in the two math courses higher than Algebra I. The allowable mathematics courses that are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. Pre-Algebra, Transition to Algebra, Algebra I and Geometry may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I.
- Note 3: Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics. Certain Career Center courses offer academic credit for certain science and business education courses. Please consult the Career Center counselor for more information about this process.
- Note 4: Credit earned for State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.
- Note 5: Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational)
- Note 6: Carnegie units in physical education may be received from participation in interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the *Fitness through Physical Education Framework*. Interscholastic athletic activities used for Carnegie unit credit must be sanctioned by the Mississippi High School Activities Association. Credit earned in Allied Health I/Health Science I or successful completion of JROTC I and JROTC II may be accepted in lieu of Comprehensive Health or Family and Individual Health.
- Note 7: Limited exception to high school unit requirements may be available. For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Institutions of Higher Learning.
- Note 8: Regular education courses may be taken in the place of these OD requirements provided the IEP Committee ensures the benchmarks for the OD have been met.
- Note 9: Successful completion of the Occupational Diploma technical program requires passing the MS-CPAS.
- Note 10: Career and Technical (CTE) courses must be based on the student's program of study and should include dual credit/dual enrollment options as found in Section 37-15-38 of the Mississippi Code of 1972.
- Note 11: Electives must be selected from courses related to the student's program of study. Credits earned not approved for that student's program of study will not be counted toward graduation requirements.

# ELIGIBILITY RULES FOR PARTICIPATION IN SPORTS AND EXTRACURRICULAR ACTIVITIES

## Rules for Students Participating In Activities:

### Middle School (7<sup>th</sup> and 8<sup>th</sup> graders)

To be eligible **only** for middle/junior high activities, a student must have passed any four courses (that meet the equivalent of 250 minutes per week and meet MDE requirements) with a 2.0 (70 - HCSD) average for the preceding semester (computed numerically). The year-end average for the spring semester will be used to compute averages for the fall semester. Students must be on track to be promoted to be eligible.

To be eligible for high school activities, the middle/junior high school student must have passed the four core courses (English, math, science, and social studies) with a 2.0 (70 - HCSD) average for the preceding semester (computed numerically). The year-end average for the spring semester will be used to compute averages for the fall semester. Students must be on track to be promoted to be eligible.

Pupils in the 7<sup>th</sup> and 8<sup>th</sup> grade participating in high school extra-curricular activities that are governed by the MHSAA must pass their grade level by achieving at least an average of a 2.0 (70 - HCSD) in the four core courses of math, science, English and social studies the previous year in order to be eligible to participate during the present year.

Summer school or extended school year grades will replace the grade for a failed course in the spring semester GPA.

### Senior High (9<sup>th</sup> – 12<sup>th</sup> graders)

To be eligible for athletics and activities, beginning with the 2009-2010 school year, along with the additional academic eligibility requirements of the MHSAA, all students on a regular educational track must have a cumulative GPA of 2.0 for all courses taken during the prior semester.

A student athlete must pass all courses taken each semester which earns credits toward graduation with a cumulative GPA of 2.0. The cumulative GPA will be determined by adding the final grade in each course taken during the semester that counts towards the cardigan units needed for graduation. The overall average must be 2.0 or higher in order to maintain eligibility. In the Hinds County School District, a 70 is equivalent to a 2.0 GPA. This will be done on a semester basis.

A student athlete may become eligible for the second semester only once during his/her high school career if he/she fails the last semester of the previous year, by passing all courses taken which earns Carnegie units towards graduation with a cumulative GPA of 2.0 the first semester of the current year. This will be done in order to keep the student on track for graduation.

The only change for students on the block schedule will be that students participating in athletics and activities will have to have an overall 2.0 or higher average, rather than a 75 average as in the past.

**NOTE:** Special education students, defined as not on track for a regular diploma, will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plan (IEP).

## Middle School Students and High School Sports

Middle school students may not “play up” on high school teams if the sport is offered at the middle school. High school principals may approve an exception to this restriction if the student is too old to participate in middle school sports. For sports not offered at the middle school, 8<sup>th</sup> grade students may participate on a space availability basis at the high school. Transportation will not be provided to and from practice by the district



for these students. Participating on a high school team as a middle student does not impact a student's four years of high school eligibility.

### **Citizenship**

To be eligible to participate in extracurricular activities, a student must exhibit acceptable conduct and citizenship standards.

### **Athletic Requirements**

All students participating in athletics and cheerleading are required to have the following on file with the school prior to participating:

1. written parent consent
2. proof of medical/health insurance
3. liability waiver signed by parent/legal guardian
4. medical screening by a licensed physician
5. media consent form
6. receipt of payment for any applicable activity fees

**The Hinds County School District will not be responsible for any bills or balances not covered under the student's insurance.**

### ***Elimination of Sport***

Certain interscholastic sports may be eliminated due to lack of student participation, lack of a qualified coach, or financial hardships by the district.

### ***Athletic Awards***

Athletic letters are awarded to all students (male and female) who qualify in any of the varsity athletics.

### ***Athletics / Extra Curricular Eligibility***

MHSAA Policies take precedence and govern the minimum standards related to student eligibility.

### ***NCAA Qualifying Standards***

The NCAA Initial-Eligibility Clearinghouse, located in Iowa City, Iowa, is the organization that handles **ALL** inquiries regarding an individual's initial eligibility status. The Clearinghouse operates a Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net), which maintains and processes all of the initial-eligibility certifications. More information regarding qualifying standards can be found on the NCAA web site at [www.ncaa.org](http://www.ncaa.org).

### ***Extracurricular Activities***

All students are encouraged to participate in extracurricular activities which are designed to foster interests and talents of students, to develop good character traits and personality, to stimulate the growth of the individual in association with the group, and to afford the student a greater understanding and appreciation of experiences that are outgrowths of extracurricular activities.

Principals or counselors have additional information regarding student participation in extracurricular activities.

### ***Honor Societies***

1. Membership in these chapters shall be based upon scholarship, character, leadership, citizenship, and service as demonstrated student involvement in extracurricular activities and faculty recommendation.
2. To be eligible for membership in Honor Societies, the candidate must have been in attendance in the Hinds County School District for at least one semester.
3. Candidates eligible for membership in Honor Societies must meet the academic requirements as set forth in the constitution and by-laws of the Honor Society.
4. Membership dismissal procedures established by an Honor Society will be used if and when necessary.

### **Student Council**

The Student Council is composed of a student president elected by the student body, a faculty sponsor, and representatives from each grade. Student council organizations may have additional officers in the individual schools, and may not be present in the lower grades.

### **Clubs**

Clubs are designed to foster interests and talents of students, to develop good character traits and personality, to stimulate the growth of the individual in association with the group, and to have a greater understanding and appreciation of experiences that are outgrowths of club activities.

### **Quest (Intellectually Gifted Students)**

Quest is a program for intellectually gifted students in grades 2-6. Quest classes emphasize planning, decision-making, leadership, creativity, and communication. Students spend at least five hours weekly in Quest classes and participate in activities to include field trips, resource persons, and individual and group presentations.

To be eligible, students must satisfy two of the following criteria before moving forward in the identification process:

- Group measure of intelligence that has been administered within the past twelve months
- Published characteristics of giftedness measure
- Published measure of leadership
- Achievement test scores
- Existing measure of individual intelligence that has been administered within the past 12 months.

*(Minimum acceptable criteria for each are the 90<sup>th</sup> percentile)*

During second semester, all first grade students are mass screened to determine which students will be referred for further assessment. Students may also be referred by a parent, teacher, counselor, administrator, self, or anyone else having reason to believe that the student might be intellectually gifted.

Once referrals have been made, the LSC shall review student data and determine if the student should be moved to the assessment phase. Once it has been determined that a student has satisfied minimal criteria on three measures, the student shall move forward to the individual intelligence test. District personnel shall obtain written parental permission for testing and notify parents in writing about their rights under the Family Educational Rights and Privacy Act (FERPA). Students must score at or above the 90<sup>th</sup> percentile composite/full scale in order to satisfy eligibility criteria. After a student has been ruled eligible, written parental permission for placement shall be obtained before the student is placed in the program.

Students identified as intellectually gifted are served in grades 2-6 at their home school.

### **Main Street RESTART Program**

Students who enroll at the Main Street RESTART (Restructured Education with Strategic Training and Academically Relevant Teaching) Center will be provided with the program guidelines and procedures used at this school.

### **Hinds County Career Technical Center**

The Hinds County Career Technical Center provides career, academic, and technical skills. Upon completion of the program, students are prepared for: (1) entry level employment, or (2) to continue technical education at a post-secondary institution at advanced standing or (3) to enroll at a four-year institution in which to continue academic training in a related area.

Students attend class at the Career Technical Center 3 hours a day every other day or 1½ hours every day with the remaining time spent at the home school. No partial credit will be given for part of a year.

Students who successfully complete a two-year career technical program will receive a certificate of completion from the Hinds County Career Technical Center. Acceptance is based upon the Career Center application process that may be initiated through the home school counselor. Admission must be approved by both the home school and by the Career Center and all prerequisites must be met for entrance in the selected course.

## **CODE OF CONDUCT**

### **INTRODUCTION**

Students have a responsibility to know and to respect the rules and regulations of the school. Students are responsible for conducting themselves in an appropriate manner at all times. Persons who obstruct any teaching, administrative, or extracurricular activity shall be subject to such disciplinary procedures as set forth in this document.

To assist students, parents, and staff in maintaining such an environment, this *Student Code of Conduct* has been developed.

Corporal punishment may only be used as a method of discipline in the Hinds County School District with a Parental Consent form on file at the school. (Policy JDB, JDB-F).

Schools offer a variety of student detention plans for certain misbehaviors. Students may be assigned either to in-school, before/after-school, or Saturday detention depending upon what options the student's school may offer.

This book includes a plan for disciplinary action. While it covers many offenses, it is recognized that the plan is not all-inclusive. After careful review of the facts and other pertinent information in each case, the principal will take appropriate action.

A copy of this handbook is provided to each student enrolled in this district and his/her parent/legal guardian. At the time of a student's enrollment, a parent or guardian must acknowledge receipt of a handbook.

### **District Wide Student Programs**

As you are aware Hinds County School District prides itself on providing quality educative experiences for all of our students, as well as being an innovative district whose goals are to exceed expectations in all areas relating to your son/daughter's educational growth and development. In our ongoing effort to support all students in our district, we will implement three district wide programs.

The First program is Positive Action. This state-of-the-art program will be implemented in all kindergarten through eighth grade classes. Positive Action is a nationally recognized, evidence-based program that has been improving academics, behavior, and character for the benefit of individuals, families, schools, and communities for 25 years. Positive Action uses an audience-appropriate curriculum-based approach to effectively increase positive behaviors and decrease negative behaviors. Additional information about this exciting program can be found at <http://www.positiveaction.net>.

The second program is the Bully Free program. This progressive program will be implemented in all grades, kindergarten through twelfth. The Bully Free program is the most comprehensive school-wide anti-bullying program being adopted by schools and districts around the world. It is based on research and includes administrative strategies, teacher strategies, lesson plans for each grade level, classroom meetings, student involvement, and bystander empowerment. Additional information about this very important program can be found at <http://www.bullyfree.com>.

The third program involves the administration of behavioral and emotional screening assessments in accordance with the 2001 No Child Left Behind Act, which mandates emotional and behavioral screening for all students yearly. Research shows that academic problems, along with problems associated with developing and maintaining positive relationships with others, can be the result of underlying behavioral and emotional deficits. When those deficits are caught early, they can often be effectively addressed before they have a negative impact on the child or adolescent.

In the event that your child scores in the evaluated range, they will then participate in Phase 2 of this state-of-the-art program. Phase 2 involves participation in a short-term social skills counseling initiative. This program is designed to build leaders and provide support to students in the areas of bullying, peer pressure, assertiveness, and social interaction. Lasting six weeks, it is felt that your child will learn critical social skills that foster the social and academic success necessary for developing and maintaining the positive relationships necessary for success in school, and eventually the workplace.

We are very excited about the upcoming school year and the programs that will be in place to support your son/daughter. As always, should you have any questions please don't hesitate to call upon us as your child's educational future is our number one priority.

### **Security Surveillance Camera Procedure**

The Hinds County School District uses security surveillance cameras in buildings, on buses, and other selected areas. The video captured by these cameras is used in the investigation of incidents that may occur. Because all video contains confidential student information in the form of images of actions by other students, the videos are not available for viewing except by school administrators, the HCSD Board members, law enforcement officials involved in an official investigation, or by parents/guardians where behavior by their child may have consequences that would result in a long-term suspension from school (more than ten days).

If you do not agree with the decision of an administrator, you may request that a representative from the Superintendent's office review the discipline action. To do this, you must request a surveillance review form from the Central Office within 48 hours of the incident. Video will only be reviewed for infractions resulting in 10 or more days of suspension.

## **STUDENT CODE OF CONDUCT**

### **Gun-Free Schools Act/Possession of Weapons on Educational Property**

The Hinds County School District operates in compliance with the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education Act of 1965. Therefore, all policies and procedures adopted by the Board of Education which affect the conduct and/or discipline of students are supplemented by the requirements of this act. **The details of this act may be found in the unabridged version of this handbook or at the district web site at <http://www.hinds.k12.ms.us>.** A summary of key details are as follows:

#### **FIREARMS PROHIBITED**

No student is permitted to bring or possess a firearm on school property.

#### **DEFINITIONS**

The definitions of a firearm and what constitutes school property are in the unabridged version as noted above.

#### **DISCIPLINARY ACTION**

A student who is charged with bringing or possessing a firearm on school property shall be subject to expulsion from the Hinds County School District at the discretion of the school board, as outlined in policies JBCH and JCDAE.

The Hinds County School District has submitted assurance of compliance to the Mississippi Department of Education that all guidelines and policies of the Gun-Free Schools Act (GFSA, 1994) are addressed and followed.

### **Possession of Illegal Drugs, Tobacco on Educational Property**

In compliance with the Drug-Free Workplace Act of 1988 and its amendments, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by students or employees of the Hinds County School District is expressly forbidden. Students may be suspended or expelled from school. Under this policy, alcohol is considered a controlled substance. In addition, no tobacco possession or use is permitted on the premises of any Hinds County School District facility by students or any other person. (Board Policies GBRL, GBRM, GBRM-2)

#### **Discipline Overview**

1. According to state law, a parent, legal guardian or custodian of a compulsory school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons. MS Code Ann. § 37-11-19 (1996)
2. A parent, guardian, or custodian of a compulsory school-age child enrolled in a public school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection. MS Code § 37-11-53
3. Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district who refuses or willfully fails to attend such discipline conference as specified in paragraph 2 of this subsection may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference. MS Code § 37-11-53

4. 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 occurring on school grounds or buses.

In addition to the rules in this handbook, each local school or building principal may develop additional rules and regulations that govern student behavior and discipline at the school site. However, these campus rules and procedures must be consistent with policies and procedures established by the Board and the Superintendent.

A person who obstructs any teaching, administrative, or extracurricular activity shall be subject to such disciplinary procedures as set forth in this document or as otherwise authorized by law.

### **School Safety Act of 2001**

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct, and the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, subject to the immediate review of the principal or assistant principal.

### **Student Dress Code**

Proper attire is to be worn by all students to foster the best environment for learning. Teachers are to refer students who are in violation of the dress code to the principal or designee for appropriate disciplinary action. The principal will use his/her discretion in determining what constitutes proper attire. Students may not wear any attire or jewelry that the principal deems inappropriate and disruptive to the learning process, even if that attire is not covered in the following rules. To ensure that students observe basic rules of personal hygiene and dress in a manner that would not disrupt the educational process, the following dress code shall apply:

1. Students are prohibited from wearing hair curlers or other hair grooming aids or implements.
2. Students shall not wear suggestive or revealing attire that would divert attention from the learning process. Such attire includes, but is not limited to, excessively low-cut blouses; see-through clothing, spaghetti straps; shirts or dresses, and sleeveless shirts or blouses with large armholes.
3. Tank tops, halters, or tops with spaghetti straps shall not be worn. Shirts or blouses tied at the midriff, clothing not properly fastened, or any item of clothing which exposes the midriff is not to be worn. A good test is for a student to extend the arms above the head to see if the midriff is exposed. If the midriff is exposed, the clothing is not acceptable.
4. Primary (K-3) students may wear shorts; students in grades 4-12 may wear shorts and skirts/dresses, which have hemlines and/or slits that do not exceed two inches above the top of the knee. A good test to determine the appropriate length of an article of clothing is for students to kneel on the floor and the hemline should be within two inches of the floor. Gym shorts are appropriate only for the physical education program and are not to be worn to attend other classes.
5. Caps, hats, bandannas, "do rags," sweatbands, headbands, hair picks, rat-tail type combs or other head coverings are not to be worn in the school building or on the school bus.
6. Shoes deemed by the principal as inappropriate or unsafe for school shall not be worn. This exclusion includes "roller skate" shoes and house shoes/slippers.
7. Students are not to wear sunglasses or designer contact lenses in the school building unless a doctor's permit to this effect is on file at the school.
8. Clothing, jewelry, buttons, patches, or any other items with words, phrases, symbols, pictures, or signs which use indecent, profane, suggestive, or inflammatory words, or promote drugs, alcohol, or tobacco or clothing indicative of a non-school-sponsored activity are not to be worn.

9. Pants and trousers should be worn appropriately fastened and in close proximity to the normal waistline. Sagging pants will not be permitted. Pants will not be worn below the hips.
10. Oversized clothing should not be worn.
11. For the health and safety of all students, ornate and/or expensive jewelry, such as medallions and gold chains, are not to be worn by students while on school property or at school-sponsored activities. Such items may be misconstrued as gang-related apparel or may place students in danger of being injured, assaulted, or robbed.
12. Students will not wear clothing that is clearly inappropriate for the season of the year. For example, wearing a trench coat or overcoat during the early fall or spring is not allowed.

### **Student Uniforms**

Typically, each school will make a determination of whether there will be a uniform policy. Each school will provide detailed information to parents.

### **The Following Items Are Not Allowed At School Or On The Bus:**

1. Electronic Devices: radios, TVs, tape players, cellular phones, 2-way radios, music compact discs/ players (CD), video games or recorders, pagers, tapes, laser pointers, MP3 player, IPOD, PDA, toys (unless specified by the teacher) etc.
2. Candy, raffle tickets, food items, or other non-school sponsored money-making items should not be brought to school to sell or exchange.
3. Weapons (real, toy or look-a-like), mace, pepper spray, finger shields, spiked jewelry, chains, knives, and brass knuckles are considered weapons in the Hinds County School District and should not be brought to school.
4. Laser lights. Students who bring these lights and are instrumental in causing injury to others will be subject to disciplinary action, including expulsion.
5. Any other items that will be disruptive to the learning process are prohibited. These items include trading and playing cards, dice and other gambling paraphernalia, cigarettes or tobacco products, matches, and lighters, and large sums of money not designated for school activities; and, any illegal drugs or drug paraphernalia.
6. Sharp pointed scissors. Rounded-edged scissors or safety scissors are allowable if scissors are required as a supply item.
7. Rolling Book Bags. These type book bags have become a serious problem in our schools due to safety, noise, and floor damage concerns. Medical exemptions are allowed with appropriate documentation from a child's physician.

Students should bring only school supplies. The teacher or principal will contact parents if students are to bring other items. The parent or legal guardian must pick up items confiscated by the school within 48 hours, or they forfeit the illegal items to the school.

### **Cell Phone/Electronic Devices Policy:**

1. Cell phones and electronic devices are not allowed at school or on the bus.
2. First offense. The phone or electronic device is kept for 15 school days OR the parent can pay a \$15 fee to the school student activity fund and receive the phone earlier. Parents may pick up cell phones or electronic devices the next school day after either the fee is paid or the 15 days has passed.
3. Second offense and each offense thereafter. The phone or electronic device is kept for 30 school days OR the parent can pay a fee of \$25 to the school student activity fund and receive the phone or electronic

device. Parents may pick up cell phones or electronic devices the next school day after either the fee is paid or the 30 days has passed.

4. The parent or legal guardian must pick up confiscated cell phones or electronic device at the school within 15 days after the 30 day policy ends, or they forfeit the phone or the electronic device to the school.

**NOTE: There may be changes to the current Cell Phone/Electronic Device Policy in select schools. Parents will be notified of changes as necessary.**

## **Student Bullying**

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

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

Any student or school employee who feels he/she has been a victim of bullying or harassing behavior shall have the fundamental right to defend by reporting such conduct to the principal. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

## **Bus Discipline**

Appropriate bus behavior is required of all students. Bus disciplinary offenses include:

1. Failure to follow directions the first time that they are given.
2. Failure to stay in assigned seat and keep hands and feet in the bus (no hanging any part of the body out of the window).
3. Exiting the school bus when it stops at another school or bus stop.
4. Failure to refrain from eating, drinking, or smoking.
5. Failure to refrain from throwing any type of object either on the bus or from the bus.
6. Failure to refrain from engaging in any physical contact.
7. Failure to refrain from loud or profane talking.
8. Failure to refrain from defacing or vandalizing the bus.



9. Failure to refrain from harassing or bothering other students.
10. Failure to refrain from fighting.
11. Failure to refrain from littering.
12. Failure to refrain from disrespecting the driver.

The nature and severity of individual student actions will determine the level of disciplinary action and may result in suspension from the bus and the school. Students receiving referrals for failure to observe the bus behavior described above will be disciplined as follows:

1 <sup>st</sup> Referral	Warning (unless the offense is severe)
2 <sup>nd</sup> Referral	One (1) day suspension from riding the bus
3 <sup>rd</sup> Referral	Three (3) days suspension from riding the bus
4 <sup>th</sup> Referral	Five (5) days suspension from riding the bus
5 <sup>th</sup> Referral	Ten (10) day suspension from riding the bus
6 <sup>th</sup> Referral	Thirty (30) day suspension from riding the bus
7 <sup>th</sup> Referral	Expulsion from the bus for the remainder of the year

## **STUDENT DISCIPLINE PLAN**

It is the philosophy of the Hinds County School District that all employees and students have the right to work in a safe environment; that all school employees have the right to carry out their job responsibilities in an environment free from undue disruption and/or intimidation; and that all students have a right to a school and bus environment conducive to learning and free from distractions, disruptions, and intimidation. Students who violate the law (fighting, drugs, weapons, etc.) will be arrested and taken to the Hinds County Detention Center. If the school is unable to reach the parent or guardian by telephone, law enforcement will contact the parent.

### **Class I Behaviors**

1. Distractions or disruptions of normal classroom operations
2. Violating student dress code as outlined in the student dress code section
3. Absences or tardiness
4. Inappropriate public display of affection
5. Personal contact such as pushing and shoving
6. Inappropriate bus conduct or violating bus rules
7. Any other offense which the principal may reasonably judge to fall within this category

### **Class II Behaviors**

1. Habitual violations of Class I behaviors (three or more violations)
2. Using and/or possessing matches or lighters
3. Defacing or destruction of school property (Ex: writing on desks, walls, etc.)
4. Stealing – under \$10.00 in value
5. Cutting class
6. Inappropriate bus conduct or violating bus rules
7. Any other offense which the principal may reasonably judge to fall within this category

### **Class III Behaviors**

1. Habitual violations of Class II Behaviors (three or more violations are considered habitual violations)
2. Vandalizing school property (non-gang related)
3. Personal contact such as pushing and shoving (severe)
4. Out of assigned area
5. Ammunition, possession or use of
6. Using vulgar, abusive, or profane language, acts, and/or gestures
7. Stealing – over \$10.00 in value
8. Failure to identify self or intentionally providing false information to any school employee or member of the school board
9. Conspiring to or creating a disturbance in the classroom, on the bus, on school property, or at any school function, or verbally threatening such a disturbance
10. Written or verbal proposition to engage in a sexual act
11. Habitually leaving school without permission, cutting classes, or not following proper procedures in leaving campus
12. Refusing to surrender any item not allowed at school
13. Insubordination, disrespect for authority, willful disobedience
14. Failure to serve detention
15. Membership in fraternities, sororities, or secret societies
16. Inappropriate bus conduct or violating bus rules
17. Any other offense which the principal may reasonably judge to fall within this category

***\*Disciplinary Options for Class I, II, and III Behaviors. The severity of the discipline increases as the Class level increases.***

1. Habitual violators of Class I, II or III behaviors may receive up to 10 days' suspension.
2. Administrative, student, parent, and teacher(s) conference
3. Contact parents. Parents are financially liable for a child's destructive acts toward school property or persons; and if the school requests, the parents will be required to attend a disciplinary conference. Parents who willfully fail to attend a properly noticed conference may be guilty of a misdemeanor. Miss. Code Ann. § 37-11-53.
4. Loss of privileges to all school activities (Ex: field trips, assemblies, class parties, etc.)
5. Total restitution for any injury to others requiring medical attention, or for items stolen or damaged
6. Corporal Punishment (with parental approval on file)
7. Detention – Failure to report for Detention may result in out-of-school suspension.
8. In-school detention
9. Bus - See Bus Discipline Policy
10. Out of school suspension
11. Long-term suspension with recommendation of placement at the RESTART Center
12. Other appropriate action deemed necessary by the principal

**13. Mandatory four (4) weeks of counseling using Positive Action or Social Skills Improvement System**

14. Students who are involved in any criminal or violent behavior will be arrested by law enforcement and transported to the Hinds County Detention Center.

\* All of these disciplinary actions are available to deal with student offenses. The nature and severity of individual student actions will determine any final disciplinary action.

**Class IV Behaviors**

1. Habitual violations of Class III Behaviors (three or more violations)
2. Burglarizing or unlawful possession of school property
3. Possession of or use of fireworks
4. Extortion
5. Gambling
6. Trespassing
7. Fighting/verbal or physical assault
8. Using abusive language or abusive behavior to district personnel or students
9. Intimidation by placing someone in fear of his/her safety
10. Vandalizing school property (gang related, gang graffiti, etc)
11. Burglary or vandalism of a vehicle or any personal item
12. Sexual harassment written, verbal, or suggestive
13. Use and/or possessing tobacco, and tobacco-related products
14. Possession, distribution, or Internet viewing of pornographic materials
15. Possession of or distribution of non-prescription medications
16. Display of a reasonable suspicion of being under the influence of narcotics, controlled substances and/or alcohol. Note that parents or guardians may provide an appropriate drug or alcohol test within 4 hours to demonstrate that no such impairment exists.
17. Inappropriate bus conduct or violating bus rules
18. Display of inappropriate touching (sexual)
19. Distractions or disruptions of normal classroom operations (Severe)

**20. Indecent Exposure**

21. Any other offense which the principal may reasonably judge to fall within this category

***\*Disciplinary Actions for Class IV Behaviors***

1. Habitual violations of certain Class I, II, and III behaviors may result in alternative school placement
2. Up to ten (10) or more days of suspension
3. Bus Discipline- See Bus Discipline Policy
4. Long-term suspension with recommendation of placement at the RESTART Center
5. Total restitution for any injury to others requiring medical attention, or for items stolen or damaged
6. Other appropriate action deemed necessary by the principal

**7. Mandatory four (4) weeks of counseling using Positive Action or Social Skills Improvement System**

8. Students who are involved in any criminal or violent behavior will be arrested by law enforcement and transported to the Hinds County Detention Center.

\* All of these disciplinary actions are available to deal with student offenses. The nature and severity of individual student actions will determine any final disciplinary action.

**Class V Behaviors**

1. Habitual violations of Class IV Behaviors (three or more violations)
2. Intimidation by placing someone in fear or his/her safety (severe)
3. Burglarizing or unlawful possession of school property
4. Possession, use, sale, or distribution of alcohol
5. Possession of any item that has the shape, form, or appearance of or intended use as a weapon
6. Physical and/or verbal assault of teachers, administrators, visitors, other staff members or **student**

**7. Verbal or written threat toward self or others**

8. Participating in or causing a disturbance at school or school-related activities – riot, group/gang-fights, fights, or similar disturbances
9. Engaging in or the appearance of engaging in a sexual act
10. Robbery
11. Mace or pepper spray-type device, possession or use of
12. Arson
13. Bomb threats/setting off fire alarm/vocalizing a false fire alarm
14. Inappropriate bus conduct or violating bus rules
15. Any other offense which the principal may reasonably judge to fall within this category

***\*Disciplinary Actions for Class V Behaviors***

1. Expulsion – For Class V behaviors, reported violations of the Code of Conduct. **EXPULSION IS DEFINED AS THE COMPLETE LOSS OF ALL PRIVILEGES IN THE K-12 PROGRAM.**
2. While on expelled or suspended status, a student is not allowed to enter the campus or building of any Hinds County school during or outside of school hours, nor may the student attend any school-related activity on or off school property. To do so may make the student liable for arrest on grounds of trespassing as well as jeopardizing future chance of readmission to the school district.
3. Students who meet the entrance requirements for the RESTART Center program may be assigned to that program.
4. Students who are involved in any criminal or violent behavior will be arrested by law enforcement and transported to the Hinds County Detention Center.
5. Any compulsory school-age child who becomes involved in any criminal or violent behavior shall be removed from such RESTART Center program, and with probable cause, the case will be referred to Youth Court.
6. Bus suspension

**7. Mandatory four (4) weeks of counseling using Positive Action or Social Skills Improvement System**

8. Other appropriate action deemed necessary by the principal

## **Class VI Behaviors**

1. Possession or use of a deadly weapon
2. Possession, sale, or use of any controlled substance, prescription drug or “look alike” drug
3. Possession of any dynamite cartridge, bomb, grenade, mine, or powerful explosive
4. Assault resulting in serious physical injury or simple verbal or physical assault on any school employee or student
5. Sexual assault or sexual battery as defined under Mississippi law
6. Rape
7. Kidnapping
8. Indecent liberties with a minor as defined in Miss. Code Ann. § 97-5-23
9. Assault involving the use of a weapon
10. Possession of a firearm in violation of the law
11. Murder

**NOTE:** A weapon is any **gun**, BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, Gerber knife, **metallic or brass knuckles**, razors and razor blades, and any sharp-pointed or edged instrument except for those used as instructional supplies, unaltered nail files, and clips and tools used solely for food preparation, instruction, and maintenance on educational property. Miss. Code Ann. § 97-37-14.

### ***\*Disciplinary Actions for Class VI Behaviors***

Students in any school who possess any controlled substance in violation of the Uniform Control Substance Law, a knife, handgun or other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on school property as defined in Miss. Code Ann. § 97-37-17, shall be subject to automatic expulsion for one calendar year by the superintendent or principal from such school. The superintendent may modify the period of time on a case-by-case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process. Miss. Code Ann. § 37-11-18.

The superintendent or his/her designee must immediately report to law enforcement agencies when there is a reasonable belief that an unlawful activity has occurred on school property or during a school activity. Students who are involved in any criminal or violent behavior will be arrested by law enforcement and transported to the Hinds County Detention Center. The superintendent or his/her designee may be fined up to \$1,000.00, jailed for six months, or both, for failure to report. When a report is received, law enforcement must immediately dispatch an officer; and an arrest may be made if there is probable cause. Miss. Code Ann. § 37-11-29. (Board Policy JCBE)

### **IDEA Students (§ 300.520 Authority of School Personnel)**

School personnel may order the removal of a student for not more than ten (10) consecutive school days to the extent that such removals would be applied to children without a disability for the same offense or when the student’s behavior is deemed to be dangerous behavior. Additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct may be ordered. More specific information may be found in the unabridged version of this handbook or at the district web site at <http://www.hinds.k12.ms.us>.

## SCHOOL VIOLENCE

In an effort to prevent the escalation of school violence, the legislature passed several new laws that severely impact the responsibilities of both parents and students. This portion of the Student Code of Conduct and Discipline Plan is designed to highlight these laws. Specific information may be found in the unabridged version of this handbook or at the district web site at <http://www.hinds.k12.ms.us>.

### **Automatic Expulsion**

Any student in any school who possesses any controlled substance in violation of the Uniform Control Substances Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion for one calendar year by the superintendent from such school. However, the superintendent may modify the period of time on a case-by-case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process. MS Code Ann. § 37-11-18. (Board Policies JCBH, JCDAE)

### **Parental Responsibility**

**It is the parent or guardians' responsibility to provide appropriate emergency contact phone numbers where they can be reached. It is also the parent or guardian's responsibility to check their children's book bags and person each morning before children leave home for school for the presence of any items that are not allowed at school.**

A parent may be guilty of a misdemeanor and fined up to \$1,000.00, imprisoned for six (6) months, or both for knowingly allowing a student under the age of 18 to have, own, or carry a concealed weapon unless otherwise exempted by law. MS Code Ann. § 97-37-15.

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 the student for unlawful activity as defined in Miss. Code Ann. § 37-11-29 occurring on school grounds.

A public school district is entitled to recover damages in an amount not to exceed \$20,000.00 plus necessary court costs from the parents of any student between the ages of 7 and 17 who maliciously and willfully damages or destroys property belonging to that school district. However, this section does not apply to parents whose parental control of such student has been removed by court order or decree. These damages are in addition to any other recovery.

### **Reporting Requirements for Unlawful Activity**

Any school employee who has knowledge of any unlawful activity which occurred or may have occurred on educational property or during a school-related activity must report such activity to the superintendent or his/her designee who shall notify the appropriate law enforcement officials.

### **Release of Law Enforcement Records**

Law enforcement records of students taken into custody for committing a felony or offense involving the use or possession of a dangerous weapon may be released to appropriate school officials without a court order upon written request.

References: Miss. Code Ann. § 37-11-19, 37-11-53, 97-37-1, 97-3-7, 37-11-29, 37-11-59.

### **MHSAA Hazing/Harassment Policy**

Hinds County School District forbids hazing. Hazing can be defined as any act or ceremony which can create the risk of harm to a student. Students who participate in such activity will be subject to punishment and may be expelled.

Students should report incidents of hazing to the school guidance counselor and/or other administrative personnel.

## **DUE PROCESS**

The Due Process procedure provides the following in instances of serious misconduct which may result in a suspension or expulsion: (a) adequate notice of the charge against a student, (b) an opportunity for a hearing and to present evidence, and (c) a decision supported by the evidence. (Board Policy JCAA)

### **Student's Right to a Hearing**

Whenever a student is suspended, school authorities shall make every reasonable effort to notify the parents or legal guardian. Each student who has been suspended for more than ten (10) consecutive days, or who has been recommended for expulsion or RESTART placement, is automatically given notice of right to a hearing before the School Appeals Committee. Failure of the student, parent, and/or legal counsel to appear at the proper time and place shall waive the rights to attend a formal hearing.

### **Suspension Reentry Conference**

Whenever a student is suspended, the parents or legal guardian may be required by the principal to bring the student back to school for a mandatory parent conference before the suspension ends. A student whose parent or guardian fails to accompany him/her for this conference will not be allowed to come back to school.

### **Grievance Procedure**

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. In the event that a resolution is not obtained at the school level, further appeal may be made following Board Policy JCDEA which is posted on the district's web site at <http://www.hinds.k12.ms.us>.

Anyone having any complaints alleging discrimination on the basis of sex or any inquiries on the application of Title IX may contact the Superintendent of Education.

The Hinds County School District does not discriminate on the basis of race, color, creed, sex, religion, or national origin.

### **Organization of Fraternities, Sororities and Secret Societies in the School**

Students in the Hinds County School District are prohibited by state law and district policy from belonging to or participating in any activities of any high school fraternity, sorority, or secret society as defined in MS CODE 37-11-37. Any participation by students in fraternities, sororities, or secret organizations will result in suspension and/or expulsion from the Hinds County School District. (Board Policy JHCAA).

### **Sexual Harassment**

Board Policies GACN and JB forbid discrimination against any employee, applicant for employment, or student on the basis of sex. These policies may be found on the district web site at <http://www.hinds.k12.ms.us>.

## **FEDERAL AND STATE LAWS**

### **No Child Left Behind (NCLB)**

The district fully complies with the federal legislation outlined in the No Child Left Behind Act of 2001. Parents and/or legal guardians of a student in the Hinds County School District have the right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct their child. Therefore, the Hinds County School District makes available to all of our parents and/or legal guardians, upon request, information regarding the qualifications of their child's teacher(s). The information we will provide will include the following: 1) whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; 2) whether the teacher is teaching under emergency or other provisional status; 3) The baccalaureate degree of the teacher and any other graduate certification or degree; and 4) whether any assistant teacher providing instructional services to the student has met the required qualifications.

If you are interested in receiving this information, please submit your written request to the Superintendent of Education, Hinds County School District, 13192 Highway 18, Raymond, MS 39154.

### **Family Educational Rights and Privacy Act (FERPA)**

The school district will not, except for "directory information," disclose personally identifiable information from the education records of a student without prior written consent from the parent or the eligible student. Prior consent of the parent or eligible student is not required when the school releases such information to other school officials (including teachers), officials of another school district in which the student seeks to enroll, or other federal, state and educational agencies as enumerated in Public Law 93-579.

The schools in the district will upon occasion use/publish personally identifiable information including honor rolls, student work, school annuals, athletic rosters, class rolls, audio-visual and photographic representations, and school-sponsored club and activity rosters. Parents who wish their children excluded from this practice must advise the principal of the school, in writing, no later than fourteen (14) days after the student's enrollment or receipt of this handbook, whichever is later. Appeals regarding the decisions of school principals concerning educational records may be made to the Superintendent of Education at the administrative office address listed in this publication.

The Hinds County School District utilizes a Multi-Channel School-to-Parent Notification system. Parents who wish their children excluded from this practice must advise the principal of the school, in writing, no later than fourteen (14) days after the student's enrollment or receipt of this handbook, whichever is later.

Specific information may be found in the unabridged version of this handbook or at the district web site at <http://www.hinds.k12.ms.us>.

### **Annual Notification (Board Policy JRAB)**

Students and parents will have access to their school records. Parents/students may contact the individual school for procedures to obtain these records.

### **Notice of Non-Discrimination**

The Hinds County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in the admission to and provision of educational programs, activities and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the district.



Director of Operations & Business Affairs  
Hinds County School District  
13192 Highway 18  
Raymond, MS 39154  
601.857.5222

### **Parental Involvement (Board Policy IDDB)**

Under the auspices of the Elementary and Secondary Education Act (ESEA) (IASA), Title I, Part B, the Hinds County School District provides both school wide and targeted assisted services to eligible schools. The Hinds County School District seeks to engage in a relationship with the parents that will encourage parental involvement in all facets of the educational environment. The board also encourages every school to form an active and effective parent-teacher organization.

### **Asbestos Notice—Annual Notification**

We are informing all parents and school employees of their option to review the asbestos management plan, which includes documentation of any changes of asbestos-containing materials in the schools. A copy of the re-inspection report has been filed with the Mississippi Department of Education. A copy of the surveillance report and a copy of the management plan are located in the principal's office at each school. A copy of all management plans for the district is maintained in the office of the Maintenance Supervisor at 13328 Highway 18, Raymond, Mississippi. Any interested party should feel free to go to any of these locations to review these reports.

## **CHILDREN'S INTERNET PROTECTION ACT**

### **Hinds County School District School District Internet Safety Policy**

#### **Introduction**

It is the policy of **Hinds County School District** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the **Hinds County School District** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the **Hinds County School District's** staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives. The **Hinds County School District** or designated representatives will provide age-appropriate training for students who use the **Hinds County School District** Internet facilities. The training provided will be designed to promote the **Hinds County School District's** commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Hinds County School District's Internet Safety Policy;
- II. Student safety with regard to:
  - a. Safety on the Internet;
  - b. Appropriate behavior while online, on social networking Websites, and in chat rooms; and
  - c. Cyber bullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

## **ACCEPTABLE USE OF TECHNOLOGY RESOURCES (BOARD POLICY JTA)**

The Hinds County School District is pleased to offer students and staff access to a computer network for electronic mail (e-mail) and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the Internet/Technology Acceptance Use Policy Consent. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

**What is possible?**

Access to e-mail and the Internet will enable users to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose is to provide Internet resources for constructive educational goals, users may find ways to access other materials. The Technology Department is actively monitoring Internet usage for inappropriate content and blocking unwanted sites. We believe that the benefits to users from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

**What is expected?**

Users are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The users are advised never to access, keep, or send anything that they would not want others to see.

**What are the rules?**

Privacy -- Network storage areas may be treated like school lockers. Technology administrators may review communications to maintain system integrity and insure that users are using the system responsibly.

Storage capacity—Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

Illegal copying -- Users should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Technology Director. Nor should users copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want others see. Should users encounter such material by accident, they should report it their teacher or principal immediately.

**These are guidelines to follow to prevent the loss of network privileges.**

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.

7. Do not waste limited resources such as disk space or printing capacity.

8. Do not trespass in another's folders, work, or files.

9. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.

10. Do install wireless access points, media devices, or personal laptops on the district network.

11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

### **HANDBOOK UPDATES AND REVISIONS**

This handbook is updated each school year to better serve the parents and students of Hinds County School District. If you have specific recommendations on how we can improve this publication to better serve you, please let us know. You may write to specific staff members listed in the front of this directory or contact Dr. Delesicia Martin, Assistant Superintendent, who will ensure that all suggestions are carefully reviewed each year for possible inclusion in next year's handbook. You may email your suggestions to her at [dmartin@hinds.k12.ms.us](mailto:dmartin@hinds.k12.ms.us) or by regular mail at: Hinds County School District, 13192 Highway 18, Raymond, MS 39154.

### **WEB PAGE**

In an effort to provide better information to parents and students, the district maintains a comprehensive web page with a wide variety of information. You may access this page at the following address: [www.hinds.k12.ms.us](http://www.hinds.k12.ms.us). If you have recommendations for additions or revisions to the web page, please contact Mrs. Lisa Jones, Technology Coordinator, via email at [ljones@hinds.k12.ms.us](mailto:ljones@hinds.k12.ms.us) or by telephone at 857-5222.

## PARENT AUTHORIZATION AND AGREEMENT FORM

**Off Campus Educational Experiences:** I hereby request and **CONSENT / DO NOT CONSENT** (circle and initial your choice) that my child or ward be permitted to participate in any and all field trips this year. (You will be notified prior to each trip.) I understand that this trip is a part of the school's educational program and that my child or ward may be accompanied and transported by a teacher or other officials or volunteers of the school district. I agree that no teacher or other school district official or volunteer parent will be held responsible for any injuries or damages occurring on such trip. In the event a claim is made, I agree to limit such claim to my child's or ward's share of any insurance proceeds, if any, available on any policy held by the person against whom such claim is made.

**Corporal Punishment: I CONSENT / DO NOT CONSENT** (circle and initial your choice) to my child or ward's being paddled or spanked as a consequence for misbehaving in school. If corporal punishment is not allowed, my child may receive either In or Out of School Suspension as a consequence for his/her behavior when sent to the office.

**Student/Parent Handbook: I HAVE / HAVE NOT RECEIVED** (circle and initial as appropriate) a copy of the HCSD Student / Parent Handbook outlining the district's policies, discipline guidelines and code of conduct, and understand that it is my responsibility to read its contents and explain them to my child. I understand the attendance policy states that only doctor's excuses or legal excuses create an excused absence. I also understand that the district is not responsible for any medical bills or balances not covered under a student's insurance policy.

**Parent Authorization and Indemnity Agreement Emergency Treatment:** I, the undersigned parent/s or guardian/s of \_\_\_\_\_, a minor child attending the HCSD, who is diabetic or potentially at risk for seizures, coma, or other such medical emergency request that the personnel of the Hinds County School District summon Emergency Medical Services ("EMS") personnel to treat my child and/or to transport said child to any medical facility in the event of such medical emergency. I /We forever release, discharge and covenant to hold harmless the Hinds County School District, its personnel and Board of Education from any all claims, demands, damages, expenses, loss of services and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss or damages of any kind resulting from the emergency treatment by said EMS or the transport of said child to any medical facility.

The undersigned agree to repay the school district, its personnel, or Board of Education any sum of money, expenses, or attorney's fees that any of them may be compelled to pay in defense of any action or on account of any such injury to the minor child as a result of the administration of emergency treatment. I/We have read the foregoing release and indemnity agreement and fully understand it.

**Parent Authorization and Indemnity Agreement Prescription Medicines:** I, the undersigned parent or guardian of \_\_\_\_\_, a minor child request that the personnel of the Hinds County School District administer prescription medicine to this student. This request has been made for my convenience as a substitute for parental administration of this medicine. It is understood that school personnel administering the medicine will not have to have medical or nursing training. I forever release, discharge, and covenant to hold harmless the Hinds County School District, its personnel and Board of Education from any and all claims, demands, damages, expenses, loss of services, and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss, or damages of any kind resulting from the administration of the prescription medicine.

The undersigned agree to repay the school district, its personnel or Board of Education any sum of money, expenses, or attorney's fees that any of them may be compelled to pay in defense of any action or on account of any such injury to the minor child as a result of the administration of medicine. I have read the foregoing release and indemnity agreement and fully understand it.

**PARENT TECHNOLOGY PERMISSION FORM and INTERNET USER AGREEMENT:** As a parent or guardian of a student in the Hinds County School, I have read the acceptable use policy that details information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

**Check and initial your choice:**

My child may use e-mail and the Internet while at school according to the rules outlined. \_\_\_\_\_

I would prefer that my child not use e-mail and the Internet while at school. \_\_\_\_\_

As a user of the School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner. \_\_\_\_\_

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Parent or Guardian Witness: \_\_\_\_\_