

# COLUMBIA HIGH SCHOOL



STUDENT/PARENT HANDBOOK 2023-2024

Dear CHS Student,

Welcome and welcome back to Columbia High School. I, along with our staff, are looking forward to a great year with new students and returning students. Together we will work toward reaching our potential through achieving excellence in academics and extracurricular activities.

The purpose of this handbook is to provide you with information you may need throughout the school year. Please use this handbook as a reference and ask a teacher, counselor, or administrator if you have any questions.

As you will see in this handbook and hear from our staff, we have goals for you and our school. We want to promote a positive learning environment, where you feel safe. We want you to do your best and grow academically. You will graduate, and we will help prepare you for college and/or a career. We want your parents/guardians and other community members involved with your educational and extracurricular achievements. Lastly, we want to do our best to help you succeed in everything you do at your school, Columbia High School.

Go Wildcats!

L.V. McNeal  
Principal

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THIS STUDENT/PARENT HANDBOOK WAS APPROVED BY THE BOARD OF TRUSTEES IN JUNE 2023. POLICIES AND EXPECTATIONS MAY BE REVISED AS NEEDED. THE MOST RECENT EXPECTATIONS APPLY. SOME BOARD POLICIES ARE REFERENCED OR SUMMARIZED IN THIS HANDBOOK. THE FULL TEXT OF CSD BOARD POLICIES CAN BE FOUND ON THE DISTRICT WEBSITE

[www.columbiaschools.org](http://www.columbiaschools.org)

## **STUDENT AND PARENT ACKNOWLEDGEMENT**

The Student/Parent Handbook is provided as a convenience to students of the District. While it contains policies current at the time of publication, CSD is constantly reviewing and updating policies. Therefore, the Handbook may not always reflect the most current policy, which applies when approved by the Board. All policies and procedures summarized in this Handbook are subject to unilateral change at the sole option and discretion of the CSD.

The current Handbook, which outlines policies and discipline guidelines, can be accessed online at [www.columbiaschools.org](http://www.columbiaschools.org) or in each school office and library. A printed copy is available upon request. Students and parents/guardians have a responsibility of becoming familiar with school policies and procedures, as well as any additions or revisions implemented throughout the school year.

## **PARENTAL INVOLVEMENT**

### **DISTRICT NON-DISCRIMINATION STATEMENT:**

The District does not discriminate on the basis of race, color, national origin, gender, religion, disability, age, veteran status, or any other category protected by law, and adheres to all provisions of the Americans with Disabilities Act (ADA), IDEA 2004, Section 504, and Title IX of the Elementary and Secondary Education Act. For more information, refer to [CSD Policy JB](#) or contact:

Amy Lee

Federal Programs Director

Homeless Coordinator

Dr. Robin Davis

SPED Director

Section 504 Coordinator

Title IX Coordinator

ESL Coordinator

**DISTRICT PARENT AND FAMILY ENGAGEMENT POLICY:** Parental and family involvement/engagement is very important for effective implementation of all Federal Programs in the District. Please contact the Federal Programs Director at (601)736-2366 if you have any suggested edits. For more information, refer to [CSD Policy LAA](#).

### **CHS PARENT AND FAMILY ENGAGEMENT PLAN:**

Refer to [CHS Parent & Family Engagement Plan](#)

### **DISTRICT COMPACT:**

The School-Parent Compact is an agreement that outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Mississippi's high standards. For more information, refer to [CSD Compact](#).

### **CHS SCHOOL-PARENT COMPACT:**

Refer to [CHS School-Parent Compact](#)

### **PARENT'S RIGHT TO KNOW:**

As a parent of a child in the District, you have the right to request information about the professional qualifications, licensure status, and degree level/major of your child's teacher(s) and paraprofessional(s), notification in a timely manner if your child is taught for four or more consecutive weeks by a teacher who is not highly qualified, and the level of achievement of your child in each statewide academic assessment. For more information, refer to [CSD Parent's Right to Know](#).

## **COLUMBIA HIGH SCHOOL MISSION STATEMENT**

Educational Excellence. Every Student. Every Day.

## **COLUMBIA HIGH SCHOOL VISION STATEMENT**

Develop all students as strong thinkers, readers, writers, and leaders who will continue to strive for knowledge, excellence, and unity in all their future endeavors.

## **2023-2024 COLUMBIA HIGH SCHOOL GOALS**

ENSURE a positive learning environment where students feel physically, mentally and emotionally safe.

INCREASE student achievement and growth in all content areas.

ENSURE all students graduate and are prepared for College and/or Career success.

INCREASE and MAINTAIN effective parent and community involvement.

CREATE a dynamic professional development culture.

## **ALMA MATER**

To thee, our Alma Mater,  
Our promise now we give  
To honor and uphold you  
So long as we may live.  
You gave the gift of knowledge;  
Our lives you built anew.  
And though the years may change us,  
We'll still remember you.

[by Dr. and Mrs. James H. Brewer, dedicated to Miss Crystelle Ford 10/10/63]

Each student is expected to learn the Columbia High School Alma Mater.

## **SCHOOL COLORS AND MASCOT**

The official colors for CHS are Royal Blue and Old Gold. The official mascot is the Wildcat.

## **SCHOOL WEBSITE**

Visit [www.columbiaschools.org](http://www.columbiaschools.org) to see the school calendar, events, handbooks, menus, SAM (grades), CANVAS (assignments), Facebook, and more.

## **SCHOOL PHONE NUMBERS**

Main Office	(601)736-5334	Office Fax	(601)731-1068
Guidance	(601)736-5335	Band	(601)736-5340
Cafeteria	(601)736-5381	Director of Activities	(601)736-5334

## **ADMINISTRATIVE STAFF**

Principal	L.V. McNeal
Assistant Principal	Ashley Haddox
Counselor	Lindsey Lucas
Counselor	Danderia Walker
School Resource Officer	Dave Burns
Director of Activities	Chip Bilderback
Athletic Coordinator	Mike Novinski

## **GUIDANCE OFFICE STAFF**

Student last name A -K	Danderia Walker
Student last name L - Z	Lindsey Lucas
Records/MSIS Clerk	Nikki Harvey

## **OFFICE STAFF**

Bookkeeper	Sharon Watts
Office Secretary	Shontwonza Willis

## **DEPARTMENT HEADS**

English	Amy Terrell
Math	Lindsay Ball
Science	Jennifer Terrell
Social Studies	Mike Novinski
Fine Arts	Kim Walley

## **2023-2024 STUDENT BODY OFFICERS**

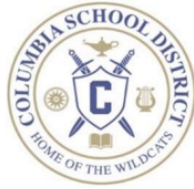
President	Jerry Tolbert
Vice-President	Chenadi Marshall
Secretary/Treasurer	Kaylie Wallace
Reporter	Ally Purvis

School Board Approved: March 9, 2023

2023-2024 Academic Calendar

Notes

Jul. 4	Independence Day
Jul. 20	New Teacher Orientation
Jul. 21, 24-26	Staff Development
Jul. 27	Students Return
Sept. 4	Labor Day Holiday
Sept. 5	Staff Development
Sept. 29	End of First 9 weeks
Oct. 2-5	Fall Intercession
Oct. 13	Report Cards Available
Oct. 23	Staff Development
Nov. 20-24	Thanksgiving Break
Dec. 15	End of Second 9 Weeks
Dec. 18-Jan. 2	Christmas Holidays
Jan. 3	Students Return
Jan. 12	Report Cards Available
Jan. 15	MLK Holiday
Feb. 19	Staff Development
Mar. 7	End of Third 9 Weeks
Mar. 11-15	Spring Break
Mar. 22	Reports Cards Available
Mar. 29	Easter Holiday
April 1-5	Spring Intercession
May 17	Graduation - 7:00 PM
May 24	60% day - Last day for students
May 27	Memorial Day Holiday
June 3	Reports Cards Available



Jan-24						
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Feb-24						
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Mar-24						
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Apr-24						
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May-24						
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Jun-24						
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Jul-23						
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Aug-23						
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Sep-23						
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Oct-23						
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Nov-23						
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Dec-23						
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24	25	26	27	28	29	30
31						

	New Teacher Orientation
	Teacher/Staff Development
	Students Return
	60% day - Last day for students
	Intercession Days
	Holidays (all schools/offices closed)
	End of the Nine Weeks
	Report Cards Available
	Graduation Day
Months	J/A S O N D J F M A M
Student Days	31 19 21 17 11 20 20 15 17 17
Teacher Days	33 20 22 17 11 20 21 15 17 18



## STUDENT ACTIVITIES/ORGANIZATIONS

Art Club	Ashley Watkins
Beta Club	Amy Terrell
Book Club	Emily Rayborn
CoHiAn	Emily Rayborn
Mu Alpha Theta Math Club	Kim Lowery Walley
National Honor Society	Jennifer Terrell
The Paw Print	Emily Rayborn
Spanish Honor Society	Sarah Watts
Student Council	Kim Walley
Wildcat Ambassadors	Sharon Watts

## MHSAA ORGANIZED SPORTS/COMPETITION TEAMS

Archery	Ryan Davis
Band/Color Guard	Leslie Fortenberry
Baseball	Kyle Lindsey
Boys Basketball	Brian Butler
Boys Cross Country	Earnestine Dillon
Boys Powerlifting	Drew Fortenberry
Boys Soccer	Nick Roberts
Football/Competition Cheerleading	Makayla McNease
Softball	Jamie Powell
Football	Chip Bilderback
Golf	Ryan Loftin
Girls Basketball	Charlie James
Girls Cross Country	Earnestine Dillion
Girls Powerlifting	Drew Fortenberry
Girls Soccer	Nick Roberts
Girls Tennis	Derek Jones
Boys Tennis	Derek Jones
Director Of Track	Earnestine Dillon
Boys Track	Charlie James
Girls Track	Jaree Holmes
Volleyball	Lindsay Ball

Activities/Athletics compliment academics; students are encouraged to become involved. Wildcat Pride is evident through these opportunities for students who are eligible. More specific information about various activities, organizations, and teams has been compiled in the Columbia High School Athletic/Activities Handbook which is available online.

Eligibility for participation in athletics and activities is governed by the Mississippi High School Activities Association and by Columbia High School. On the school level, participation is a privilege. Loss of privileges may be implemented when deemed appropriate by the administration. The CSD Board of Trustees has adopted a Random Drug Testing Policy for all students in grades 7-12 who participate in extracurricular activities or co-curricular activities or who seek a privilege for which a school permit is required. Consent to drug testing is a mandatory prerequisite for students to participate in these activities. For more information, refer to [CSD Policy JCDAB](#).

## **UNAPPROVED SCHOOL ACTIVITIES / ORGANIZATIONS /"GANG" AFFILIATIONS**

Membership in school fraternities, sororities, and secret societies/organizations by students is strictly forbidden by Mississippi law (Sec. 37-11-41, MS Code of 1002, as amended/[CSD Policy JHCAA](#)). These associations and activities are prohibited in the school, on school property or vehicles, and at school-related activities. Additionally, group/"gang" paraphernalia, symbols, clothing, writing, etc., whether obvious or implied, are prohibited. There is no tolerance for these activities or associations.

### **1:1 CHROMEBOOK PROGRAM**

The mission of the 1 to 1 program in the District is to create a collaborative and equitable learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The District will establish collaborative professional learning communities based on integrative professional development for teachers, so that this program will enhance classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, District staff and community members will all play key roles in the development of effective and high quality educational experiences.

#### Device Purpose

The District is supplying each student with the same Chromebook device. This device is property of the District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Canvas, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

#### Distribution

Chromebooks will be distributed during registration at the beginning of the school year. Parents/Guardians and students MUST sign and return the CSD Chromebook Agreement before the Chromebook will be issued to the student/students. The Technology Handbook outlines the procedures and policies for families to protect the Chromebook investment for the District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebooks each year while enrolled at CSD.

#### Fees

There will be a Chromebook technology fee of \$25.00 per year. Repair and replacement costs can be found in the District Student Technology Handbook. Additional fees may be assessed if Chromebook is not returned by the end of the school year at a date and time announced by administration.

#### Use

Chromebooks are intended for use at school each day, therefore students are required to carry their Chromebooks at all times, and it is required to be fully charged. (Chromebooks have a rated battery life of 6.5 hours). Repeat violations of this policy will result in loss of take home privileges.

In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher(s).

If a student leaves their Chromebooks at home, the student will have the opportunity to use a loaner Chromebook from the classroom teacher if one is available. Repeat violations of this policy will result in loss of take home privileges.

If a student's Chromebook is under repair, loaner Chromebooks will be issued to students if available. Students using loaner Chromebooks will be responsible for any damages incurred while in the possession of the student. Students will pay the full replacement cost if the Chromebook is lost or stolen.

All students using Chromebooks are required to adhere to the Acceptable Use Policy and the District Student Technology Handbook.

## **ACADEMIC HONORS**

### 29+ CLUB

Columbia High School has established the 29+ Club to recognize our Mississippi Eminent Scholars, those students who have earned a minimum ACT composite score of 29.

### Distinguished Scholar Program

In order to qualify as a Distinguished Scholar, students must meet the following criteria:

1. 3.25 or higher cumulative high school GPA
2. Meet CCR scores in ALL of the following ACT sections:
  - 22 or higher Math subscore
  - 22 or higher Reading subscore
  - 18 or higher English subscore
3. Complete each of the following courses with an A average or higher, except in the case of Advanced Placement or Dual Enrollment classes, which must result in a B or higher:
  1. English Language Arts (4): English I, English II, English III, English IV, or any English AP or Dual Enrollment course above English II.
  2. Mathematics (4): Algebra I, Geometry, Algebra II, College Algebra, Algebra III, Calculus or any AP or Dual Enrollment course above Algebra I.
  3. Science (4): Biology I, Chemistry I, Human A/P, Zoology, Physics, Genetics, or any Science AP or Dual Enrollment course above Chemistry (excluding Physical Science).
  4. Social Studies (4): World Geography (1/2), Mississippi Studies (1/2), World History, U.S. History, U.S. Government (1/2), Economics (1/2) or any History AP or Dual Enrollment course. \*
  5. Foreign Language (2): 2 units of the same foreign language, can be AP or Dual Enrollment

### MISSISSIPPI SCHOLAR/MISSISSIPPI SCHOLAR TECH MASTER PROGRAM

MISSISSIPPI SCHOLARS serves as an opportunity for the business community to motivate students to choose a rigorous course of study in high school while helping others and, in doing so, to develop a solid foundation for their futures. The program is sponsored by the Mississippi Economic Council and in part by the Marion County Development Partnership.

To be named a Mississippi Scholar, the student must meet the following criteria during his or her four years of high school:

- Complete four years of certain core classes, at least one credit in visual or performing arts, and at least two credits of advanced electives as defined by the MS Economic Council.
- Earn a 2.5 or higher cumulative GPA
- Earn a minimum composite score of 18 on the ACT
- Achieve 95% school attendance
- Complete at least 40 hours of community service (80 hours beginning with seniors of 2022 and later)
- Receive no out-of-school suspensions
- For more information, contact the Guidance Department.

To be named a Mississippi Scholar Tech Master, the student must meet the following criteria during his or her four years of high school:

- Complete four years of certain core classes, including 4 CTE credits in the same area of study, and at least one credit in computer, ½ credit in health or PE, and at least 2 ½ credits of additional electives.
- Earn a 2.5 or higher cumulative GPA
- Earn a minimum composite score of 18 on the ACT (19 beginning with seniors of 2022 and later)
- Achieve 95% school attendance
- Complete at least 40 hours of community service (80 hours beginning with seniors of 2022 and later)
- Receive no out-of-school suspensions
- Must obtain a passing score, per MDE, on the CPAS2 test or specific industry certification assessment.
- For more information, contact the Guidance Department.

Information on the National Honor Society, Beta Club, Mu Alpha Theta, National English Honor Society, Tri-M National Music Honor Society, and National Spanish Honor Society information can be found in the CHS Activities Handbook, which is available online and in the principal's office, CHS library, and counselors' office.

## **ACADEMIC SERVICES**

Columbia High School has two full-time counselors. Students desiring a conference need to check with the appropriate counselor who will in turn review the conference request and set up a time for the conference. Students may also be referred to the counselor when the need arises. Students planning to transfer to another school should report with their parents to the guidance counselor to fill out the proper withdrawal forms.

School guidance counselors shall provide the following comprehensive counseling services:

1. Academic and personal/social counseling;
2. Student assessment and assessment counseling;
3. Career and education counseling;
4. Individual and group counseling;
5. Crisis Intervention and preventive counseling;
6. Referrals to community agencies;
7. Educational consultations and collaboration with teachers, administrators, parents and community leaders;
8. Educational and career placement services;

9. Follow-up counseling services;
10. Conflict resolution.

### **ACT/PSAT TEST DATES FOR 2023-2024**

Contact the guidance department for registration deadlines and additional information. During the school day test, all Seniors who have not reached CCR status in each section of Math, Reading and/or English, must take the ACT at school on (TBA). All juniors are required to take the ACT on this date as well.) Test fee will be \$25 to be paid by August 31.

September 9, 2023 - ACT National Test Date

October (TBA) - PSAT

October 28, 2023 - ACT National Test Date

December 9, 2023 - ACT National Test Date

February/March (TBA)- All Juniors - State Required Assessment

February 10, 2024 - ACT National Test Date

June 8, 2024 - ACT National Test Date

July 13, 2024 - ACT National Test Date

### **ADMISSION OF NEW STUDENTS AND TRANSFERS**

Children of legal school age whose parents or legal guardians are residents of the District are eligible to attend school. No student is to be enrolled in the District until all questions regarding residence or immunizations have been resolved. Students who are eligible to attend school in the District but are suspended or expelled from another school district will not be eligible to enroll until they are eligible for readmission to and have actually attended classes in their previous school or produce a document showing a reinstatement following their suspension or expulsion.

Students enrolling in the District must complete the District registration; no student will be officially enrolled in the District until the registration forms have been completed and signed. To be admitted, new students must provide the school with the following: a certified birth certificate (long form), a valid immunization certificate, the student's social security card, verification of residency, and the student's latest report card, along with the name and address of the former school attended.

In the case of separated or divorced parents, court orders and decrees involving custody of children will be controlling. Any legal guardianship formed for the purpose of establishing residency for District attendance purposes shall not be recognized by the School Board. For more information, refer to [CSD Policy JBC](#).

### **ALCOHOL/OTHER DRUGS**

Being under the influence of or smelling of, bringing onto, consuming, selling, distributing, or possessing alcohol/drugs or paraphernalia associated with the use of any of these substances is strictly forbidden on school campuses or at school-sponsored functions, whether on or off school property. (Sec 37 11-18, MS Code, 1994 Supp.) Violators are subject to a ten-day out-of-school suspension (with the Superintendent's approval), possibly a recommendation for expulsion, referral to law-enforcement officials, and any other action deemed appropriate by the administration. For more information, refer to [CSD Policy JCDAB](#) and [JCDAC](#).

### **ANNOUNCEMENTS AND POSTINGS**

Except in extenuating circumstances (such as required/state testing), notices of meetings, upcoming athletic and organization events, and general information are announced over the intercom daily. All

announcements are to be submitted in writing before being made. Any item to be posted or displayed must be approved beforehand by the principal.

## **ATHLETIC AWARDS**

Inter-scholastic athletes will be eligible to receive a “letter” when they participate in at least 50% of the opportunities for participation in a given sport in a given athletic season. For example: an athlete will be considered a football letterman when he appears in at least 20 different and separate quarters in a 10 game season.

## **ATTENDANCE**

In high school, two types of attendance are taken—one for truancy (63% of the instructional day) and one for earning a credit (Carnegie unit) in each class. Therefore, it is important that students be in attendance all day, every day. Checking in and/or checking out results in unexcused absences.

The Mississippi Compulsory School Attendance Law requires that a parent, guardian, or custodian of a compulsory school-age child must enroll the child in school and cause the child to attend school, requires the parent to inform the school of the reason for the child’s absence from school, and requires the school to report excessive unexcused absences to the School Attendance Officer at 5, 10, and 12 days. This information is also sent to the youth court judge at 5, 8, 10, and 12 days. Any parent found in non-compliance with this law may be subject to fine and/or imprisonment.

In order for a student to be considered present for ADA purposes, he/she must be in attendance at school or at an authorized school activity for at least sixty-three percent (63%) of his/her instructional day. A student who is absent more than thirty-seven percent (37%) of his/her instructional day will be considered absent the entire school day. The instructional day (school clock and school days) for each school and/or student will be fixed by the school board. For more information, refer to MS Code 37-13-91 and [CSD Policy JBA](#).

In order to be recognized for perfect attendance at the end of each nine week period and the school year, the student must be present in every class, every day that grading period and school year.

## **ABSENCES**

### ABSENCE ON SCHOOL ACTIVITY DAY

Students must attend school at least 63% of their instructional day in order to be able to participate in the activity. Special exceptions may be considered by the principal. Students will not be excused from classes due to school extracurricular activities the night before.

### EXCUSED ABSENCES

- A. Parental Excused Absences - Students are allowed to have a maximum of three (3) excused parental absences per semester. Parental absences must be substantiated in writing within 2 school days of the absence. A parent/guardian can substantiate the absence by sending a signed note, emailing or faxing to the school attendance office. The note must have the child’s name and date of absence(s). A parent signed check out will also substantiate a parental excused absence. A parental excused absence may be for one class, any 30-minute period within a class or an entire day.
- B. Medical Excused Absences - students are allowed excused medical absences when the absences result from:
  - i. illness or injury which prevents the student from being physically able to attend school;

- ii. a medical or dental appointment;
  - iii. isolation ordered by the county health officer, State Board of Health or appropriate school official and
  - iv. a serious illness or death of a member of the student's immediate family (parents, grandparents, spouse, children, brothers and sisters, including stepbrothers and stepsisters).
- C. College Visits - Students in the eleventh and twelfth grade will be allowed two days per year for college visits provided the student produces written proof of the visit, such as an invitation from the college that is personally addressed to the student.
- Administrative - An absence is excused when it results from the student's participation in:
- i. An activity authorized by the State Board of Education;
  - ii. An authorized school activity with prior approval by the principal, which include but are not limited to field trips, athletic contests, student conventions, music festivals or contests and any similar activity that has the prior approval of the principal.
  - iii. The attendance of the student at a court proceeding if the student is party to the action or under subpoena.
- D. Other
- i. An absence may be excused if the student's religion requires or suggests the observance of a religious event. Approval of such absence is within the discretion of the superintendent or principal, but approval should be granted unless the religion's observance of such duration as to interfere with the education of the student.
  - ii. An absence may be excused when it is demonstrated to the satisfaction of the superintendent or designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations of family travel.

### UNEXCUSED ABSENCES

An absence, tardy, or dismissal which does not meet the criteria of an excused absence is considered unexcused. No absence will be considered excused when it is due to suspension, expulsion or other disciplinary action.

### PROCEDURE FOR RETURNING FROM ABSENCE

The student is to submit documentation for excused absences to the front office upon his/her return to school. Notes cannot be altered in any way. Notes must be submitted within two days of the absence.

### PROCEDURE FOR LATE ARRIVAL ONTO CAMPUS

Students who arrive on campus any time after the first tardy bell must report to the front office and be signed in by a parent/guardian (listed in SAM). This includes students that drive to school as well. If a parent/guardian does not sign in a student, the student will report to ISD until a parent/guardian signs them in.

### ABSENCES FROM CLASSES WHILE AT SCHOOL

A student who is at school cannot be absent from any part of a class without prior written permission from the assigned teacher or an administrator.

- If a class is not in its assigned area and the student does not know where to report, he or she is to seek information from the front office.
- Students who are ill and not in their assigned class are to notify office personnel of their whereabouts; if too sick to do so, they must get a staff member to notify office personnel.

Failure to do so will be considered a class cut and an unexcused absence.

- If the student is participating in a school activity on campus, the student must check with each teacher for that day's work, must turn in as scheduled any assignment that was due that day or the next day, and must take any test/quiz/assessment as scheduled unless the teacher has given prior permission to take it later.

### SIGN-IN/SIGN-OUT PROCEDURES

Any student who arrives late to school must immediately report to the front office and be signed in by a parent/guardian (listed in SAM); the student will be marked absent until signing in. Students will remain in the main office or ISD until a parent/guardian arrives to sign them in. Students arriving late to school without a verifiable note for an excused reason will be charged with either a tardy or an absence, depending on arrival time. The tardy or absence may result in a class cut or discipline consequences. (In other words, the same rules apply as for other periods.) Notes will not be accepted after the occurrence; if the student arrives late, he/she must have the doctor, court, or other official reason for the excuse at that time for it to be considered.

Students who need to use the office phone to arrange to sign out must have a hall pass from their assigned teacher. Students who are late to class because they are using the office phone will not receive an excuse from the office. Tardy/Absence policies will apply.

Anyone who wants to sign a student out physically must be listed in SAM as an emergency contact person with sign-out privileges and must provide a valid photo ID each time.

Students who have arrived on campus, including the parking lot, cannot leave before their dismissal time without signing out according to procedure in the office, even if the first bell has not yet rung. Students are never allowed to sign themselves out. There are three methods of checking a student out of school:

- A parent/guardian or other designated person listed in SAM as an emergency contact person with sign-out privileges must physically come to the school office to check out the student (including those who drive). Both the student's and check-out person's signatures are required on the check-out sheet.
- A parent/guardian or other designated person listed in SAM as an emergency contact person with sign-out privileges can fax a request for check-out to the school office, along with a phone number to verify the request. A fax that cannot be verified will not be honored. Both the student's and office personnel's signatures are required on the check-out sheet.
- If the student knows beforehand that he or she must check out, a written note signed by his/her parent/guardian or other designated person listed in SAM as an emergency contact person with sign-out privileges stating the date and time of departure, along with a parent/guardian contact phone number to verify the request, must be submitted to the office before the beginning of 2nd Block. After that time, the parent/guardian must either come to school or send a fax. A note that cannot be verified will not be honored.

During major testing, such as state tests and major assessments, students will not be dismissed until the end of the period. Students needing to sign out during major testing may do so only at the end of a class period and must follow proper procedure.

Seniors who have the privilege of leaving campus early may do so only at the designated time. Any student's earlier-than-usual departure requires the regular sign-out procedure through the main office. Refer to Leaving Campus Without Permission.



Students who were absent or signed out that day are not allowed to return for pep rallies or other activities.

### EARLY RELEASE REQUIREMENTS

For Early Release, students must meet the requirements:

- Achieved College and Career Readiness status on ACT. (ACT subscores 22 Reading, of 18 English and 22 Math), or be currently enrolled in Essentials of College Math or Essentials of College Literacy, or earned a Silver level on the ACT Workkeys.
- If a senior has not met College or Career Readiness status, the senior(s) will be required to attend an ACT tutorial during Blue and Gold Period in the fall semester before Early Release status will be granted.
- Students must also have a 2.5 GPA, passed or met all MAAP assessments required for graduation, and be on track to meet diploma requirements.
- If a student qualifies for Early Release, the student must have reliable transportation each day (i.e, own vehicle, ride with another student, parent pick up) or be within District walk zone in order to leave campus at the designated time. Otherwise, the student must enroll in a course if transportation is not available. The Principal reserves the right to grant Early Release at his/her discretion.

### EARLY RELEASE FOR SENIOR DUAL ENROLLMENT STUDENTS

Seniors enrolled in College Dual Enrollment courses will not be required to attend the dual enrollment class period once the course has been completed (applies to Fall and Spring enrollments). An Early Release form must be picked up from the Guidance Office and must be signed by the student, parent, and teacher of the course. Signed forms must be returned to the Guidance Office before students are allowed to leave.

### EARLY RELEASE FOR SENIOR ATHLETES

Seniors enrolled in Sports/Athletics will not be required to attend their athletic period once the season has ended (applies to Fall and Spring sports). An Early Release form must be picked up from the Guidance Office and must be signed by the student, parent, and coach of the course. Signed forms must be returned to the Guidance Office before students are allowed to leave.

## **ATTENDANCE DISCIPLINE CONSEQUENCES**

### SIGN-IN VIOLATIONS

(Refer to Tardy Policy)

### SIGN-OUT VIOLATIONS

Students whose parent/guardian or other designated person listed in SAM as an emergency contact person with sign-out privileges has contacted the school by verified note or fax but who do not report to the office to sign the check-in/check-out sheet will be charged with a sign out violation. Students must be responsible for following this procedure.

### UNAUTHORIZED AREA (WITHOUT CUTTING CLASS) / STRAYS FROM AREA GIVEN PERMISSION TO GO

Before school, students are allowed in the cafeteria, the courtyard, and on the breezeway—and, with reason, the library and office, Students are not allowed in classrooms without a teacher, hallways, inside or outside the gym, parking lots, or any other unauthorized area before school, during lunch, or after school without prior permission from an administrator. Branton Avenue, Broad Street,

Church Street, the parking lots, and all adjacent locations are off limits throughout the school day. The teachers' lounge and teachers' restrooms are off limits to students at all times; student assistants on a specific assignment for their teacher are allowed in the workroom. The elevator is off limits unless the student has been given a written note by an administrator to use it. If the unauthorized area is one that is never authorized, such as the opposite-sex restroom, an out-of-school suspension will be issued.

At lunch, students are allowed in the cafeteria and on the breezeway from the doors of the white building to the double lines on the breezeway. The only designated restrooms and water fountains during the student's lunch period are those in the auditorium building. The library may be available during lunch if space allows and if the student has a written note from his/her assigned teacher. Other areas are considered unauthorized.

Students are not to enter classrooms or offices or to interrupt classes, lunch detention, or ISD to deliver or retrieve items or messages to other students. Students who are in violation are subject to consequences given by administration.

#### CLASS CUTS/LEAVING ASSIGNED AREA WITHOUT PERMISSION—NOT LEAVING CAMPUS

Students are not to miss any part of a teacher's class without that teacher's prior written permission. Students are not to leave class for any reason, including signing out, unless they have a written pass from the assigned teacher to do so. The pass is the student's documentation of the teacher's permission. Students who choose to leave class without permission will spend the remainder of the day in ISD and receive additional consequences at the discretion of the administrator. An unauthorized absence from the start of a class for five minutes or less is considered tardy; more than five minutes at any time is considered an unexcused absence and a class cut.

#### LEAVING CAMPUS WITHOUT PERMISSION

Upon arrival on campus, including the parking lot, students cannot leave before their dismissal time without signing out according to procedure in the office, even if the first bell has not yet rung. At the administrator's discretion, law-enforcement officials may be notified. Students will receive an appropriate consequence(s) at the discretion of the administration.

#### TRUANCY (MISSING SCHOOL WITHOUT THE PARENT'S/GUARDIAN'S PERMISSION)

Truancy is the act of staying away from school without the student's parent's/guardian's permission. Consequences will be considered the same as leaving campus without permission and may result in referral to the attendance officer and the youth court judge. Truancy reporting begins the first day of school and runs through the last day of school, regardless of the student's class schedule.

### **BELL SCHEDULE/DAILY SUPERVISION OF STUDENTS**

The school cannot accept responsibility for students on campus without permission. The instructional day is 7:50 am - 3:11 pm. Daily supervision will begin at 7:30 am & will end at 3:45 pm. On early dismissal days, CHS students will be released at approximately 12:30 pm (dependent on bus arrival times). Students are not to be on campus before or after these times unless they are under the direct supervision of a staff member; those in violation are subject to disciplinary consequences as well as referral to law-enforcement officials.

The bell signals the teacher that it is time for class to end. The teacher, not the bell, dismisses class. Students are to remain seated until dismissed by the teacher.

<u>Daily Schedule</u>	<u>State Testing Schedule</u>
Bell to Report to 1st Block: 7:45 1st Block 7:50 - 9:24 Blue/Glue Period 9:28 - 9:52 2nd Block 9:56 - 11:30 3rd Block 11:34 - 1:33 4th Block 1:37 - 3:11	Bell to Report to 1st Block: 7:45 1st Block 7:50 - 9:45 2nd Block 9:49 - 11:39 3rd Block (Lunch)* 11:44 - 1:44 4th Block 1:48 - 3:30
<u>60% Schedule</u>	<u>CTC Schedule</u>
Bell to Report to 1st Block: 7:45 1st Block 7:50-8:55 2nd Block 8:59-9:59 3rd Block 10:03-11:23 4th Block 11:27-12:30 <i>Students enrolled in CTC courses will report to a specific location. Lunch Schedule will be announced.</i>	<b>1st Bus Departs @ 7:45</b>  <b>2<sup>nd</sup> Bus Departs @ 9:35</b>  <b>3<sup>rd</sup> Bus Departs @ 11:40</b>

### **BLUE/GOLD PERIOD**

Blue/Gold Period is a period within the school day that is designed to provide students with ACT preparation and academic and behavioral intervention. Blue/Gold Period will count as a ½ credit class this year. Seniors who have not met CCR Benchmarks will be assigned to a Blue/Gold period.

### **BULLYING/HARASSING/HAZING**

The District does not condone and will not tolerate bullying (including cyber bullying), harassing behavior, or hazing. “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. “Hazing” means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. Hazing activities of any type, whether they occur on or off school property, are inconsistent with the educational goals of the District and are prohibited at all times.

Bullying or harassing behavior or hazing will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, 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 & welfare of the pupils & teacher of such class as a whole. Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, has witnessed such behavior, or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made

promptly but no later than five (5) calendar days after the alleged act(s) occurred. For more information, refer to [CSD Policy JDDA](#).

## **BUSES**

The expectations for student conduct on school buses are similar to those for classroom/campus conduct. However, principals will follow the disciplinary procedures contained in CSD Policy for bus conduct. Riding a school bus is a privilege, one that can be suspended with cause. The following general rules of conduct apply to all bus riders:

### Loading and Unloading Rules:

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to unload.
10. Use the handrail while getting on and off the bus.
11. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

### Riding the Bus Rules:

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not use profane language or make obscene gestures.
5. Do not fight or scuffle.
6. Be courteous to and follow the instructions of your bus driver and safety patrol.
7. Do not strike or threaten the bus driver.
8. Do not make excessive noise.
9. Do not throw objects inside or outside the bus.
10. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
11. Smoking is prohibited on the school bus and on all educational property.

## **BUS VIOLATION CONSEQUENCES**

Minor Offenses: Examples of minor offenses are moving around on the bus, being too noisy, picking on or at other students, throwing objects, spitting, extending hands/heads out of windows, going out the rear door, not remaining in seats, etc. Some minor offenses may also carry a bus suspension and/or school consequences, including out-of-school suspension, particularly if an offense occurs two or more times or is deemed warranted by school officials.

- 1<sup>st</sup> Offense: Warning that if another offense occurs, the student will be suspended from riding the bus for five (5) school days. Parents are notified.

- 2<sup>nd</sup> Offense: Student is suspended from riding the bus for five (5) school days. Parents are notified.
- 3<sup>rd</sup> Offense: Student is suspended from riding the bus for ten (10) school days. Parents are notified. A conference with parent and student will be held before student can resume bus privileges.
- 4<sup>th</sup> Offense: Student is suspended from riding the bus for the remainder of the semester or the school year. Parents are notified.

Major Offenses: Examples of major offenses are showing disrespect for driver, using profanity, making threats, refusing to give name and other information requested by a school official, smoking, drinking, gambling, etc. Most major offenses will carry a suspension from school classes. In each case, parents are notified.

- 1<sup>st</sup> Offense: Student is suspended from riding the bus for five (5) school days.
- 2<sup>nd</sup> Offense: Student is suspended from riding the bus for ten (10) school days.
- 3<sup>rd</sup> Offense: Student is suspended from riding the bus for the remainder of the school year.

Violent Acts: Examples of violent acts are fighting or striking another student, assaulting a driver. The following bus discipline is in addition to discipline imposed pursuant to relevant District policies. In each case, parents are notified.

- 1<sup>st</sup> Offense: Student is suspended from riding the bus for ten (10) school days.  
Students may be suspended from school at the discretion of the principal.
- 2<sup>nd</sup> Offense: Student is suspended from riding the bus for the remainder of the semester, or the remainder of the year. Students may be suspended from school at the discretion of the principal.

#### General Information

- In cases where students from more than one school are involved in an incident, the principals will consult each other before deciding on consequences.
- It is the responsibility of principals to investigate reported misconduct and to determine the category and actions to be taken relative to each offense. These procedures are not intended to be all-inclusive or restrictive. Every effort will be made to follow the actions herein described; however, principals may take additional and/or different action should the situation warrant and they deem it necessary.
- A bus suspension applies to all CSD school buses.

#### Interference with the Operation of School Bus

It is unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger entrance and exit or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations declared by the State Board of Education or the local school authorities. The bus driver has the authority to call the police department if an unauthorized person or persons attempt to or actually board the bus after a verbal warning to exit is given. Parents or guardians may not ask to have the child depart the bus at any other location than that which is the designated one at any time after the child has left his or her attending school. The child will remain on the bus until the designated bus stop. For more information, refer to [CSD Policy JCDAD](#).

## CAFETERIA/FOOD SERVICES

Free and reduced price meal forms are available in the school office. Students who qualify for free or reduced lunch also qualify for free or reduced breakfast. It is the student's responsibility to submit designated paperwork if he or she chooses to apply to participate in the free/reduced lunch program. If the forms are not submitted on time, the student will have to pay full price until accepted into the program. Children who are new to the District and do not have siblings currently enrolled in the program must pay the full price for breakfast and lunch until the application is processed.

The school breakfast and lunch program is an important part of a student's school day. All students who plan to eat breakfast must arrive at school in time to eat and be in their classrooms before the tardy bell rings.

### Breakfast Prices:

\*\*This year a regular breakfast for students will be free. Extra items will be regular price.  
Adults \$3.00

### Lunch Prices:

\*\*This year a regular lunch for students will be free. Extra items will be regular price.  
Adults \$4.50

Breakfast and lunch may be paid daily, weekly, monthly or yearly. Paying in advance is strongly recommended. Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to pay online or students may also deposit money into their account at school.

Students who bring their lunch to school will eat in the cafeteria. They may either purchase water, milk products or bring their own beverage from home. Outside food or beverages taken into the cafeteria must be in an unidentifiable container. If your child has dietary restrictions, present a statement from your doctor to the school office and cafeteria.

Free and reduced meal applications are available on the school website at [www.columbiaschools.org](http://www.columbiaschools.org). Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast.

Children who are new to the district and do not have siblings currently enrolled, must pay full price for breakfast and lunch until the application is processed.

The school breakfast/lunch program is an important part of a student's school day. Those who plan to eat breakfast before school must arrive in time to eat and be in their classrooms before the tardy bell rings. Eating breakfast at either time does not excuse you for being late to class.

Students desiring any items from the lunchroom are to enter through the outside line. No students are to avoid/cut the line to purchase items or to delay the line by digging for money or being indecisive about food choices. Students wanting someone in line to buy items for them are to arrange that transaction prior to approaching the line. Students are never allowed to use another student's ID in the food lines.

Breakfast/Lunch can be brought from home but cannot be delivered to students and must have generic packaging (non-business labeling). Students are not allowed to receive or consume "commercial business food," nor are students to sign out for lunch. Beverages other than milk, juice, or water must be in an unidentifiable container. If the student has dietary restrictions, a physician's statement must be submitted to both the school office and the cafeteria annually.

Students are to accompany their teacher to the cafeteria in an orderly manner and must remain in designated areas. At lunch, the only allowed areas are the lunchroom, the water fountains and restrooms in the auditorium building, the hallway separating the auditorium and the cafeteria, the courtyard, and the breezeway between the cafeteria and the white building. All other areas are off limits.

Students wishing to use the library/media center during lunch must have a written note from their assigned teacher to do so and are responsible for returning to class on time. Students are to take care of personal needs during lunch time, not upon their return to class. Students will meet their teacher at the designated outside location before returning to class. Those who return from lunch more than five minutes late will be considered cutting class.

Normal conversational tones are to be used both inside and outside. Trays are to be turned in, and trash is to be discarded.

### **CELL PHONES/TELECOMMUNICATIONS DEVICES/ LISTENING DEVICES**

Electronic devices brought to school are the sole responsibility of the students and come with an understood risk; therefore, the students must keep up with any personal items brought to school at all times. The school staff will not devote time to locating any misplaced and/or stolen items that students may leave unattended and the school will not assume any responsibility for any items broken or lost.

Cell phones or electronic devices (including, but not limited to iPads, iPods, etc.) are to be used appropriately throughout the school day. The use of these devices will be allowed in the courtyard area, breezeway, and cafeteria before school, during students' specified lunch time, and after school (excluding detention). Students may use cell phones or electronic devices in the classrooms for instructional purposes ONLY under specific verbal direction of the teacher.

Any violation of use or disruptions of any type involving an electronic device will result in disciplinary actions. Failure to comply with a staff member's directives is considered willful disobedience. For example, if a teacher requires students to place cell phones in a particular location during class time, the student is expected to comply.

Electronic devices or cell phones used to violate school guidelines, state regulations, and/or federal regulations in such ways as sexting, bullying, sending or receiving inappropriate photographs, dishonest academic practices, or any other illegal uses may be subject to OSS, confiscation, and possible referral to law enforcement. Items that are confiscated as a result of violation of the guidelines and regulations will be secured by the administration until released to the students' parent/guardian by a school administrator. Failure to comply will result in additional disciplinary consequences.

Any message sent that affects the educational process is subject to being dealt with by school administrators, whether the message was sent from school or not and during school hours or not. Refer to Confronts/Threatens/Harasses/Intimidates.

Earbuds, headphones, etc. are NOT ALLOWED and are NOT TO BE VISIBLE in classrooms. These items may be allowed in classrooms, library, and labs ONLY at designated times with

permission of the staff member in charge. Any violation of use or disruptions of any type involving earbuds, headphones, etc. will result in disciplinary actions, to include possible confiscation, detention, ISS, or OSS.

The District, the school, and/or school employees will not be liable for confiscated items. Items will be disposed of if not claimed at the end of the school year during which the item was confiscated.

### **PROHIBITION OF ELECTRONIC COMMUNICATION DEVICES DURING STATEWIDE TESTS**

The Mississippi Public Schools Accountability Standards, 2006, Appendix F, Section IV, #19, prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistant devices, by students during the administration of scheduled statewide tests. Possession of any such device, even if it is not being used, is a violation of state policy (and local policy, if applicable). Example: A student having a cell phone in his/her possession anywhere on his/her person during the test administration is a testing violation. The consequence of this violation is that the test results for that student will be considered invalid; the score of any student in possession of these prohibited devices during the test administration will be marked invalid and, therefore, automatically non-passing.

### **CHANGE OF ADDRESS/PHONE NUMBER**

Parents/Guardians are responsible for notifying the school office of any change of address. Documentation is required for all address changes. (See Residency Verification.) It is also very important that the school has current phone numbers for illness and emergencies, as well as administrative, academic, and behavioral needs. Parents/Guardians can change this information through the Guidance Office. The school cannot be held responsible for failure to communicate if it is not informed of such changes. Please contact the school guidance office for assistance if needed.

### **CHEATING/PLAGIARISM**

Students are expected to do their own work. Cheating is a classroom issue and will result in a grade of 0. Plagiarism is the act of representing another's work or ideas as one's own; it is considered a form of cheating. Students will not be allowed to make up the assignment unless permission from administration is given.

### **COLLEGE AND CAREER READINESS/SENIOR PROJECT COURSE**

The Mississippi College and Career Readiness course was developed to support the vision and mission of the Mississippi Department of Education that all students graduate from high school prepared for college, career, and active citizenship. The standards in this course are relevant to 21st century skills students must know in order to successfully transition to postsecondary schools and the workforce. During the CCR course students will be required to complete a comprehensive digital portfolio/project containing information and work that will demonstrate mastery of these skills. Students will also be responsible for presenting their project before a panel of judges. All seniors are required to take and pass the CCR/Senior Project course before receiving a high school diploma (along with other requirements for graduation). If a senior fails to fulfill any part of the CCR/Senior Project as scheduled, he/she will receive an Incomplete grade until the fourth nine-week grading period has begun. Refer to the CCR/Senior Project Handbook for more information. Students in grades 9th-11th will also have yearly requirements that must be met in order to fulfill the graduation requirements of this course.



## **CONFERENCES**

Parents/Guardians are encouraged to take an active part in maintaining communication with their child's teachers and administrators. Because of classroom and duty obligations and prior appointments, it is suggested that conferences be arranged beforehand. To schedule a conference with a teacher, contact the guidance department at (601)736-5335 or email the teacher and/or counselor. To schedule an appointment with an administrator, contact the main office at (601)736-5334.

When school officials request a parent conference, it is in the best interest of the student and the school for that parent to comply with that request.

Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$ 250.00). (MS Code 37-11-53 (3))

## **CORRESPONDENCE ISSUED BY THE SCHOOL**

Students are responsible for promptly delivering all school correspondence (newsletters, report cards, progress reports, discipline referrals, etc.) to their parents/guardians.

## **COURSE SELECTIONS/CHANGES**

Students and teachers have been assigned classes based on course requests made last spring. After courses have been requested, but before school begins, parental permission must be obtained before a course request change is considered. This applies to courses taken in the fall and spring semesters. Students wishing to make any changes to their schedule (fall or spring) must do so before school begins in August. No course/class changes will be allowed once school has begun unless an administrative decision is made to do so for the purpose of balancing classes. Courses are taught based on requirements and student requests, therefore a course cannot be dropped because the student has decided that he/she does not want or like the class, is failing, does not like the teacher, or any other reason deemed unfounded by the administration.

## **HEAD LICE**

Students with known infestation of head lice will be excluded from school and refer for treatment. The student parent/guardian will be notified that the student must receive proper treatment and have no visible nits before the student may return to school. The treatment must be an approved medical treatment, not a home remedy. For more information, refer to [CSD Policy JGCE](#).

## **DISCIPLINE**

### OVERVIEW

The staff of Columbia High School is committed to providing a quality education for all students. The right to a quality education will not be compromised by allowing unnecessary disruptions to and undesirable behaviors within the school environment. Students have a responsibility to conduct themselves in a manner that allows others to learn; no student has the right to prevent teachers from teaching or other students from learning.

Students are expected to comply with District, school, and classroom expectations and must

demonstrate the ability to get along with peers and staff members in a pleasant, non-confrontational manner. These expectations apply on campus, on school buses, at school activities, on school trips, and any other time the student is under the responsibility of the school.

Students called or sent to the office are to report directly and, if given a referral, are to deliver it to office personnel immediately. If removed from the classroom, the student is not to leave the office unless directed to do so by office staff.

### DISCIPLINE OPTIONS

Because it is impossible to anticipate every rule violation that may arise, the principal reserves the right to modify guidelines and consequences as necessary as well as the right to address any student behavior which, in the opinion of the administration, adversely affects the learning environment or jeopardizes the safety of others. The nature and severity of individual student actions will be the determinant of any final disciplinary action taken by the principal/designee in accordance with school expectations, District policies, the Mississippi Department of Education, and/or state and federal laws.

Detentions:

1. Lunch Detention may be assigned for violations that, in the opinion of the administration, do not warrant after-school or in-school detention. It involves a detained lunch period. Students assigned lunch detention must report to the assigned location immediately and directly and are not allowed to loiter on the breezeway, restrooms, or any other area. Students who do not report to and/or serve lunch detention as scheduled will be assigned additional discipline options.
2. After-School Detention (ASD) is an attempt to deal with certain violations while keeping the student in classes. Any student who is not able to attend ASD as scheduled due to signing out or emergency must notify the administrator who made the assignment prior to missing the detention. Students who are absent from school that day will be rescheduled; other assigned students who do not report to ASD will be assigned to ISD one full day for each ASD missed. ASD overrides extracurricular activities, and students who work are not excused from ASD. Students who do not meet the expectations of the ASD monitor or those who report late or unexcused will be assigned ISD.
3. Saturday School Detentions Saturday School may be assigned to deal with certain violations and/or possibly limited attendance purposes. Any student attending Saturday School must follow all school rules and policies, including those governing dress code, ID, tardy, and electronic devices.
4. In-School Detention (ISD) is an attempt to deal with certain violations while keeping students in a more isolated setting. Seniors with the privilege of arriving late or leaving early who receive a full day of ISD for discipline must stay the entire school day. While in ISD, the student is not marked absent from school. Administration will have the authority to assign Loss of Privilege to any student in ISD.

Any student who receives a referral from ISD is subject to extended ISD time and/or an out-of-school suspension. Any student sent home or suspended for non-compliance with ISD expectations must return to serve time owed before returning to classes. Therefore, it is important that students comply with rules and expectations, including these:

- Complete all assignments sent. Work assigned but not completed will be graded accordingly and may receive a grade of 0. It is your responsibility to give assigned work to the monitor before leaving. If work is not sent, you must complete the assignments given by the ISD monitor.
- Remain awake, seated upright, and facing the wall in front of you, at all times.
- Remain quiet, avoiding unnecessary distractions. There is to be no talking among students. Raise your hand and wait to be recognized by the ISD monitor before speaking.
- Remain in your seat unless you are given permission to leave it.
- Do not eat or drink. Food and drink items are not to be seen.
- Report on time with all needed supplies and books.
- If you are absent, tardy, arrive late, or sign in or out during your assigned time, you must make up the entire block(s) of ISD time missed.
- Keep your area neat, clean, and graffiti free.
- You will be allowed scheduled water and restroom breaks.
- Cell Phones, iPods and other listening devices, etc. are not allowed to be used in ISD and must be turned into ISD coordinator. Failure to turn in devices will result in OSS.

Out-of-School Suspension (OSS) is the temporary denial of the privilege of attending school and includes the denial of the privilege of participating in or attending any school-related activity for the duration of the suspension. While on OSS status, the student receives unexcused absences and is not allowed to enter the campus or building of any school during or outside school hours, nor may the student attend any school-related activity on or off school property. Violation subjects the student to trespassing charges, removal from the event, and additional OSS days.

Expulsion is the complete loss of privileges in the K-12 program. Any student who is granted readmission at the end of the expulsion period will be on probation for a minimum of one semester (August-December or January-May). While on expelled status, the student is not allowed to enter the campus or building of any Columbia public school during or outside school hours, nor may the student attend any school-related activity on or off school property. Doing so makes the student subject to trespassing charges and jeopardizes future chances of readmission. Refer to Loss of Privileges.

Change of Placement includes assignment to Second Chance Center, homebound instruction, or other placement deemed appropriate by school administrators.

- Second Chance Center has been established in accordance with the requirements of the State Board of Education. Students who demonstrate certain behavioral, academic, or other needs can be assigned to this setting. Refer to Loss of Privileges below.

Loss of Privileges means that the student cannot participate in or attend any after-school activity—whether home or away—including athletic practices/games, musical practices/events, organization events, field trips, Prom, the graduation ceremony, pep rallies, class competition, etc. for a specified period of time. While students are entitled to a free and appropriate public education, participation in extracurricular activities (anything apart from the classroom setting) is a privilege, one that can be withdrawn at any time. Loss of privileges may be implemented when deemed by the administration to be in the best interest of the student or the school environment. If the administration determines that the student has committed an offense or whose presence is detrimental to a particular program or activity, he or she can be removed immediately for the remainder of the year. It may be used as a separate consequence or in conjunction with other

consequences/discipline options mentioned above. Loss of privileges automatically applies for the duration of the OSS, Second Chance Center assignment, or Expulsion. A full day of OSS automatically includes the loss of privileges through 11:59 P.M. of the last day of the consequence. Failure to comply with loss of privileges by unauthorized attendance at a school event subjects the student to removal from the activity and/or an OSS, as well as any other action deemed appropriate by the school administrator. Loss of privileges can affect the current year and/or the following school year. See each sponsor for specific stipulations. The principal reserves the right to deem loss of privileges necessary or unnecessary.

Discipline consequences for an act committed at / near the end of the school year may carry over to the next school year.

### STUDENT MAY BE DISCIPLINED FOR ACTS OR CRIMES OFF CAMPUS

The responsibility for a student's conduct rests with the parents/legal guardian and his/her youngster. The principal has the authority to administer any disciplinary action approved by the necessary to ensure the safety and well-being of all students. This administration will take whatever steps necessary to enforce the policies of the District. Any student arrested for a felony will be suspended and recommended for placement in alternative school until the student is cleared of the felony charge. To suspend or to expel a pupil or to change the placement of a pupil to the District's alternative school or homebound program for misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, and to delegate such authority to the appropriate officials of the district MISSISSIPPI STATE CODE 37-11- 29 STATES THAT THE PRINCIPAL IS REQUIRED WHEN HE/SHE HAS REASONABLE BELIEF THAT ANY UNLAWFUL ACTIVITY HAS OCCURRED ON EDUCATIONAL PROPERTY OR DURING A SCHOOL RELATED ACTIVITY TO IMMEDIATELY REPORT THE ACT TO THE APPROPRIATE LAW ENFORCEMENT AGENCY. A STUDENT KNOWINGLY IN POSSESSION OF A WEAPON AS DEFINED BY MS CODE 97-37-17 AND/OR ANY IMITATION WEAPON WILL BE RECOMMENDED FOR EXPULSION, THE WEAPON WILL BE SEIZED AND THE MATTER WILL BE REFERRED TO THE APPROPRIATE LAW ENFORCEMENT AUTHORITY.

Any student arrested for a felony will be suspended immediately from all extracurricular participation until the student is cleared of the felony charge. If the student is cleared of the felony or the felony charges are dropped, the student will be reinstated in all extracurricular activities in which he/she is involved. If the felony arrest is upheld by the courts, the student will be removed from all extracurricular activities for a minimum of one (1) calendar year.

### **DISOBEDIENCE**

Students are to comply with directives given by staff members, even if they do not immediately understand the reason for complying or if they disagree with the directive. Examples include but are not limited to moving to or sitting in a specific seat, surrendering an ID, surrendering a cell phone, or reporting to the office.

Failure to comply with a staff member's directives is considered willful disobedience. If the

administrator determines that the student's action was one of disobedience, the consequence likely results in at least one full day ISD or OSS (at the discretion of the administration).

### **DISRESPECT/INSUBORDINATION**

Students are expected to respect themselves, others, and the property of others. Staff members are to be addressed appropriately (Mr./Mrs./Ms./Officer/Coach, etc.). Students referred for disrespect and then using the reasons "I didn't say it to that person," "I was talking to my friend," "I was talking to myself," "I was just playing," or "I didn't mean for anyone to hear" will be held accountable. All offenses of disrespect will be dealt with at the discretion of the administration. Consequences include ASD, ISD, or OSS. If the administrator determines that the action or wording is direct, blatant, or malicious disrespect toward a staff member, an OSS will likely be issued.

### **DISRUPTING THE SCHOOL ENVIRONMENT/CREATING A DISTURBANCE/PRANKS**

Creating a disturbance, "pranking," "joking," or any other action that is disruptive to the school environment, targets another student, or is directed toward a staff member will result in ISD, OSS, and/or any other action deemed appropriate by the school administration—even if all parties involved considered it a "joke," "playing," or "just having fun."

### **DRESS CODE**

Each student has the responsibility to dress appropriately for the school environment. School clothing is the responsibility of the parent/guardian.

The uniform dress code is mandatory for all students in the District. Specific guidelines will be revised yearly by the administrative staff and approved by the Board. The principal shall have the final decision about the appropriateness of students' appearance.

Students are to follow the dress code policy before entering the building and at ALL times on campus, from arrival through departure. Bus students must comply at all times on the bus. Additionally, students are to be groomed and dressed neatly. The principal will determine what constitutes distracting influences in matters of dress and grooming and reserves the right to make modifications as needed. All components of the dress code are to be worn in keeping with the intent of the overall uniform dress code look. Circumventing the policy is prohibited. If a style of dress or appearance is, in the opinion of the administration, disruptive to the educational process, constitutes a potential threat to the safety or health of the student or other persons, or contradicts the intent of the policy, it shall not be permitted.

The construction shall be of uniform quality, wash-n-wear or permanent-press fabric. No component of student clothing/outerwear may be of denim or jean material.

#### **SHIRTS**

- Polo-style shirt (with buttons) or traditional button-down shirt
- Polo-style shirt must be solid white, navy, or black
- No visible emblem
- Must be tucked in
- Solid white, navy, black, or gray undershirts or turtlenecks may be worn under the uniform shirt

- Wildcat wear

#### SWEATSHIRTS

- Must have a ribbed collar, waist and wrists
- Must show shirt collar
- Solid white, navy, black, or gray
- No ruffles, pleats, lace, trim, etc.
- No visible emblem
- Wildcat wear

#### SWEATERS/VESTS

- Solid white, navy, black, or gray
- Cardigan/Vest (button-up) or pullover - plain front
- No visible emblem

#### COATS/JACKETS

- Solid white, navy, black, or gray
- No oversized or trench coats
- School-approved letter jackets/Wildcat wear

#### PANTS/CAPRIS

- Solid khaki (tan), navy, or black
- No visible emblem
- Properly hemmed, no holes
- Must fit at the waist and have a front waistband and belt loops (Pre-K-3<sup>rd</sup> grade students may wear pull-up pants with a front waistband; elastic allowed only on the side and or back of pants.)
- No sagging, oversized, tight fitting, zip-off pants, bell bottoms, carpenter/cargo pants, warm-up windsuits, etc.
- No jeggings
- Length not to exceed the bottom of the shoe

#### WALKING SHORTS

- Solid khaki (tan), navy, or black
- No visible emblem
- Properly hemmed, no holes
- Must fit at the waist and have a front waistband and belt loops (Pre-K-3<sup>rd</sup> grade students may wear pull-up shorts with a front waistband; elastic allowed only on the side and or back of shorts.)
- No sagging, oversized, tight-fitting, carpenter/cargo shorts
- Length no shorter than 3" above the knee

#### DRESSES/JUMPERS/SKIRTS

- Solid khaki (tan), navy, or black
- Uniform style
- Must have a visible collar, regardless of outerwear
- Must wear a uniform shirt with jumpers and skirts
- No visible emblem
- Length no shorter than 3" above the knee

- If belt loops, belt must be worn

#### OVERALLS

- Not allowed

#### BELTS

- Solid brown, black, navy, khaki, or white
- Must be visible
- Length cannot exceed the buckle by more than six (6) inches
- Must be worn with pants and shorts (and if belt loops, dresses, jumpers, skirts)

#### SHOES

- No flip flops, slippers, house shoes, beach shoes, sports slippers
- Must match
- If so designed, must be fastened or tied

#### SOCKS/TIGHTS

- If worn, solid white, navy, khaki, black, or brown
- Must match

#### LEGGINGS

- If worn, solid white, navy, khaki, black, or brown
- Can be worn under outerwear, not as outerwear
- No jeggings

#### SCHOOL SPIRIT DAYS

- Uniform bottoms must be worn.
- Solid royal blue shirts, solid gold shirts, or approved Wildcat wear may be worn.

#### GENERAL CONSIDERATIONS

- Students are prohibited from wearing additional patches, pins, tattoos, ornate or cumbersome earrings or jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, vulgar, or any “gang” symbols, non-school group affiliated or distractive item which may harass, threaten, intimidate, or demean other groups; or which display illegal merchandise or contraband; or any item which may distract from the educational process.
- Earrings are acceptable (but no more than two earrings per ear are allowed). Other visible body piercing is not allowed.
- Students may not wear sweatshirts, sweaters, vests, jackets or coats around the waist, neck, shoulders, etc.
- Clothing cannot be worn inside out.
- Headwear (other than ribbons and headbands for females) is prohibited. No caps, hats, tams, head wraps, wrap caps, bandanas, sunglasses, curlers, “doo” rags, etc. are allowed on campus.
- Combs, rollers, and brushes are not allowed in the hair.
- Clothing is to fit appropriately. Oversized or tight-fitting clothing is prohibited.

#### ADDITIONAL STIPULATIONS FOR CHS STUDENTS

Students who arrive on campus late or who remain on campus after their dismissal time or who return to campus prior to the end of the school day must report to the office to sign in, must be in dress code compliance, and must follow all school rules. Blankets are not allowed. Thermal

underwear bottoms are not to be worn with shorts, skirts, or capris. Any clothing or other apparel that depicts in any form anything vulgar, illegal, or offensive will be confiscated.

### “FREE” UNIFORM DAY/PASS

Students who receive a “uniform free” pass or receive permission from administration to dress out of uniform must follow the guidelines below. The following items are prohibited:

1. Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent, or gang-related messages, themes, designs, or pictures
2. Clothing, pins, jewelry, accessories, or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, tobacco products, weapons, or messages that promote illegal activities
3. Clothing, pins, jewelry, accessories or other items of adornment depicting bawdy, salacious, or sexually-suggestive messages
4. Clothing that is transparent or exposes the midriff, navel, cleavage, private parts, undergarments, or that is otherwise sexually provocative
5. Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands
6. Underwear as outerwear garments, or clothing that exposes underwear, and items not appropriate for a classroom setting (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, leggings worn as outerwear, biker pants, biker shorts, yoga pants, bathing suits, or pajamas)
7. Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips, or holes in the garment
8. Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, or hair chopsticks)
9. Clothing that is too tight and/or is inappropriate in length as measured by any of the following methods, as determined by the building principal/designee: a. shorter than six (6) inches above the student’s mid-knee, or b. fingertip length as determined when both of the student’s hands are at his or her side, or c. length must pass Flamingo Test (Stand with both feet flat on the floor. Lift one foot and bend the leg backwards at a 90-degree angle; the other leg must remain straight. If the back of the skirt touches the calf of the bent leg, the skirt is long enough. If the skirt does not touch the calf, the skirt is too short.) d. Leggings may be worn under skirts or dresses, as long as the aforementioned guidelines are followed.
10. Footwear that is inappropriate for school (including, but not limited to, shower shoes, beach shoes, thongs, bedroom slippers, and unfastened shoes, or shoes missing appropriate closures) Shoes must have a strap on the back, for safety reasons.
11. Head coverings or accessories that are not related to or required by a student’s bona fide religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves, or bandanas) Hoodies are not to be worn on the head inside the school building.
12. Items that are intended for outdoor use (including, but not limited to hats, caps, and similar head coverings, scarves, jackets, and coats)

### STUDENT UNIFORM DRESS CODE VIOLATIONS

Students are to comply from arrival through departure; staff members should not have to address non-compliance. Students correcting a violation are to do so before the first bell. Any class time missed due to a student dress violation is unexcused, may affect any work due during the time



missed, and may result in disciplinary action. Anyone in violation after the first bell and sent to the office must confer with an administrator/designee and will be issued the violation consequence, even if the problem is corrected quickly thereafter (by calling parent, locating item, etc.).

Student uniform dress code violations are cumulative. If the student is referred to the office and/or misses any class time, consequences will apply, even if the student can immediately correct the violation.

If the student is wearing the wrong item, lacking an item—whether in possession of it or not--or otherwise violates the policy, the following consequences apply:

1<sup>st</sup> Offense: ISD until violation is corrected

2<sup>nd</sup> Offense: ISD remainder of day (even if corrected) and 1 ASD/ISD

3<sup>rd</sup> Offense: OSS

All offenses thereafter: administrator's discretion

\*\*\*If the student does not immediately comply with a staff member's instructions to correct a violation and is then sent to an administrator, an additional consequence of ISD or OSS will likely be issued for disobedience.

Repeat dress code non-compliance will be considered habitual violation of school rules and/or willful disobedience. Additional consequences may apply.

### **DROP-OFF AND PICK-UP LOCATIONS**

The bus circle is off limits to private vehicles during the school day. Students may be dropped off and picked up in the front circle off Broad Street. Vehicles must enter the circle from the east and exit heading west. Drop-off and pickup is also allowed along Branton Avenue heading south or Church Street heading east. Dropping off or picking up is not allowed on Wildcat Way or Porter Street or adjacent parking lots including the District office parking lot, teacher parking lot, or student parking lot.

### **DRUG AND ALCOHOL POLICY**

For CSD's Drug and Alcohol Policy, see [JCDAB](#) and [JCDAC](#).

### **EMERGENCY EVACUATIONS AND DRILLS/SCHOOL CLOSINGS**

All evacuations and drills are to be taken seriously. Any time students are evacuated from a classroom, they are to take personal items with them and are not to re-enter the area until an official all-clear is issued. Students must remain with their assigned teacher.

In cases of emergency, the administration may arrange for students to be transported off campus to an alternate location. After the emergency situation has passed and only upon notification from an administrator, students may be officially released to their parent, guardian, or someone on their check-out list if that name can be verified and proper sign-out procedures are followed.

Unusual weather or other situations may cause schools to be closed. The basic premise to observe is that schools are open unless closing is announced. Announcements of closings will be broadcast via local news media and possibly using School Messenger. The student and parent/guardian are responsible for notifying the front office of current phone numbers.

### **FALSE INFORMATION/ FORGED NOTES**

Providing false information may result in ASD, ISD or OSS. Any student who writes, alters, tampers with, submits, or forges any written documentation such as a note to check-out, to ride a different bus, or to give permission for a field trip or other activity for any himself/herself or another student will receive at least a full day of ISD.

Any student who writes, alters, tampers with, submits, or forges a note with a staff member's signature or who signs anyone in or out under false pretenses will receive at least two full days ISD or an OSS (administrator's discretion). Any student who writes alters, tampers with, submits, or forges an official note with a medical personnel's signature or other official signature will receive an OSS and may be referred to law-enforcement officials.

### FEES

The School Board authorizes each school to charge reasonable fees, but not more than the actual cost, for the following:

- A. Supplemental instructional materials and supplies, excluding textbooks;
- B. Other fees designated by the School Board as fees related to a valid curriculum educational objective, including transportation;
- C. Extracurricular activities and any other educational activities of the District which are not designated by the School Board as valid curriculum educational objectives, such as band trips and athletic events;
- D. Student ID's
- E. All fees must be paid by August 31.

All fees except those in item "C" above shall be charged only in accordance with the following District financial hardship waiver policy:

- A. Financial waiver shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
- B. A pupil eligible to have such fees waived as a result of an inability to pay for said fees shall not be discriminated against, nor shall there be any overt identification of a pupil who has received a financial hardship waiver.
- C. The inability to pay the fees shall not result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript, or right to participate in any activity related to educational enhancement.

In order to request a student fee waiver, a student or parent must complete a waiver of student fee form and submit it to the principal. The principal may form a special committee to consider this petition. This committee will be made up of teachers and administrators. A student's eligibility for a waiver fee will be dependent upon the student's family income, financial condition, extenuating circumstances, etc.

#### LIST OF FEES

Biology, Chemistry, Physical Science Lab Fee	\$10.00
AP Sciences Lab Fee	\$25.00
Art I Fee	\$10.00
Art II (and any courses higher) Fee	\$20.00
ACT (TBA) **During the school day test in October, all Seniors who have not reached CCR status in each section of Math, Reading and English, must take the ACT. All Juniors are required to take the ACT on this date as well.**	\$25.00

Choir/Band/Sports	See Choir /Band Director/ Individual Coach
Chromebook Technology Fee	\$25.00 per year
AP Exams	\$40 per exam
Dual Enrollment/Credit Courses	\$60 per course
Clubs/Organizations	See Individual Sponsor
Senior Fees	\$150

## FINES AND DEBTS

Students with a fine or debt can take exams but will not receive a report card and /or textbook until the obligation is cleared. All fines must be cleared up by the end of each school year. Any student owing fees will not be able to receive a schedule or Chromebook until all fees are cleared.

## GRADING, REPORT CARDS, PROMOTION AND RETENTION

(Refer to [CSD Policy IHA](#))

### GRADING

- A. The school year will be divided into four (4) grading periods. Semester grades will be the average of the two (2) grading period grades earned by the student in each semester. The yearly grade will be the average of the two (2) semester grades.
- B. All grades awarded to regular education students in grades K-12 will be awarded in compliance with the District's promotion and retention policy. Grades will be determined by multiple factors which may include, but are not limited to, assessments, classwork, homework, class participation, and special projects. Grades awarded to students who have been ruled eligible for special education services and who are actively participating in the District's special education program(s) will be based on the degree of attainment of goals and objectives set forth in the student's individual education plans (IEP's). Inclusion students who participate in regular education courses will be required to meet the same standards with accommodations and modifications as stated in the student's IEP.
- C. A minimum of nine (9) grades in K-12 will be recorded in each academic course during each grading period and must include at least two (2) major assessments. Grades must be recorded weekly.

### REPORTING

- A. Report cards will be issued at the end of each nine-week grading period. Progress reports will not be issued, but parents/guardians may review student grades through SAM.
- B. Grades:
  1. In kindergarten, students will be awarded an S (satisfactory), an N (needs improvement), or a U (unsatisfactory) to report student achievement.
  2. In grades 1-12, numerical averages will be used to report student achievement. Numerical averages that do not compute to a whole number will be rounded to the nearest whole number. A chart providing information for converting numerical grades to letter grades will be provided on the report card.

A	90 – 100
B	80 – 89
C	70 – 79
D	65 – 69
F	64 and below*
I	Incomplete

No average above 100 may be given for a nine-week grading period. A student who

receives a failing (F) grade in a course and is approved for Credit Recovery must pass the required course objectives and will receive a final grade no higher than 65. In the event a student's numerical grading period average is less than 50, the average will be recorded as 50 for each grading period only in the first half of the course. The student's actual average will be recorded each grading period for the second half of the course.

- C. Copies of student grade reports will be kept on file. All student cumulative records will be completed and kept on file in compliance with Mississippi State Department of Education regulations, state law, and School Board policy.
- D. Progress reports will be provided to parents no later than the fifth week of each grading period.

### RETESTING PROCEDURES

- A. All students have the opportunity to retake a test in order to improve their comprehension of the material and test score if they have failed the assessment.
- B. Before/after school remediation may be a requirement in order to retest. The process for re-teaching and/or re-testing is left up to the individual teacher. This includes the format of the re-test.
- C. Re-Tests will ONLY be administered before or after school, or at a time set by the teacher. Scheduling of a retest is the responsibility of the student, and must be done within a calendar week from the time the test was returned. Students who miss a scheduled retake opportunity due to an unexcused absence will forfeit their retake.
- D. The scores of the original test and the re-take will be calculated by taking the average of the original test and retest.
- E. Students can neither obtain full credit for the test, nor can their grade be lower than the original score.
- F. Exemptions:
  - a. Students enrolled in Dual Credit (DC) and or Advanced Placement (AP) courses are exempt from this policy due to the restrictions placed by Colleges/Universities. Teachers are under strict guidelines for students who have the ability to receive college credit for the course. Retakes will not be permitted.
  - b. Nine-week exams/Finals/Midterms – These exams are exempt from the policy as well. Students will not be permitted to retake nine-week exams, finals, and or midterms. The goal is to get them to retain the information. Therefore, these exams will be used as a summative assessment.
- G. Clause: If a student is found to be abusing this policy (i.e. - repetitively not studying in numerous classes because they can retake) they may be exempt from the policy. This is left to the discretion of teachers and administrators.

### PROMOTION AND RETENTION

- A. Grade level placement in high school (grades 9-12) will be determined on the basis of Carnegie units earned according to the following chart.

**9<sup>th</sup> Grade:** Successful Completion of 8<sup>th</sup> grade including Mississippi Studies and World Geography.

**10<sup>th</sup> Grade:** Successful Completion of 6 Credits including English, Math, either Science or Social Studies, and College and Career Readiness Course Requirements

**11<sup>th</sup> Grade:** Successful Completion of 13 Credits including an additional English,

Math, either Science or Social Studies, and College and Career Readiness Course Requirements

**12<sup>th</sup> Grade:** Successful Completion of 19 Credits including an additional English, Math, either Science or Social Studies, College and Career Readiness Course Requirements, AND must have previously taken and passed all state assessments required for graduation.

**Graduate:** Successful Completion of all graduation requirements.

All seniors must take a math course. The ACT test is required prior to Feb. 8th for all seniors who have not met CCR benchmarks in math, reading, and/or English.

B. Students with disabilities will be promoted based upon attainment of IEP objectives in accordance with state and federal laws and regulations.

C. Parents will be notified no later than the end of the third reporting period when it is determined a student is likely to be retained.

D. Students in grades 9-12 must meet graduation requirements set forth in Mississippi Board of Education Policy.

## **GRADUATION PRACTICE AND CEREMONY**

High school graduation is an important milestone for students and their families. The dignified tone of the ceremony offers each graduate a special memory. Graduates must attend graduation practice; only in emergency situations and with prior approval from the principal will students be excused. Without prior approval from the principal, failure to report to practice, reporting late, or leaving early will result in denial of the privilege of participating in the graduation ceremony. In order to participate in both practice and the graduation ceremony, the student must meet academic and attendance requirements, earn the required number of Carnegie units as prescribed by the District, complete the College & Career Readiness course, pass all required state assessments, have no outstanding debts to or incurred through the school, comply with the dress code stipulating appropriate graduation attire, and abide by the rules of conduct. Refer to Loss of Privileges. Graduation is Friday, May 17, 2024 @ 7:00pm.

## **GRADUATION REQUIREMENTS AND COURSE OPTIONS**

Requirements for high school graduation are adopted by the School Board and published annually as official statements of District policy. In order to receive a high school diploma, the District requires each student to have met the requirements established by its local board of education and by the State Board of Education..

Students failing to meet graduation requirements will not be issued a diploma, nor will they be permitted to participate in the graduation exercises. Each student graduating from Columbia High School must have earned at least three of the last six Carnegie units at Columbia High School, and successfully met graduation requirements set forth in this policy.

## **CORRESPONDENCE COURSES**

A maximum of one Carnegie unit of the minimum state requirements specified in this document may be earned through correspondence courses. Correspondence course guidelines are as follows:

1. In order to be credited, a correspondence course must be approved by the principal and administered through an approved university.
2. Correspondence courses taken through a university will be classified as Phase 2 courses.

3. The evaluation criteria will be administered by a certified staff member of Columbia High School.

### MISSISSIPPI DEPARTMENT OF EDUCATION APPROVED ONLINE COURSES

Columbia High School will approve a listing of specific online courses approved by the Mississippi Department of Education. After obtaining written approval from the principal and the counselor, a student may enroll in these courses and must adhere to all guidelines, timelines, and requirements. The grade earned will be included in the student's grade-point average. All tests must be taken and proctored at CHS within designated time limits.

### DUAL CREDIT/DUAL ENROLLMENT

Students may earn Carnegie units through dual credit/dual enrollment if they complete an application with the guidance office, meet eligibility requirements, and are approved for a course listed in the affiliation agreement with Columbia High School and the college. The grade earned in all dual credit/enrollment courses will be included in the student's grade-point average. Students must pay a fee of \$60 for each class. Students must earn a "C" or better in each dual enrollment course(s) or he/she will be required to pay \$60 back to CHS for the cost of the course paid by the school.

### PRE-AP COURSES

At CHS, Pre-AP courses are designed to provide rigorous content background and build stamina through the learning of foundational skills, so that students will be successful in future Advanced Placement classes. The College Board deems Pre-AP classes as "designed to give all students the opportunity to learn the foundational knowledge and skills they need to be successful in AP and other college-level coursework." Pre-AP courses are meant to build confidence in our students, and should serve as the prerequisites to all other AP courses. They also serve the school's goal of increasing the passing rate in our AP courses.

### PRE-AP ENROLLMENT

Beginning with students entering Columbia High School during the 2020-2021 school year and after, the number of students enrolled in Pre-AP will be determined by the number of students who scored in the 90th percentile or above on MAAP or MAAP equivalent assessments aligned to a specific core subject. Administrators may allow students who scored between the 80th and 89th percentile on MAAP or MAAP equivalent assessments aligned to a specific core subject in order to increase enrollment in core subject specific Pre-AP courses. Transfer students requesting to enroll in Pre-AP courses must meet the same guidelines as stated above. If the transfer student has no previous MAAP or MAAP equivalent assessments, the transfer student will take a MAAP equivalent assessment to determine placement. To create equitable circumstances for all learners, the administration retains the right to add and remove students who do or do not meet the above-mentioned criteria (given some unique set of circumstances).

### PRE-AP CURRICULUM & CONTENT

Course curriculums & content are aligned to the College and Career Readiness state standards of the course and the AP hallmarks of critical thinking, academic discourse, and problem-solving. These advanced courses move at a faster pace, are more academically challenging and require more independent learning than on-level courses.

When designing pre-advanced courses, it is important to keep the following in mind:

- Teachers should administer at least 1 learning checkpoint per unit, and 4 performance tasks per course that are rigorous and are similar to that of the proceeding AP test.
- Students should partake in independent and analytical assignments regularly and complete some preparation work outside of class often.
- Classes should require a summer reading assignment and/or project.
- Students should expect an increased amount of content-based readings and writing in all courses.

### ADVANCED PLACEMENT COURSES

Advanced Placement courses offer students the opportunity to participate in college-level work while still in high school. They are available to qualified, academically oriented students in grades ten through twelve. Upon completion of an AP course, students will be required to take the nationally administered examination. Testing will take place in May of each school year and students are required to be present. Each student must pay \$40 per AP exam for testing by August 31 to the front office. Depending on their performance on the examination, they may receive college credit for each test they take. This makes it possible for a student who is successful on the exam(s) and in the course(s) to enter college with one or more college courses already completed. In order to determine potential college credit, students are encouraged to speak with their counselor or contact their college/university of interest for more information on AP credit. Principal reserves the right to admit students in AP courses.

### CHS PHASE 3 & 4 CLASSES

Phase 3: 10 points added to the final grade in WNA/Phase 4: 20 points added to the final grade in WNA. All Dual Enrollment and AP Courses are Phase 4.

<b>SCIENCE:</b>	Biology I-Honors or Pre-AP	3	<b>MATH:</b>	Foundations to Algebra-Honors or Pre-AP	3
	Human Anatomy & Physiology	3		Algebra I-Honors or Pre-AP	3
	Environmental Science/Genetics	3		Geometry-Honors or Pre-AP	3
	ZoologyI/Zoology II	3		Algebra II	3
	Chemistry I	3		Advanced Math Plus/Trig & Pre-Cal	3
	Chemistry-Honors or Pre-AP	3		Calculus	3
	Physics	3		AP Calculus	4
	Genetics	3		Dual Enrollment College Algebra	4
	AP Biology	4		Other AP/Dual Enrollment Math	4
	AP Chemistry	4	<b>COMPUTER:</b>	Exploring Computer Science	3
	Other AP/Dual Enrollment Science	4		AP Computer Science Principles	4
<b>ENGLISH:</b>	English I-Honors or Pre-AP	3		Other AP or Dual Enrollment Computer	4
	English II-Honors or Pre-AP	3	<b>FOREIGN</b>	Foreign Language I	3
	CCR	3	<b>LANGUAGE:</b>	Foreign Language II	3
	AP Language and Composition	4		Foreign Language III/IV	3
	AP Literature and Composition	4		Other AP/Dual Enrollment Foreign Language	4
	Dual Enrollment English Comp I or II	4	<b>CAREER</b>	Digital Media I & II	3
	Other AP/Dual Enrollment English	4	<b>TECH:</b>	Health Science I & II	3
<b>SOCIAL</b>	Economics-Honors	3		Robotics & Engineering	3
<b>STUDIES:</b>	AP US History	4		Other AP/Dual Enrollment CTE	4
	AP Government & Politics	4	<b>ART/MUSIC:</b>	Art III, IV, or Individual Study	3
	Dual Enrollment World Civ I or others	4		AP 2D Art & Design	4
	Dual Enrollment Psychology	4		Dual Enrollment Art Appreciation	4
	Dual Enrollment Sociology	4		Dual Enrollment Music Appreciation	4
	Other AP/Dual Enrollment Social Studies	4		Other AP/Dual Enrollment Art/Music	4

## GRADUATION PATHWAYS OPTIONS

All Columbia High School students shall graduate from this District utilizing one of the Mississippi Department of Education (MDE) graduation options and by meeting all other requirements as defined by the Mississippi Department of Education. Any person who has withdrawn from high school before graduation may be granted a diploma from the Mississippi public high school that the person last attended if the person has:

- a. Completed all requisite graduation course work requirements and has achieved the equivalent requirements a passing score on an assessment reasonably comparable to the respective assessments that would qualify the person for high school graduation that as such assessments existed at the time that the student would have graduated;
- b. Made a request to the public high school district that the person last attended in Mississippi that includes relevant transcripts of coursework completed. The



superintendent or designee shall establish procedures to support this policy. The Mississippi Public School Accountability Standards for this policy are standards 14 and 21.

### EARLY GRADUATION

Students who would like to be considered for early graduation must submit a written request to the principal before August 1 of their senior year. Only extenuating circumstances will be considered. In the event that permission is granted for a student to graduate early, the student shall not be eligible for Valedictorian or Salutatorian.

## MISSISSIPPI DIPLOMA OPTIONS (Begins w/ incoming freshman of 2018-19)

### TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology I</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

#### Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

#### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

### ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English Elements I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math Elements I-III</li> <li>Alternate Algebra Elements</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology Elements</li> <li>Alternate Science Elements II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History Elements (Strands: U.S. History and World History)</li> <li>Alternate Social Studies Elements (Strands: Economics and U.S. Government)</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health Elements</li> </ul>
Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)</li> </ul>
Additional Electives	2	
<b>Total Units Required</b>	<b>24</b>	

#### Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

## CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

## ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One academic dual credit course with a C or higher in the course

## DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

### Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One academic dual credit course with a B or higher in the course

## GRADUATION REQUIREMENTS FOR SPECIAL POPULATIONS

Graduation requirements for Special Education students are based on the criteria established by the Individual Education Plan (IEP) and are reviewed on an annual basis. Allowable accommodations and modifications will be provided, as needed, in testing procedures.

1. Special Education students pursuing a Standard Diploma must meet all state and district requirements.
2. Special Education students who complete the secondary curriculum for special education may be issued a Certificate of Completion, which states: "This student has successfully completed an Individualized Education Program." {MS Code 37-16-11(1)}
3. Special Education students receiving a Mississippi Occupational Diploma must successfully complete all minimum requirements established by the State Board of Education. {MS Code 37-16-11(2)}.

## CREDIT RECOVERY

As a means of helping students get back on track toward graduation and to encourage students to remain in school, the District School Board shall offer a "Credit Recovery Program" which allows students within the District to earn credit for a course that was previously failed. Credit recovery is a part of the District Dropout Prevention Program.

Applicable fees will be required. Credit recovery shall be defined as a course-specific, skilled based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive credit to earn promotion. Credit recovery is Used only for graduation requirements.

## ACADEMIC HONORS

Refer to [CSD Policy IHC](#) for Valedictorian/Salutatorian/Class Rank/Academic Honors

LEGAL REF.: MS CODE as cited

Mississippi Public Accountability Standards

State Board Policy

## COLUMBIA HIGH SCHOOL DISTINGUISHED SCHOLAR

Columbia High School recognizes students' effort to become College and Career Ready by taking a rigorous curriculum that includes Honors, Advanced Placement, and/or Dual Enrollment courses. Students who undertake this rigorous curriculum and meet certain academic requirements will receive the noted distinction of "Distinguished Scholar" on their diploma and their transcript, as well as recognition at the graduation ceremony.

## **HALL PASSES**

Students who leave the room during class time must have an official CHS hall pass in their possession. Students bear a responsibility for obtaining a specific teacher-signed hall pass as documentation that they have permission to be out of class. Loitering, changing destination without permission, disturbing classes, obtaining a pass without authorization, or altering the pass may result in disciplinary action. Anyone who abuses the privilege of leaving class can result in loss of privileges, ISD, OSS, recommendation for expulsion, recommendation for placement in an alternative setting, and/or any other action deemed appropriate by the administration.

## **HEALTH CONCERNS**

At the start of the school year or at the onset of the condition, parents are asked to notify the school of any chronic condition that will cause the student to miss school or need special accommodations.

Students who have a medical reason and documentation to excuse their participation from class activities must notify office personnel. The school may request medical clearance in order for a child to participate in physically challenging activities. Refer to Drugs and to Medications for proper procedures regarding medications on campus.

## **IDs**

- Current school-issued IDs are to be worn at all times on campus, from arrival through departure. The ID is to be attached with the school-issued clip and worn on the upper chest area with the photo side visible or on a lanyard. The ID is to be maintained in the condition in which it was issued. IDs are not to be defaced in any way—writing, drawings, cuts, staples, stickers, cracks, holes, tape, photos, or other.
- Students are not allowed to use/wear another student’s ID or an outdated ID. Violators face disciplinary action. IDs from a previous year or belonging to another student will be confiscated and not returned.
- Students needing an ID or a temp tag must get it before the first bell sounds. Once the first block begins, students who do not have either their current ID or a current temp tag are in violation and will be issued the consequence, even if they have called home for someone to bring their ID, if they have their ID in the parking lot, if they find their ID, etc. Class time missed from obtaining an ID or temp tag is unexcused. Temp tags are good for the specific day of issue only.
- Any class time missed due to an ID violation is unexcused, may affect any work due during the time missed, and may result in disciplinary action. Once the school day has begun and the student has been addressed by a staff member for any violation, he or she is to confer with an administrator.
- Students must have their own ID or their temp tag to go through the breakfast and lunch lines. Staff members will not disrupt their lunch time to return to the classroom/gym/etc. to retrieve IDs. In those cases, students will go to the office for a temp tag (and accompanying consequences).
- The ID is to be given to any staff member who asks for it, even if no reason for requesting it is given.
- Replacement IDs cost \$5.00; replacement clips, \$1.00. Any student needing a temp tag or a replacement ID is to see the front desk receptionist. The replacement ID will be issued when it is made.
- Students can purchase an extra ID to keep in the office. If the student forgets his/her ID, that one can be available in the office as a spare. However, it is the student’s responsibility to retrieve it before the school day begins and to return it to the office at the end of the day for future use.

### ID POLICY VIOLATIONS

If students are referred to the office, they must either submit the teacher’s referral or inform front office personnel why they are there. Consequences will apply, even if the student can immediately correct the violation. ID violations are cumulative.

1 <sup>st</sup> and 2 <sup>nd</sup> referrals;	temp tag
3 <sup>rd</sup> and 4 <sup>th</sup> referrals:	3 lunch detentions
5 <sup>th</sup> and 6 <sup>th</sup> referrals:	1 day ISD
7 <sup>th</sup> and 8 <sup>th</sup> referrals:	3 day ISD
9 <sup>th</sup> referral:	1 day OSS for habitual violations
Thereafter:	administrator’s discretion

## **INJURIES**

All injuries are to be reported immediately to the supervising employee. If the injury occurs without direct adult supervision, the front office is to be notified immediately. Student athletes injured during their supervised practice or activity are to contact their coach immediately to report the incident.

## **INSURANCE FOR STUDENTS**

Student insurance may be available for purchase at the beginning of the school year; contact the office for more information. It and other insurance obtained by the parent/guardian is strongly encouraged. School insurance is a secondary policy.

## **INTERACTION WITH PEERS AND STAFF**

Columbia High School is similar to a small community. Students are here to learn and develop skills that will lead them to success; the daily focus is to be on academics and school activities. It is important to get along with others. Students are expected to interact with peers and staff members in a pleasant, non-confrontational, respectful manner—even if they have differing views. Conflict does not belong in the school setting.

Students have the responsibility of showing respect to others and the property of others. If a peer problem needs to be reported, it should be done so to a teacher, counselor, or administrator in a timely manner. Students are not to approach other students to address issues involving themselves, their siblings, friends, or others about what happened or what they think happened and are not to be messengers for others. Refer to Instigates and Social Media. Students are never to touch, enter, or interfere with another person or another person's property without their permission, even in a joking or playing manner. Students who demonstrate incidents of poor interaction with others may be disciplined, recommended for assessment, and/or placed in Second Chance Center.

### IS INVOLVED IN A VERBAL CONFRONTATION

Students involved in a verbal confrontation may be removed from campus and are subject to ISD or OSS (administrator's discretion). Refer to Speaks or Writes Profane, Obscene, Abusive, or Inappropriate Language.

### CONFRONTS/THREATENS/HARASSES/INTIMIDATES/HUMILIATES/EXTORTS

Students are expected to interact socially without interference from non-educational matters (including but not limited to questioning or discussing rumors, peer relationships, hearsay, and others' personal situations, whether presumed or factual) impeding their or others' academic progress or affecting the school environment. These expectations apply on campus, on school buses, on school trips, and any other time the student is under the responsibility of the school. Once spoken or written, words, whether to or about someone else, become public. Students are not to instigate, initiate, provoke, or in any way contribute to or participate in a confrontation with words, in writing, or by physical contact. Furthermore, students are not to touch, threaten in any way, or, through a third party, involve themselves in others' conversations of a confrontational nature. Students are to report peer problems to a teacher, a counselor, or an administrator as an attempt to solve the concern and avoid confrontation. Failure to report potential situations that later lead to confrontation may subject the student to discipline consequences. Violators of these expectations are subject to ASD, ISD, or OSS.

With the increased use of technology, concerns have arisen regarding cell phone and computer communication with e-mail, text messages, postings on sites such as Facebook, YouTube, Instagram,

Snapchat, etc. that create an abusive atmosphere for another student or staff, affect the educational process, or negatively impact the educational setting. If the site is yours, you are responsible for its content, regardless of who posted it and whether or not it occurred outside the school day. The school reserves the right to issue consequences for violations, including suspension, loss of privileges, and/or any other actions deemed appropriate by the administration. Refer to Social Media.

Even if made in a joking manner, gestures and/or verbal and written statements threatening, harassing, intimidating, and/or humiliating others are unacceptable and will be taken seriously. Any act or sexual, racial, or derogatory statement (including text messages, computer-generated messages, YouTube posting, Snapchat, Kick posting, etc., or phone calls regardless of time and place made) that intentionally creates an abusive atmosphere for another student or affects the educational process is unacceptable and subject to being dealt with by the school administration. The school reserves the right to issue discipline consequences, including loss of privileges, for any off-campus misconduct that has a detrimental effect on or negatively impacts the educational setting. For more information, refer to Harassment. All incidents will be dealt with on an individual basis. Consequences include but are not limited to ISD, OSS, referral to a school counselor or school psychologist, recommendation for expulsion, and/or any other action deemed appropriate by the school administration.

Any comment or communication referring to having a weapon or intention to bring a weapon on campus, any reference to threatening to shoot or cut someone, or any direct threat made toward or about a staff member will be taken seriously and will include at least a three-day OSS, as well as any other consequence deemed appropriate by the school administration.

Any comment or communication referring to a bomb or other incendiary device on campus, on a school bus, at any school activity, or on any other school district property will result in a recommendation for expulsion and referral to law-enforcement officials.

#### IS INVOLVED IN HORSEPLAY

Students are to avoid physical contact if at all possible, including horseplay, which often leads to accidental injury or confrontational situations. Consequences for horseplay include lunch detention, ASD, ISD, and/or any other consequence deemed appropriate by the school administration.

#### MAKES PHYSICAL CONTACT WITHOUT INJURY

Pushing, striking, throwing objects, and other potentially aggressive behaviors, even if done with the intention of “joking” or “playing,” are unacceptable. Consequences for physical contact without injury include ASD, ISD, OSS, and/or any other consequence deemed appropriate by the school administration. The duration of the consequence will be extended if it is a repeat occurrence.

#### DEMONSTRATES AGGRESSIVE BEHAVIORS TOWARDS OTHER STUDENTS

Aggressive physical contact, such as slapping, grabbing, or shoving, may result in removal from campus, ISD, OSS, and/or any other action deemed appropriate by the school administration. The duration of the consequence will be extended if the student did not respond to a staff member’s directive to stop immediately or if it is a repeat occurrence.

#### INSTIGATES AND RUNNING TOWARDS A FIGHT OR ALTERCATION

Students are not to involve themselves in conversations of a confrontational nature, spread or question unfounded rumors or gossip, get involved in others’ personal situations, whether presumed

or factual, deliver third-party messages, or make comments or gestures of an inappropriate, sexual, racial, or derogatory nature. Any student instigating, running towards, or provoking a confrontation among others is subject to ISD or OSS.

#### WILLINGLY PARTICIPATES IN A FIGHT

Fighting on or near campus, on a school bus, or at any school-sponsored activity is prohibited. When a physical confrontation occurs, school officials will investigate, after which the administration will make a determination regarding consequences. In incidents of fighting, regarding the severity, students will be removed from campus; school officials will then investigate and make the final decision regarding consequences. Students are to avoid confrontation, whether verbal or physical, and are expected to report brewing situations to a counselor or administrator.

#### DEMONSTRATES MORE THAN ONE INCIDENT OF AGGRESSIVE PHYSICAL CONTACT OR BEHAVIOR

More than one incident of aggressive physical contact or behavior will likely result in a recommendation of placement in the Second Chance Center, possibly with a recommendation for expulsion, and any other action deemed appropriate by the administration.

#### MAINTAINS PROFESSIONAL RELATIONSHIPS

Staff members have the responsibility of maintaining a professional relationship with students. Likewise, students need to respect that level of separation; while a staff member may be friendly, students must realize that the employee cannot function as a friend. Social relationships with teachers and other staff members are restricted. Students are to refrain from text messaging staff members. Student interaction with employees, including phone calls and e-mail, are to be restricted to school matters as much as possible and are to occur only during reasonable hours.

#### DEMONSTRATES AGGRESSIVE PHYSICAL CONTACT WITH A STAFF MEMBER

If physical contact is made with a staff member (including touching or moving an arm or a hand in a potentially argumentative or confrontational situation), the student will receive an OSS, along with any other action deemed appropriate by the school administration. Purposeful, aggressive physical contact with a staff member will result in at least a five-day OSS and referral to law-enforcement officials, possible placement in the Second Chance Center and/or a recommendation for expulsion, and/or any other action deemed appropriate.

### **LIBRARY/MEDIA CENTER**

The library/media center is open to all CHS students and personnel. Students must sign in upon arrival and out upon departure. Contact the librarian/media specialist for daily hours.

A current CHS ID card is required to check out items. Books may be checked out for a period of two weeks and may be renewed for an additional two-week period unless they have been requested by another student. Additional books cannot be checked out if the student has an overdue book. Overdue library books will be assessed a fine for each day they are late.

The person checking out items is responsible for the care and return of those items. Any lost items must be paid for. Also, damaged items must be paid for, in part if the item is still usable or in full if the item must be replaced.

Students may use computers in the library/media center before and after school or during the school day (including lunch periods) with a pass from their assigned teacher if there is an available

computer and space. Students cannot remain without a pass from their assigned teacher. Students are not to log onto questionable sites or print unnecessary items.

Students are reminded of the Acceptable Use Policy and its consequences for violation. Library/computer privileges can be suspended or revoked for violation. Students transferring to another school must return all library books during the withdrawal procedure.

## **MAJOR OFFENSES**

Any act deemed a major disturbance or any other act deemed highly disruptive to the school setting is subject to OSS, possibly with a recommendation for expulsion, placement in Second Chance Center, referral to law-enforcement officials, and/or any action deemed appropriate by the principal.

Gambling, purposely causing injury to another person, exposing oneself, possession of sexually explicit literature, messages, or pictures of any kind, propositioning to engage in a sexual act, extorting money or other items, setting off fire alarms, tampering with school or staff equipment (including but not limited to fire extinguishers, computers, and school communication devices), possessing or using fireworks or stink bombs, possessing toy/imitation weapons, misrepresenting oneself, possessing ammunition, and any other act deemed by the school administration as violation of this infraction will result in at least a three-day OSS and any other action deemed appropriate by the school administration.

## **MAKE-UP WORK**

Upon returning to school from an absence, students are to arrange for make-up work due and have the next two days or the number of days absent, whichever is greater, to make up work except for truancy, which results in 0's. However, assignments/tests/projects/quizzes announced before the absence are to be taken or turned in on the day of the student's return if no new material for that assessment has been presented.

The teacher can issue an alternate test or an alternate assignment for any work missed during an absence. Students should not make up work for one teacher during another teacher's class. Students will not be provided make-up work prior to absences; they may request to pick up work only if they will be out of school for at least three consecutive days. Requests for assignments are made through the guidance department (601)736-5335. Twenty-four hour notice must be given prior to picking up requested work.

## **MARION COUNTY CARL LOFTIN CAREER AND TECHNOLOGY CENTER**

During their freshman, sophomore, junior, and senior years, Columbia High School eligible students may opt to take classes at the Marion County Career and Technology Center (MCCTC). Students who are interested should consult their guidance counselor. Once enrolled, CHS students must complete an application for MCCTC students. CHS students enrolled at MCCTC for 1<sup>st</sup> block classes must arrive at CHS by 7:40 am in order to ride the bus to the campus. Parents will not be allowed to drop off / check in students at the MCCTC and students cannot drive themselves to the MCCTC campus.

### CAREER CENTER FIELD TRIPS AND ACTIVITIES

Permission forms for field trips or MCCTC activities must be completed and submitted for approval no later than the day prior to the events. The administration reserves the right to approve or deny



the request.

### TRANSPORTATION TO AND FROM THE CAREER CENTER

All MCCTC students must ride the designated bus both to and from the center. Attendance will be checked daily; it is the student's responsibility not to board the bus prior to checking in with the staff member loading the bus.

Students who miss the MCCTC bus without a valid reason will receive an unexcused absence for that class period and report to ISD (for the remainder of the period on the first offense). Students who arrive on campus during their MCCTC period must report to the office immediately to sign in (with a parent/guardian in SAM) and will be sent to ISD that period. This includes students that drive to school as well. Habitual violation of either situation will result in additional consequences.

Students cannot drive or get a ride to the MCCTC unless prior written arrangements have been made between the students, MCCTC director, parent and principal of CHS.

### SIGNING IN/OUT FROM THE CAREER CENTER

Under extreme circumstances when a parent/guardian drops off a student at the MCCTC, as in the case of arriving at school late, the parent must first report to Columbia High School to sign the student in.

As a student is signed out from the MCCTC, the parent/guardian must notify CHS. When students are signed out from the MCCTC, but return to CHS later in the day, they must sign in upon arrival. Students who return from the MCCTC cannot leave campus until their regular dismissal time if proper sign-out procedures have not been followed.

Failure to comply with any of these transportation requirements may result in the student receiving an unexcused absence and disciplinary action, including ASD, ISD, or OSS.

### MISBEHAVIOR AT THE CAREER CENTER

CHS students reported for misbehavior at the MCCTC are subject to consequences as though they were on CHS campus. MCCTC students suspended from CHS are also suspended from the MCCTC program for the duration of the suspension.

## **MEDICATIONS**

Students are not to have medications, prescribed or over-the-counter (except cough drops), in their possession unless the necessary paperwork to do so is completed and on file. The parent/guardian must bring all medications, whether prescription or over-the-counter, to school; medications are not to be brought to school by the student. Students are not allowed to distribute any medications to other students. For more information, refer to [CSD Policy JGCD](#).

## **MISCONDUCT IN THE CAFETERIA AND HALLWAYS, ON THE COURTYARD OR BREEZEWAY, OR IN OTHER AREAS**

Pushing/cutting/slowing the lunch line, running, turning lights on/off, littering, loitering, loud talking, leaving trash/food/trays on the table or floor, throwing food or other items, creating a

disturbance, and any other action considered disruptive or misconduct will result in disciplinary action (administrator's discretion).

## **NETWORK ACCEPTABLE USE POLICY (AUP)**

The District is compliant with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

The District offers Chromebooks, Internet access, and Internet email accounts, but all users are required to adhere to the AUP. Access to the Internet is a privilege and, therefore, entails responsibility. The network is provided for academic use only, not for entertainment or other activities outside the curriculum. In order to use Chromebooks or school computers, both the student and parent/guardian must sign an AUP form. Students can be denied Internet access and/or use of Chromebooks and school computers by school personnel or parent request. Students are to have no expectations of privacy regarding Chromebooks or school computers or messages sent by or information received by accessing the school/district system or school-issued email accounts.

Violation of the AUP may result in the denial, suspension, or cancellation of the user's privileges, as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, District administration, and/or local, state, or federal law-enforcement officials. Consequences may include but are not limited to monetary restitution, OSS (possibly with a recommendation for expulsion), ISD, and/or any other action deemed appropriate by administrative authorities.

Pulling up, printing, or possessing pornographic/inappropriate pictures, articles, or lyrics will result in at least a three-day OSS, suspension of Internet privileges, and any other action deemed appropriate by the administration, including reporting to law-enforcement officials.

Sending a threatening, harassing, or confrontational message or posting inappropriate photos or written text to or from a school/district account, Chromebook, or school/district computer is subject to discipline consequence(s) including but not limited to out-of-school suspension, possibly with a recommendation for expulsion and/or Second Chance Center, referral to law-enforcement officials, and any other action deemed appropriate by the school administration. Refer to Confronts, Threatens, Harasses, Intimidates, Humiliates, Extorts under Discipline Consequences for more information regarding computer-generated messages.

## **OTHER SCHOOL CAMPUSES**

CHS students are not to go onto any other school campus without prior consent of the CHS principal and the principal of the visiting school. Violators are subject to OSS, removal by law-enforcement officials, charges being filed, and/or other action deemed appropriate by the administration.

## **OUTSIDE FOOD AND DRINKS**

Students are not to bring candy, gum, and other food items or drinks onto the campus for the purpose of selling or exchanging (except previously principal-approved projects).

Once the school day has begun, food/drink deliveries will not be accepted. This expectation includes student lunches, items for classrooms. etc. Refer to Cafeteria/Food Services regarding outside food in the cafeteria.

## **PARENT/GUARDIAN OBSERVATIONS**

The District encourages parent involvement in the educational process. In order to assure a successful school visit or observation, we ask for your cooperation with the following:

- Upon arrival, all visitors must sign in at the principal's office stating the reason for the visit and must sign out upon departure. Visitors will be issued a temp tag.
- To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation.
- Any visitors other than the parent/guardian must be approved by the principal before visiting classrooms.
- Visit only the area where your child is scheduled to be.
- Refrain from interrupting instruction in any way, including using electronic devices or communicating, recording, videotaping, photographing, or texting during the observation. Place your phone on silent prior to the observation.
- During the observation, remain in the location designated by the teacher or other staff member in order to limit distractions to instruction.
- Refrain from communicating or interacting with your child or any other student in the classroom.
- Follow-up discussion should be scheduled at a mutually agreed upon time when the teacher is available and instruction is not interrupted. If you desire a conference, please schedule the meeting through the principal's office.
- Parents/Guardians must maintain confidentiality and may not discuss any matters related to other children.

For more information, refer to [CSD Policy KM](#).

## **PARENTS'/GUARDIANS'/SCHOOL PERSONNEL'S RESPONSIBILITIES**

Because education is a process that requires a safe and orderly environment, students enrolled in the District are responsible for knowing and abiding by the rules and regulations of the District and the school, in addition to applicable local, state and federal laws. Parents/guardians are partners with the school in ensuring that students know and abide by the established rules of conduct. According to state law, a parent, legal guardian or custodian of a compulsory school-age child enrolled in a public school shall be responsible for his or her child's conduct and financially liable for his or her minor child's destructive acts against school property or persons.

The specific legal responsibilities of parents/guardians under the Prevention of School Violence Act of 1994 include but are not limited to the following:

- A compulsory school-aged child is required by law to enroll in and attend a public school or a legitimate non-public school. The compulsory school-aged child is defined as a child from 6-17 years of age. The year a child turns 17 years of age, he or she must complete the entire academic school year. Parents, guardians, or custodians who refuse or willfully fail to perform their duty in this regard shall be guilty of contributing to the neglect of a child and subject to a fine of up to \$1,000.00, imprisonment up to one year, or both (Sec. 37-13-91, MS code, 1994 Supp.)
- Any parent, guardian, or custodian who refuses or willfully fails to perform any of the duties imposed by applicable law shall be guilty of a misdemeanor carrying a fine up to \$3,500.00. (Sec. 37-11-53-(3), MS Code, 1994 Supp.)
- Parents, guardians, and custodians of compulsory school-aged children shall be responsible for any criminal fines imposed against the student for unlawful activity occurring on the school

grounds. "Unlawful activity" is defined as possession or use of a deadly weapon; possession, sale, or use of any controlled substance; aggravated assault; simple assault; rape; sexual battery; murder; indecent liberties with a minor under 18; possession of a firearm; or any violent act. "Violent Acts" mean any act resulting in death or physical harm to another or any attempt to cause death or physical harm to another. (Sec. 37-11-29/Sec. 37-11-53, MS Code, 1994 Supp.)

- Parents, guardians, or custodians of a compulsory school-aged child enrolled in a public school shall be responsible financially for their minor child's destructive acts against school property or persons. When summoned by proper notification, they are required to attend a school conference regarding these destructive acts. Failure to attend may result in a fine up to \$250.00. (Sec. 37-11-53, MS Code, 1994 Supp.)
- The District is entitled to recover up to \$20,000.00 from the parent, guardian or custodian of a child who maliciously and willfully damages District property. (Sec. 37-11-53, MS Code, 1994 Supp.)
- At the time of registration, a child or parent, guardian, or custodian must indicate on the school registration form (or otherwise inform the principal) if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding. (Sec. 37-15-9, MS Code, 1994 Supp.)
- If a child is withdrawn from school to be homeschooled, the parent must provide documents of verification from Child Welfare and Attendance.

Every teacher and principal is authorized and responsible for holding every student to a strict accountability for an orderly learning environment. Each student is strictly accountable for any disorderly conduct whether in school, on the campus, at a school-related event or activity, or in-route to or from school. Moreover, each teacher or administrator is charged with the duty to hold students accountable for their conduct.

The specific legal responsibilities of school personnel under the Prevention of School Violence Act of 1994 include but are not limited to the following:

- Any teacher or other school employee who has knowledge of any "unlawful activity" or "violent act" shall report such acts to the principal of the school.
- Principals must report immediately to law enforcement when there is reasonable belief that an "unlawful activity" or "violent act" has occurred on school property or during a school activity. Law enforcement may arrest the student upon probable cause. (Sec 97-37-17 and Sec. 37-11-29, MS Code, 1994 Supp.)

The principal and the superintendent must notify the District attorney of any accusation of fondling or sexual involvement with a student under 18 by a school employee over 18. This duty to notify is contingent upon receiving a report of the accusation and having a reasonable basis for its truth. (Sec. 97-5-24, MS Code, 1994 Supp.)

- If a student commits a criminal act or is expelled, the superintendent must complete and
- submit an affidavit of written notice to the youth court, the police, the State Department of Education, and the parents/legal guardians of the child.

Parents have the responsibility of picking up their child on time. Failure to do so may forfeit the child's participation in activities, and school authorities may contact DHS to report the parent's failure to do so.

## **PARKING**

All vehicles parked on campus must be registered. Only legally licensed, insured students will be

allowed to bring a vehicle onto campus and only with permission from their parent/guardian and the school's administration. Students who park vehicles on campus do so at their own risk; the school and District accept no liability or responsibility regarding theft, damage, vandalism, etc.

Vehicles parked on campus are subject to being searched. Refer to Searches.

Unauthorized/Unregistered vehicles or those parked in violation of established policies are subject to being ticketed and/or towed at the owner's expense.

CHS front office personnel are in charge of parking and decals. Students who wish to park on campus must submit \$20.00, a completed CHS Student Parking Permit Application, a signed random drug-testing consent form, a copy of their driver's license, and a copy of proof of liability insurance to obtain a parking decal.

### AUTO/PARKING VIOLATIONS

1. All individuals who bring a vehicle to school must have a valid driver's license, proof of insurance and completed registration form.
2. Freshmen are not to bring vehicles on the school campus during the school day unless permission is granted by the principal. Freshmen who choose to drive on campus will be disciplined for defiance and their vehicles will be subject to being towed at the owner's expense.
3. Do not speed or drive recklessly on school property. Speed limits are posted and all state laws apply.
4. Do not carry other individuals on the outside of vehicle, back of trucks, or in trunks.
5. Students will not be allowed to sit in vehicles during the school day. Students are not allowed in the student parking lot during the school day. Students will park their vehicles and leave the parking lot immediately. When the student leaves the school building going home, the student will go directly to his/her vehicle and leave the school grounds at that time. Failure to abide by these rules shall result in loss of school parking privilege.
6. All students and school personnel must register their vehicle, have proof of insurance, and in order to park on the campus. Parking decals must be visible at all times and students must park in their assigned parking spots.
7. Students who park on campus without obtaining a parking decal may receive a fine of \$10.00 for each violation.
8. Any vehicle on any campus will be subject to search. Parking privileges may be suspended by a school principal when contraband is located in a vehicle parked at school. Examples of contraband are drug paraphernalia, lighters, cigarettes, etc.
9. Vehicles inappropriately parked may be towed away at the owner's expense.
10. Students who violate the tardy policy to school may have the privilege of bringing their vehicles on campus suspended.
11. The parking lot will be monitored by school administrators, and assigned school personnel. Any student in violation of the rules governing vehicles on campus will be subject to disciplinary measures. Abuse of the permit registration decal (i.e., loaning or selling of a permit to another student) will result in a suspension or loss of driving privileges.
12. Parking permits must be purchased at the beginning of the school year for \$20.00 during the assigned time. Students failing to purchase a parking permit at this time will be charged \$25.00 for purchase at a later date. Students receiving their licenses or new students enrolling during the school year will pay \$20.00.
13. Seniors may be allowed to paint parking space for an additional \$15.00. Parking designs must

- be approved by the administration.
14. Parking privileges may be revoked by the school administration.

### **PEP RALLIES**

One means of promoting school spirit is through scheduled pep rallies. Only students and their parents/guardians (and siblings under their supervision) are allowed to attend school-day pep rallies. Students from other schools are not allowed. Attendance at pep rallies is a privilege, one that can be removed for discipline or attendance infractions. Students who were absent or signed out that day are not allowed to return for pep rallies or other activities. CHS students who are allowed to leave before the end of the school day may return but must adhere to all school expectations, policies, and procedures.

### **PICTURE-TAKING AND VIDEOTAPING**

Videotaping and picture-taking anywhere on campus without an administrator's prior permission is prohibited. Picture-taking, videotaping, and/or posting, emailing, etc. of a confrontation or of a situation which, in the opinion of the administration, creates a negative or humiliating atmosphere for another person and has an adverse effect on the learning environment, will likely result in school consequences and possibly referral to law-enforcement officials. Students are to respect the privacy of others and are not to promote a humiliating, embarrassing, or threatening atmosphere. Refer to Bullying/Harassing/Hazing.

### **POSITIVE BEHAVIOR SUPPORT**

The District adheres to a philosophy of utilizing positive behavior support as the first response to behavior. School environments that are positive, preventive, predictable, and effective are safer, healthier, and more caring; have enhanced learning and teaching outcomes; can provide a continuum of behavior support for all students; and are achievable and sustainable. Positive behavior support involves a school-wide purpose and approach to discipline, procedures for teaching and encouraging expected behaviors, and procedures for ongoing progress monitoring.

Students who have perfect attendance, no office referrals, and all A's will be recognized and rewarded. Each year the school administration sponsors awards programs to recognize students who have demonstrated outstanding academic achievement, good school citizenship, and perfect attendance. Eligible students may be rewarded food, participation in designated positive incentive days, trips, and/or other items/privileges.

### **PRIDE IN THE SCHOOL AND SCHOOL PROPERTY**

Students are to respect school property and the property of others. Each student is responsible for taking pride in the campus and its components. All trash is to be discarded properly. School textbooks, Chromebooks, school computers, cameras, etc. in the student's care are the student's responsibility.

Improper use, abnormal wear and tear, damage, or loss of school property will result in the student being liable for full replacement/restitution of the item as well as disciplinary consequences. Graffiti is considered vandalism. Refer to "Cuts, Defaces, Damages, or Tamper with School Property or Property of School Personnel; Vandalizes" under Discipline Consequences.

### **PROGRESS REPORTS**

Refer to "Student Data Information Management System".

## **PUBLIC DISPLAYS OF AFFECTION**

Hugging, kissing, holding hands, sitting on others, and other forms of public displays of affection are not appropriate for the school setting. Violators are subject to disciplinary consequences deemed appropriate by the school administration.

## **(SCHOOL) RADIOS/PA SYSTEM**

Only authorized personnel are allowed to use the school radios and PA system. Unauthorized use results in disciplinary action (up to recommendation for expulsion).

## **RANDOM DRUG TESTING POLICY**

The District is dedicated to providing a drug-free learning environment. In an effort to protect the health and safety of students from illegal and/or performance-enhancing drug use and abuse, and to curtail the use of such drugs, the District Board of Trustees adopts the following policy for random drug testing of all students in grades seven (7) through twelve (12) who participate in extracurricular activities, co-curricular activities, or who seek a privilege for which a school permit is required (i.e., operating a motor vehicle on campus). For more information, refer to [CSD Policy JCDAB](#).

## **REPORT CARDS**

Report cards will be issued at nine-week intervals. The designated dates are as follows:

October 13, 2023      January 12, 2024      March 2, 2024      June 3, 2024

## **RESIDENCY VERIFICATION**

Definition of residence for school academic attendance purposes: The student physically resides full time with his/her parent (must be custodial parent) or legal guardian (as ordered by a judge for other than education purposes), weekdays/ nights, and weekends, at a place of abode located within the limits of the District year round. For more information, refer to [CSD Policy JBC](#).

## **SCHEDULE CHANGES**

Students and teachers have been assigned classes based on course selection requests made last spring. After courses have been selected but before school begins, parental permission must be obtained before a course selection change is considered. No course/class changes will be allowed once school has begun unless an administrative decision is made.

## **SCHOOL CLUBS AND ORGANIZATIONS**

CHS Activities Handbook is on our school website. It offers information about various activities and organizations that may be offered at Columbia High School. A copy of the Student/Parent Handbook and the Activities Handbook are available in the principal's office, the CHS library, and the guidance counselors' office, as well as on-line at [www.columbiaschools.org](http://www.columbiaschools.org). Please contact the sponsor/coach if you need additional information. Requirements and expectations may be revised as needed. The most recent standards apply.

## **SCHOOL NOMINATIONS AND ELECTIONS**

Nomination forms must be submitted to the front office by the selected due date for each club or organization, including Homecoming, Mr. & Miss CHS, Senior Class Who's Who, and Class Favorites. Each candidate nominated must meet specific guidelines. Guidelines are listed in the CHS Activities Handbook. All voting for officers, representatives, homecoming court, class favorites, and who's who shall be by secret ballot approved by administration. Upon the completion of voting, the

advisor shall gather all results and give them to the administration for review. Administration will form a committee of faculty and staff members to ensure the validity of the results before announcement.

## **SCHOOL STATUS**

School Status is a web-based message delivery system used for community outreach, attendance notification, emergency communication, and surveys. In order for parents/guardians to receive these important messages from the school and/or District, current phone numbers must be available. Refer to [www.columbiaschools.org](http://www.columbiaschools.org), and then the Parents tab for more information.

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) helps provide security, promotes school safety, and is an educational resource for the District. He / She is a certified law-enforcement official with the Columbia Police Department who has also been trained as a School Resource Officer. Students are to show respect to and cooperate with the directives of the SRO as they would with any other uniformed law-enforcement official.

## **SEARCHES**

Students are to have no expectations of privacy with regards to personal property—book bags, purses, etc. Principals may authorize unannounced inspections of student desks; inspections of student vehicles; unannounced inspections of the contents of pockets, bags, purses etc.; and random searches of school property and student property by school personnel, trained canines, and/or, with probable cause, law-enforcement officials.

Searches of a student's person or possessions may be conducted if a District employee has prior individualized reasonable suspicion that the student has violated or is violating a District policy, a school rule or regulation, or the law and that the search will result in discovery of evidence of such violation. A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or contraband. Searches of desks and other school property may be conducted at any time, with or without reasonable suspicion of a violation.

Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion, and a more intrusive search may be conducted at the direction of the principal. For more information, refer to [CSD Policy JCAB](#).

## **SECURITY CAMERAS**

Security cameras are installed throughout the school facility and on school buses for added protection and safety of students and staff. They serve as an aid to administrators. Actions observed on cameras are subject to discipline consequences. Confidentiality limits student/parent access to viewing incidents.



## **PROM**

Participation in the CHS Junior/Senior Prom is a privilege, not a right, for junior or senior students in good standing. Each student attending will receive a list of prom expectations and guidelines, which include dress code and behavior. We reserved the right to deny entry or remove students and/or guests who fail to meet aforementioned expectations and guidelines.

## **SOCIAL MEDIA**

While Facebook, Instagram, Snapchat, Twitter, Email, texting, and other forms of social media are widely used, these forms of communication bear responsibility by the user. Threatening, gossiping, or interfering in a student's or staff member's personal business has no place in a school setting. Each incident will be dealt with on an individual basis and may result in consequences including but not limited to out-of-school suspension and/or referral to law-enforcement officials. It should be remembered that any message sent by electronic device can be retrieved, even if the message is deleted. Refer to Interaction with Peers and Staff.

## **SPECIAL EDUCATION**

The District offers special education services to those students who have identified needs beyond the regular education classroom setting. These services include gifted education classes as regulated by the Mississippi Gifted Education Act, special education and related services as regulated by the Individuals with Disabilities Education Improvement Act 2004 (IDEA 2004), and additional services regulated by Section 504 of the Rehabilitation Act of 1972. Each of these service options involve a referral process and determination of eligibility as specified by state/federal regulations.

### **SPECIAL EDUCATION DISCIPLINE**

Special population students are responsible for adhering to the same rules of conduct as all other students. However, when a student with an IEP commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion, the student's IEP will be reviewed or reconvened. If suspension(s) accumulate to ten (10) days or more, a Functional Behavior Assessment and a Manifestation Determination will be conducted.

## **SPORTSMANSHIP**

Students are expected to follow MHSAA/School security plans and school expectations at both home and away events. Good sportsmanship is expected from participants and fans. CHS spectators are to remain on our school's assigned side and off the field/court at all times. Violators face removal from events by law-enforcement officials and/or school officials, as well as any other consequences deemed appropriate by the school administration.

## **STATE ASSESSMENTS/ACT**

All students must participate in the Mississippi Department of Education assessment program and to fulfill their requirements in order to receive a high school diploma and/or certificate to which they are entitled. Federal law requires that all students participate in the Mississippi Academic Assessment Program (MAAP) state testing program each year. The Mississippi Academic Assessment Program (MAAP) is designed to measure student achievement in English Language Arts (ELA), Mathematics, Science, and US History. Students are assessed in grades 3 through 8 in English Language Arts (ELA) and Mathematics, grades 5 and 8 Science, Algebra I, Biology I, English II, and US History. The results of all MAAP assessments provide information to be used for the improvement of student achievement.

During the school day administration of the ACT, all Seniors who have not reached CCR status in each section of Math, Reading and English, must take the ACT on TBA. All juniors are required to take the ACT on this date as well. Contact guidance for more information or refer to [CSD Policy IHE](#).

## **STEALING / POSSESSING ANOTHER'S PROPERTY / BURGLARIZING**

Students are accountable for items in their possession. Students are advised not to hold or accept items belonging to someone else, as this puts them in situations that make them responsible for contraband or stolen items. Never touch, enter, or interfere with another person's property, even in a joking or playing manner. Possessing someone else's property will be dealt with by the administration on an individual basis.

### **STEALING**

Students are never to touch, enter, or interfere with another person's property without their permission, even in a joking or playing manner. All incidents of stealing will result in OSS and referral to the School Resource Officer, possibly with a recommendation for expulsion and restitution.

### **BURGLARIZES OR UNLAWFULLY POSSESSES SCHOOL PROPERTY OR STAFF MEMBER'S PROPERTY**

The unauthorized possession or use of any school property, staff member's personal or school property, or materials or tests, including the unauthorized copying or use of information from copyrighted sources or the Internet, will result in OSS (possibly a recommendation for expulsion), restitution, referral to law-enforcement officials, and/or any other action deemed appropriate by the principal. Refer to the Responsibilities: Parents/Guardians.

## **STUDENT DATA INFORMATION MANAGEMENT SYSTEMS**

### **CANVAS**

Canvas is a web-based learning management system. Students and parents will have access to each assigned teacher's course learning materials and assignments.

### **SAM**

SAM is the student data information management system that we use for enrollment, grades, and attendance. Parents will have access to grades and attendance records through the parent portal of SAM, ActiveParent.

Parents/Guardian may sign up and access CANVAS and ACTIVE PARENT by visiting the District's webpage/Parent site at [www.columbiaschools.org/families/parent-resourceshub](http://www.columbiaschools.org/families/parent-resourceshub).

## **STUDENT PROTECTIONS**

### **DUE PROCESS**

For disruptive conduct or violations of rules which may result in consequences of a three (3) to five (5) day suspension, the due process procedure provides for informal due process, which includes verbal notice of charges against a student, the opportunity to respond and explain acts and conditions, and a fair evaluation of all evidence to determine guilt or innocence. Parents/guardians will be informed if the resulting consequence involves suspension and may be informed of other serious consequences. Students are responsible for delivering all school correspondence to their parents/guardians.

## MILITARY

Federal law requires each Local Educational Agency (LEA), upon request of a military recruiter or an institution of higher education, access to names, addresses, and telephone numbers of high school students. A parent may submit a request in writing to the LEA that such student information not be released without prior written consent of the parent. If you wish to provide written consent prior to the release of this information you may send a written request to your child's school at the beginning of each school year. However, please be aware that if you choose not to send a written request at the beginning of each school year, you may do so at any time during your child's school career. The request will be honored, and it will be saved as a student record.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. A student or his/her parent(s) or legal guardian(s) may view his/her personal school record upon request in writing to the appropriate school principal. The District will only disclose personal identifiable information (directory information) to agencies as specified by federal, state, or local statutes or guidelines. During online registration, parents have the option to allow permission to disclose "Directory" information. Transcripts or student records will be released to other agencies if students or parents sign a written request for such release to be made and/or according to state law and/or federal regulations. In the event of student transfer, a student's transcripts or records will be forwarded to the receiving school upon receipt of a proper request from the receiving school. For more information on opt-out procedures, refer to [CSD Policy JRAB](#).

A student and his/her parent(s) or legal guardian(s) have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is as follows:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **STUDENT RESPONSIBILITIES**

There is an expectation of compliance with school policies, procedures, and expectations. It is impossible to list every infraction that may occur. While student behavior is monitored, students are ultimately responsible for their own actions and will be held accountable. Students have the responsibilities of respecting themselves, others, and the property of others, as well as being where they are supposed to be when they are supposed to be there. Also, students have an obligation to report any situation that could result in imminent danger for themselves or others.

## **TARDY POLICY**

Tardiness involves late arrival any time during the school day. Students are expected to report to school and all classes on time. Students arriving to class 5 minutes after the start of class will be considered as skipping class. A write-up plus investigation will take place. Students who arrive to campus late must be signed in by a parent/guardian (listed in SAM) in the main office. Students will remain in the main office or ISD until a parent/guardian arrives to sign them in. Any student who is tardy to any class must also visit the office for an entry pass.

Tardies through first block will be considered excused if the student's assigned bus is late, if the student presents a physician's verification of an appointment during the time missed, if the student presents verification of being involved in an accident on the way to school, or if, for medical reasons which, due to their nature, cause the student to be late from time to time if the school has been notified in writing in advance by a physician.

Oversleeping, clock failure, missed rides, car trouble, retrieving forgotten items, uniform/ID violations, etc. will result in unexcused tardies/absences. If presented at the time of the student's arrival, parent notes will be accepted for other unusual extenuating situations, not to exceed two per semester. Other lateness will be considered unexcused.

Tardies are cumulative throughout the semester and throughout all classes, not accumulated by class. The student is referred to the office for every tardy.

Students who are not seated in their assigned desk/table when the designated tone sounds will be considered "tardy." Students are expected to take care of personal needs during class changes, lunch, and break. If a student has a medical condition that requires frequent restroom privileges, documentation must be provided to the front office.

### TARDY CONSEQUENCES

Every three tardies to each class results in an unexcused absence; these days count against the student's absences from school. Some late arrivals are counted as absences depending on the amount of class time missed; refer to Attendance. Habitual tardiness from the same class will result in additional consequences to the ones listed below. Tardies will start over each semester.

1st of three violations:	3 days Lunch Detention
4th violation:	1 day ISD
5th violation:	2 days ISD
6th violation:	3 days ISD
7th violation:	4 days ISD
8th violation:	1 day OSS
Thereafter:	Administrator's discretion

### RETURNING LATE FROM LUNCH

Students are expected to return from lunch with their teacher. If a student is more than five minutes late, they are considered tardy and must report to the office for an admit slip. If a student is more than fifteen minutes late, they are considered skipping class and must report to the office.

## **SCHOOL TELEPHONES**

School telephones are for school business purposes, sign-outs, and emergencies only. In cases when students must use school telephones, the phone located in the main office is to be used; however, the student must have a hall pass from his/her teacher or an administrator. Time missed from the next class due to telephone use is not excused. Phones located in other areas are off limits. Refer to Cell Phones and Hall Passes.

## **TEXTBOOKS**

With current technology and the nature of classes, not all teachers issue textbooks. Some use classroom sets of books; most use more updated sources, along with technology. When textbooks are issued, it is the duty of each student to care for the textbooks to the best of his/her ability.

Students who lose or damage textbooks are required to pay for them. The school will assess fines for amounts up to the current replacement value of the book if it is lost, stolen, damaged, or defaced.

## **TOBACCO/SMOKING PARAPHERNALIA**

### **POSSESSES TOBACCO AND/OR SMOKING PARAPHERNALIA**

Students are not permitted to possess or use tobacco and/or smoking paraphernalia, including electronic, vapor, or “fake” cigarettes, on campus, on school buses, or while participating in school-sponsored activities. Items confiscated will not be returned. Consequences for violations follow:

- 1<sup>st</sup> offense: 3 days ISD
- 2<sup>nd</sup> offense: 3 days OSS
- 3<sup>rd</sup> offense: 5 day OSS

### **USES TOBACCO AND/OR SMOKING PARAPHERNALIA**

Students shall not be permitted to possess or use tobacco and/or smoking paraphernalia, including electronic, vapor, or “fake” cigarettes, on campus, on school buses, or while participating in school-sponsored activities. Items confiscated will not be returned. The student must participate in a smoking cessation program. Consequences for violations follow:

- 1<sup>st</sup> offense: 3 day OSS
- 2<sup>nd</sup> offense: 5 days OSS
- 3<sup>rd</sup> offense: 8 days OSS (with the Superintendent’s approval)

## **TRANSCRIPTS**

Copies of transcripts are generated in the guidance department. Current graduating seniors can request two complimentary copies. Thereafter, copies of transcripts can be obtained for \$5.00 each. Please contact the counselors’ office beforehand for transcript requests so that they can be processed.

## **UNACCEPTABLE LANGUAGE, GESTURES, DRAWINGS, SYMBOLS, WRITINGS**

If the student uses inappropriate or unacceptable language with another student or mumbling under his/her breath, regardless of the context in which it is used, or if an inappropriate or unacceptable gesture is made, the teacher may impose classroom intervention or refer the student to the office, depending on the circumstance and severity. Implied or similar-sounding substitutions can result in the same consequences as the actual word. Consequences include ASD, ISD, or OSS. Writing or drawing obscene, inappropriate, or unacceptable pictures or symbols will result in ISD or OSS.

Any reference to racial or sexual language is unacceptable, regardless of the context in which it is used, as is language or gestures used in an insulting, intimidating, or aggressive situation or a discipline issue. As a general guideline, the following general consequences apply:

- 1<sup>st</sup> offense: 1 day ISD
- 2<sup>nd</sup> offense: 2 days ISD
- 3<sup>rd</sup> offense: 1-3 days OSS

If the inappropriate or unacceptable language or gesture is directed toward school personnel or is of a volatile nature, the student will likely receive an OSS, even for the first offense. If it is severe in nature, the student will likely receive at least a three-day OSS and any other consequences deemed appropriate by the administration.

### **UNFOUNDED (FALSE) CHARGE AGAINST SCHOOL/DISTRICT PERSONNEL**

These violations will result in ISD, OSS, or any other discipline supported by District policy. For more information, refer to [CSD Policy JCA](#).

### **UNLAWFUL ACTIVITY OR VIOLENT ACTS**

A student is strictly prohibited, by law and Board Policy, from engaging in "unlawful activity" on school property or at any school sponsored activity, regardless of location or on the way to/from school. "Unlawful activity" includes possession or use of a deadly weapon; possession, sale of a controlled substance; assault; simple assault; rape; sexual battery; murder; or any violent act.

Disciplinary action includes but is not limited to OSS (possibly with a recommendation for expulsion), and restitution. In addition to disciplinary action, law enforcement officials must be notified. The student is subject to arrest and prosecution. (Sec. 37-11-29, MS Code, 1994 Supp.)

A student is strictly prohibited, by law and Board Policy, from engaging in any "violent acts" on school property or at any school sponsored activity, regardless of location or on the way to/from school. "Violent acts" include any action which results in death or physical harm to another or an attempt to cause death or physical harm to another. Disciplinary action includes but is not limited to OSS (possibly with a recommendation for expulsion. In addition to disciplinary action, law enforcement officials must be notified. The student is subject to arrest and prosecution. (Sec. 37-11-29, MS Code, 1994 Supp.)

### **VALUABLES AND MONEY/UNATTENDED ITEMS**

Students are responsible for being attentive to their personal items. Valuable items and extra money are not to be brought to school. The school is not responsible for items (book sacks, purses, wallets, etc.) left unattended, including their contents (money, documents, books, contraband, etc.).

If unattended, these items pose a potential danger and are subject to being searched. Contraband found in them will result in disciplinary action. Students are not to miss class time to search for items left unattended and are considered unexcused and tardy or cutting class, depending on the amount of time missed, if they do so.

### **VANDALISM**

Any student causing damage or vandalism to school property or the property of school personnel, either intentionally or through neglect, during or after school hours, will receive an OSS, is liable for damages, and is subject to additional disciplinary action deemed appropriate by the school administration, including recommendation for expulsion, alternative placement, restitution, and referral to law-enforcement officials. Full replacement cost will be assessed for items. Refer to Responsibilities of Parents/Guardians.

### **VISITORS/CLOSED CAMPUS**

Photo identification will be required in order to visit a student. Your name must appear on the student's check-out list. Identification will be verified each visit. All visitors, including parents and guardians, coming onto campus for any reason must sign in at the main office upon arrival to

register and receive visitors' badge. Visitors' parking is in designated spots along Wildcat Way. Designated entry to the office is through the side door of the white building. Cell phones disrupt the learning environment and should be turned off upon entering the building. Instructional time is protected; therefore, "visiting" without a purpose is prohibited.

Parents/Guardians are welcome to observe their children's classrooms and schedule conferences with staff members. Refer to Parent/Guardian Observations.

Students are not allowed to have food or gift deliveries during the school day. Past students and other school's students are not allowed on the CHS campus during the school day without prior permission.

Students who knowingly have an unapproved visitor on campus are subject to ISD or OSS. Students on campus after hours are subject to referral to law-enforcement officials.

Unregistered or unruly visitors are subject to referral to law-enforcement officials.

## **WEAPONS**

A student is strictly prohibited, by law and Board Policy, from possession on school property or at any school-sponsored activity, regardless of location or on the way to/from school

- a. any gun, rifle, pistol, or starter gun, other firearm of any kind, dynamite cartridge, bomb, grenade, mine, or powerful explosive (This is a felony punishable by a fine up to \$5,000.00, imprisonment up to three (3) years, or both).
- b. any BB gun, air rifle, air pistol, knife, bowie knife dirk, dagger slingshot, leaded can, switchblade knife, blackjack, metallic knuckles, razor, razor blade, any sharp pointed or edged instrument or any other device used or to be used as a weapon (This is a misdemeanor punishable by a fine up to \$1,000.00, imprisonment up to 6 months, or both).

In case of violation of this policy, in addition to the recommended expulsion as provided by the Gun Free Schools Act, law enforcement officials must be notified. Students possessing firearms shall be subject to automatic expulsion for a calendar year. The Superintendent shall be authorized to modify the period of time for such expulsion on a case-by-case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. (§37-11-18, MS Code) (Sec 97-37-17, MS Code, 1994 Supp./Gun Free Schools Act 1994, 20 USC, Sec. 3351-18, USC, Sec. 921).

Any student who is in possession of a firearm, whether operable or inoperable, on school property shall automatically be referred to law enforcement officials, as well as suspended for ten (10) days and recommended for expulsion for a period of one calendar year by the principal. Possession of metallic knuckles will result in a 10-day OSS.

Any student who is in possession of any hard or sharp object (regardless of its original purpose) that may be considered a weapon while he/she is in school, on school property, on the school bus, on the way to and from school, or at any school function or activity shall be considered in violation of this policy. Suspensions and/or other consequences for violation of this section of the policy shall be issued by the principal, who shall deal with each individual case based on the circumstances.

Any student who uses or threatens to use any hard or sharp object, regardless of its original purpose, as a weapon while he/she is in school, on school property, on the school bus, on the way to and

from school or any school function or activity shall be considered in violation of this policy. Suspensions and/or other consequences for violation of this section of the policy shall be issued by the principal, who shall deal with each individual case based on the circumstances. For more information, refer to [CSD Policy JCBH](#).

## **WELLNESS POLICY**

The link between the health of students and learning is well documented. The goal is that all students in the District shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. To meet this goal, the District has adopted a school wellness policy (EEA) with commitments to implementing a coordinated approach to school health.

In its commitment, the District has adopted this school wellness policy with the following commitments to implementing a coordinated approach to school health: nutrition, food-safe schools, physical activity/physical education, comprehensive health education, healthy school environment, quality health services, counseling, psychological, and social services, family and community involvement, staff wellness program, healthy school environment, and overall implementation of this wellness policy.

In accordance with our Nutrition and Physical Activity Grant, food shall not be used as a reward unless the reward is an activity that promotes a positive nutrition environment.

## **WITHDRAWALS AND TRANSFERS**

A parent/guardian of any student withdrawing from school or transferring to another school must accompany the student to the guidance office. All fines, fees, and textbooks must be cleared before student records can be transferred. When a CHS student moves to another school, his or her cumulative record will be sent upon receipt of notification from that school of the student's enrollment if the student has cleared the withdrawal process.