

Clinton Public School District Secondary Schools Handbook



**Andy Schoggin, Ed. D.
Superintendent of Schools**

**Charles King
Assistant Superintendent of Schools**

Notice of Non-Discrimination

The Clinton Public School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender, identity, sexual orientation, age, marriage or veteran status or disability, in employment or in the delivery of educational services. This applies to all educational programs and extracurricular activities. Inquiries associated with Title VI, and/or accommodations for disabled employees, the public and accessibility of facilities and programs should be directed to Dr. Andy Schoggin, Superintendent at 601-924-7533. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for Special Education) / Americans with Disability Act should be directed to Mr. Charles King, Assistant Superintendent, at 601-924-7533. These individuals may be contacted at the district main office located at 203 Easthaven Drive. The mailing address is P.O. Box 300, Clinton, Mississippi 39060.

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Secondary Schools

Lovett Elementary School

Grade 6

Dr. Michael Pope, *Principal*

2002 W Northside Dr.

Clinton, MS 39056

601-924-5664

Clinton Junior High School

Grades 7-8

Dr. Ivory Gray, *Principal*

711 W Lakeview Dr.

Clinton, MS 39056

601-924-0619

Sumner Hill Junior Hill School

Grade 9

Dr. Alexis Walker, *Principal*

400 W Northside Dr.

Clinton, MS 39056

601-924-5510

Clinton High School

Grades 10-12

Dr. Brian Fortenberry, *Principal*

401 Arrow Dr.

Clinton, MS 39056

601-924-5656

Clinton Success Center

Christie Claxton, *Principal*

500 McDonald Dr.

Clinton, MS 39056

601-925-4027

Foreword

The faculty and staff welcome you to the Clinton Public School District. We are honored and look forward to working with you. This Handbook will help you to understand the laws established by the Mississippi State Legislature, and policies of the Clinton Public School District Board of Trustees. School rules and regulations are written to enforce and implement these laws and policies. They will also help us to provide for you an orderly and safe school and thereby enable you to reach the highest level of academic achievement you can obtain. Parents and students should read this Handbook carefully. Teachers will also discuss it with students during the first week of school. If you have questions, or need additional information, do not hesitate to talk with an administrator.

District Mission Statement

The Mission of the Clinton Public School District is to produce successful individuals by guaranteeing challenging learning experiences in a unified, caring community committed to excellence.

Directory Disclosure Notice to Parents and Students

Schools within the Clinton Public School District may disclose “directory” information which shall include: the student’s name and address, date and place of birth, major field of study, pictures, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, credits and award received, the most recent previous educational agency or institution attended by the students, and other similar information. Any parent or eligible student who wishes to have any or all of the directory information concerning his or her child or that student withheld must inform the school in writing within ten (10) days from the date that the student receives this notice.

Email Communication

The Clinton Public School District has email service available to each teacher and administrative staff. While the district’s Office of Technology continues to work very hard to keep this system in operation, email service is subject to many areas of unreliability. Email communication between parents and the school district may be blocked, dropped, or lost by their Internet Provider, the Mississippi Department of Education, or the Clinton Public School District email servers. Since there are many areas of influence in email, the district cannot be held responsible for not receiving or failing to open email in a timely manner. Therefore, do not completely rely on this medium of communication for timely information.

Transfer of Records

In accordance with the Privacy Rights of Parents and Students Act, school records will be forwarded upon request to a school in which a student seeks or intends to enroll.

Asbestos Notice

Notice is hereby given to parents, employees, and employee organizations that the Clinton Public School District has had all of its buildings appropriately inspected for asbestos containing materials and a Management Plan for each building developed pursuant to the rules and regulations of the Environmental Protection Agency and the Asbestos Hazard Emergency Response Act; that a copy of the results of said inspections are on file in the Office of the Supervisor of Maintenance of Buildings and Grounds, the Office of the Director of the Vocational Center, and in the offices of the respective principals of the Clinton Park Elementary, Northside Elementary, Eastside Elementary, Lovett Elementary, Clinton Junior High, Sumner Hill Junior High, and Clinton High schools; that copies of all of the aforesaid results of inspections and completed Management Plans for all buildings are on file in the Office of the Superintendent of Schools, 203 Easthaven Drive, Clinton, Mississippi; and that said copies of results of the inspections and completed Management Plans for the respective buildings may be read by any and all interested persons in the Office of the Supervisor of Vocational Center, and any and all of the aforesaid principals’ offices between the hours of 8:00 AM. and 4:00 PM. When school is in session, the results of said inspections and completed Management Plans for all buildings in the District may be read in the Office of the Superintendent of Schools between the hours of 8:00 AM. and 4:00 PM. on usual work days. For additional information, call Dr. Andy Schoggin, Superintendent of Schools, at 601-924-7533.

Accreditation

Schools in the Clinton Public School District are accredited by the Mississippi Commission on Accreditation and the Southern Association of Colleges and Schools.

ELL

English Language Learners (ELL) are held to the same State-mandated standards as all students. Accommodations and interventions may be provided. ELL students are required to earn Carnegie Credits as set forth in District Policy IHF - “Requirements for Graduation and Grade” and to successfully pass all State Subject-Area Assessments to earn high school diplomas.

Attendance

(Clinton Public School Board Policy JBA, JBD, 5/26/2015)

Satisfactory progress in school depends upon regular school attendance. Students are expected and required by the Mississippi Compulsory Attendance Law to attend school. The Law states that: If a compulsory school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of which such child is eligible to attend or if a compulsory school-age child has accumulated five (5) unexcused absences during the school year, the principal or superintendent will report such absences to the school attendance officer of the Youth Court.

The parent or guardian(s) of a compulsory school-age child who has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school that such child is eligible to attend or parent or guardians of compulsory age student who has accumulated twelve (12) unexcused absences during the school year are subject to prosecution. (Mississippi Compulsory Attendance Law, MS Code Section 37-17-91).

The teacher will check attendance at the beginning of each class period. The teacher will give to the attendance clerk a list of student absences. The attendance clerk will maintain a record of absences and will report excessive and unexcused absences to the Attorney General’s office as mandated by the law stated above.

Residency

Definition of residency for school attendance purposes: The student and the parent/guardian physically reside full time (weekdays, weeknights and weekends) at a dwelling located within the boundaries of the Clinton Public School District. The school district administrative staff will verify the residence of each student. Residency requirements will be strictly enforced by the Clinton Public School District. The residency requirements outlined below are minimum requirements. The District reserves the right to require additional documentation and verification at any time.

Documentation

A parent or legal guardian must accompany each student seeking to enroll in the Clinton Public School District. No student will be enrolled in the Clinton Public School District until the following requirements have been met:

- Present proof of residency within the Clinton Public School District;
- Present a certified birth certificate (not a copy);
- Present a certified court order of guardianship when enrolling a student as his/her legal guardian;
- Present a certificate of health compliance (immunization form) issued by the Mississippi Department of Health or a local physician as requested by Mississippi law;
- Present address of the previous school attended;
- Present withdrawal information from previous school;
- Present a transcript (middle/high school) from the previous school attended;
- Present the student(s)' discipline record from the previous school(s)

*Providing false information or false documents may result in immediate withdrawal from the school the child is attending. Any suspicious information will be turned over to the Clinton Public School District central office administration for further investigation.

Enrollment

New Students

The parent of a student seeking to enroll in the Clinton Public School District must provide the following information:

- Mortgage document, filed homestead exemption, property deed, property tax notice, closing statement

OR

- An apartment or home lease-all leases must be current and signed by the owner. In the case of an apartment, the name of every adult must be listed on the lease.

AND

- One current utility bill (electric/gas/water) showing residence property address

Owner/leaseholder:

1. Mortgage documents, filed homestead exemption, property deed, property tax notice, closing statement, or a copy of a fully executed apartment or home lease signed by the owner. The lease must be during the current school year.
2. One utility bill (electric/gas/water) in the owner/leaseholder's name, current at the time of registration, and showing residence property address.

Affidavit Procedures

Affidavits are processed by the Central Office Administration of the Clinton Public School District. The District requires that the parent/legal guardian of a student residing in a home **not**

owned or rented in the name of the parent/legal guardian must provide proof of residency at the District Central Office before the student may be enrolled.

Both the parent/legal guardian of the student and the owner/leaseholder of the property must meet with Central Office Administration each year.

- Parent/Guardian Living with the owner/leaseholder must present the following:
 - Valid Mississippi driver's license or state identification card with residence property address
 - Either automobile registration (valid during current school year) showing residence property address or a parent's name on a water/gas/electric bill within 45 days at that address.

- Owner of Home must present the following:
 - Mortgage documents, filed homestead exemption, property deed, property tax notice, closing statement, or a copy of a fully executed apartment or home lease signed by the owner. The lease must be during the current school year.
 - One utility bill (electric/gas/water) in the owner/leaseholder's name, current at the time of registration, and showing residence property address.

*If documentation is approved, the parent/legal guardian must attest that they live with the owner/leaseholder full-time. This must be verified by the property owner by signing the Affidavit Statement of Legal Residency.

Excused Absences

A. The principal or a designee will authorize six (6) excused absences per semester per class to each student and twelve (12) excused absences per year. An absence is excused if the reason is due to one of the following:

- 1) Personal illness; or
- 2) Serious illness in the family; or
- 3) Death in the family; or
- 4) Special permission of the principal. Permission must be requested in writing by the parent or guardian prior to the date of the absence.

B. A parent or guardian must call the attendance office by 11:00 AM. on each day to verify the student's absence if it is to be counted as one of the six (6) excused absences. If the absence is not verified it will be unexcused.

C. Absences in excess of six (6) days per semester may be excused upon presentation of a medical statement signed by a licensed physician or at the discretion of the principal. The medical excuse must be given to the attendance clerk within two (2) days upon the return to school.

If the absences are not medically related, the parent or guardian must meet with the principal if consideration is to be given in issuing an excuse. The meeting, however, will not automatically result in an excused absence.

Extended Absences

The following guidelines must be followed if a student is absent for more than five (5) consecutive days:

1. The student or parent must present a statement from a licensed physician certifying the specific dates the student missed due to the medical condition.
2. If an extended absence due to medical reasons is anticipated, the parent or guardian must notify the counselor prior to the absence so that plans can be made for the student's academic progress.

Failure to comply with either of the above guidelines may result in the student not receiving full credit for the work missed.

Official School Absences

An absence due to school-related functions will be excused as an Official School Absence. The student must:

1. Obtain permission from the principal prior to the absence.
2. Get assignments from the teachers before the scheduled absence.
3. Complete each assignment and give it to the appropriate teacher on the day he/she returns to school. (The teacher may deduct points from the assignment if it is not turned in on the date the student returns to school.)

Reporting Absences

A parent or guardian must verify the absence by calling the attendance office before 11:00 A.M. each day the student is not at school. If the parent or guardian has not contacted the attendance office prior to this time, the attendance office will attempt to contact the parent or guardian. In the event the attendance office must make the contact with the parent or guardian for verification, and the absence is not verified by a medical excuse, the absence will be unexcused.

Checking a Student Out of School

The following procedure will be followed if a student is checked out during the school day:

1. The parent or guardian must have on file in the attendance office a Check-Out card. The card must include the parent's signature, the name and telephone number.
2. The parent or guardian or adult designee must report to the attendance office to sign the student out. Proof of identification will be required. The secretary will contact the teacher who will send the student to the office. *Parent must have papers on file if they do not want non-custodial parent to pick up.*
3. If the student returns to school after checking out, he or she must report to the office with a parent before going to class.
4. No checkouts are allowed after 2:50 for Lovett, 3:00 for CJHS and Sumner Hill, and 3:15 for Clinton High School.

When a student arrives on the school campus, he or she becomes the responsibility of the school. The student must not leave campus under any circumstance without checking out in the office. A student who leaves campus without permission is considered truant.

Unauthorized Visitors

All persons other than school employees and pupils enrolled at the Clinton Public School campus must first go to the principal’s office to secure admission to the campus. Otherwise, they will be considered trespassers and as such, subject to arrest and prosecution.

Withdrawal from School

(Clinton Public School Board Policy JBCD, 5/26/2015)

The parent/guardian should meet with or call the counselor at the appropriate school at least two (2) days prior to the actual date of withdrawal. A withdrawal form will be completed. Books and fines will be collected. The student’s cumulative records will be forwarded upon request by the new school. Refer to page 2 for the appropriate campus phone number.

Delayed Start to School Day - Snow Day

CPSD has implemented a delayed start of school for inclement weather or emergency situations. This schedule will be used only when we feel the roads will clear later in the morning. While the start will be delayed, the school day will end at the regular scheduled times. The following delayed starting times will be observed:

Clinton Park Elementary	9:25 AM	Lovett Elementary	9:50 AM
Northside Elementary	9:25 AM	Clinton Junior High	9:50 AM
Eastside Elementary	9:25 AM	Sumner Hill	10:00 AM
Clinton High School	10:00 AM	Success Center	10:00 AM

****Inclement weather days will be added to the end of the school year, if needed.****

BUS SAFETY AND REGULATIONS

Clinton Public School District provides transportation for all students who live in its attendance zone. Students riding buses are responsible to the driver, who is responsible for their safety and protection. Students are expected to and will be held accountable for treating the driver with respect and courtesy.

Students must ride the bus to which they are assigned. They can ride only one bus, and thereby cannot ride one bus in the morning and another in the afternoon.

Students must not ride the bus to school and then leave campus. If a student rides the bus to school, he or she must ride the bus home unless a written and signed request is provided by the parent or guardian and approved by the principal.

When waiting, loading or unloading the bus each student should:

1. Be at the bus stop on time. The bus will pick you up at a designated area.
2. Never play in the street while waiting for the bus.
3. Do not cross the street to enter the bus until the bus has come to a complete stop, and the proper signal to cross is given.
4. Always cross the street in front of the bus to board and depart from the bus.
5. Always use handrails while loading and unloading the bus.
6. Never run toward an approaching bus or run alongside it. Most children want to be the first one on, and many have been pushed and crushed under the wheels of an approaching bus.
7. Never bend over or stoop to pick up books or other items which may have been dropped on the street in front of the bus without notifying the driver. The hood of the bus obstructs the vision of the driver, and many children have been run over by the bus as they stooped over to pick up dropped books or other items.
8. Do not stand in the front area of the bus.

Bus Rules and Regulations

Bus rules and regulations are developed to ensure the safety of each student while on the bus. Students must not do anything that will distract the bus driver. Riding the bus is a privilege and will be granted only to those students who follow the rules. These rules are:

1. Talk in a normal tone of voice and refrain from making loud noises.
2. Keep head, hands, and articles inside the bus.
3. Never bring unauthorized articles on the bus.
4. Never use vulgar or profane language.
5. Never fight or horseplay.

6. Always remain seated until the bus comes to a complete stop.
7. Never stand in the front area of the bus.
8. Obey the driver promptly.
9. Never throw anything on the bus or out of the bus window.

Consequences for Failure to Follow Bus Safety Rules

Failure to comply with bus safety regulations will result in disciplinary action. Students will be disciplined for disorderly conduct on the bus. The bus driver will send a written discipline report to the appropriate school administration. If a student is suspended from the bus, the parent/guardian must arrange for transportation to and from school. Regular school attendance is expected.

DRESS CODE

(Clinton Public School Board Policy JCDB, 4/5/2012)

These standards for dress, grooming, and discipline with appropriate methods of enforcement and appeal have been established to provide an environment and conditions whereby the school district's educational program can be so planned, adopted, and conducted as to provide each child the training and opportunity to take his or her place in a democratic society. The personal appearance code has been developed to establish a standard of decency for covering the body and should be interpreted in the spirit for which it is intended.

All students are expected to observe certain minimum standards of hygiene, sanitation, and personal appearance, which are included in the following regulations. Any student violating any of these regulations will be subject to appropriate disciplinary action.

1. Hair shall be groomed so as not to extend below the eyebrows and cover or obscure the eyes or any part thereof.
2. Hair shall not be groomed in class.
3. Hair shall be free from obnoxious odors, maintained clean and neat in appearance.
4. Picks and combs shall not be worn in hair.
5. No house shoes/slippers are allowed.
6. Tank tops and muscle shirts shall not be worn. Any sleeveless shirt, blouse or dress must be at least two (2) inches wide at shoulder with no undergarment showing.
7. Stomach shall not be exposed at any time.
8. Cleanliness of both dress and body is mandatory.
9. Belts, if worn, shall be buckled.
10. Fasteners designed for use with an article of clothing will be used appropriately at all times.
11. Clothing with vulgar, indecent, or suggestive writing or symbols shall

not be worn. Writing on the seats of pants will not be permitted.

12. Clothing advertising tobacco, alcohol, and drugs shall not be worn.
13. Unless prescribed, sunglasses shall not be worn inside the buildings.
14. No clothing considered and designed as underclothing shall be worn as an outside garment.
15. Shirts and blouses shall be buttoned or zipped unless designed for outside wear.
16. Shirts, blouses, and tops shall be long enough to not expose skin. No crop tops are allowed on campus. The shirt, blouse, or top must be long enough to stay in place even when sitting, bending, stooping, walking, or raising arms.
17. Any article of clothing designed to cover the lower part of the body must come no higher than four (4) inches above the center of the knee. This includes dresses, skirts, overalls, shorts, skorts, etc. Shirts or dresses with slits, kick pleats, or any opening must have the top of the opening within four (4) inches of the middle of the knee.
18. Unacceptable outerwear for the lower part of the body includes: un-hemmed, ragged-end cutoffs; running shorts; soccer shorts; bicycle/spandex pants/shorts, cut-off warm-ups, gym shorts and pajamas or pajama-like material, leggings/jeggings unless an acceptable dress or long shirt is worn that provides adequate and appropriate coverage.
19. Pants must be worn at or above the waist.
20. Jeans, shorts, and other garments with gaping holes and/or shreds above four (4) inches of the knee, unless covered by a patch so as to not expose the skin, shall not be worn.
21. No head covering such as hats, caps, toboggans, bandanas, stocking caps, etc. shall be worn inside the buildings.
22. Appropriate and adequate underclothing shall be worn.
23. No see-through clothing shall be worn unless worn with a two (2) inch solid strap underneath. See through clothing must be worn over an article of clothing that meets dress code guidelines.
24. No clothing top shall be so low in the front as to expose any part of the breast or cleavage or shall be excessively low in the back.
25. Any style of clothing determined to be immodest in dress such as skin tight clothing is prohibited.
26. Any style of clothing or accessory deemed unsafe shall not be worn, such as long wallet/watch chains, heavy medallions, spiked jewelry, etc.

It is virtually impossible to write a regulation which will adequately cover every detail of appropriate conduct and dress. Therefore, it is necessary for the principal of the school to make judgments as to whether a student is properly groomed and dressed and/or is manifesting appropriate behavior. The personal appearance code will be positively enforced by teachers, principals,

and administrators. We are attempting to eliminate as much confusion as possible, so our attention can be turned to educational pursuits. Students are expected to dress and groom within the limits set by these standards. Students are expected to obey the rules and directions of their teachers and principals in charge of their educational program. Parents are requested to see to it that their children conform to the limits set by the personal appearance standards.

CONDUCT AND DISCIPLINE

(Clinton Public School Board Policy JCA, 10/10/2013)

The purpose of education in the Clinton Public School District is to aid young persons to prepare themselves to live their adult lives at a maximum level of productivity, self-awareness, happiness, self-control, and in harmony with their community. In addition, the students should develop a perceptive awareness of high standards of behavior. This will ease the maturation a young person must make from childhood into the world of adulthood. With this educational purpose in mind, the Clinton Public School District has defined the minimum standards of conduct that will be acceptable for students in the district.

We realize that the primary responsibility for the conduct and appearance of a student rests with the student and parents. We solicit the cooperation and support of students and parents in our efforts to maintain an orderly and safe school environment.

The Board of Trustees has granted to the superintendent and the principal of a school the authority to suspend a pupil for any reason for which such pupil might be suspended, dismissed, or expelled by the Board of Trustees; but such action of the superintendent or principal shall be subject to review by the approval or disapproval of the Board of Trustees. (Mississippi Code Sections 37-9-71; 37-7-301, 1972)

A student suspended from school by a superintendent or principal for ten (10) school days or more shall be entitled to a hearing and review of his case. The hearing will be conducted as outlined in the (Clinton School Board Policy JCAA 5/13/2014)

Other disciplinary actions may consist of demerits, detention, loss of privileges, lower grades in citizenship, denial of participation in school activities, probation, or a combination of any one or more of such actions, including appropriate constructive assignments depending on the seriousness and circumstances of the offense and the attitude of the student.

Code of Conduct

(Clinton Public School Board Policy JCA, 10/10/2013)

The administration and staff will hold students to strict account for disorderly conduct at any school, on the way to and from school via walking to school, on the playgrounds during recess, at school meetings, programs, functions,

and activities, and on school buses. The superintendent or principal of any school may suspend any pupil from school for good cause.

SECTION I

The superintendent or principals are authorized to institute appropriate disciplinary action, including immediate suspension if warranted, of any student for disorderly conduct or misconduct including, but not limited to the following:

1. Fighting
2. Disorderly conduct
3. Harassment, intimidation or threats
4. Disruption of school operation, functions, programs, or activities
5. Disobedience
6. Disrespect
7. Insubordination
8. Insulting language
9. Insulting behavior
10. Obscene language
11. Vandalism
12. Malicious mischief
13. Theft
14. Damage to property, private or school
15. Unauthorized entry on school premises
16. Unauthorized use of school property
17. Loitering
18. Use of tobacco and smoking/vaping devices
19. Use of alcoholic beverages
20. Under the influence of alcoholic beverages
21. Use of illegal drugs
22. Under the influence of illegal drugs
23. Indecent exposure
24. Public indecent display of affection (including in cars parked in the vicinity of any school building or activity).
25. Leaving class, school, school program or meeting without permission
26. Any offense otherwise punishable by law
27. An accumulation of offenses or possession of:
 - a. Illegal drugs
 - b. Alcoholic beverages
 - c. Fireworks
 - d. Pornographic materials
 - e. Stolen property
 - f. Tobacco
 - g. Cards or gambling paraphernalia
 - h. Noise-making devices

- i. Other disruptive materials
- j. Other materials, possession of which is punishable by law

SECTION II

1. A parent, guardian, or custodian of a compulsory school-age child enrolled in the Clinton Public School District shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian may be requested to appear at school by an appropriate school official for a conference regarding conduct pursuant to this policy.
3. Parents, guardians, or custodians who have received proper notification by an appropriate school official shall be required to attend requested conferences.
4. A parent, guardian, or custodian of a compulsory school-age child shall be responsible for any criminal fines brought against such student for unlawful activity as defined in *Section 37-11-29* of the *Mississippi Code*, occurring on school grounds.

Public Display of Affection (PDA)

Students are to refrain from displaying affection. This includes kissing, hugging, standing with arms around each other, and other bodily contact. When PDA is observed an administrator will arrange for a conference with the students and their parents/guardian. Subsequent incidents will result in suspension from school.

Truancy

(Clinton Public School Board Policy JBAC, 5/26/2015)

Students are considered truant if they are unaccountably absent from school or any class or leave campus without proper authorization. Students who are truant will be referred to an administrator for the following actions:

First Offense - The student will receive an overnight suspension.

Second Offense - The student will be placed in in-school detention for three (3) school days and a parent conference with an administrator.

Third Offense - The student will be placed in in-school detention for five (5) school days and a parent conference with an administrator.

Fourth Offense - The student will be placed at the Clinton Success Center for 45 days.

Out of Bounds

A student is out of bounds if he/she goes anywhere on campus other than

his/her assigned class/destination without permission.

Campus and Classroom Conduct

(Clinton School Board Policy JCDAE, 10/10/2013, JCBE, 5/26/2015)

Any student who starts a disturbance or who willingly participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given in writing to the principal by the student and/or his or her parent or guardian that there will not be a recurrence of this type of behavior. The principal is authorized to require any student who has been involved in a fight or any other type of disturbance to leave school for the remainder of the day when such action is deemed necessary to protect the safety of the student or other students. Parents will be notified prior to the suspension of the student. In the event that there is knowledge of an unlawful or violent act, which may have occurred on school property or during a school sponsored activity, the administration will notify law enforcement officials immediately.

Respect of Self and Authority

The faculty and staff will work cooperatively to ensure a safe and orderly learning environment for all students. All teachers and staff members accept responsibility for all students. This includes the teachers and assistant teachers; custodial, clerical and cafeteria staff; bus drivers; counselors; administrators; as well as parents and other volunteers.

Students must respect themselves, their peers, and any adult in charge of supervision. If a student's behavior is inappropriate, the teacher or staff member closest to the student will correct him/her. Students who show blatant disrespect, rudeness, inappropriate language, or abusive behavior toward any adult will be immediately suspended from school, and subject to expulsion.

Student-Teacher Relationship

We hope and expect our students and teachers will have a very positive working relationship. If, however, a student feels mistreated, he or she should comply with the teacher's instruction and then arrange to see an administrator. The administrator will work with the teacher and student to resolve the matter.

Students and the Substitute Teacher

Courtesy to substitute and student teachers is one of the most effective ways to build good school-community relations. Students should treat the substitute and student teachers as they would a guest in their home. Students are expected to be cooperative and respectful. All substitute teachers are to be treated as employees of the Clinton Public School District.

Objects Classified as Weapons

Any student who has in his possession an object that would be classified as a

weapon while he or she is on school grounds or is going to or from school will be immediately suspended by the principal and may be recommended for expulsion.

Disrupting Class

A teaching situation that is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The counselor and principal will review the case and try to resolve the problem. A student who repeatedly has been sent from class will be suspended from school.

Destruction and/or Defacement of School Property

Any student in grade six (6) or above who destroys a portion of or defaces a school building with paint by writing or otherwise or who floods or vandalizes a school building shall be suspended for the remainder of the current semester and shall be readmitted at the beginning of the next semester only after the student and/ or his/her parent or guardian provides an assurance in writing that such behavior will not be repeated. In addition, the parent or guardian shall be requested to pay the cost of restoring the damaged or defaced building. The superintendent of schools is authorized to offer a reward not to exceed \$100 to any person who provides information which will lead to the identity and conviction of any person who has damaged or defaced a school building.

Unauthorized Use of Building

Students are not allowed on the roof of any building on the campus at any time during or after school hours. Any student who is identified by authorities as being on a building will receive an automatic three-day suspension from school.

Athletic and School-Sponsored Events

According to Article X of The Mississippi High School Activities Association, the superintendent, principal, coach, or other representative of the school in charge shall be responsible for the conduct of those connected with their schools on trips, and at local athletic events. Therefore, everyone associated with the Clinton Public School District is expected to:

- Treat all visitors with courtesy and respect.
- Refrain from disorderly conduct, disruptive behavior, and acts of violence.

If unacceptable behavior is observed by a student at a school sponsored event, the student will be corrected, and depending on the existing situation, the student may be requested to leave. If the student is requested to leave the event, upon returning to school, he/she will receive an appropriate disciplinary action which could include suspension from school attendance, suspension

from the next school-sponsored event, suspension from remaining school sponsored events, or any other disciplinary action deemed appropriate by the administrator.

Cheating

Students should not use, receive, or give unauthorized help on school related assignments. Students suspected of “cheating” will be informed of the allegations in a private and professional manner. If it is determined beyond a reasonable doubt that the student is guilty of cheating on any formative assessment (not test grade), a zero will be issued for the assignment.

If the assignment is a major grade, report, project or 9-weeks test, a written major office discipline referral with evidence of allegations will be submitted to the principal’s office. The administration will contact and arrange a conference with the student’s parent/guardian.

When proof has been established that a student has been involved in cheating on a major grade the student may receive:

1. A loss of membership in academic clubs or activities.
2. The loss of any elected position within the Student Council.
3. A referral for disciplinary action, which will result in an overnight suspension (major referral).

Students will be given the opportunity to take an alternative assessment on the first occurrence of cheating on a major test (Grade will be no higher than a 75). Any future occurrences of cheating on a major grade will then result in further discipline.

Exemption Policy

In an effort to encourage students to perform their best daily within the academic and behavioral expectations explained through this handbook and PBIS program, students may be eligible for exemption from final exams based on the criteria below. Exemption is determined by each class individually and not as a whole.

- a) Overall end of year average of 80 or higher.
- b) No major discipline referrals for the entirety of the school year.
- c) Students who have not exceeded more than 5 (five) absences for a semester class or 10 (ten) absences for a year class may choose to be exempt from any final exams in the course(s) for which they have achieved at least an eighty (80) academic average (Excused or Unexcused). Any question or concerns regarding absences should be directed to the grade level principal. In the event that an error is found, the grade level principal will provide written clearance and the appropriate teachers will be notified.

- d) **Seniors-GRADUATING SENIOR EXEMPTION PRIVILEGE**
Seniors who have not exceeded more than 5 (five) absences for a semester class or 10 (ten) absences for a year class may choose to be exempt from any

final exams in the course(s) for which they have achieved at least a sixty-five (65) academic average. Seniors are personally responsible for accounting for their absences in their individual classes. Any question or concerns regarding absences should be directed to the grade level principal. In the event that an error is found, the grade level principal will provide written clearance and the appropriate teachers will be notified.

Misuse of Devices by Students

(Clinton School Board Policy IFBGA, 2/23/2012)

Misuse includes:

- Using a device without permission
- Using a device for another purpose than the one directed by the teacher (i.e. playing a game, etc.)
- Visiting or posting on social media websites at school or posting anything from home that would cause a disruption at school
- Violating any portion of the CPSD Acceptable Use Policy

Device misuse will result in disciplinary consequences

Fighting

Fighting will not be tolerated on the campus, on the bus, at any school-sponsored event, or on the way to and from school. The penalty for being involved in a fight will be a suspension and/or a recommendation for placement at the Clinton Success Center. In certain cases, fighting may result in a recommendation for expulsion from Clinton Public Schools.

*All persons involved in the fight will receive disciplinary action, regardless of whomever initiated contact.

The Clinton Public School District has the safety of students as a priority; therefore, no student will be allowed to fight or to hit for any reason on the way to school and from school, while at school, or at any school events. A student who fights or hits will be immediately suspended from school. It is the responsibility of the school staff to discipline a student who fights or hits.

Group or Gang Fights

Students who participate in a group or gang fight will be automatically suspended from school and subject to expulsion.

Instigating a Fight

Students who instigate a fight, but are not actively involved, subject themselves to the same penalties as those who are involved in the fight. Such students carry rumors, encourage others to fight, or carry information between students who subsequently fight. The same steps will be followed for disciplinary purposes as actually participating in a fight.

Recording a Fight

Students that record a fight, whether on a school or personal device, will be subject to an out of school suspension.

Failure to Leave the Scene of a Fight

In the event a fight breaks out, students are to move away from the area of disturbance immediately. Standing around the incident, standing on tables, standing in the aisles so as to hinder school officials, or refusing to leave the scene when asked will result in identified students being suspended from school.

Intimidation and Harassment

Students who intimidate or harass another student subject themselves to the same penalties as those who are actually involved in a fight. A student who is intimidated or harassed should report the incident to a teacher or administrator immediately. The same steps will be followed for disciplinary purposes as actually participating in a fight.

Verbal or Physical Assault on School Personnel

Any student who strikes or threatens to strike or harm any school district personnel or volunteer will be immediately suspended from school and recommended for expulsion.

A student who uses profane language directly or indirectly toward a staff member will also be suspended from school for a period of three days. All fights and acts of violence will be reported to the Clinton Police Department.

Sexual Misconduct

Any students engaging or involved in sexual activity or misconduct will be recommended for a 45-day placement at the Clinton Success Center. This includes the following:

1. Engaging in sexual acts at school, on the bus, or at a school sponsored event.
2. Sexual harassment verbal, physical or digital.

Student Bullying

(Clinton School Board Policy JDDA)

Students and employees in the Clinton Public School District are protected from bullying and harassing behavior, whether on or off campus, by other students or employees. 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 education performance, opportunities or benefits.

Hazing and Harassment

The hazing or harassment of any student, sexual or otherwise, will not be tolerated. A student who is suspected of such behavior should be immediately reported to the building administrator for questioning and disciplinary action. Sexual harassment disciplinary forms will follow the student from school to school and reports will be filed with the Clinton Police Department.

Racial harassment consists of physical, written, symbolic, or verbal conduct or communication relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment, or has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.

Appropriate disciplinary actions may include but are not limited to counseling, awareness training, parent-teacher conference, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy shall be consistent with the requirements of due process.

Gang Attire, Paraphernalia, and Symbols

All visible signs of gang attire and paraphernalia are prohibited. This includes but is not limited to:

- Articles of clothing identified with gang symbols or messages
- Graffiti on books, notebooks, book covers, papers, or property
- Flashing gang signs or yelling gang slogans
- Gang related jewelry, wrist bands, or headbands

Failure to abide by these guidelines will result in referral to the administrator where he will take appropriate disciplinary measures which could be detention or suspension.

Suspension and Activities

Students who are serving any type of suspension are not eligible to attend any type of school activity. This includes dances, ball games, field trips, or awards programs. If a student has paid for a field trip, dance, ball game or any other school function and is unable to attend because of a suspension, the money will not be reimbursed

A DRUG FREE SCHOOL

Drug education programs and activities will be conducted In CPSD throughout the school year. These programs will emphasize the impact of drug abuse and misuse and suggest alternatives to a lifestyle of drug dependency.

Programs and activities will include literature, motivational speakers, and multimedia presentations.

Every effort will be made to keep CPSD drug free. This effort will be successful only with the assistance of each student enrolled. We encourage students to report to a teacher or administrator any drug-related activities observed here at school.

No Open Container Policy

In an effort to provide a safe and orderly environment for our students, parents, and faculty and staff, school campuses that contain grades 6-12 are enacting a No Open Container Policy for each campus and all school sponsored events. All open containers, i.e. paper/Styrofoam cups must be discarded prior to entering a designated school facility or school-sponsored event. Spill-proof containers and containers with screw caps may be carried into the building or school sponsored event but are subject to inspection by school officials.

Drug/Alcohol Possession and or Use

(Clinton Public School Board Policy JCDAC, 3/27/2012)

Students are prohibited on school property and/or at school functions, from carrying, possessing in any manner (or attempting to possess), using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law. This will include any substance that is falsely represented to be a controlled or counterfeit substance.

Likewise, no student shall act in, aid, abet, assist, distribute, or conceal the possession, and/or the consumption, the purchase, or the distribution of any illicit drugs or alcoholic beverages by another student or students.

The Clinton Public School District may require any student to submit to a drug and/or alcohol test (within a five hour block of time) at the expense of the parent/ guardian if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol.

Any student who violates the provisions of this policy will be suspended for ten (10) days and recommended to the Board for expulsion for one (1) calendar year.

Tobacco Use and/or Possession

(Clinton School Board Policy JCB, 2012)

Any use and possession of tobacco by students during the period of time that they are under and/or subject to the jurisdiction of the Clinton Public School

District, while participating in or going to or from any school related activity, at any place where an interscholastic athletic contest is taking place, during the course of any field trip, during the course of any trip sponsored by the Board, or while under the supervision and direction of any teacher, principal, or other authority of this school district, shall be prohibited at all times. Violators of this policy shall be subject to disciplinary action, which will include, but not be limited to, a three day suspension from school.

E-Cigarettes/Vaping

(Clinton School Board Policy JCDA A)

Use and/or possession of any type of “vape” product/paraphernalia is not permitted anywhere on campus including parking areas. The penalty for use and/or possession is outlined below. There will be no exceptions to this rule. The offenses carry over from one grade to the next and do not restart.

First Offense – Three (3) Day Out of School Suspension

Second Offense – Three (3) Day Out of School Suspension AND Issuance of Ticket by School Resource Officer in compliance with City of Clinton Ordinance (Secs. 46-55 – 46-69; Division 3)

Third Offense – Recommendation of 45-day placement at Clinton Success Center AND Issuance of Ticket by School Resource Officer in compliance with City of Clinton Ordinance (Secs. 46-55 – 46-69; Division 3)

Use of Alert Dog to Detect Illegal Drugs

When deemed appropriate by the superintendent or principal, an alert dog may be used to detect illegal drugs upon or within the school facilities and furnishings including lockers. If the presence of drugs is indicated, the student or other person permitted to use the facility will be notified and requested to be present when the facility is opened and searched. If illegal drugs are found, an investigation will be conducted, and appropriate disciplinary and/or legal action will be taken against the person or persons responsible for bringing and/or possessing such drugs on the campus.

Harassment, Threat, Violence, and Assault

(Clinton School Board Policy JCBEA, 4/16/2012)

It is the policy of the Clinton Public School District to maintain a learning and working environment that is free from any form of harassment, threat, violence, or assault. It shall be a violation of this policy for any pupil, parent, teacher, administrator, other school personnel, visitor to the district, or any other person, to harass, threaten, assault, inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator, other school personnel, visitor to the district, or any other person, through conduct or communication, including, but not limited to verbal/oral, written, photographic, drawings, computerized images, body language, physical act, or

any other means.

Any person who believes he or she has been the victim of harassment, threats, violence, or assault shall report the alleged acts immediately to an appropriate School District official or the Superintendent.

Upon receipt of a report or complaint, the Superintendent shall immediately undertake or authorize an investigation.

Upon receipt of a report that a violation has occurred, the School District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conference, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge and/or referral to appropriate law enforcement agencies.

SCHOOL SAFETY

GUN-FREE SCHOOL

(Clinton School Board Policy JCBH, 5/26/2015)

The Clinton Public School District operates in compliance with the Gun-Free Schools Act, Title VIII of the Elementary and Secondary School Education Act of 1965. Therefore, all policies and procedures adopted by this board that affect the conduct and/or discipline of students are supplemented by the requirements of this act as follows:

GUNS/FIREARMS

Any student who has in his/her possession any type of gun/firearms, operable or inoperable, while he/she is in school, on school property, on a school bus, on the way to and from school, or at any school function or activity will immediately be suspended by the superintendent or principal of the school where the offending student is assigned.

WEAPONS

(Clinton School Board Policy JCDAE(2), 10/10/2013)

Any student who uses or threatens to use any hard or sharp object, regardless of its original purpose, for a weapon while he/she is in school, on school property, on a school bus, on the way to and from school, or at any school function or activity will immediately be suspended and recommended for expulsion. Examples of such weapons, but not limited to, include knife, bully club, brass knuckles, ammunition, stars, pipe club, brick, bat, chain, razors, box cutters, etc. Weapons used by students shall be seized and turned over to the school district's security officer. Principals shall exercise their own discretion in each instance concerning the necessity of the notification of the appropriate law enforcement authorities.

Other weapons:

Possession, by students, 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 a 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 or other punishment for violation of this section of the policy shall be awarded by the principal who shall deal with each individual case based on the circumstances.

STUDENT IDs

All students must have their student ID on their person and be able to present it to administration or school faculty

CRIMESTOPPERS – 355-8477 (TIPS)

This service is available to anyone who has information to submit to authorities regarding illegal activity such as drugs or weapons. The call is expected to be anonymous and a reward may be offered for information submitted.

Detention

(Clinton School Board Policy JDC, 3/27/2012)

Teachers or other administrators may impose detention as a disciplinary action on students for misconduct or disorder of conduct not serious enough to require other disciplinary action. The purpose of detention is twofold: (1) to serve as a minor punishment; and (2) to warn the student that an element of his or her behavior is unacceptable and must be changed.

Other Forms of Discipline

In addition to detention, school administration has the discretion to implement the following forms of disciplinary actions:

- In-school detention
- Mandatory parent conference/overnight suspension
- Out of school suspension
- Placement at Clinton Success Center
- Expulsion