

REGISTRATION PROCESS FOR THE 2023-2024 SCHOOL YEAR

1. In order to expediate in-person registration, we are sending all of the paperwork home so you can bring it with you already completed. We will also email out the packet in case you misplace the forms between now and registration.
 - Form 1: Residency Verification: This form must be filled out by the legal guardian. You must bring two proofs of residency that match the address on this sheet. (See acceptable proofs below)
 - Form 2: Cell Phone Policy: Parents and students sign form
 - Form 3: EDLA Responsible Use Student/Guardian Signature Form: Parents and students sign form.
 - Form 4: District Chromebook Form: Parents and students sign form.
 - Form 5: Bus Form: Only fill this form out if you plan for your student to ride the bus.
 - Form 6: Parking Permit/Drug Testing Policy: Only fill out if your student will be parking on campus. READ and fill out form 5 front and back. You must bring driver's license, proof of insurance, and \$20.00 along with completed form to pick out a parking spot during registration.
2. Parents, make sure you can log into ActiveParent. If you can't log in, please contact your child's counselor ASAP so that you will be able to log in when active codes are sent out.
3. Active Codes will be emailed on July 5th.
****The email will come from SAM Spectra and be titled Active Parent – Jackson County School District****
4. Check this email, log into your ActiveParent account, and complete the online registration.
5. Bring this completed packet along with two proofs to in-person registration

In-person registration dates and times:

July 18th – 8:00 a.m. to 4:00 p.m.
July 19th – 7:00 a.m. to 3:00 p.m.
July 20th – 10:00 a.m. to 6:00 p.m.

SMHS High School Counselors

Mrs. Denton (A-G) cdj1190@jcsd.ms
Mrs. Baronich (H-O) nbj13@jcsd.ms
Mrs. Sherwood (P-Z) msj652@jcsd.ms

Scan the code for step-by-step directions on ActiveParent Registration Portal – pictures included



Acceptable Proofs:

- Filed Homestead Application Form
- Mortgage documents or property deed
- Apartment or Home Lease
- Current Utility Bill
 - ***Must be dated within 30 days of the date you upload or bring to the school***
 - **NO car insurance statement**
 - **NO home insurance statement**
 - **NO cell phone bills**
- VALID Driver's License or MS State-Issued Card with current address
- Automobile Registration (current; not expired)

****** Orientation, Schedule, and T-shirt Information******

Senior Orientation – Thursday, July 20th at 6:00 p.m. in high school gym. (will receive schedules)

Freshman Orientation – Thursday, July 20th at 7:00 p.m. in high school gym. (will receive schedules)

All Schedules will be released on Active Student Friday, July 21st. A google form will be sent through Remind to request schedule changes.

To pick up **everyday** t-shirts at registration, order them through My School Bucks no later than June 9th.

JACKSON COUNTY *School District*

Residency Verification

Student Name: _____ DOB: _____ Grade: _____

Parent/Legal Guardian Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____

(Primary)

(Work/Alternate)

I, the parent/legal guardian, do verify that the proofs of residency submitted to Jackson County School District are a true and accurate representation of my legal residence.

Parent/Guardian Signature

Date

=====

OFFICE USE ONLY:

Two Proofs of Residency

- _____ Filed Homestead Application Form
- _____ Mortgage documents or property deed
- _____ Apartment or Home Lease
- _____ Current utility bills; ALL bills presented should be within 30 days of the date of registration.
(NO car/home insurance statements; NO cell phone bills)
- _____ VALID Driver's License or MS State-Issued ID Card with current address
- _____ Automobile Registration (current; not expired)

I, the employee of Jackson County School District, do verify that I have seen and approved this student's residency documents as indicated on this form.

District Employee Signature

Date

Registration Checklist

- Yes No -Updated Immunization Compliance (Form 121 or 122) (REQUIRED FOR INCOMING 7th Graders)
- Yes No -Legal Paperwork (custody, adoption, name change, guardianship)

Returning Students

Parent/Guardian to complete top only

**ST. MARTIN HIGH SCHOOL
CELL PHONE/ELECTRONIC DEVICES POLICY 2023-2024**

My signature below confirms that I have been provided a copy of the cell phone/electronic devices policy of St. Martin High School. My signature also confirms that I have read and understand the policy.

*Everyone must sign regardless of intent to bring/use cell phone on campus.

STUDENT NAME: (PLEASE PRINT)

STUDENT SIGNATURE:

PARENT SIGNATURE:



**ST. MARTIN HIGH SCHOOL
CELLPHONE/ELECTRONIC DEVICES POLICY 2023-2024**

STUDENT EXPECTATIONS

Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy of others.

Academic integrity is the moral code of ethics of being a student. This means not cheating, being honest about your work, not plagiarizing the work of others, and maintaining high academic standards.

⇒ Students **MAY NOT** possess a cell phone or any electronic device during testing, even if the device is turned off.

Learning environment is the classroom, media center, laboratory, gym, etc. where the teacher provides instruction and/or where students are actively engaged in learning. The learning environment is disrupted when distractions and off-task activities take place.

⇒ Maintaining the privacy of others is something St. Martin High School takes seriously. In order for all students on our campus to feel valued and safe at school, certain limits will be enforced to protect student and teacher privacy.

⇒ Sending, sharing, viewing, or possessing text messages, e-mails, or other material depicting sexually explicit or offensive content in electronic form on a cell phone or any other electronic device while on a school bus or campus is prohibited. In addition to disciplinary consequences including possible loss of phone privileges for the remainder of the year, **this is against the law. You may face criminal charges as well.**

ALLOWABLE USE OF CELL PHONES/OTHER ELECTRONIC DEVICES

⇒ Personal use of cell phones and other devices for texting, listening to music, etc., is permitted in the cafeteria during breakfast and lunch, in the courtyard before school, break and after school, and in the classroom if allowed by teacher for instructional purposes. You **MAY NOT** have cell phones in the hallways and **MAY NOT** make or receive personal phone calls. **NO EARBUDS OR HEADPHONES!**

CONSEQUENCES FOR POLICY VIOLATIONS

Students who fail to follow these directions will have their device confiscated. Students who refuse to surrender their phone to a teacher/staff member will be referred immediately to administration.

⇒ **FIRST OFFENSE:** The cell phone will be impounded and returned to the student at the end of the school day.

⇒ **SECOND OFFENSE:** The cell phone/device will be impounded and returned only to the parent/guardian (or designee who is on the student's check out list) upon request; no sooner than the end of that school day.

⇒ **THIRD OFFENSE:** The cell phone/device will be impounded for a time frame deemed appropriate by administration that could include loss of cell phone privilege for the remaining part of the school year.

⇒ For cell phones/devices that have been impounded, it is the responsibility of the parent (or designee) to collect the item from the school. All items not collected by the end of the school year will be donated to charity. The school, administrators, faculty, and staff are not responsible for lost or stolen electronic devices. Students who bring electronic devices on campus assume the full risk of loss/theft.



Jackson County School District

EDLA Responsible Use Student/Guardian Signature Form

The Jackson County School District has participated in the Equity in Distance Learning Act of 2020. This act requires students, parents or guardians, administrators and other staff to sign indicating they understand the following:

- Students, parents or guardians, and staff agree that they may be charged fees or fines for intentional loss or damage to devices assigned to them as a part of a 1:1 initiative.
- Jackson County School District shall assume control of ownership and liability for devices and other equipment purchased under the EDLA grant program until the devices and/or other equipment:
 - No longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25;
 - Is sold to students in Grade 12 under the provisions of Section 37-7-459;
 - Is traded into a vendor as part of a subsequent purchase; or
 - Is discarded as allowed by district policy.

SMHS
School Name

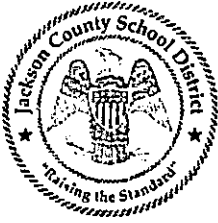
Student Name (Printed)

Student Signature

Parent or Guardian Name (Printed)

Parent or Guardian Signature

Date Signed (By Guardian)



Jackson County School District

Information Technology Department

Chromebook Care Agreement

We understand that students and parents share the responsibility to care for the Chromebook, an educational tool, issued by the Jackson County School District (JCSD). We understand and agree to the rules listed below. In the event of a damaged or stolen Chromebook, it is the student/parent's responsibility to pay cost of repair or replacement device. Once a school owned device has been reported as lost or stolen the device will be rendered inoperable by Chromebook. This means that the device is deactivated and will no longer function.

- I understand that a Chromebook assigned to me remains the property of JCSD; therefore, my device may be confiscated and is subject to inspection at any time without notice.
- I will be responsible for taking care of my assigned Chromebook, charging it with the cords provided to me, and I will be responsible for all fees associated with damage of my assigned device.
- I will use my Chromebook as an educational tool and in an appropriate manner.
- I will protect my Chromebook from damage.
- I will not disassemble any part of my Chromebook or attempt any repairs, and I will keep food and beverages away from my device.
- I will know where my Chromebook is at all times. I will never leave my Chromebook unattended or loan it to other individuals including adult staff, and/or student peers.
- I will not place decorations (such as stickers, markers, etc.) or deface the serial number or JCSD label on my Chromebook.
- I will notify the school of theft, vandalism, and other acts done to my Chromebook.
- I agree to return the Chromebook in good working condition.

SMHS

School Name

Student Name (Printed)

Student Signature

Parent or Guardian Name (Printed)

Parent or Guardian Signature

Date Signed (By Guardian)

For official use only:

Date Issued

JCSD Asset Number

Date Returned

Condition of Chromebook

FOR SCHOOL USE ONLY: BUS # _____ AM _____ PM Date: _____
[Route# _____ AM _____ PM]

ST. MARTIN TRANSPORTATION INFORMATION SHEET. Please complete a separate form for each child. **ONE BUS ASSIGNMENT per CHILD** *Bus passes for alternate arrangements cannot be made. Address changes must be made at the school.

Your child can have 1 bus assignment for morning & 1 bus assignment for afternoon. Please complete this form even if your child will not be a regular rider [in case of emergency].

Student: _____ Grade: _____ Date of Birth: _____
A.M. Transportation: _____ Car _____ Bus _____ Day Care _____ Walker
P.M. Transportation: _____ Car _____ Bus _____ Day Care _____ Walker

MORNING INFORMATION

Morning address student is riding FROM: _____
Contact at that address: _____ Phone: _____

AFTERNOON INFORMATION

Afternoon address student is riding TO: _____
Contact at that address: _____ Phone: _____

Are either of the above listed addresses at an apartment complex? YES _____ NO _____
If so, what is the name of the apartment complex? _____

ADDITIONAL INFORMATION

Parent/Guardian Name(s): _____

Parent/Guardian Phone # (s): _____

Emergency Contact & Phone #: _____

***Emergency contact must be on your child's checkout list! ***

Please list all siblings and grade levels attending St. Martin Schools.

Please list all medical information/allergies that your child's bus driver(s) should be aware of.

STUDENT PARKING PERMIT APPLICATION

St. Martin High School

2023 - 2024



Assigned Parking Space Number

Student: _____
(Last Name) (First Name) (Middle Initial)

Grade _____ **Vehicle Tag No.** _____

Vehicle: _____
(Make) (Model) (Color) (Year)

Secondary Vehicle: _____
(Make) (Model) (Color) (Year)

Name on Vehicle Title _____

Is the student named above also named on the insurance policy as a covered vehicle operator of this vehicle? _____ (Answer must be 'yes' to obtain a parking permit).
Yes No

I understand that the Jackson County School District is not responsible for any theft, vandalism, or damage to vehicles parked on school grounds. I understand failure to comply with school rules and/or district policies may result in the loss of parking privileges. I understand any vehicle on school district property is subject to search. **I understand I am responsible for all costs if my vehicle is towed from campus for repeated violations of policy or other valid reasons.**

Student Signature

Parent Signature

I understand the parking tag purchased belongs to the student registered ONLY. The tag cannot be loaned or given to any other student. I also understand if the tag is loaned or given to another student, I potentially can lose any parking privileges on St. Martin High School campus. The owner of this parking tag assumes all responsibility for any issues occurring in the vehicle in which the tag is located.

Student Signature

Parent Signature

Received Cash _____ **Check #** _____ **Date:** _____

JACKSON COUNTY SCHOOL DISTRICT

St. Martin High School

Home of the Yellow Jackets

11300 YELLOW JACKET BLVD. ST.MARTIN, MS 39564

PHONE - (228) 283-3420

FAX - (228) 875-8426

Glenn Gehrmann
ASSISTANT PRINCIPAL

Mary Miller
ASSISTANT PRINCIPAL

Fred Williams
ASSISTANT PRINCIPAL

April Parkman
ASSISTANT PRINCIPAL

Shea Scarborough
PRINCIPAL

One School...One Team...One Dream...GRADUATION

JACKSON COUNTY SCHOOL DISTRICT STUDENT DRUG TESTING POLICY

Parent/Legal Guardian Acknowledgement and Consent

The Jackson County School Board has adopted a new drug testing policy (Policy JDAB) covering all students that participate in athletics, cheer, dance, band, choir, a driver's education course and/or who drive or park on any of the campuses of the District. The policy was adopted in recognition by the District that drug use by students participating in the covered activities present special health and safety risks considering the additional demands placed upon those students. The policy is set forth on pages 41-48 in the Student Handbook as well as in the Policy Manual of Jackson County School District. Under the policy adopted all students that participate in athletics, cheer, dance, band, choir, a driver's education course, and/or who drive or park on campus may be randomly drug tested as provided in the policy. As the parent/legal guardian of the student named below I hereby acknowledge that I am aware of the policy and its provisions and have received a copy of the same in the Student Handbook. I further acknowledge that the student named below will be subject to the provisions and conditions of the policy if he/she participates in any of the covered activities and do hereby authorize and give my consent to the same, including but not limited to the sampling and testing procedures, the release and disclosure of test results and the imposition of the consequences for violation as provided for in the policy.

Student Name

Date

Parent Signature

Date

Witness

Date



"Raising the Standard"