

Smith County School District 2024-25

MISSION STATEMENT

The mission of the Smith County School District is to provide learning opportunities that will enable our students to become productive and well-adjusted citizens in an ever-changing society. Recognizing that all students have worth, dignity and individual needs and talents, we believe that the educational program of the school should be broad enough to benefit all students regardless of their academic potential.

The mission of our school district also includes instilling in each student those values and attitudes that would develop ethical character, love of country and worthy family membership. We also believe that we have a responsibility to foster good personal and community health by providing clean, comfortable, safe and attractive school facilities. We are charged with stressing the development of good personal health habits and providing a nutritious and well-balanced food service. Finally, we believe that our mission is to adequately prepare students for a successful future in the world of work or additional formal education upon their graduation from our schools.

To obtain these purposes, this district has established these goals:

1. To help each child master the skills and obtain the competencies needed to function in today's and tomorrow's society.
2. To promote the good health and wellbeing of each student.
3. To prepare each child for entry into college or the job market.

SMITH COUNTY BOARD OF EDUCATION

Mr. Robert Hicks	President
Mr. Freddy Martin	Vice-President
Mrs. Jackie Westbrook	Secretary
Mr. Prentis Adcock	Member
Mr. Jay Arrington.....	Member
Mr. John King	Superintendent
Mr. David Garner	Board Attorney

The Smith County School District receives Title I, Title II, Title IV, and Title VI funds. The school district is in compliance with the regulations of Every Student Succeeds Act (ESSA). Information regarding the academic progress of the school (Report Card) and qualifications of teachers is available at each school

ADMISSION POLICY

The Smith County School District provides for a uniform system of free public-school education consisting of grades kindergarten through twelve for resident children between the ages of five (5) and twenty-one (21). Children of legal school age whose parents or legal guardians are residents of Smith County or those students granted legal transfers from another school district are eligible to attend Smith County's public schools. Whenever a minor child seeks to enroll in a Smith County school a parent or legal guardian must accompany him or her.

No student shall be denied enrollment on the basis of race, color, creed, sex, handicap, religion or marital status. Smith County Schools' certified employees shall be allowed to enroll their children in Smith County Schools. *Legal reference: MS Code, S37-13-1, A37-15-11, S37-15-29.*

Pre K and KINDERGARTEN ENROLLMENT

All pre-kindergarten students shall be four (4) years old on or before September 1 of the current school year. All kindergarten students shall be five (5) years old on or before September 1 of the current school year. Kindergarten students shall provide the school principal with the following information:

1. Certified copy of the child's birth certificate (long form if available)
2. Certificate of Immunization –Form 121
3. Two (2) Proofs of residence (See Residency Requirements)
4. Completed information form
5. Copy of guardianship documents
6. Social Security Number

ENROLLMENT FOR CONTINUING STUDENTS

Students who were enrolled at the end of the previous school year in a Smith County School must present to the office of the principal a completed Declaration of Legal Residence form and two new proofs of residence. This form verifies that the primary residence of the student has not changed since the previous school year. Mississippi law requires that this form be completed each year for continuing students.

ENROLLMENT IN GRADES 1-12

All first-grade students, six (6) years old on or before September 1 of the current school year, and all new students in grades 1- 12 shall provide the principal with the following information:

1. Certified copy of the child's birth certificate
2. Certificate of Immunization Compliance (Form 121)
3. Two proof of residence
4. Completed information form
5. Name and address of former school
6. Withdrawal form from former school
7. Copy of guardianship documents
8. Social Security number

Any eligible student transferring from a non-accredited school shall be placed in a grade on the basis of examinations administered by Smith County School officials. Secondary students, grades 9-12, transferring from a non-accredited school shall be given a tested by Southern Assessments to determine which courses shall receive Carnegie unit credit. Officials of Smith County Schools shall administer all tests.

ENROLLMENT FOR NEW STUDENTS

No student shall be enrolled in a Smith County school until all questions regarding residency, guardianship, grade placement, enrollment status at the previously attended school, and immunization requirements are answered.

Any student attempting to enroll while under expulsion or suspension from another school district or another school in this district may not enroll in a regular program at a Smith County school until the Smith County School Board has reviewed the case under which the student was expelled or suspended. If the School Board finds the student's expulsion or suspension was for sufficient and good cause, enrollment shall be denied. Such students may be placed in the Smith County Community Learning Center while awaiting the decision of the Smith County Board of Education regarding enrollment.

For new students this process could take up to seven (7) days from first contact. This will allow us time to collect all data, records, residency, etc.

ENROLLMENT FOR TRANSFER STUDENTS

Any eligible student transferring from a non-accredited school shall be placed in a grade on the basis of examinations administered by Smith County School officials. Secondary students, grades 9-12, transferring from a non-accredited school shall be tested by Southern Assessments to determine which courses shall receive Carnegie unit credit. Officials of Smith County Schools shall administer all tests.

Students wishing to transfer from school to school within the district **MUST** have a recommendation from both the sending and receiving principal. These recommendations must be submitted to the School Board for approval prior to the transfer.

ENROLLMENT FOR OUT OF DISTRICT TRANSFER STUDENTS

Students living outside Smith County who wish to transfer to a Smith County School must have a recommendation from the receiving principal prior to acceptance by the School Board.

Students living with adults other than the legal parent or guardian shall not be accepted until that adult has met with the principal, and the Superintendent or the School Board. That transfer student shall not be accepted without the recommendation of the principal. **Effective July 1, 2016 any student that resides outside of Smith County and is granted permission to attend school in Smith County shall be assessed a tuition fee of \$500 per year. Applications and recommendations must be approved each school year for all students living outside Smith County. The student's Parents or Legal guardians must reapply for admission each year by June 30. Applications can be found on our Smith County Schools website.**

Students transferring from a residential facility or another alternative school may be placed in the Smith County Community Learning Center. The director of the Community Learning Center and the local school principals shall determine the length of Community Learning Center placement.

RESIDENCY REQUIREMENTS

Students attending Smith County School District schools shall be required to provide proof of residence in Smith County or a legal release from another school district. **Students who do not live in this school district (Smith County) or have a release from another district shall be sent back to their home school.**

Parents shall be required to provide directions to their home and a description of their residence so school officials may verify that the home is in Smith County. In addition, a minimum of two of the documents listed below shall be provided as documentation of residence in Smith County.

1. Filed Homestead Exemption Application Form
2. Mortgage documents or Property Deed
3. Apartment or Home Lease
4. Utility Bills (Electricity, Gas, or Water)
5. Personal Visit by District Representative

Non-resident students placed in Smith County School District schools by the courts shall be asked to provide a copy of the court order.

Students living with adults other than their parents or legal guardians shall not be admitted to Smith County School District schools until that adult has met with the Superintendent and the Board of Education.

In the event a student's family has dual residences, the residence with Homestead Exemption will be considered the legal residence for purposes of school attendance.

For new students this process could take up to seven (7) days from first contact. This will allow us time to collect all data, records, residency, etc.

Guidelines for Residency Checks:

1. Bill or Proof of Residence from the School you are leaving
2. Bill or Proof of Residence for the new address
3. Affidavit **MUST** be accompanied with a change of address letter from the post office
4. Residency check will be performed on all incoming students where both the old residence will be verified of vacancy and the new residence will be verified of occupancy by the parent and students

Residency checks will be performed at unspecified times.

Requirements for Affidavits:

1. Bill or proof of residence from the address you are leaving.
2. Bills or proofs of residence for the address of the affidavit must have 2.
3. Affidavit **MUST** be accompanied with a change of address letter from the post office.
4. Residency checks will be performed on all incoming students where both the old residence will be verified of vacancy and the new residence will be verified of occupancy by the guardian and the student.
5. Affidavits must have Guardianship

ATTENDANCE

The Smith County School District stresses regular and punctual school attendance. Good attendance habits that are established today will help equip students for success in the future. Poor attendance and truancy can, on the other hand, lead to academic failure.

MS law requires that all children who attain the age of six but have not reached the age of seventeen years on or before September 1 must attend school. PARENTS are responsible for making sure that their children attend school. If parents refuse to comply with the law, the PARENT may be taken before the court and fined and/or jailed for EDUCATIONAL NEGLECT of their child. (*MS CODE 37-13-91*)

Present 63% of Day Attendance Law:

Students should limit checking in and out of school. According to Mississippi Law, students must be in school for at least 63% of the instructional day to be considered present. A written excuse or doctor's excuse is required if the student is not present 63% of the school day. (see page 5 for types of excuses accepted.)

Students having passing grades and excessive absences will receive no grade or credit for the class until makeup work is complete.

*****Grades K-6:**

Students in grades K-6 should have no more than 20 absences for the year. More than 20 absences may result in retention. There is no difference in EXCUSED or UNEXCUSED absences when counting the number of days missed. Students with excessive absences will be reported to the Attendance Officer. Students who are absent shall be expected to complete assigned makeup work. The student must remember to ask for the assignments he/she missed and any assigned makeup work. Students will be allowed an amount of time equal to the number of days missed to complete missed assignments and tests.

*****Students in attending grades K-6 who have more than 20 absences may be retained.**

Grades 7&8

Classes meeting all year (36 weeks) - no more than 20 absences per year

Grade 9-12:

1-unit credit class meeting 18 weeks - no more than 5 absences. 1/2 credit class meeting 9 weeks – no more than 3 absences.

There is no difference in excused or unexcused absences when counting the number of days missed.

- Students who have more than 20 absences may be retained.
- Students who have more than 2 unexcused absences may not attend school field trips.
- Seniors who have more than 20 absences (excused or unexcused) may not participate in graduation ceremonies unless given a waiver by the Principal for extenuating circumstances.

Extenuating Circumstances: (accident, surgery, etc.)

Absences in excess of the number described above may be excused at the sole discretion of the principal after an at-school conference with the parent/guardian. The conference with the parent/guardian will not automatically result in an excused absence.

Attendance Officer:

Each school district in Mississippi has an Attendance Officer provided by the state. The Attendance Officer is responsible for monitoring enforcement of the state's compulsory attendance law. Smith County's Attendance Officer may be contacted at 601-782-4867 (Fax: 601-782-9175) or by writing to School Attendance Officer, Post Office Box 308, Raleigh, MS, 39153.

EARLY DISMISSALS (Student Check-out)

Due to safety precautions, no student dismissals will be allowed during the last 30 minutes of the school day. Additionally, students will not be dismissed while a district or state test is being administered so that distractions and potential test security violations can be avoided. These testing dates are listed on the Smith County School District Web Page and will include nine-week test, semester exams, and all state mandated test.

Procedures for Checking Students out of Class:

- Please do not call the school office and ask for students to be released. We will no longer release a student from campus without either the parent or someone from the emergency contact list physically signing the student out. Please be prepared to come into the schools to sign out your child when needed.
- Please bring your driver's license/ID when picking up a student, we require a photo ID for verification. Only those individuals listed in the student's data file will be allowed to sign a student out. The student must also come to the front office to check out before leaving the building.
- If your student drives their own vehicle and has a medical/dental appointment or court date, then the student must present a signed note on the same day they need to leave campus. This note must include a phone number for parent verification and must be turned into the office before 9:00am. Without a written notification, a student who drives may leave campus only if a parent or someone from the emergency contact list comes into the school and signs them out.
- All students will incur an unexcused absence unless they return with a formal doctor's note or a note from the court clerk within 72 hours of the absence.
- Please remember if your child is too ill to attend classes, please be prepared to sign your child out for the day.

TYPES OF ABSENCE

Students who have excused absences are expected to make up any missed work. Students who have unexcused absences will not be allowed the opportunity to make up missed work.

EXCUSED:

An absence will be excused and the student will be allowed to make up the work with the following guidelines:

- Only three (3) parent notes will be accepted each semester. All other absences during that semester will be considered unexcused unless the absence is verified by a medical professional.
- Notes must be presented within three (3) days of returning to school.

UNEXCUSED:

All other absences will be considered unexcused and the student will not be given the opportunity to make up missed work. A grade of zero (0) will be given for any missed work.

If you received an unexcused absence that can be excused by a note from a medical professional or parent, you must bring the excuse within three (3) days from the time you return to school. Notes presented more than three (3) days after the return to school will not be accepted

A student who receives an unexcused absence will not have the privilege of making up missed work. A grade of zero (0) will be given for any work missed.

Absences in excess of the allotted number of days may be excused at the sole discretion of the principal after an at-school conference with the parent or guardian. A parent/principal conference will not automatically result in excused absences.

Students attending a school-sponsored activity shall not be considered absent. Only those activities, which require the direct supervision of a school employee while traveling to and from the activity and during the activity, shall be considered school sponsored for this purpose.

Students must be in school on the day of an extra-curricular activity in order to participate in that activity.

Students must get excuses or “admit to class” slips before 1st period begins on the day they return from an absence.

MAKEUP WORK

GRADES K -12:

Students having **EXCUSED** absences shall be expected to complete make up work. It is the responsibility of the student to approach the teacher regarding make up work. The student must make arrangements for make-up work on the first day he/she returns to school. The amount of time a student has to complete the missed assignments will be equal to the number of days that the student missed.

Students who are present when tests are assigned and present when test material is covered shall take the assigned test on the assigned test day. Students who miss the day of the test will be required to take the test on the day they return to school. Students who are absent when the test material is covered shall be allowed to take the test at a later date. Make up tests shall be given at a time that does not interfere with classroom instruction.

Students serving in In-School Suspension shall be expected to complete all class assignments while in suspension. In the event there are assignments that must be completed in the classroom, (lab projects, oral presentations, etc.) the student shall complete those assignments on a date determined by the classroom teacher.

Students who have **UNEXCUSED** absences shall not have the privilege of making up missed work. A grade of zero (0) will be given for any missed work. Nine week exams will be given to students with **UNEXCUSED** absences.

AFFIRMATIVE ACTION

Every pupil of this district shall have equal educational opportunities regardless of race, color, creed, sex, disability, religion, marital status, national origin or age.

No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, or extra-curricular activities. *MS Code S37-15-35 and 1972 Educational Amendments, Title IX: CFR Part 86 1964 Civil Rights Act, Title VI 1973 Rehabilitation Act, Section 503, 1973 Rehabilitation Act, Section 504, 45 CFR Part 84, Brown v. Board of Education, 347 U. S. 483 (1954).*

The Superintendent or his designee shall serve as the Civil Rights Compliance Coordinator, Section 504 Coordinator and Title IX Coordinator. The office of the Superintendent has been designated to handle inquiries and complaints regarding the non-discrimination policies of the SCSD.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to for whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

ASSEMBLIES

Student assemblies will be held when needed. From time to time, there will be guest speakers. Students are expected to be courteous to program presenters and to refrain from making loud or rude noises during any presentation. No student will be excused from student assemblies without permission from the principal. Misconduct will not be tolerated.

Pep rallies will be held during football season. Students will assemble by grades in designated areas. All students are expected to attend pep rallies and to show their support for their school.

BUILDINGS AND GROUNDS

The Smith County School District is in compliance with all rules and regulations regarding the identification, containment, and removal of asbestos and asbestos containing materials in all SCSD buildings. The District has on file with the Mississippi Department of Education an approved asbestos management plan. Asbestos management plans are available for public review at each school location and the District office.

CAFETERIAS

All school meals are planned to meet or exceed the recommended quality and quantity standards set by the Federal School Food and Nutrition Service. District Food Service policy includes an "Offer versus Serve" for all grades. However, all full meals served must contain the necessary components to meet federal guidelines. Additionally, each school may offer extra items, such as ice cream, slush (100% fruit juice), water and canned fruit juice. With the exception of milk, ice cream and bottled water, a student may purchase extra items **only** if the full meal unit is being purchased.

Students who wish to pay in advance for meals may do so. Meals not used will be credited to the student's meals for the next week. Cash refunds will be made only when a student withdraws from school. Request for cash refunds must be made in writing. Checks will be accepted for the amount of food service purchases only. Parents may not combine payment for meals with other school expenses in a single check.

The Smith County School District has adopted a no charge meal policy. Junior High and High School students will not be allowed to charge meals.

Students may bring a lunch from home or eat the lunch prepared by the cafeteria staff. Students who bring lunch from home may purchase milk, ice cream or bottled water only. It is recommended that neither children nor adults bring canned or bottled drinks into the cafeteria without the label being removed or covered with aluminum foil. It is further recommended that children or adults bring no "fast food" into the cafeteria. Time limitations require that all students remain on the school campus during their lunch period.

Food shall not be delivered to children or adults. "Fast Food" deliveries could be an introduction point for alcohol, drugs, or weapons to the campus. "Fast Food" deliveries could also pose a sanitation problem by introducing food borne illness or pests.

- No glass containers allowed in the dining room.

The cost of cafeteria meals is:

Regular price lunch	\$2.50	Reduced price lunch	\$0.40
Regular price breakfast	\$1.50	Reduced price breakfast	\$0.30

Breakfast is served each day from 7:30 until 8:00. All students go directly to the cafeteria upon their arrival on campus and eat breakfast before the school day begins.

Students going to and from the cafeteria are considered in class and should walk quietly without disturbing other classes. At lunchtime all students are required to go to the cafeteria with their group and remain in the cafeteria until their group is dismissed. In order to keep the cafeteria clean and attractive the following rules must be observed:

1. Enter the cafeteria quietly and keep lines orderly
2. Never push or run.
3. Use good table manners.
4. Leave eating areas clean and neat.
5. Return trays, forks and spoons to receiving window.
6. No food shall be taken out of the cafeteria.
7. Respect and obey the duty teacher and cafeteria staff.

CLASSIFICATION

Grade placement and classification of students in grades 9-12 shall be based on the accumulation of Carnegie units according to the following guidelines:

- **FRESHMEN:** Less than 7 units
- **SOPHOMORES:** Those having 8 units but less than 12 units must also pass English I
- **JUNIORS:** Those having 14 units but less than 18 units must also pass English II
- **SENIORS:** Those having 18 or more units. Must include: English I, English II, English III, two science courses, one of which is Biology I, and two math courses including Algebra I.

PRIOR TO THE BEGINNING OF SENIOR YEAR SENIOR STUDENTS AND THEIR PARENTS SHOULD CONTACT THE COUNSELOR TO GET A LIST OF THEIR CHILD'S REQUIREMENTS FOR GRADUATION. CLASSIFICATION AS A SENIOR DOES NOT MEAN THAT THE STUDENT WILL GRADUATE.

CONDUCT (STUDENT RESPONSIBILITIES)

A safe and orderly school is essential for learning. In order to provide a safe and orderly environment, it is necessary that all students conform to certain standards of conduct and behavior. Student behavior shall always be viewed as the responsibility of the student and the parents or guardian. Students of this school district are expected to conduct themselves so that the rights and privileges of others are not violated. While students are expected to respect the rights and privileges of others, the rights of individual students shall not be violated. Each student shall have the right to due process with regard to suspension, expulsion, or administrative decisions that the student believes have injured his personal rights.

The rules of conduct listed below shall apply while a student is under the supervision or jurisdiction of the Smith County School District. A student shall be considered under the jurisdiction of this district while in class, on school grounds, on school buses, attending school activities on school campuses, traveling to and from school, or when representing the school on school trips. Students who do not follow the rules of conduct shall be subject to sanctions or punishments. Punishment may be corporal punishment, In School Suspension, Out of School Suspension, referral to the Community Learning Center, or other appropriate punishment. All sanctions are suggested maximums. However, the principal may evaluate the seriousness of the incident and impose more restrictive punishment. Each school shall have a Positive Behavior Plan in place to aid students in maintaining proper conduct.

Any student who is sent to the principal for the 3rd offense in any 18-week term shall serve in In School Suspension until his/her parents meet with the principal, and the teacher or teachers involved. The student shall be required to attend this conference. The building principal may schedule a parent and administrator conference any time a student is not following the standards of behavior set by the Smith County Board of Education. A parent, guardian, or custodian of a compulsory school-age child enrolled in a public school may be requested to appear at school by an appropriate school official for a conference regarding acts of the child. Failure to attend discipline conferences scheduled by an administrator may result in a fine. (MS Code 37-9-14; SB 3349)

1. DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with reasonable directions or commands of teachers, principals or other school personnel.

MAXIMUM SANCTIONS

Any Offense

Suspension with possible recommendation for Community Learning Center placement

2. PROFANITY

The use of profane, vulgar or obscene words or gestures will not be accepted.

MAXIMUM SANCTIONS

First Offense

Suspension or Corporal Punishment

Second Offense

Suspension up to Nine (9) days

Third Offense

Suspension with recommendation for Community Learning Center placement

PROFANITY DIRECTED TOWARD ANY SCHOOL EMPLOYEE SHALL RESULT IN IMMEDIATE COMMUNITY LEARNING CENTER PLACEMENT

3. RUDE AND DISRESPECTFUL BEHAVIOR

No student will curse, deceive or intentionally argue in a demanding or disruptive manner with any teacher, Administrator or other school employee or otherwise show disrespect for school personnel.

MAXIMUM SANCTIONS

First Offense

Suspension

Second Offense

Suspension up to Nine (9) days

Third Offense

Suspension with recommendation for Community Learning Center placement

4. TOBACCO PRODUCTS, VAPING PRODUCTS, E-CIGARRETTES

No student shall have in his possession or use any tobacco, vaping or e-cigarette product while on the school campus or while traveling in a school bus.

Vaping will not be tolerated on any school property or school sponsored trips

MAXIMUM SANCTIONS (FOR POSSESSION OR USE)

First Offense

Three (3) days Out of School Suspension

Second Offense

Five (5) days Out of School Suspension

Third Offense

Community Learning Center Placement/completion of Cessation Program

Fourth Offense

Forty-five (45) Community Learning Center

If vape test positive for THC.

MAXIMUM SANCTIONS

First offense

One calendar year Community Learning Center placement

MS House Bill 641 prohibits tobacco use on school property. School property means: any public school building, bus, campus or grounds, recreational area or athletic field, or other property owned or operated by a local school board. (Sixteenth section land without school facilities is exempt.)

5. CHEATING

Cheating on tests or examinations will not be tolerated. No student shall cheat on any test, exam, project or report.

MAXIMUM SANCTIONS

First offense	Zero (0) for work, parent conference
Second offense	Zero (0) for work, suspension for 5 days
Third offense	Zero (0) for work, suspension for 9 days

6. GAMBLING, EXTORTION, CARD PLAYING

Gambling will not be tolerated on school grounds, school buses, or on school-sponsored trips. Extortion, or bribery, is not allowed. Students shall not use gaming cards for any activity on school campuses.

MAXIMUM SANCTIONS

First offense	Five (5) days suspension
Second offense	Nine (9) days suspension
Third offense	Suspension and recommendation for Community Learning Center placement

7. PUBLIC DISPLAY OF AFFECTION

The public display of affection between students is not acceptable behavior and appropriate action shall be taken to correct this.

MAXIMUM SANCTIONS

First offense	One (1) day suspension
Second offense	Three (3) days suspension
Third offense	Five (5) days suspension

8. DRUG USE OR POSSESSION

No student shall have in his possession, use, transmit, display to other students, or be under the influence of any illegal or controlled drug, a drug requiring a prescription from a medical doctor, or any unknown substance represented as a “drug” while under the jurisdiction of this school district.

The prescription drug portion of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication under the supervision and direction of such physician. Nor shall any student have in his possession, use, transmit, or display to other students any drug paraphernalia while under the jurisdiction of this school district.

All students and their parents should read the Student Drug Testing policy in this handbook.

MANDATORY SANCTION

Any offense	Immediate notification of law enforcement. Suspended until placed in Community Learning Center. Community Learning Center placement for up to a calendar year unless the seriousness of the offense calls for a recommendation for expulsion.
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9. SELLING OR ATTEMPTING TO SELL DRUGS

No student shall sell or attempt to sell any illegal drug, controlled substance, other drug, or any unknown substance represented as a drug while under the jurisdiction of this school district.

MANDATORY SANCTION

Any offense

Immediate notification of law enforcement.
Suspended until placed in Community Learning Center. Community Learning Center placement for up to a calendar year unless the seriousness of the offense calls for a recommendation for expulsion.

10. ALCOHOLIC BEVERAGES

No student shall have in his possession, consume or be under the influence of any alcoholic beverage while under the jurisdiction of this school district.

MANDATORY SANCTIONS

Any offense

Immediate notification of law enforcement.
Suspended until placed in Community Learning Center. Community Learning Center placement for up to a calendar year unless the seriousness of the offense calls for a recommendation for expulsion.

Students and their families needing counseling or rehabilitation services for drug or alcohol related problems may contact:

Pine Grove Recovery Center
Hattiesburg | 1-800-821-7399

East MS State Hospital
Meridian | 601-482-6186

Weems Mental Health Center
Raleigh | 601-782-9461

Marian Hill CDC
Jackson | 601-982-3607

MS State Hospital
Whitfield | 601-939-1221

MS Baptist Medical Center
Jackson | 1-800-962-6868

11. ASSAULT AND/OR BATTERY ON SCHOOL EMPLOYEE

No student shall cause, attempt to cause, threaten to cause, or behave in such a way as could reasonably cause physical harm to any school employee.

MANDATORY SANCTIONS

Any offense

Immediate notification of law enforcement.
Students shall be referred to the Smith County Youth Court.
Suspended until placed in Community Learning Center.
Community Learning Center placement for up to a calendar year unless the seriousness of the offense calls for a recommendation for expulsion.

12. ASSAULT AND/OR BATTERY ON NON-SCHOOL EMPLOYEE

No student shall cause, attempt to cause, threaten to cause, or behave in such a way as could reasonably cause physical harm to any person while under the supervision of this school district.

MAXIMUM SANCTIONS

**	First offense	Suspension
	Second offense	Suspension up to 9 days
	Third offense	Suspension with recommendation for Community Learning Center placement

** **Maximum sanctions may be exceeded if injuries occur.**

13. FIGHTING

All students involved in a fight or verbally attempt to instigate a fight among other students.

MAXIMUM SANCTIONS

First offense	Suspension for up to 5 days
Second offense	Community Learning Center Placement
Third offense (or more)	Students shall be referred to the Smith County Youth Court

Posturing/Instigating

All students who posture to fight, involved in a verbal altercation, or verbally instigate a fight among other students.

MAXIMUM SANCTIONS

First offense	Suspension
Second offense	Suspension up to 9 days
Third offense	Suspension with recommendation for Community Learning Center placement

14. WEAPONS

No student shall possess, handle or transmit any implement that may be used to cause bodily harm to another person while under the jurisdiction of this school district. This includes, but is not limited to, guns, knives, razors, mace, pepper spray or other objects that could reasonably be considered as weapons. Students shall not be allowed to have hunting weapons in vehicles that are parked on school property. In all cases, the principal will confiscate weapons. Weapons will be returned to parents or guardians only, not to the student. Federal law prohibits the possession of firearms on school campuses. Possession of a firearm on a school campus is punishable by a fine of up to \$5,000.00 and/or 5 years in jail.

POSSESSION OF A FIREARM MANDATORY SANCTION

Any offense:	Immediate notification of law enforcement. Suspended until placed in Community Learning Center. Students shall be referred to the Smith County Youth Court. Community Learning Center placement for up to a calendar year unless the seriousness of the offense calls for a recommendation for expulsion.
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POSSESSION OF OTHER WEAPONS

MAXIMUM SANCTIONS

First offense	Suspension
Second offense	Suspension until a hearing has been held before the Discipline Committee to determine appropriate action

THREAT OR USE OF OTHER WEAPONS

MAXIMUM SANCTIONS

Any offense	Suspension until a hearing has been held before the Discipline Committee to determine appropriate action.
All offenses:	Students shall be referred to the Smith County Youth Court.

15. DAMAGE, DESTRUCTION, THEFT, VANDALISM, OR TRESPASSING OF SCHOOL PROPERTY

No student shall willfully damage, destroy, deface, steal or vandalize school property including buildings, grounds and/or equipment and supplies. All students must exit the building upon the Dismissal bell unless they have a scheduled tutoring session with a SCSD employee or a SCSD approved coach

MAXIMUM SANCTIONS

All offenses:

Suspension or expulsion
Suspended until placed in Community Learning Center Community Learning Center placement for up to a calendar year unless the seriousness of the offense calls
Students shall be referred to the Smith County Youth Court for a recommendation for expulsion.
No participation in any and all school functions including graduation.

In all cases of willful destruction or theft of school property, the parent or guardian of the offending student shall be liable for all damages. MS Code S37-11-19

16. DAMAGE, DESTRUCTION, OR THEFT OF PRIVATE PROPERTY

No student shall damage, destroy or steal private property while under the jurisdiction of this school district.

MAXIMUM SANCTIONS

First offense
Second offense
Third offense

Suspension
Suspension for up to 9 days
Community Learning Center placement until a report of the incident has been filed with the School Board

17. DISRUPTION OF SCHOOL

No student shall willfully disrupt the orderly operation and/or procedure of any school in this district. In cases of continued disruption, students may be placed in the Smith County Community Learning Center.

MAXIMUM SANCTIONS

Any offense

Suspension with recommendation for placement in Community Learning Center.
Notification of law enforcement officials.

18. FIREWORKS/FLAMMABLES

No students shall possess, discharge or otherwise use fireworks, lighters, or flammables of any kind while under the jurisdiction of this school district.

MAXIMUM SANCTIONS

First offense
Second offense
Third offense

Suspension
Suspension up to 9 days
Suspension with recommendation for Community Learning Center placement

19. TRUANCY

Students who are absent from class, or leave school without the knowledge and consent of the principal,

and students who are absent from school without the knowledge of their parents or guardians shall be considered truant. Students who sign out **WITHOUT** the permission of the principal or his/her designee are truant. Students must have the principal (or designee) initial the sign out sheet before they leave school so that they will not be considered truant.

MAXIMUM SANCTIONS

First offense	One (1) day Out of School Suspension
Any additional offense	Three (3) days Out of School Suspension with recommendation for Community Learning Center placement

20.PORNOGRAPHY

No student shall possess, sell, display or be responsible for any material, either written or graphic, that is deemed by school officials to be pornographic in nature.

Student sharing explicit personal pictures the student will be reported to law enforcement for a formal investigation.

MAXIMUM SANCTIONS

First offense	Suspension
Second offense	Suspension with recommendation for Community Learning Center placement

21.HARASSMENT, INTIMIDATION, THREATS OR BULLYING EITHER PHYSICAL OR VERBAL

No student shall use racial slurs, sexual innuendo, religious vulgarisms or demeaning or demoralizing language. Nor shall any student make any statement that causes other students or staff members to fear or believe that any harm or damage may come to them. Nor shall any student, either verbally, electronically, or physically, intimidate, threaten or bully another student, another student's parent or any staff member.

MAXIMUM SANCTIONS

Any Offense	Suspension with recommendation for Community Learning Center placement Referral to Youth Court
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*****REPORTING HARASSMENT, INTIMIDATION THREATS OR BULLYING*****

In any case of bullying, harassment, threats or intimidation, it is the responsibility of the offended student to immediately report inappropriate behavior to any school official. Students who have been mistreated have a responsibility to report the inappropriate behavior to school officials. Students and/or their parents may make reports in person, by telephone or in writing. Once reported, allegations of misconduct shall be investigated. *MS Code 37-11-20*

Procedures for reporting bullying are posted in each school.

22.SEXUAL HARASSMENT

Sexual harassment, whether verbal, physical, or electronic is forbidden by law. No student shall be subjected to any form of sexual harassment from any student or adult at school.

No person shall speak to, make gestures toward or touch another person in a manner that is sexually offensive. It is the responsibility of the offended student to immediately report inappropriate behavior to any school official. *MS Code 37-11-20*

MAXIMUM SANCTIONS

Any offense	Suspension or recommendation for Community Learning Center placement
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23.INDECENT EXPOSURE OR BLATANT SEXUAL ACT

Inappropriate or explicit sexual behavior will not be tolerated.

MANDATORY SANCTIONS

Any offense

Immediate notification of law enforcement.

Community Learning Center placement until a disciplinary hearing has been held before the Discipline Committee to determine placement

24.REPEATED MINOR INFRACTIONS

There are infractions of minor rules and regulations concerning conduct and deportment that do not in and of themselves merit corporal punishment, suspension or expulsion. However, habitual disregard for these rules and regulations will not be tolerated. Students who repeatedly disrupt the educational process by breaking minor rules will be disciplined.

25.FOOD AND DRINKS

No student shall consume food and/or drinks in undesignated areas of school buildings or on school buses. Food and drinks shall not be consumed in classrooms without permission from the teacher. All school concession items shall be purchased only at designated times.

26.RADIOS, CD & MP3 PLAYERS, TOYS, VIDEO GAMES

No student shall bring radios, cd/mp3 players, headphones, toys, video games, or other similar items not required for learning to school. Any student who fails to abide by this rule is subject to having such items confiscated. Items will be returned at a time determined by the principal.

27.ACTIVITIES RELATED TO GANGS, THE OCCULT, WITCHCRAFT OR DEVIANT GROUPS

Any behavior, (dress, language, symbols, tattoos, etc.) depicting affiliation or association with any gang, the occult, witchcraft or deviant group will not be tolerated.

MAXIMUM SANCTIONS

First offense

Suspension - up to 5 days

Second offense

Suspension with the recommendation for Community Learning Center placement

28.COMPUTERS, ELECTRONIC DEVICES, E-MAIL AND THE INTERNET

Students shall not use computers, electronic devices, e-mail or the Internet in any manner that violates any rule or regulation in this handbook. This includes Smart Watches. Electronic violations of handbook rules shall be disciplined according to handbook guidelines.

All students having access to the Internet shall have an In-School Internet Use Agreement on file in the principal's office. Students who do not have a Use Agreement on file shall not be allowed to use the Internet. Sanctions for misuse of the Internet are detailed in that form and should be read by both the student and the parents.

29. INITIATIONS, HAZING OR INDUCTION CEREMONIES

Students shall not conduct any type of initiation or induction ceremony or direct any act of physical or mental abuse toward students joining any group or club or participating in any extra-curricular activity. Students involved in any type of initiation or hazing will be disciplined.

MAXIMUM SANCTIONS

Any Offense

Suspension with recommendation for Community Learning Center placement

30. CELL PHONES / ELECTRONIC COMMUNICATION DEVICES

Any student caught using or in possession of a cell phone or other electronic device during state testing are subject to having their test invalidated, which means they fail the test.

Failure of certain state test can result in failure to graduate.

Smith County School District, its faculty and staff are not responsible for any damaged, missing, or stolen cell phones or electronic devices.

Parents who need to contact their child should call the school office. Please do not try to contact your child by cell phone during school hours. The student's cell phones must be turned off and out of sight during the school day.

Students who fail to comply with this policy will face the sanctions listed below.

First offense	Phone/device confiscated for 3 days and a parent conference must happen before receiving the phone
Second offense	Phone/device confiscated and returned to parent after three (3) days and three (3) day Suspension
Third offenses	Phone/device confiscated and returned to parent after twenty (20) days and five (5) day Suspension
Forth offenses	Forty-five (45) Suspension with recommendation for Community Learning Center placement

**Refusing Confiscation of Device-Suspension with recommendation for
Community Learning Center Placement**

SANCTIONS FOR MISCONDUCT

All students and their parents are encouraged to read this handbook so that they will know the rules and guidelines for proper school conduct. The sanctions discussed in the following sections will be imposed when students fail to follow the rules.

IN-SCHOOL SUSPENSION

In as many cases as possible, students who break the prescribed rules of conduct will be subjected to In-School Suspension. School personnel will assign students in In-School Suspension to a room that is not being used by other students. The student will be given assignments to work on and will be monitored by the school principal or his designee. The student will be allowed to eat lunch and will be allowed to go to the bathroom. The student will not be allowed to participate or attend any activity on the day he/she has been assigned ISS. Students placed in In-School Suspension more than one time in any one 18-week term

will not be allowed to return to class until their parents have had a conference with the principal.

Students serving in In-School Suspension will be required to complete all class work and assignments. Students who miss class work assignments, such as lab, oral reports, etc., must complete those assignments even though it may require that the student remain after school. All work assigned to students serving in In-School Suspension will be graded and grades will be given just as if the student were in class.

Students serving in In-School Suspension shall not be awarded Perfect Attendance honors.

In the event a student is absent, assigned In-School Suspension time shall be served following the student's return to school. Students may not miss school to avoid In-School Suspension.

ANY STUDENT ASSIGNED TO IN-SCHOOL SUSPENSION WHO:

- A. Refuses to attend In-School Suspension classes, or,
- B. Refuses to complete assigned work, or
- C. Creates a disturbance while in In-School Suspension

SHALL BE SUSPENDED FROM SCHOOL UNTIL:

- 1. The student agrees to serve his/her time in suspension, or,
- 2. The parent meets with the principal. This conference will not cancel the In-School Suspension Time

CORPORAL PUNISHMENT

In cases of minor rule violations, where suspension is not mandated, corporal punishment (paddling, up to three (3) licks) may be offered the student in lieu of other punishment; however, corporal punishment is not an option for students with a disability.

HB 1182 -Corporal punishment;

Prohibits the use of corporal punishment in all public schools (K-12), to any student with an IEP or a 504 Plan. These students will receive another form of punishment if warranted. (In-School suspension, out of school suspension, or Community Learning Center placement)

Students in grades 7-12 (students who do not have an IEP or a 504) may refuse to be paddled. Students who refuse to be paddled will be suspended for 3 days.

SHORT TERM SUSPENSION FROM SCHOOL

Suspension is the denial of the privilege of attending school for a limited time. Students under suspension from school shall be considered absent and the absence shall be unexcused. The student shall not have the privilege of making up any missed class work. Only nine-week exams may be made up.

The suspended student shall not trespass on school grounds except for a prearranged conference with a principal. Students under out-of-school suspension shall not participate in or attend any school activity (day or night) during the time of the suspension.

In all cases of suspension, the parent or guardian shall be notified giving the reason for the suspension. If a student is to be sent home during normal school hours the parent or guardian shall be notified before the student is dismissed. Students under suspension shall not be allowed to return to class until their parents have had a conference with the principal.

Students who are suspended from school for a third time during one school year may be placed in Community Learning Center for a minimum of nine weeks.

COMMUNITY LEARNING CENTER PLACEMENT (Grades 4 -12)

Grades 4-6 (including students whose age is equivalent to that of a typical 4th grader)

Students who continually fail to comply with the prescribed rules of conduct and habitually disrupt the educational process may be placed in the Smith County Community Learning Center in lieu of suspension or expulsion. The Smith County Community Learning Center is designed to provide an alternative educational opportunity for students who have been expelled or suspended long term from their regular school program. Principals can place a student at the Community Learning Center for minimum 45 days or may choose a placement of 45 days as outlined in the handbook under “Conduct”.

If a principal recommends a placement longer than 45 days, the referral will be forwarded to the Smith County Discipline Committee. Students recommended for Community Learning Center placement for disciplinary reasons shall be afforded their due process rights and shall have the opportunity for a hearing before the Smith County Discipline Committee. Community Learning Center students failing to comply with the rules of conduct while at the Community Learning Center shall face the possibility of expulsion.

Students in grades K-3 may be placed in the Community Learning Center after first being referred to the School District Discipline Committee.

Students placed in the Community Learning Center for disciplinary reasons shall be expected to continue their regular course of study under the supervision of Community Learning Center staff. All students will be expected to attend school each day and to complete all assignments and tests as assigned. All work will be graded and grades assigned accordingly. Students must complete all of their assigned days at the Community Learning Center. Any absences incurred while attending Community Learning Center must be made up before returning to a student’s home campus.

Students placed in the Community Learning Center for disciplinary reasons shall not participate in or attend any Smith County School District student activity or program.

LONG TERM SUSPENSION AND/OR EXPULSION

Long term suspension and/or expulsion is the denial of the privilege of attending school for more than nine days during the current school year. Expulsion is the denial of the privilege of attending school for a specific period beyond the beginning of the next school year or any permanent denial of school attendance.

POSITIVE BEHAVIOR INTERVENTION

Additionally, a Positive Behavior Intervention model shall be in place in each school. That model shall be designed to meet the needs of student having academic difficulty because of discipline problems.

When disruptive behavior causes a child to have academic problems that child will be observed in a Functional Behavior Assessment and those observations will be used to develop a Behavior Intervention Plan for the individual student. The purpose of the plan is to identify positive reinforcements and the support system the child needs to maintain acceptable behavior. Parents needing more information about Positive Behavior Interventions should contact the local school counselor or principal.

SMITH COUNTY DISCIPLINE COMMITTEE

Students whose misbehavior does not warrant a recommendation for expulsion will be afforded a hearing before the SCSD Discipline Committee.

The Smith County Discipline Committee will hold hearings for students who have violated the district’s disciplinary rules and are being recommended for Community Learning Center placement in excess of

forty-five (45) days. Students who merit expulsion will be sent directly to the School Board. The hearing committee will be made up of district and school administrators. The purpose of the hearing is to offer the student a second opportunity to tell his/her side of the problem and to allow parents/guardians to speak on behalf of the student. The committee will meet frequently so that parents/students don't have to wait to know what is going to happen.

Parents will be notified of Discipline Committee meetings involving their child.

DUE PROCESS

In all cases of student misconduct, the offending student shall be punished. However, no student shall be denied his or her due process rights. Prior to the administration of disciplinary sanctions, students shall:

1. Be advised, either orally or in writing, of the charges against him or her.
2. Hear an explanation of the evidence against him or her.
3. Have the opportunity to present his or her side of the story.

After such discussion, and on the basis of the evidence, the principal shall determine the student's guilt or innocence and make his/her recommendation for disciplinary action. Long term suspension (more than nine (9) days) and/or expulsion may be given only by action of the School Board. Before the suspension or expulsion, the student will be given notice of all charges against him or her, be advised of the evidence supporting those charges, and be given the opportunity to present his or her side of the story to the school principal. Following this discussion, the student and his or her parent/guardian will be notified in writing of the student's procedural due process rights consistent with the state and federal due process requirements. MS Code 37-7-301 (e)

CORRIDORS

Students should be in the halls only at the beginning and close of school and while moving from one class to another. Students in the hallways during class time must have hall passes signed by a teacher or the principal.

In passing through the corridors to classes or in entering or leaving the building, proper procedure is dictated by common sense and common good. Always move by the nearest route.

DRESS CODE

Safety, health and individual dignity provide the basis for any dress code. If clothing is disruptive to the learning situation or if it is embarrassing to others, steps will be taken to deal with the individual student. Students causing disruptions as a result of their dress will be disciplined.

Teachers may at any time counsel with students about attire that may not be acceptable. **When there is any doubt that students are not adhering to the standards of dress, the principal or teacher shall render the final authority. (Such as a see through garments)**

1. Students shall not wear clothing that:
 - Advertises or promotes alcohol, tobacco, or drugs
 - Has obscene language or gestures printed on it
 - Has derogatory racial expressions printed on it
 - Is deemed inappropriate by the principal
 - Has attention getting writing on the seat of the pants
2. Students must wear shoes in the appropriate way. House slippers may not be worn.

3. Shirts and blouses shall be long enough to cover the stomach at all times and shall not be unbuttoned below the second button.
4. Headscarves, bandanas, “Do Rags”, rollers, sunglasses, hair picks or other headgear not appropriate and shall not be worn or brought to school by males or females.
5. Hats, caps or hoodies may not be worn in school buildings.
6. All clothing must be worn as it is designed to be worn. All belts, overall straps, shoelaces etc. must be fastened and all pants must be worn at the correct waist level. Students shall not wear "Sags".
7. Clothing indicating membership in closed or secret societies shall not be worn. *(MS 37-11-43)*
8. Skirts must be no shorter than 2 inches above the knee.
9. Students may not wear tank tops, muscle shirts or spaghetti strap tops.
10. NO Bike shorts, leotards
11. Long coats, "dusters" or trench coats may not be worn.
12. No blankets
13. No garment shall be worn that exposes the students’ undergarments or skin inappropriately.
14. No pant with holes above the knee
15. Boys may wear stud earrings. Girls may wear earrings – either clip on or those designed for pierced ears. No facial piercing
16. Students may wear shorts. Shorts must be no shorter than 2 inches above the knee.
17. Students may not wear pajama pants to school.
18. No leggings may be worn unless there is a top worn at an appropriate length

Principals may allow dress code exceptions for “Spirit Days” or other special activities.

MAXIMUM SANCTIONS

First offense	Suspension
Second offense	Suspension for up to nine (9) days
Third offense	Suspension with recommendation for Community Learning Center placement

Backpacks

All backpacks must be clear or mesh. Mesh backpack are allowed.

K-12 EARLY DISMISSAL

Occasional:

The administration recognizes that students will occasionally have appointments or emergencies that require early dismissal. However, no student shall leave school before dismissal without permission from the principal and the parent or guardian. Early dismissal on an emergency basis will be allowed. Repeated early, non-emergency, dismissals (more than 3 per semester) will be considered absences. Students who miss more than 15 minutes of class time will be considered absent for that period. Early dismissal for any reason other than what constitutes an excused absence shall be considered an unexcused absence and a zero will be given for class work missed during that time.

EARLY DISMISSALS (Student Check-out)

Due to safety precautions, no student dismissals will be allowed after 2:30pm. Additionally, students will not be dismissed while a district or state test is being administered so that distractions and potential test security violations can be avoided. These testing dates are listed on the Smith County School District Web Page and will include nine- week test, semester exams, and all state mandated test.

Procedures for Checking Students out of Class:

- Please do not call the school office and ask for students to be released. We will no longer release a student from campus without either the parent or someone from the emergency contact list physically signing the student out. Please be prepared to come into the schools to sign out your child when needed.
- Please bring your driver's license/ID when picking up a student, we require a photo ID for verification. Only those individuals listed in the student's data file will be allowed to sign a student out. The student must also come to the front office to check out before leaving the building.
- If your student drives their own vehicle and has a medical/dental appointment or court date, then the student must present a signed note on the same day they need to leave campus. This note must include a phone number for parent verification. Without a written notification, a student who drives may leave campus only if a parent or someone from the emergency contact list comes into the school and signs them out.
- All students will incur an unexcused absence unless they return with a formal doctor's note or a note from the court clerk within 72 hours of the absence.
- Please remember if your child is too ill to attend classes, please be prepared to sign your child out for the day.

Students who are dismissed early, for any reason, do not have Perfect Attendance and will not receive a Perfect Attendance certificate.

School officials use reasonable caution when dismissing students. However, the school cannot assume responsibility for students or others who misrepresent themselves as parents or guardians to obtain early dismissal. Students found guilty of such misrepresentation shall be considered truant.

SIGNING OUT DOES NOT GIVE STUDENTS PERMISSION TO LEAVE SCHOOL EARLY. THE PRINCIPAL MUST SIGN THE SIGN OUT FORM INDICATING HIS/HER PERMISSION TO LEAVE SCHOOL EARLY. STUDENTS WHO FAIL TO GET PERMISSION FROM THE PRINCIPAL ARE CONSIDERED TRUANT.

STUDENTS WHO CHECK OUT EARLY MUST LEAVE THE SCHOOL CAMPUS. ANY STUDENT WISHING TO RETURN DURING THE DAY MUST HAVE ADVANCE PERMISSION FROM THE PRINCIPAL.

Seniors may apply for early dismissal if they are on track to graduate and have a minimum ACT composite score of 18.

NOTICE: Once students have boarded the bus, they will not be allowed to get off the bus to ride with other students or adults. Only those students who have been checked out through the principals' office will be allowed to get off the bus.

EXAMINATIONS

Grades K-2: Students in grades K-2 will not have end of year examinations.

Grades 3-8: Students in grades 3-8 will take exams at the end of each nine-week grading period. End of nine-week term and semester exams will cover material for the entire nine weeks.

Grades 9-12: Examinations will be given in each class at the end of each grading period. End of course exams will be comprehensive and will be given in all classes. Examinations will be given as scheduled by the school administration.

EXEMPTIONS

Grades K-2

No exemptions (See note above regarding examinations)

Grades 3-6

1st, 2nd, and 3rd Nine Weeks

No exemptions

4th Nine Weeks - Students are exempt for:

- 1) A yearly course average of 95 or above for students in grades 3-6. Course grades shall be calculated 1 week prior to the regularly scheduled exam.
- 2) Perfect Attendance for the *entire year* and a yearly course average of 70 or above. The course average must be calculated 1 week prior to the regularly scheduled exam.
- 3) As a reward for students with no office referrals for the entire school year, exemption will be granted to those with an 85 or above.

Exempt students are exempt from the exam. Exempt students are not excused for any classes prior to the exam.

Students who are exempt for Perfect Attendance must be in school every day prior to exams. **PLEASE NOTE: Perfect Attendance means perfect.** Students who have tardies, early dismissals, absences or who have served in In-School Suspension do not have Perfect Attendance.

Exempt students may choose to attend school and take their exams in an effort to improve their grade. Exam grades for exempt students shall not count against the student. Exam grades for exempt students shall be used only if they improve the student's grade.

Grades 7-12

1st, 2nd, and 3rd Nine Weeks

No exemptions

End of Semester Course

1. Seniors who have a course average of 90 or higher.
2. Students in other grades who have an end of course average (end of the year average for the class) of 95 or higher. Classes that are ½ year would require a 95 or higher average at the end of the semester.
3. Students who have perfect attendance for the entire course and an end of course average of at least 70.

Students who are exempt for good grades must attend school every day for the week prior to the exam. Students who are exempt for grades that miss a day during the week prior to the exam must present a doctor's excuse to retain their exempt status.

Students who are exempt for Perfect Attendance must be in school every day prior to exams. **PLEASE NOTE: Perfect Attendance means perfect.** Students who have tardies, early dismissals, absences or who have served in In-School Suspension do not have Perfect Attendance. Exempt students may choose to attend school and take their exams in an effort to improve their grade. Exam grades for exempt students shall not count against the student. Exam grades for exempt students shall be used only if they improve the student's grade.

EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege offered to the students. In order for students to take advantage of these opportunities, the student must meet certain qualifications and abide by the rules and regulations governing conduct and attendance.

1. Students must meet academic requirements set forth by the MS High School Activities Association. Students may only use summer school/credit recovery one time in order to regain eligibility.
2. Students serving Out of School Suspension or in the Community Learning Center for disciplinary purposes shall not participate in extra-curricular activities during the period of suspension or Community Learning Center placement.
3. Students must be in school the entire day of an activity in order to participate in that activity. The principal may make exceptions for students who have extenuating circumstances.
4. Students failing any class because of excessive absences shall not participate in extra-curricular activities.
5. The privilege of participation may be revoked by the administration in cases of continued misconduct.
6. Any athlete or student who has 10 or more unexcused absences in a given semester may not participate in school sanctioned public events or games.

FUND RAISING

All fund raising activities must have a specific goal. General, non-specific, fund raising activities are prohibited. The Principal and the Superintendent must approve activities designed to raise money for any school organization. The group sponsor shall turn in all money to the school bookkeeper. All required forms must be completed before and after the fund drive. No student shall solicit funds in the name of the school, or any school organization, without the permission of the Principal and the Superintendent.

Grading and Assessment Systems (IHA)

The established grading system is to communicate to parents a periodic evaluation summarizing significant factors of student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

Elementary 1-2 and 3-6 Grading Scale

Grades 1-2	Grades 3-6
A = 95-100	A = 95-100
B = 85-94	B = 85-94
C = 75-84	C = 75-84
	D = 70-74
F = 74 and Below	F = 69 and Below
I = Incomplete	I = Incomplete

GRADES AND GRADING SYSTEM – GRADES 7-12

All teachers teaching graded classes shall use the following grading scale.

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

A grade of Incomplete shall be recorded for any student who fails to complete all the requirements of a class. All courses taught in Smith County Schools have a list of course requirements that must be met in order to receive credit for that course. Students will not receive credit (a grade) for any course, regardless of other work, until all class requirements have been met. Students must complete all required class work and tests within two weeks of the end of the term in order to remove an Incomplete from their record. Incompletes not removed by that date shall become an F.

All work not turned in by the due date will receive a grade of zero (0). Even though the student

receives a zero (0) on the work, he or she must turn in the work to complete the requirements of the course.

GRADE AVERAGES

The following percentages will be assigned to determine the course average prior to taking the Nine Weeks Exam:

Summative test	60%
Daily Grades and Quizzes	40%

Summative Test Average	85	(multiply by 60%)	=	51
Daily Grades and Quizzes Avg.	90	(multiply by 40%)	=	<u>36</u>
Course Average				87

The Nine Weeks Exam will count as 25 % of the Final Nine Weeks Grade.

Nine Weeks Exam	80
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The Final Nine Weeks Grade will be calculated by combining the course average with the Nine Weeks Exam grade.

EXAMPLE:

Course Average	87	87	(3 times because it is 75% of the final grade.)
		87	
		87	
Exam	80	<u>+80</u>	
		341	

341 divided by 4 = 85.25 or 85 for the Final Nine Week

***On all final grades, decimals of 0.5 or higher will be rounded up to the next highest number.**

GRADUATION REQUIREMENTS

1. Carnegie Unit Requirement

All students who graduate from an accredited MS High School are required to fulfill the requirements of both the state of Mississippi and the Smith County School District. Smith County Schools require graduates to earn the number of units listed below.

Specific course requirements are detailed on the pages that follow.

Classification	Graduation Year	Traditional
9th	2028	24
10th	2027	24
11th	2026	24
12th	2025	24

2. Subject Area Tests Requirement

In addition to taking specific courses and earning the required number of Carnegie units, students must also take Subject Area Tests in U. S. History from 1877, English II (with a writing component), Biology I and Algebra I. Students must also meet one of the following options:

- Pass the applicable end-of-course Subject Area Test
- Use the end-of-course Subject Area Test score with the overall course grade
- Obtain a score of 17 or higher in the specific subject area on the ACT.
- Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit /college credit course.

The student who fails to meet any graduation requirement listed above is not permitted to participate in the graduation exercises. (*MS Public Schools Accountability Standards, 2012, standard # 20.4*)

In an effort to prevent any misunderstanding about who can and cannot participate in graduation exercises, parents and their senior students will be asked to acknowledge, in writing, remaining graduation requirements in August of the student's senior year. Counselors will contact parents to set up appointments for parents to come in and sign the list of remaining requirements.

ADDITIONAL OPTIONS IN LIEU OF PASSING THE END-OF-COURSE ASSESSMENT MISS. ADMIN. CODE 7-3: 36.5, STATE BOARD POLICY CHAPTER 36, RULE, 36.5 (EFFECTIVE 2013-2014 SCHOOL YEAR AND THEREAFTER)

Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5 provides approved options for students to meet high school end-of-course (EOC) assessment requirements for graduation through approved alternate measures. Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5, applies to past, current, and future graduates and allows a student to meet the graduation requirements once he or she has failed to pass any required end-of-course (EOC) assessment one (1) time. The following graduation options provide opportunities for students to obtain a certain score or level on the ACT, ASVAB, ACT WorkKeys, MS-CPAS, or other state-approved industry certifications. Students also may obtain a grade of “C” or higher in a dual credit/dual enrollment course, corresponding to the EOC assessment that was not passed.

Notes:

- ACT sub-scores resulting from non-college reportable accommodations can be used for graduation options, but the scores are non-college reportable.
- ACT sub-scores resulting from Residual ACT Testing cannot be used for graduation options.
- This option is available regardless of when the student took the SATP2, PARCC, or MAP/MAAP assessments.
- The college credit option is only applicable if the student is enrolled in high school and college at the same time. Student must meet the dual enrollment/dual credit admissions requirements of the community college partnering with the school district.
- The Graduation Options listed below are applicable to any EOC assessment.

Assessment Options	Math	Science	English	Social Studies
ACT	17	17	17	17
Dual Credit/ Enrollment	C or higher in College Algebra	C or higher in College Biology & corresponding lab	Corhigher in College English Comp I	C or higher in College American History II
ASVAB + MS-CPAS OR Industry Certification	ASVAB (PICAT prescreen scores are not allowable) score of 36 plus one (1) of the following: 1. *CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway’s Assessment Blueprint.			
ACT Work Keys + MS-CPAS OR Industry Certification	WorkKeys Silver Level plus one (1) of the following: 1. *CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway’s Assessment Blueprint. * Beginning in School Year 2022-2023, the MS-CPAS will no longer be administered.			

Universal Concordance Table Effective 2021-2022 School Year

Concordance tables, effective beginning with the 2014-2015 school year, provide opportunities for students who do not obtain a passing score on an EOC assessment to utilize a different graduation option, using a combination of the assessment scores with the final course grade. The tables provide the final course grade required to use with the scale score obtained on the EOC assessment. Students shall be enrolled in school to utilize the concordance table option.

The Mississippi Department of Education (MDE) and the Technical Advisory Committee (TAC) developed one universal concordance table that shall be used for each of the four EOC assessments. The concordance tables were developed during each of the EOC test administrations, and the universal concordance table concept will alleviate confusion in determining which concordance table to apply for each test administration. Universal Concordance Table

Concordance Table	Scale Score			
Grade in Course	1049-1048	1047-1046	1045-1044	1043-1042
A	Pass	Pass	Pass	Pass
B	Pass	Pass	Pass	Fail
C	Pass	Pass	Fail	Fail
D	Pass	Fail	Fail	Fail

Composite (Combined) Score MISS. ADMIN. CODE 7-3: 36.4(3) State Board Policy Chapter 36, Rule 36.4(3) (EFFECTIVE 2022-2023 SCHOOL YEAR)

Composite (Combined) Score Calculations provide opportunities for students who do not obtain a passing score on one or more EOC assessments. Students may utilize an additional graduation option by taking the average of all EOC assessments and achieving a minimal combined score of 1050. The student must have four scores (Algebra I, English II, Biology, and U.S. History). These four scores are added together and divided by 4. The student must have a 1049.5 or above. If a student has a COVID-related waiver from the 2019-2020 or 2020-2021 school year(s) for any required EOC assessment, the student is not eligible to use this option. Students shall be enrolled in school to utilize the composite score option. Example Calculate the student's composite (combined) score by determining the average score across all four assessments.

Assessment	Scale
Algebra (EOC)	1039
English II (EOC)	1048
Biology (EOC)	1055
US History (EOC)	1056

$$\text{Average Composite (Combined) Score} = \frac{1039 + 1048 + 1055 + 1056}{4} = \frac{4,198}{4} = 1049.5 = 1050$$

In the example above, the student can use the Composite Combined Score for Algebra I and English II.

COURSES REQUIRED FOR GRADUATION

Both the state of Mississippi and the Smith County School District require specific courses for high school graduation. In addition to those specific courses, electives must also be completed to equal the total number of units required for graduation. Students must meet with their high school counselor to be sure that all requirements have been met. Electives should be verified by the counselors to insure that they meet the requirements.

Any student who completes the minimum graduation requirements* as specified below and has achieved a passing score on each of the required high school exit examinations** is eligible to receive a high school diploma. The local school district may establish additional local requirements as approved by the local school board as authorized under MS Code 37-16-7.

** Completes the minimum graduation requirements – must pass the required courses and electives as specified*

*** Required high school exit examinations –state testing requirements*

Students failing to meet any of the above requirements will not be allowed to participate in graduation exercises.

Diploma Options **Begins with incoming freshmen of 2018-2019**

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects	Requirements
English	4	<ul style="list-style-type: none"> English I English II 	<ul style="list-style-type: none"> Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission. ACT and WorkKeys must be completed by July 1st 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: <ul style="list-style-type: none"> 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.
Mathematics	4	<ul style="list-style-type: none"> Algebra I 	
Science	3	<ul style="list-style-type: none"> Biology I 	
Social Studies	3 1/2	<ul style="list-style-type: none"> 1 World History 1 U.S. History 1/2 U.S. Government 1/2 Economics 1/2 Mississippi Studies 	
Physical Education	1/2		
Health	1/2		
Arts	1		Recommendations
College and Career Readiness	1	<ul style="list-style-type: none"> Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence. 	<ul style="list-style-type: none"> 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.
Technology or Computer Science	1		
Additional Electives	5 1/2		
Total Units Required	24		

ALTERNATE DIPLOMA OPTION

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

Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and distinguished Academic Endorsement.

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	3 ½	• 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	
Total Units Required	26	

Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACTWorkKeys
- 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 nation credential

ACADEMIC ENDORSMENT

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	3 ½	• 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
Total Units Required	26	

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	<ul style="list-style-type: none"> English I English II
Mathematics	4	<ul style="list-style-type: none"> Algebra I + two (2) additional math courses above Algebra I
Science	4	<ul style="list-style-type: none"> Biology I + two (2) additional science courses above Biology I
Social Studies	4	<ul style="list-style-type: none"> 1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Must meet 2 advanced electives of the CPC requirements for MS IHLs
Total Units Required	28	

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

MISSISSIPPI SCHOLARS

To qualify to be recognized as a Mississippi Scholar, students must meet the following requirements.

***Class of 2025

CURRICULUM AREA	UNITS	REQUIRED SUBJECTS
ENGLISH	4	ENGLISH I ENGLISH II ENGLISH III ENGLISH IV
MATHEMATICS	4*	Algebra I, Geometry, Algebra II and one unit from an advanced level mathematics course
SCIENCE	4*	Biology I, Chemistry, and any two Carnegie units of comparable rigor and content (Physics preferred). Additionally, one Carnegie unit may come from a CTE.
SOCIAL STUDIES	4	1 WORLD HISTORY 1 U.S. HISTORY ½ U.S. GOVERNMENT ½ MS STUDIES ½ ECONOMICS ½ GEOGRAPHY
ADVANCED ELECTIVES THE ARTS	2 1	Two Foreign Languages or one Foreign Language <u>and</u> a 5th Math or 5 th Science of higher rigor A visual or performing arts course or completion of the 2-course sequence for Computer Graphics Technology I and II
ADDITIONAL REQUIREMENTS		<ul style="list-style-type: none"> ● 80 Hours of Community or Volunteer Service during 4 years of high school ● 18 ACT Composite Score (Overall Score) ● 2.5 cumulative GPA ● 3 Letters of recommendation (one each from the following – principal, guidance counselor, and business/community leader for students with more than 4 in-school suspensions) ● 95 % School Attendance during 4 years of high school ● No out-of-school suspensions

***Starting with Class of 2026

CURRICULUM AREA	UNITS	REQUIRED SUBJECTS
ENGLISH	4	ENGLISH I ENGLISH II ENGLISH III ENGLISH IV
MATHEMATICS	4*	Algebra I, Geometry, Algebra II and one unit from an advanced level mathematics course
SCIENCE	4*	Biology I, Chemistry, and any two Carnegie units of comparable rigor and content (Physics preferred). Additionally, one Carnegie unit may come from a CTE.
SOCIAL STUDIES	4	1 WORLD HISTORY 1 U.S. HISTORY ½ U.S. GOVERNMENT ½ MS STUDIES ½ ECONOMICS ½ GEOGRAPHY
ADVANCED ELECTIVES THE ARTS	2 1	Two Foreign Languages or one Foreign Language <u>and</u> a 5th Math or 5 th Science of higher rigor A visual or performing arts course or completion of the 2-course sequence for Computer Graphics Technology I and II
ADDITIONAL REQUIREMENTS		<ul style="list-style-type: none"> ● 80 Hours of Community or Volunteer Service during 4 years of high school ● 19 ACT Composite Score (Overall Score) ● 2.5 cumulative GPA ● 3 Letters of recommendation (one each from the following – principal, guidance counselor, and business/community leader for students with more than 4 in-school suspensions) ● 95 % School Attendance during 4 years of high school ● No out-of-school suspensions

*A list of courses approved for MS Scholars credit can be obtained from the counselor.

HONOR GRADUATES

Starting with Class of 2028

To be an Honor Graduate, a student must have an overall Numerical Grade Point Average 93 or higher for all academic work in grades 9-12. Students must have at least a 21 on the ACT by the end of the 3rd nine weeks. The guidelines listed below will be used to calculate Grade Point Averages. ALL academic grades will be averaged using the four-point scale. Grades issued in non-academic subjects such as PE, cheerleader, or drivers' education will not be used to compute Grade Point Averages for Honor Graduates. One grade from the Visual and Performing Arts category will be used.

- If a student repeats a subject, the first grade will be used to compute honors.
- Semester average grades will be used to compute the Numerical Average
- Numerical Averages will be calculated at the end of the third nine-week grading period to determine Honor Graduates.
- Students must meet the Mississippi Scholars or Distinguish Academic Endorsement requirements

Class of 2025, 2026, 2027

To be an Honor Graduate, a student must have an overall Numerical Grade Point Average 90 or higher for all academic work in grades 9-12. Students graduating with a Numerical Grade Point Average 95 or higher will be designated as graduating with highest honors. The guidelines listed below will be used to calculate Grade Point Averages. ALL academic grades will be averaged using the four-point scale. Grades issued in non-academic subjects such as PE, cheerleader, or drivers' education will not be used to compute Grade Point Averages for Honor Graduates. One grade from the Visual and Performing Arts category will be used.

- If a student repeats a subject, the first grade will be used to compute honors.
- Semester average grades will be used to compute the Numerical Average
- Numerical Averages will be calculated at the end of the third nine-week grading period to determine Honor Graduates.
- Beginning with the incoming freshmen of 2021-2022 School Year students must meet the Mississippi Scholars or Distinguish Academic Endorsement requirements.

NON-TRADITIONAL COURSEWORK

Students may take courses via the Internet, Distance Learning, the local junior colleges, correspondence or summer school. These courses offer students a greater variety of course offerings and allow students the opportunity to make up failed courses. These courses shall:

- Have prior approval, in writing, from the local school principal
- Be offered by the MS Department of Education or an accredited high school or university
- Be paid for by the student (if there is a fee)
- Be completed with grades on file with the principal prior to graduation
- Not exceed one per year unless there are extenuating circumstances
- SATP Courses (Algebra I, Biology, English II, and US History) may not be taken in summer school or via Distance Learning. The only exception would be if a student has already passed the state test for the given subject.
- Students taking a summer school class to replace a failed course must have had at least a grade of 60 to be eligible for credit recovery.

Courses may not be taken via Distance Learning and the Internet if they are offered at the student's home school. When approved, non-traditional courses are taken the grades will be used just like

grades from local school coursework. Those grades will be used to calculate honors and students may elect to use those grades in competition for highest honors when selecting four highest math, science and social studies grades.

Summer school courses are limited to one (1) per summer and a maximum of four (4) may be counted for graduation. A maximum of one (1) unit may be earned through correspondence and counted for graduation.

GRADE POINT AVERAGES (GPA)

- After final grades have been reported, all graduates will have their Grade Point Average (GPA) calculated and recorded on their cumulative record.
- Grades for all classes for credit will be averaged using final grades for the course
- If a student repeats a subject, the higher grade will be used.
- End of course grades will be used to compute the overall GPA after graduation.

*****EXAMPLE*****

COURSE	# UNITS	GRADE	# POINTS	<p style="text-align: center;">Four Point Grading Scale Used for computing Grade Point Averages</p>
English I	1	B	3	
Pre-Algebra	1	C	2	<p>90-100 A 4 points 80-89 B 3 points 70-79 C 2 points 65-69 D 1 point Below 65 F 0 points</p> <p>*Note: The above scale took effect for the 16-17 school year. School years 13-14, 14-15, and 15-16 will use 95-100A, 85-94 B, 75-84 C, 70-74 D, Below 70 F.</p> <p>.....</p> <p>To compute the GPA, divide the number of points earned by the number of Carnegie units earned. In this example, divide 82 points by 24 units and you will get a GPA of 3.41</p> <p>.....</p> <p>NOTE: The example at the left is for demonstrating GPA calculations and is not to be used as a student's guide to course selection.</p>
Biology	0	F	0	
MS Studies	0.5	A	2 (0.5x4)	
PE	0.5	A	2	
AG Science	1	B	3	
Geography	1	A	4	
English II	1	B	3	
Algebra I	1	B	3	
Biology	1	C	2	
Adv. Geog.	1	A	4	
Keyboarding	0.5	B	1.5	
Computer	0.5	B	1.5	
PE	1	A	4	
English III	1	A	4	
Geometry	1	B	3	
French	1	B	3	
Carpentry I	2.5	A	10(2.5x4)	
PE	1	A	4	
English IV	1	B	3	
US Govt.	0.5	A	2	
Chemistry	1	C	2	
Carpentry II	2.5	A	10	
PE	1	A	4	
Health	0.5	A	2	
TOTALS	24		82 points	

ADVANCED AND COLLEGE PREPARATORY CLASSES

Some classes, because of the level of difficulty of the class, are considered advanced or college preparatory in nature. Students are encouraged to take advantage of these class offerings as they prepare for college coursework and college entrance exams. Classes considered advanced or college preparatory are:

Weighted at 1.05

AP History	Chemistry	AP English Language	Physics
English Comp I or II DC	AP BiologyAP Chemistry	College Algebra DC	Honors English I
Advanced Math Plus	AP English Literature	AP Calculus	Honors English II
Health Science 1		AP Environmental Science	

VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN

- To be eligible for Valedictorian, Salutatorian or Historian, the student must be classified as a senior at the beginning of the school year and must have been enrolled in his/her respective school by the beginning of their Junior year. For any transfer student to be eligible for Valedictorian, Salutatorian or Historian honors, they must have attended an accredited Mississippi Public School program and be enrolled in a Smith County for the entire junior. and senior school year.
- Beginning with the Freshman class of 2022, students must complete the Distinguished Academic Endorsement and Mississippi Scholar requirements criteria to qualify.
- School District student who attends the MS School for Math and Science or the MS School for the Arts during their Junior year and returns to their home school for their senior year will be eligible for Valedictorian, Salutatorian or Historian honors.
- Numerical averages will be calculated at the end of the 3rd 9-week grading period. The students having the three highest averages will be named Valedictorian, Salutatorian and Historian.
- The courses used to compute the Numerical Averages for Valedictorian and Salutatorian and Historian honors and class ranking for academic scholarships are:

ENGLISH: 1, 11, 111, IV - Students competing for Valedictorian, Salutatorian or Historian honors must take AP English or Dual Credit English Comp I.

AP English/ English Comp are not required for students seeking academic scholarships.

MATH: Algebra 1, Algebra 11, Geometry, Advanced Math Plus, College Algebra, and AP Calculus. Graduates must earn at least four Carnegie units from the math classes listed. The highest grades from a total of four Carnegie units of math classes will be used.

SCIENCE: Physical Science, Biology I, Chemistry I, AP Chemistry, AP Biology, Physics, Anatomy and Physiology, or Health Sciences. Graduates must take at least four of the courses listed. The four highest grades will be used.

SOCIAL STUDIES: U. S. History (or AP US History), U. S. Government, MS Studies and World History. Students must take all four courses listed and all four grades will be used to compute honors.

- All course work required for highest honors must be taken at the student's home school. Courses not offered at the student's home school may, with permission of the principal, be taken at other district schools.

HALL OF FAME GRADUATES

Each high school faculty shall select graduating seniors for inclusion in the Hall of Fame. These students shall be selected on the basis of academic performance, leadership ability, participation in extra-curricular activities, character, and other qualities. The valedictorian, salutatorian and historian shall be included in the Hall of Fame on the basis of their academic performance.

ELECTED HONORS

K-6

Students who run for Class Officer or Class Favorite or Student Council must have an overall average of 75 or above for the previous year's classwork and not have been suspended for disciplinary reasons.

7-12

Student body elections will be held in each high school each year. These elections will determine class officers, Student Council members, Mr. and Miss High School and other Who's Who honors. Students who run for Mr. and Miss High School must have an overall average of 75 or above for the previous year's class work and be enrolled in the same Smith County for the entire sophomore through senior school year.

Candidates for Mr. and Miss High School will be nominated by the faculty and elected by the student body. Students who fail to meet the qualifications of an elected office or honor after being elected may be required to resign that office or honor. A second election will be held to fill the vacancy.

Students who run for Class Officer or Student Council member must have an overall average of 75 or above for the previous year's class work and not have been suspended out of school for disciplinary reasons. Only seniors may run for Who's Who unless the title is grade specific.

PRINCIPALS' LIST AND HONOR ROLL

K-6

To be eligible for the Honor Roll, students must obtain the following grades in **all** academic subjects. These honors are awarded to elementary students in grades 2-6 following each nine week grading period.

Principal's List: All A's Honor Roll: All A's or B's
There is no Honor Roll for students in grades K and 1.

7-12

To be eligible for the Honor Roll, students must obtain the following grades in all academic subjects. These honors are awarded following each nine week grading period.

Principals' List 90-100 Honor Roll 80- 89.

MEDICAL CARE AND MEDICATION

Students who become ill while in school should report to the office to ensure that proper care and attention are given. The school will not provide medication. The school will, however, cooperate with students who need to take medication while at school. Parents are asked to follow these guidelines:

1. All medication shall be kept in the office.
2. A letter from the student's physician or accurate instructions on the container shall accompany all medication.
3. Parents shall complete a medication authorization form before any medication is administered.
4. 24 hours fever free.

PARTIES AND SPECIAL EVENTS

All elementary classes will have class parties for Christmas and Easter. The younger children, grades K-3, may have Easter egg hunts for Easter. The children in the class will contribute refreshments or money to cover the cost of refreshments and favors for the parties. Food safety regulations recommend that all refreshments be purchased/pre-packaged items.

Teachers may, with the permission of the principal, give small parties for Valentine's Day or other special holidays.

PERFECT ATTENDANCE

All students are encouraged to be in class each day and to be on time for those classes. In an effort to reward those students in grades K-12 who maintain a record of Perfect Attendance during a grading period the following rewards shall be offered:

All Grading Periods:

Drop lowest weekly test grade for the grading period (Applies to all students with Perfect Attendance)

Perfect Attendance rewards are awarded on a class by class basis. Students may have Perfect Attendance in one class and not in others. Parents and students are asked to remember that Perfect Attendance means "perfect". The student who is rewarded for Perfect Attendance must have been in school all day every day. To qualify for Perfect Attendance rewards the student must:

1. Have no absences, either excused or unexcused, unless he/she is attending a school-sponsored activity
2. Have no unexcused tardies
3. Have no early dismissals
4. Have not served in In-School Suspension
5. In all cases, the decision of the principal shall be final.

Students who have Perfect Attendance for all classes for the entire year will receive a certificate.

PROMOTION AND RETENTION

Grades 1-2:

- Must pass 75% of the district objectives in language arts(reading) and math

Grade 3:

- Must pass language arts and math with a 70 or above and exhibit an adequate level of reading proficiency as measured on the state approved reading assessment. If either of these is not passed, the student is retained unless a good cause exemption is approved for the state reading assessment.

Grade 4-6

- Must pass language arts and math with a grade of 70 or above. Students must also participate in the MDE statewide tests to be eligible for promotion. In all cases, the principal will make the final decision regarding promotion and retention.

Grades 7-8

- Students must pass Reading, Language Arts, Math, and Science to be promoted to the next grade. Students must also participate in the MDE statewide tests to be eligible for promotion. Students may not repeat a grade for the purpose of participating in extracurricular activities. In all cases, the principal will make the final decision regarding promotion and retention.

Grades 9-12

- Promotion to grades 9-12 is based on the accumulation of Carnegie units in accordance with the following schedule:
- Exception may be granted in order for students to graduate during the current school year provided the student's age is equivalent or greater than the peer age of the current graduating class. Exceptions must be submitted to SCSD office personnel for approval.
 - **FRESHMEN:** Less than 7 units must also pass English I
 - **SOPHOMORES:** Those having 8 units but less than 12 units must also pass English II
 - **JUNIORS:** Those having 14 units but less than 18 units

REPORT CARDS AND PROGRESS REPORTS

Report cards and progress reports are issued to each student each nine weeks. Parents and/or guardians must sign the grade reports and return them to the teacher. Parents and/or guardians who are not getting grade reports from their child should contact the guidance counselor or the school principal. Every student will receive a progress report and a report card for each grading period regardless of their grade. Progress reports for students who are failing will be mailed to parents.

ACTIVE PARENT - Parents are encouraged to sign up for an Active Parent account. Active Parent allows parents to view all their child's grades as soon as they are entered into the student data system. See the guidance counselor for more details.

Parents are encouraged to arrange after school conferences to discuss their child's progress with the teachers. The counselor will gladly schedule an appointment for a parent-teacher conference.

Report cards and progress reports will be issued on the dates listed. All Progress Reports and Report Cards issued to students in grades 7-12 must be signed and returned.

FIRST NINE WEEKS

Progress Report	September 4th
Report Card	October 10th

THIRD NINE WEEKS

Progress Report	February 6th
Report Card	March 27th

SECOND NINE WEEKS

Progress Report	November 12th
Report Card	January 9th

FOURTH NINE WEEKS

Progress Report	April 28th
Report Card	May 26th

SCHOOL BUS REGULATIONS

Bus transportation to and from school is considered a privilege. For the sake of safety, the need for proper behavior on a school bus is essential. Students are expected to follow all rules and regulations concerning bus safety at all times. The principal will be responsible for the disciplining students reported to him or her by the driver.

NOTICE: Once students have boarded the bus, they will not be allowed to get off the bus to ride with other students or adults. Only those students who have been checked out through the principals' office will be allowed to get off the bus.

In accordance with House Bill #893, and the Pupil Transportation Guide published by the State Department of Education, students on school buses must observe the following rules:

PUPIL SHALL:

1. Be on time for the bus. Parents should be aware that pick-up and delivery times may differ slightly from day to day
2. Pass in front of the bus, to board or leave the bus
3. Wait until the bus comes to a complete stop before loading or unloading
4. Be quiet and orderly
5. Wait for a signal from the driver before crossing a street or road
6. Have a note from home approved by the principal before riding a bus other than the student's regular bus
7. Be seated correctly facing the front of the bus
8. Sit in their assigned seat

PUPILS SHALL NOT:

1. Play on the road while waiting for the bus
2. Put hands or heads out of windows
3. Ride outside of bus
4. Mar or deface the bus
5. Strike or threaten the driver
6. Throw objects inside the bus or out windows
7. Commit any other act of improper conduct or violate any other provision of student conduct contained in this handbook
8. Use profanity or obscene gestures toward students or the driver
9. Take balloons or balloon bouquets on the bus
10. Bring food or drinks on the bus
11. Inappropriate use of cell phones on the school bus (i.e. Recording other students)

RECOMMENDED MAXIMUM SANCTIONS

First Offense	Three (3) day suspension and parent conference
Second Offense	Five (5) day suspension and parent conferences
Third Offense	Forty-five (45) Suspension with recommendation for Community Learning Center placement
Forth Offense	One (1) calendar year Suspension with recommendation for Community Learning Center placement

Smith County Schools' buses shall not leave the main road to pick up or deliver students who live within 200 yards of the main road with the following exceptions:

1. The child has a physical problem verified by a doctor
2. The weather is extremely bad (providing the road is passable for a bus)
3. Stopping on the main road would cause a safety hazard

SEARCHES

School authorities recognize each student's right to privacy. However, no person's right to privacy shall be allowed to endanger the health and safety of others. In order to maintain order in the schools and to protect the health, safety, and welfare of students and school personnel, school authorities may search a student, student storage areas or student automobiles under the conditions described below.

Personal Searches

School Authorities may search a student and/or the student's personal items, such as a purse, book bag, backpack, etc., when there is reasonable suspicion to believe that the student possesses any item, which violates state law, violates School Board policy, or may be harmful to the school or its students. Searches of the student's person by school authorities will be limited to a search of the contents of the student's pockets and any objects in the student's possession. Students may be asked to remove coats or jackets. Searches of a student's person that require the removal of clothing other than coats or jackets will be referred to and conducted by law enforcement officials.

Student Storage Areas

All lockers, desks, and similar storage areas provided for student use on school grounds are school property and are under the control of the school. Student use of these items is subject to the right of school authorities to open and inspect the contents any time there is reasonable suspicion that such areas contain items that are illegal or are prohibited by School Board policy.

Student Vehicles

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Multi-Tiered Student Support (MTSS)

An interventions model, designed as directed by the Mississippi Department of Education, shall be in place in each school. That model shall be designed to meet the needs of every student. The model shall consist of three tiers of instruction which are:

Tier 1: Quality classroom instruction based on the MS College and Career Ready Standards

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions specifically designed to meet the individual needs of students.

Teachers will monitor student progress to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies as Tiers I and II are unsuccessful, students must be referred to the MTSS. The MTSS is the problem solving unit responsible for interventions developed at Tier III.

STUDENT DRUG TESTING ATHLETES, CHEERLEADERS AND BAND MEMBERS

In order to support a wholesome school environment, in which there is abstinence from the use of illegal drugs. The purpose of the program is threefold:

- To provide for the health and safety of all students
- To undermine the efforts of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- To encourage students who use drugs to participate in treatment programs.

Student Athletes, Cheerleaders, and Band Members:

The Smith County School District will conduct a drug-testing program for all students participating in athletics, cheerleading, or band. All students participating in athletics or cheerleading will be tested prior to the beginning of their practice season and students will be tested at random throughout their sports career. Band members will not be tested prior to practice season but will be subject to random testing throughout their band career.

Each student wishing to participate in any interscholastic athletics, cheerleading, or band and the student's custodial parent or guardian shall consent in writing to the district's drug testing program. The forms and a complete copy of the Student Drug Testing policy are available in the principal's office. Students shall not participate in these activities without participation in the Student Drug Testing Program. A refusal to take the test will be treated as a positive result.

The school district shall pay for the first test. All additional drug tests will be paid for by the parent or legal guardian.

- **First Positive Test:** Suspension from Extra-Curricular Activities (additionally, a 2nd test will be performed 30 days after the initial test by the same testing facility)
- **Second Positive Test:** Suspension from Extracurricular Activities for the remainder of the school year with counseling provided by WEEMS

Furthermore, if a student tests positive, they will be tested again during the same year at the District's discretion.

STUDENT DRUG TESTING

ALL STUDENTS:

Students who are believed to be under the influence of illegal drugs or alcohol shall be disciplined. Students disciplined for violations of the district's drug or alcohol policy will be offered the opportunity to immediately submit to a drug/alcohol test. *This test will offer students the opportunity to prove that they are innocent of being under the influence of drugs or alcohol.* A refusal to submit to the drug/alcohol test will be treated as a positive result. Procedures for testing are:

- Parents are notified immediately and invited to accompany the student and school official(s) to the testing site.
- A school official and the parent or two school officials shall transport the student to the testing facility on a school bus.
- There shall be no lengthy delay from the time the parents are notified and the time the student is tested.
- A refusal to submit to testing, from either the student or his/her parent, shall be recorded in the student's discipline file. The student will then be disciplined under the conduct policy (see pg. 10-11).
- The school district shall pay for the test.
- Results of the test shall be released to the parents and school officials.
- When the initial test indicates the presence of illegal drugs or alcohol, the same sample will be retested to verify the results.
- If the second test is negative, no further action will be taken. If the second test is positive, disciplinary action will be taken. (see pg. 10-11)

TARDY POLICY K-12

Students who are not in class when the tardy bell rings are considered tardy. All tardy students will be required to get an "Admit to Class" slip from the principal or his designee before they are allowed to enter the class. A parent or legal guardian must sign in all K-6 students when tardy.

TARDIES TO ALL CLASSES:

If a student receives more than a total (all classes combined) of three tardies in one semester, the student is subject to the following disciplinary actions:

4th	After School Detention
5th	Parent Conference required before student returns to school plus after school detention, and student cannot participate in field trips.
6th	In-School Suspension plus after school detention
7th & Above	Out of School Suspension for every tardy plus 2 days In-school Suspension immediately upon returning to school.

***A student who has three tardies to the same class in one semester shall be assessed an unexcused absence.

STUDENT AWARDS

Those students who do outstanding work in various academic fields and in school activities will be recognized in special awards programs in the spring of each year. Academic awards will be presented only when there are students who merit them. The teachers who teach in that academic field will make the selection. Awards will be given to those students that have Perfect Attendance and to those who have a course average in all academic subjects that qualifies them for Honor Roll or Principal's List.

High school students who maintain an overall average of 93 or above for all academic work in grades 9, 10 and the first half of their 11th grade will be given an academic award. Students will be notified of other awards, scholarships and competitions through special assemblies, bulletin board announcements and their high school counselors. All students are encouraged to participate in special activities that will recognize their outstanding work. Students accepting awards shall not be accompanied to the podium by friends or family members.

STUDENT INSURANCE

Any student who participates in any athletic activity, cheerleading, vocational or shop class or band shall be required to have proof of insurance, either Medicaid or personal health insurance, on file in the principal's office. School Day Insurance is sufficient for most activities. However, some activities are not covered by these policies so students/parents should check with coaches or the school principal prior to participation to be sure the policies offer adequate coverage. This information must be on file before the student will be allowed to participate in the above mentioned activities.

Each student will have the opportunity of taking group, or School Day, student accident insurance. The teachers will distribute forms. Parents desiring to take such insurance should complete the forms and return them with the proper fee to the principal's office.

STUDENT LOCKERS

Student lockers are the property of Smith County Schools and are provided for the student's convenience. School authorities have the right to inspect student lockers at any time. The school assumes no responsibility for student valuables left in lockers.

Each student is expected to keep his/her locker clean and neat both inside and outside. Damages to lockers caused by misuse will be the responsibility of the student. Any malfunction of the locker should be reported to the school office.

Students are encouraged to plan their day so that they do not have to visit their lockers before every class.

STUDENT SCHEDULES

All students in grades 9, 10, and 11 are required to be in a class or activity every period of the school day. Schedule choices should be made with that policy in mind.

Course selections are made in the spring of each year and schedules are made to accommodate these selections. If a problem arises in filling your request, another course will be substituted.

Senior students and their parents should carefully examine schedules to be sure that all courses required for graduation have been scheduled. Questions about courses and required coursework should be addressed to the high school counselor at the beginning of the school year.

Schedule changes must be made before the fifth class meeting. Classes may not be dropped without the prior consent of the high school principal. Any dropped class must be replaced with another class. Students may not drop classes in order to leave school early or arrive late. Students who wish to drop a Dual Credit course must follow the guidelines from both JCJC and the Smith County School District.

DUAL CREDIT COURSE POLICY

Students must meet the prerequisite requirements set forth by JCJC for enrollment in dual credit courses. Students who receive credit at their high school (1 Carnegie unit) and college credit through JCJC (3 semester hours). To ensure the Smith County students are receiving a quality and comprehensive education, dual credit classes will follow the guidelines listed below.

11th Grade Students

- Juniors shall not take Dual Credit English Comp or College Alg. Juniors must take English 3 or AP English as offered at their local school
- Juniors may take other elective Dual Credit classes. These classes may be taken during school day.

12th Grade Students

- Must meet all requirements.

***If a student does not complete Comp I the first semester, the student will be placed in English IV. The student must successfully complete and have an average of 65 or higher in English IV to receive credit for the year.

Additional Dual Credit Courses

Students may choose to enroll in additional dual credit courses in which they meet the requirements set by JCJC. Students may also choose to enroll in English Comp I and English Comp II in addition to taking the English course (regular or AP) offered at their school.

The district will cover the cost of Dual Credit course that are successful upon completion.

*Any student who does not complete the course with a passing grade will be held financially responsible for the class.

SUMMER SCHOOL OR EXTENDED YEAR

Grades 7-12

Smith County Schools recognize that summer school is remedial in nature and will be offered only to those students who are repeating the courses and those who have scheduling problems. Students taking a summer school class to replace a failed course must have had at least a grade of 60 to be eligible for credit recovery. Scheduling problems must be verified in writing by the principal. A student must have the approval of the Attendance Center Principal before attending summer school. No student will be permitted to attend summer school for the purpose of early graduation.

Credit Recovery

1. Classes are offered for three hours per day for two weeks.
2. Students must devote of minimum of 30 hours of computer time.
3. Students are only eligible to enroll in one (1) Credit Recovery Class, unless otherwise authorized by the Smith County School District Superintendent of Education.
4. Subjects offered will be determined by student needs. Upper classmen will be given preference. Not all courses will be offered.
5. The highest grade a student can earn is 65.
6. A student with a grade lower than a 60 will not be allowed to retake the class during the summer during credit recovery. So as to not hinder a student that will be a senior and the class meets the requirements for graduation, then the grade of 60 can be waived
7. English I will not be offered in Credit Recovery.

STUDENT VEHICLE POLICY

Driving on school roads and parking on school property is a courtesy offered to students by the School Board. Parking facilities located at the schools are not public parking areas and are to be used for school purposes only. School purposes include attendance at school or other school authorized activities. Traffic rules and regulations are established by the local school administration to promote the safety of all students on the school campuses. Failure to abide by prescribed safety regulations shall result in the denial of the privilege of bringing a vehicle on campus.

Students wishing to drive a car to school must obtain a parking permit from the principal's office. Students must have a valid driver's license and show proof of liability insurance to obtain a parking permit. The parking permit must be displayed in all cars parked on school campuses. Smith County Schools shall assume no responsibility for damages to vehicles parked on school property. Students are responsible for locking their cars, as the school district shall assume no responsibility for any loss of property.

Students shall not sit in vehicles parked on school property. Students shall not return to their vehicle during the school day without written permission from the principal or his or her designee. Students may not move their vehicles until they are leaving for the day.

Driver's Education

The district will offer Driver's Education as a summer school class. Information on that class offering may be obtained from the office of the principal at the end of the school year.

TELEPHONE USE

The office telephone is to be used by students only in the case of an emergency. Students may not use the office telephone for personal calls except in an emergency and with permission from the principal or his/her designee. All messages to students should be received in the school office before 2:00p.m. to allow for timely delivery to the student. **Messages received after 2:00p.m. may not reach the student before dismissal time.**

MESSAGES FOR STUDENTS

All messages for students must be communicated through the school office.

Messages to Change a Student's Regular Routine

To change a student's regular routine, a note must include a telephone number for verification.

Due to safety and security concerns any changes which need to be made in regard to a student's transportation are to be made prior to 1:30. This allows the office staff time to notify all parties involved of the changes being made to reduce the risk of interfering with the end- of- the day procedures.

Textbooks and Computer Equipment

Textbooks, computers, and Chromebooks are furnished to students by the school district at public expense; therefore, it is necessary that they be handled with care. Parents must assume full responsibility for books and technology equipment issued to their children and see that they are returned in good condition. Damage fees will be charged for any unnecessary wear or damage to textbooks. Damage fees will be charged as follows:

Damage	Fine
Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Obscene writing or drawing on/in book	Cost of the book
Lost/non-returned book	Cost of the book
Damage to any electric device such as computer, Chromebook, etc.	Cost of Device
Lost or non-return of electronic device such as computer, Chromebook, etc.	Cost of Device

VIDEO SURVEILLANCE

The School Board authorizes the use of surveillance cameras on district property and school buses. Cameras may be used in locations deemed appropriate by the administration.

VISITORS

For the security of your child it is necessary that school officials monitor all school visitors. All visitors must stop at the principal's office before going to a classroom or to visit students or school employees on the school campuses. Individuals without a proper visitor's pass will be asked to leave the school grounds immediately. Refusal may result in notification of law enforcement officials.

Students are not permitted to bring visitors into the classrooms

Technology & User Agreement Handbook

Smith County School District (SCSD) provides the privilege of Internet access to district faculty, staff, students, and occasionally guests. Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Smith County School District, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the SCSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, miss-deliveries of data, or service interruptions. SCSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Access can & will be restricted as required to comply with the Children's Internet Protection Act (CIPA). Web browsing may be monitored, and records are retained to ensure compliance.

Users are expected to respect the SCSD web filter and shall not attempt to circumvent the filter when browsing the Internet while using the SCSD network, either wired or wirelessly. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a technology work order to review the site and have the head principal of the campus send to the Director of Technology for review.

Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk.

Smith County School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

SCSD NETWORK RULES

- A. *The person to whom an SCSD network account is issued is responsible at all times for its proper use.*
- B. *Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with SCSD and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law.*
- C. *Any district employee who uses the SCSD network inappropriately is subject to disciplinary action, including dismissal.*
- D. *Under no conditions should a SCSD network user give their password information to another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them.*
- E. *Schools may supplement any provisions of the District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the District AUP.*
- F. *Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.*
- G. *Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the Technology Director. Those applications shall be the sole responsibility of that department and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.*

ACCEPTABLE USES OF TECHNOLOGY

(Not all Inclusive)

This is not intended to be an exhaustive list. Users should use their own good judgment when using SCSD technology.

- H. *Use school technologies for school-related activities.*
- I. *Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.*
- J. *Treat school resources carefully and alert administrative staff if there is any problem with the technical operations of a device.*
- K. *Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.*
- L. *Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, and posts) online.*
- M. *Use District technologies at appropriate times, in approved places, for educational pursuits.*

UNACCEPTABLE USES OF THE TECHNOLOGY

(Not all Inclusive)

- N. Violating any state and/or federal law (i.e., copyright laws).*
- O. Using profanity, obscenity, or other language that may be offensive to others.*
- P. Making personal attacks on other people, organizations, religions, or ethnicities.*
- Q. Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. (The administration invokes its discretionary rights to determine such suitability.)*
- R. Not respecting the privacy of a person by posting personal contact information, such as work/home address, telephone, email, photographs, or names, without obtaining prior permission from the person affected. Student information shall be posted only with written parent/guardian permission.*
- S. Forwarding personal communication without the author's prior consent. Using the Internet for commercial purposes, financial gain, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.*
- T. Destroying or altering the files of another user or viewing or taking the files of another user.*

USE OF OUTSIDE EMAIL PROVIDERS & STIPULATIONS FOR USING DISTRICT EMAIL CLIENT AS DISTRICT REPRESENTATIVE

(Teachers, Administrators, Managers, etc.)

Use of "Internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers is NOT permitted. Beginning in the 2019-2020 school year, the District blocks the use of Internet mail accounts not managed by SCSD. All "OFFICIAL" communications, e.g., Teacher to Parent, Teacher to Student, Staff to Staff, must be via the district's e-mail system or at any given time an approved solution for such communications. This includes, but is not limited to, teachers who guide extracurricular activities such as Clubs, Choirs, Bands, Athletics, and the like.

FILTERING

An Internet filter is in place for Smith County School District. This filter is a critical component of the SCSD network as well as the federally required Children's Internet Protection Act (CIPA)

compliance ruling since it allows valuable online Internet access while restricting access to specific unwanted material in the following categories:

Pornography, Gambling, Illegal Drugs, Online Merchandising, Hate Speech, Criminal Skills, Alternative Journals and Other Undesirable Materials.

The filter is updated daily to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students will be supervised at all times by a teacher while using the Internet. All Internet hits are logged and archived to include the date/time, IP address and account of the user of the workstation making the request.

Attempts to bypass the school Internet filters is in violation of this acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school disciplinary policy, and state or federal law.

WORKSTATION MONITORING

All data transferred and/or transmitted over the SCSD network is monitored and recorded. All data transferred or transmitted over the network can be tracked and identified, and the originating user can be held liable if their use of the network/device violates any established policy, regulation, or law. Any data stored on district owned equipment may be archived and preserved by the district for an indefinite period.

Such data includes, but is not limited to email, text documents, digital photographs, music, and other digital or electronic files. If a device continues to try to connect to an inappropriate site, that device will be remotely monitored and the individual using that workstation will be reported to District Administration.

TECHNOLOGIES COVERED

SCSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, email, and more.

The Acceptable Use Policy applies to both District-owned technology equipment utilizing the SCSD network, the SCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time.

Thus, the AUP also applies to privately owned devices accessing the SCSD network, the SCSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. SCSD policies outlined in this document cover all available technologies now and in those released in the future, not just those specifically listed or currently available.

GOOGLE WORKSPACE FOR EDUCATION

At SCSD, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At SCSD, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice provided on the SCSD website, answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please let us know of any questions.

<https://drive.google.com/file/d/1FHaL9BeoOhBwTqmolvj424Ch8tssKG1n/view>

EMAIL

Employees and students SCSD email is the property of SCSD. SCSD archives all employee & student email. It is the responsibility of the employee and student to maintain this email account appropriately. When user email accounts are suspended due to the end user no longer being enrolled or employed by SCSD, the account will not be restored without the user making a person meeting with members of the IT Staff.

SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the SCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information about other employees or any student using email.

If users believe a computer or laptop they are using might be infected with a virus, they should alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

ONLINE ETIQUETTE

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

PLAGIARISM

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Users should never share personal information, including phone number, address, a Social Security Number, birthday, or financial information, over the Internet without a signed compliance form from a parent or guardian of any student. Users should recognize that communicating over the Internet brings anonymity, associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental / guardian permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

CYBER BULLYING

Cyber bullying includes, but is not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking, as such cyber bullying will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action described in SCSD Policy IJNDB-1 – Responsible Use of the Internet and Cyber Bullying. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

LIMITATION OF LIABILITY

SCSD will not be responsible for damage or harm to persons, files, data, or hardware. While SCSD uses filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

SCSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the SCSD network.

VIRTUAL MEETINGS

All virtual meetings hosted by any SCSD employee are monitored and recorded. Virtual meetings are an extension of the school the student attends and follows any rules or guidelines set by that school. The teacher reserves the right to limit the student's ability to communicate or attend any school sanctioned virtual meeting.

2024-2025 School Calendar

Smith County School District

212 Sylwarena Ave.

601-782-4296

Raleigh, MS 39153

July 29 - 31 Professional Development Days

Aug 1 First Day of School for Students

Sep 2 Labor Day

Oct 3 End of 1st Term

Oct 14-15 Fall Break - No School

Oct 15 Professional Development Day

Nov 25-29 Thanksgiving Break

Dec 16 End of 2nd Term

Dec 18- Jan 3 Winter break

Jan 6 Professional Development Day

Jan 20 Martin Luther King, Jr. Day

Feb 17 Professional Development Day

March 14 End of 3rd Term

March 17-21 Spring Break/ weather make- up

April 18 Good Friday

April 21 Good Monday/ w eather make- up day

May 23 End of 4th Term

Category of Events

Progress Reports Sept 4th

Nov 12th

Feb 6th

April 28th

Report Cards Oct. 10th

Jan. 9th

March 27th

May 26th

Graduation Dates May 15th - 16th

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Category of Events

School Closed

Progress Report

EP

Employee Planning (no school for students)

Report Cards

INDEA

9 Wks Exams

Category of Events



60% Day

First & Last Day of School

Absence – Excused and Unexcused	6-7	Graduation Requirements	28
Admission/Enrollment	2-3	Hall of Fame	40
Advanced/College Prep Courses	31	Harassment/Bullying	16-17
Affirmative Action	7	Hazing/Initiations	18
Alcohol	13	Honor Graduates/ MS Scholar	35
Assault	13	Indecent Exposure	17
Attendance	5	In-School Suspension	18-19
Awards	40	Insurance	48
Bullying – Reporting	16	Lockers	48
Bus Regulations	44	Make-Up Work	7
Cafeteria	9	Medical Care/Medication	41
CD Players/Games	17	Messages for Students	51
Cell Phone	18	Non-Traditional Coursework	37
Cheating	12	Parking Permits-Vehicles	45/50
Classification	10	Perfect Attendance	41
Community Learning Center	20-21	Pornography	16
Computer/Internet	17	Positive Behavior Intervention	20
Conduct Policy	10	Principals List/Honor Roll	40
Corporal Punishment	19	Profanity	11
Damage of Property	15, 51	Progress Reports	43
Discipline Committee	20	Promotion/Retention	42
Disruption of School	15	Public Display of Affection	12
Dress Code	21-22	Report Cards	43
Drug – Possession/Use/Selling	13	Residency Requirements	4
Drug Testing	46-47	Sexual Harassment	16-17
Dual Credit	49	Summer School/Credit Recovery	50
Early Dismissal	6, 23-25	Suspension	10-19
Elected Honors	40	Tardy Policy	47
Exams/Exemptions	24-25	Multi-Tiered Student Support	45
Expulsion	20	Technology Handbook Agreement	52-58
Extra-Curricular	25	Telephone Use	51
Fighting/Posturing/Instigating	13-14	Textbooks	51
Fireworks/Flammables	15	Tobacco Products	11
Food/Drinks	17	Truancy	15-16
Fund Raising	26	Valedictorian/Salutatorian/Historia	39
Gambling	12	Vaping	11
Gang/Occults	17	Video Surveillance	52
GPA	38	Visitors	52
Grades/Grading System	38	Weapons	14

SCSD 2024-2025 Handbook Changes

Page #	Change/New Wording
1	Year Change and Board Changes
2	Pre K added to enrollment Added form 121 Added 2 proofs of residence Added homeschool placement group name
2/3	Added to New Student Enrollment Time (was on page 4 of the previous handbook) Placement test Group to Transfer Student
3	Removal New Student Enrollment Time
3	Enrollment update
4	Residency process
5	Changed Days Absent Changed from 7 th -12 th to 7 th /8 th Added 9 th -12 th Class Meeting - Number of Weeks
9	Change Cost of Breakfast FERPA
11	Added 4 th Offense to Tobacco and Vaping
12	Updated of Students drug test for groups
16	Adding the Sharing of Explicit Pictures
21/22	Dress Code Changes
22	Added Mesh Backpack
27	Changed Averaging of Grades
24	Grade level changes
28	Changed Dates for Graduating Years
29/30	Updated Charts
36	Changed ACT for MS Scholars Requirements by graduation by grade levels
37	Changed Honor Requirements
37/38	Credit hours change Honors requirement changes
38/39	Weighted Classes Added Sciences
41	Medical Care (24 hours Fever Free)
43	Updated Progress Report and Report Card dates
49	Removed 12 th grade dual credit selection Added Students Financial Responsible Dual Credit updates
57	Google Up date
59	Updated Calendar

