



SUMNER HILL  
JUNIOR HIGH SCHOOL

601-924-5510

STUDENT HANDBOOK 2018 - 2019

# ARROW POINTS

Dr. Tim Martin,  
Superintendent of Schools



Christie Claxton, Principal  
Jeremaine Brown, Assistant Principal  
Heather Norton, Counselor

Sumner Hill Junior High School

400 WEST NORTHSIDE DRIVE

Clinton, Mississippi 39056-3466

PHONE: (601)924-5510 · FAX (601)924-4182

**Dear Parent:**

In January 2002, Congress passed the new federal law, the "No Child Left Behind Act of 2001" (NCLB). The purpose of this letter is to inform you about a provision in this new law that requires all districts to notify parents that they have a right to request information regarding the qualifications of their students' classroom teacher. Every district that receives Title I funds must ensure that all teachers teaching in English, reading or language arts, mathematics, science, foreign languages, civic and government, economics, arts, history, and geography are highly qualified.

This letter is to notify you that the Clinton Public School District has provided a copy of teachers' professional qualifications for perusal in each school office. The district's goal is to keep you informed about new requirements that enable us to work as partners in the education of our students. Sumner Hill's goal is to provide excellent customer service to all stakeholders.

Sincerely,

*Christie Claxton*

Christie Claxton, Principal  
Sumner Hill Jr. High School

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**PERSONNEL - CLINTON PUBLIC SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Dr. Matt Thomas . . . . . President  
Mrs. Paula DeYoung . . . . . Vice President  
Dr. Felecia Gavin . . . . . Secretary  
Mr. Kenny Lewis . . . . . Asst. Secretary  
Mr. Derek Holmes . . . . . Member

**DISTRICT ADMINISTRATION**

Dr. Tim Martin . . . . . Superintendent  
Anthony Goins . . . . . Assistant Superintendent  
Libby Callegan . . . . . Business & Finance Director  
Sandi Beason . . . . . Public Relations Director  
James Barksdale . . . . . Supervisor of Maintenance  
Donny Gray . . . . . Supervisor of Transportation  
Christel Hicks . . . . . Coordinator of Food Services  
Brian Fortenberry . . . . . Athletic Director  
Chaffie Gibbs . . . . . Special Education Director  
Kim Griffin . . . . . Director of Technology  
Teresa Duke . . . . . Testing Coordinator

**SUMNER HILL JUNIOR HIGH SCHOOL ADMINISTRATION**

Christie Claxton . . . . . Principal  
Jeremaine Brown . . . . . Assistant Principal

**SUMNER HILL FACULTY**

Roxanna Arcement (NBCT) . . . . . World Geography/MS Studies  
Jennifer Ard . . . . . Algebra I/Foundations to Algebra  
Eva Brown-Buckner . . . . . Freshman Seminar  
Susanne Cameron . . . . . Spanish I & II  
Veressa Coyt, Ph.D. . . . . Special Education  
Joseph Creel . . . . . Biology I  
Terri Curtis (NBCT) . . . . . Algebra I  
Ethan Eubanks . . . . . Health/Coach  
Crystal Gray Ed.S. . . . . Freshman Seminar  
Megan Geter . . . . . English I/MS Writers  
Gaylan Godfrey . . . . . Special Education  
Courtney Harris . . . . . Honors Biology I/Biology I  
Jodi Hill . . . . . Reading/English I  
Jessica Hobbs . . . . . Honors Biology I/Biology I  
Anita Kelly . . . . . World Geography/MS Studies  
Rebecca Lancaster . . . . . Art  
Collins Lanyuy, Ph.D . . . . . English I/French I  
Heather Norton (Ed.S., NBCC, NBSC) . . . . . Counselor  
Kelly Nye . . . . . Geometry  
LaTrice Patterson . . . . . Intro to Biology/ Biology I  
Madison Pelt . . . . . English I/Journalism

Bradley Pope. . . . . Personal Finance  
 Andrew Rafferty. . . . . World Geography/MS Studies/Coach  
 Cindy Richey . . . . . Health  
 Seth Romines . . . . . Foundations to Algebra  
 Alisha Sexton . . . . . Freshman Seminar/Coach  
 Anthony Stanford . . . . . Physical Education/Coach  
 Thomas Tunberg . . . . . World Geography/MS Studies/Coach  
 Megan Wilkerson. . . . . Freshman Seminar/Cheer  
 Allene Vinzant . . . . . Honors English I/Latin I  
 Chris Young (NBCT) . . . . . Choir  
 (NBCT - National Board Certified Teachers)

**SUMNER HILL STAFF**

Atashi Bakshi . . . . . Secretary  
 Beth Westover. . . . . Bookkeeper/Secretary  
 Alisha Taylor . . . . . Teacher Assistant  
 Nicky Jones. . . . . ISS & Detention Monitor  
 Della Rice . . . . . Media Specialist  
 Aiasha Jones . . . . . Cafeteria Manager



**School Information:** Sumner Hill Jr. High School  
400 West Northside Drive  
Clinton, MS 39056  
Telephone: 601-924-5510  
Fax: 601-924-4182  
Website: [clintonpublicschools.com](http://clintonpublicschools.com)

To become a member of the **Key Communicator Network** for the Clinton Public Schools simply e-mail [sbeason@clintonpublicschools.com](mailto:sbeason@clintonpublicschools.com) and ask to be added to the list. Anyone can join.

**School Motto:** Excellence without excuse.

**School Mission:** Our mission is to produce successful individuals by guaranteeing challenging learning experiences in a safe, unified, caring community committed to excellence.

**Our Beliefs:**

We believe...

- ★ In the pursuit of excellence.
- ★ All people are created equal, have value, and are worthy of respect.
- ★ A strong supportive family unit is the foundation of society.
- ★ Each individual needs the opportunity to succeed.
- ★ Openness to change is fundamental to growth.
- ★ Dynamic, quality leadership is essential.
- ★ Safety and security are basic to achievement.
- ★ Education develops the mind, body, and spirit.
- ★ Everyone has the capacity to learn.
- ★ All behavior has consequences and individuals are accountable for their choices and actions.
- ★ Life-long learning enhances the quality of life.

**School Vision:** The faculty and staff of Sumner Hill Jr. High School believe that each student who enters our doors will have the opportunity to be educated in a safe, caring, and innovative learning environment. Each learner will be prepared with academic relevance, a rigorous work ethic, and civic responsibility.

**ACCREDITATION**

Sumner Hill Junior High School is accredited by the MISSISSIPPI ACCREDITING COMMISSION of the Mississippi State Department of Education and has been assigned "**A**" **School** status for the 2014-15 school year. Sumner Hill is also accredited by the SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS.

CLINTON PUBLIC SCHOOL DISTRICT  
2018-2019 SCHOOL CALENDAR

1. Registration for kindergarten students not pre-registered in the Spring .....July 30
2. Registration for students in grades K-9 **new** to CPSD.....July 30
3. CTIP New Teacher Orientation.....July 31
4. Faculty Planning and Professional Development ..... August 1-7
5. Clinton High School Registration ..... August 2-3  
(Sophomores – August 2<sup>nd</sup>, Juniors and Seniors – August 3<sup>rd</sup>)
6. Registration for **Returning Students** (Grades 1-9).....August 6
7. Classes Begin (dismissal at regular time) .....August 8
8. Professional Development (holiday for students)..... October 9  
..... January 7
9. Holidays
  - A. Labor Day ..... September 3
  - B. Columbus Day.....October 8
  - C. Thanksgiving Holidays ..... November 19-23
  - D. Christmas Holidays..... December 22-January 7
  - E. Martin Luther King Holiday ..... January 21
  - F. President’s Day.....February 18
  - G. Spring Holidays .....March 11-15
  - H. Easter Holiday (inclement weather days, if needed)..... April 19 – April 22
10. Grading Periods
 

9 WEEK PERIOD	BEGINS	ENDS	REPORT CARDS SENT
First	August 8	October 12	October 18
Second	October 15	December 21	January 10
Third	January 8	March 8	March 21
Fourth	March 18	May 24	May 24
11. Achievement Testing: **TBD for Next Year**  
 ACT Test for all 11<sup>th</sup> grade students  
 MAP/SATP3 – Performance Based Assessment  
 MKAS2 3<sup>rd</sup> Grade Reading Test  
 English II & Algebra I End of Year Assessment  
 US History & Biology  
 MAP – End of Year Assessment  
 8<sup>th</sup> Science  
 5<sup>th</sup> Science  
 Advanced Placement Tests at CHS
12. Final Examinations - May 20 – 24
13. Clinton High School Graduation – Friday, May 24
14. Summer School Begins – Monday, June 3



**SUMNER HILL JUNIOR HIGH**  
**Regular Bell Schedule**

<b>1<sup>st</sup> Block</b>	<b>8:15-9:50</b>
<b>Homeroom</b>	<b>9:54-10:14</b>
<b>2<sup>nd</sup> Block</b>	<b>10:18-12:23</b>
<i>1<sup>st</sup> Lunch</i>	<i>10:55-11:20</i>
<i>2<sup>nd</sup> Lunch</i>	<i>11:24-11:49</i>
<i>3<sup>rd</sup> Lunch</i>	<i>11:53-12:19</i>
<b>3<sup>rd</sup> Block</b>	<b>12:27-2:02</b>
<b>4<sup>th</sup> Block</b>	<b>2:06-3:41</b>
<b>Detention</b>	<b>3:45-4:15</b>



**SUMNER HILL JUNIOR HIGH**  
**Pep Rally Bell Schedule**

<b>Pep Rally</b>	<b>8:05-8:35</b>
<b>1<sup>st</sup> Block</b>	<b>8:46-10:14</b>
<b>2<sup>nd</sup> Block</b>	<b>10:18-12:23</b>
<i>1<sup>st</sup> Lunch</i>	<i>10:55-11:20</i>
<i>2<sup>nd</sup> Lunch</i>	<i>11:24-11:49</i>
<i>3<sup>rd</sup> Lunch</i>	<i>11:53-12:19</i>
<b>3<sup>rd</sup> Block</b>	<b>12:27-2:02</b>
<b>4<sup>th</sup> Block</b>	<b>2:06-3:41</b>
<b>Detention</b>	<b>3:45-4:15</b>





## FIRST & SECOND SEMESTER EXAM SCHEDULE

December 17 -21, 2018 & May 20 - 24, 2019

Bell	<b>Monday Dec. 17, 2018</b> <b>Monday May 20, 2018</b>
8:15 – 9:50	1 <sup>st</sup> Block
9:54 – 10:14	Homeroom
10:18 – 12:23	2 <sup>nd</sup> Block
12:27 – 2:02	<b>3<sup>rd</sup> EXAM</b>
2:06 – 3:41	4 <sup>th</sup> Block
3:45 – 4:15	Detention

Bell	<b>Tuesday Dec. 18, 2018</b> <b>Tuesday May 21, 2019</b>	<b>Wednesday Dec. 19, 2018</b> <b>Wednesday May 22, 2019</b>	<b>Thursday Dec. 20, 2018</b> <b>Thursday May 23, 2019</b>	<b>Friday (60%) Dec. 21, 2018</b> <b>Friday May 24, 2019</b>
<b>8:15 – 9:50</b>	<b>1<sup>st</sup> Exam</b>	<b>1<sup>st</sup> Exam</b>	<b>3<sup>rd</sup> Exam</b>	<b>4<sup>th</sup> Exam</b>
<b>9:54 - 11:29</b>	<b>2<sup>nd</sup> Exam</b>	<b>2<sup>nd</sup> Exam</b>	<b>4<sup>th</sup> Exam</b>	<b>HR Make up Exams</b>
<b>11:33 – 11:58</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<i>1<sup>st</sup> Block (11:33-12:14)</i>
<b>12:02-12:27</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<i>2<sup>nd</sup> Block (12:19 – 1:00)</i>
<b>12:31-12:56</b>	<b>3<sup>rd</sup> Lunch</b>	<b>3<sup>rd</sup> Lunch</b>	<b>3<sup>rd</sup> Lunch</b>	
1:00 – 2:20	3 <sup>rd</sup> Block	3 <sup>rd</sup> Block	1 <sup>st</sup> Block	
2:24 – 3:41	4 <sup>th</sup> Block	4 <sup>th</sup> Block	2 <sup>nd</sup> Block	
3:45 – 4:15	Detention	Detention	Detention	

**CLASSES WILL NOT BE INTERRUPTED FOR EARLY DISMISSALS DURING EXAM TIMES. NO CHECKOUTS WILL BE ALLOWED UNLESS THE STUDENT IS ILL OR THERE IS AN EMERGENCY.**

**Inclement Weather Delayed Start of School Schedule**

*This schedule will be used only when the District Administration feels that roads will clear later in the day.*

Clinton Park Elementary, Northside Elementary, and Eastside Elementary will open at 9:25 a.m.

Lovett Elementary and Clinton Jr. High will open at 9:50 a.m.

Sumner Hill and Clinton High School will open at 10 a.m.

The end of the school day will be at the regular time.

**Delayed Start Schedule**

<b>Homeroom</b>	<b>10:00-10:14</b>
<b>2<sup>nd</sup> Block</b>	<b>10:18-12:23</b>
<b>1<sup>st</sup> Lunch</b>	<b>11:00-11:25</b>
<b>2<sup>nd</sup> Lunch</b>	<b>11:29-11:54</b>
<b>3<sup>rd</sup> Lunch</b>	<b>11:58-12:23</b>
<b>3<sup>rd</sup> Block</b>	<b>1:27-2:02</b>
<b>4<sup>th</sup> Block</b>	<b>2:06-3:41</b>
<b>Detention</b>	<b>3:45-4:15</b>



## **GENERAL INFORMATION**

### **PHILOSOPHY**

The Board of Trustees and personnel of the Clinton Public Schools are committed to the maxim that "all students can learn". Over the past decade, changes in the community have resulted in an increasingly diverse enrollment. Students exhibit differences in socio-economic, cultural, and family backgrounds; learning capacities and styles; needs and interests. Therefore, we believe the district's fundamental responsibility is to provide a range of academic and extra-curricular opportunities to enable each student to develop intellectually, physically, morally, socially, and emotionally to the maximum of his/her potential. This development is best accomplished as students; educators, parents, and community-individually and collectively--recognize their significant roles in the educational process and commit themselves to fulfilling their specific obligations. The Clinton Public School District strives to provide a safe and orderly school climate, a democratic environment where the rights of all are respected, and clearly defined academic priorities supported by appropriate extra-curricular activities. Finally, the District believes that the curriculum must be continuously evaluated and modified to maintain relevancy to societal changes, to meet a wide range of special needs and abilities, and to reflect the community's quest for excellence in education.

### **NOTICE OF NON-DISCRIMINATION**

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

## **DIRECTORY DISCLOSURE**

### **NOTICE TO PARENTS AND STUDENTS**

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

### **EL NOTICE**

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

### **TRANSFER OF RECORDS**

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

### **ASBESTOS NOTICE**

Notice is hereby given to parents, employees, and employee organizations that the Clinton Public School District has had all of its buildings appropriately inspected for asbestos containing materials and a Management Plan for each building developed pursuant to the rules and regulations of the Environmental Protection Agency and the Asbestos Hazard Emergency Response Act; that a copy of the result of said inspections are on file in the Office of the Director of Buildings and Grounds, the Office of the Director of the Career Complex, and in the respective principals of the Clinton Park Elementary, Northside Elementary, Eastside Elementary, Lovett Elementary, Clinton Junior High, Sumner Hill Junior High and Clinton High schools; that copies of all of the aforesaid results of inspections and completed Management Plans for the respective buildings may be read by any and all interested persons in the Office of the Director of Buildings and Grounds, and any and all of the aforesaid principals' offices between the hours of 8:00 A.M. and

3:30 P.M. When school is in session, the results of said inspections and completed Management Plans for all buildings in the District may be read in the Office of the Director of Buildings and Grounds between the hours of 8:00 A.M. and 3:30 P.M. on usual work days. For additional information, call James "Bo" Barksdale, Director of Buildings and Grounds, at 601-924-2100.

## **ENROLLMENT POLICIES**

### **RESIDENCY**

"Residence" for school attendance purposes means that the parent and student must physically reside full time, weekdays, weeknights, and weekends, at a place of abode within the boundaries of the Clinton Public School District. The school administrative staff will verify the residence of each student. In order to prove residency, parents will be required to complete a residency registration checklist and provide two proofs of residency as defined on the checklist when first enrolling in the Clinton Public School District.

***An Ordinance of the Mayor and Board of Aldermen of the City of Clinton, Mississippi states that it is unlawful to make false statements to law enforcement officials and/or officials and employees of the Clinton Public School System whether orally or in writing. The misdemeanor, upon conviction, shall be punished by imprisonment for not more than ninety (90) days, or by fine not to exceed one thousand dollars (\$1,000.00), or by both such fine and imprisonment.***

**TWO Proofs of Residency** (phone and cable bill are not accepted)

- One Utility Bill (Gas, Water, or Electric)
- Mortgage Document/Property Deed or Apartment/Home Lease (must include All children's names)

### **NEW STUDENTS**

All new students must be accompanied by a custodial parent and provide, along with the residency registration checklist, the following information:

- ★ Withdrawal form from previous school
- ★ Social Security Card
- ★ Parent's Driver License
- ★ Long Birth Certificate (must list parent(s) names)
- ★ Transcript of credits
- ★ Report Card from previous school year
- ★ Mississippi Immunization Form 121 (If moving from out of state, you will need to go the health department and pick up the form.)

- ★ Custody papers if parent is divorced
- ★ Guardianship papers if not living with parents listed on the birth certificate (The superintendent must approve all guardianships)
- ★ Two proofs of residency (phone and cable bill not accepted)
  - One Utility Bill (Gas, Water, or Electric)
  - Mortgage Document/Property Deed or Apartment/Home Lease (must include ALL children's names)

#### **GUARDIANSHIP**

If the student is living with a legal guardian, a certified copy of the Court Decree or petition must be provided declaring the Clinton Public School District to be the resident of the legal guardian of the student, and further declaring that the guardianship was formed for a purpose other than establishing residency for enrollment of the student in the Clinton Public School District.

#### **AFFIDAVITS**

If the student is living with an adult other than the parent or legal guardian, the adult must provide a sworn Affidavit stating his/her relationship to the student, and that the student will be living in his/her home full time, and fully explaining the reasons (other than for the purpose of attending school in the Clinton Public School District) for this arrangement, and the Clinton Public School District Board of Trustees or its designee has made the necessary factual determination under II.1 (2) of the State Residency Verification Procedures.

**Any student who has an affidavit for residency will be required to verify residency every school year.**

#### **NON-ACCREDITED SCHOOLS**

If a student is transferring from a non-accredited school or a home-school program, the following accreditation standard will apply: Any transfer student from a school or program not accredited by a regional or state agency is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student. (MS Code 37-15-33) This testing shall take place within thirty days after the filing of such application for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test(s).

## **Counseling Program Disclosure**

### **Mission Statement**

The school counselor will address the personal, educational, and career development of all students so that they will be better prepared and equipped for future growth. The goal is to produce successful students who are committed to excellence.

### **General Types of Counseling Offered**

Individual Counseling, Small Group Counseling, Peer Guidance Committee, Peer Tutoring Services, Academic and Career Counseling, and Character Education.

Specific services that the school counselor does not provide:

1. Testifying in child custody matters.
2. Intensive, long-term counseling services.

"The professional school counselor recognizes his/her primary obligation for confidentiality is to the student but balances that obligation with an understanding of the legal and inherent rights of parents/guardians to be the guiding voice in their children's lives."

*Ethical Standards for School Counselors (A.2.g.)*

To access the Sumner Hill counselor's webpage go to [www.clintonpublicschools.com/domain/225](http://www.clintonpublicschools.com/domain/225)

## **ATTENDANCE POLICIES**

Attendance Office 601-924-5510

School attendance is necessary for students to obtain maximum benefits from this educational institution. Medical appointments or business engagements should not be made during school hours except in the case of an emergency.

### **ABSENCES**

1. Each student shall be authorized six (6) excused absences per class period each semester if the reason complies with the following:
  - A. A school activity
  - B. Isolation by the State Board of Health (including personal illness)
  - C. Death or serious illness of a family member
  - D. A court proceeding
  - E. A religious activity (requires prior approval from the principal)

F. Other absences previously approved by the principal

**Note: Students will not be excused to accompany parents on personal business trips or vacations.**

2. **A parent must call the attendance office (601-924-5510) by 11:00 a.m. on each day of the student's absence for verification if it is to be counted as one of the six (6) excused absences per class per semester.**
3. Unless specifically NOTED by a physician, doctor appointments will be excused only for a maximum of one-half day, (2) periods.
4. All other absences will be unexcused.

#### **EXCEPTIONS**

Absences in excess of six (6) days per class period each semester may be excused upon presentation of a medical statement signed by a licensed physician or at the discretion of the principal after an at-school conference with the parent; however, this will not automatically result in the excused absence. **All medical excused absences must be turned in to the office within two (2) days of the absence.**

#### **EXTENDED ABSENCES**

When a student is absent for more than five (5) consecutive days, the following guidelines must be followed:

1. If the student intends to receive an excused absence, he/she, upon returning to school, must present a statement from a licensed physician certifying specific dates missed due to the medical condition.
2. The student anticipating an extended absence due to a medical reason must notify his/her counselor prior to the absence so that orderly academic progress may be made during the absence.
3. Failure to comply with either of the above guidelines may result in the student not being permitted to complete for credit the academic work missed during the absence.
4. After a student has accumulated five unexcused absences they will be reported to the State Attendance Officer.

#### **OFFICIAL ABSENCES**

Absences that are incurred due to school-related functions may be excused as OFFICIAL if prior permission has been obtained from the principal. If an official absence has been granted, the student must:

1. Obtain assignments before scheduled absence and
2. Submit completed assignments to appropriate teachers upon date of return.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

A student who needs to make up work missed due to an excused absence must contact each of his/her teachers immediately upon returning to school and set a time when the missed work can be completed. Although an absence is excused, students will receive no credit for work missed unless it is made up. The subject teacher is responsible for setting a reasonable deadline and aiding the student in bringing his/her work up to date. All work must be made up within a number of days equal to the number of days the student was absent (for example - one day absent has one day to make up work) up to a maximum of five (5) school days; otherwise, an automatic zero (0) will be assigned for the work missed. Upon a parent's request, make-up work will be requested by the attendance office after a student has missed three (3) consecutive days of school with an excused absence. Work will not be requested in the event of suspension from school or unexcused absences.

Long-term assignments that were made prior to a student's absence will be due upon his/her return to school. Any student with extenuating circumstances should talk with his/her teacher about the assignment.

### **MAKE-UP WORK FOR UNEXCUSED ABSENCES**

Those students who return to school with absences designated as unexcused will take only assigned tests missed during the class period in a designated area on the first day he/she returns to school. Any student who refuses or declines to take his/her tests at this time will automatically receive a zero (0). Daily work cannot be made up nor will homework be accepted that was due. NO EXCEPTIONS.

Long-term assignments that were made prior to a student's absence will be due upon his/her return to school. Any student with extenuating circumstances should talk with his/her teacher about the assignment.

### **REPORTING ABSENCES --ATTENDANCE OFFICE (601-924-5510)**

**When a student is absent, a parent MUST call the attendance office before 11:00 A.M. on each day of the student's absence. If the parent has not contacted the attendance office prior to this time, the attendance office will attempt to contact the parent. In the event that the attendance office must make contact for verification, the absence will be unexcused unless the absence is verified by a medical excuse.**

#### **CHECK-OUT PROCEDURE:**

1. Any student needing to check out of school for any reason must:
  - A. Have on file a check-out card containing the signatures of the parent and the names and telephone numbers of other adults who have been authorized by the parent to check the student out of school. An EMPLOYEE of Sumner Hill Junior High may be listed only on his/her child/dependent's check-out card. **Only those persons whose names are on the card will be allowed to check out the student. This includes non-custodial parents.**
  - B. Obtain permission from the classroom teacher to report to the office (students wishing to check out between classes must get permission from their next period teacher).
  - C. Report directly to the attendance office.
  - D. All students must come by the office prior to leaving campus to ensure that proper check-out procedures have been completed.
2. In the attendance office, a notification call will be made and a parent or adult designee shall report to sign the student out on the check-out form. Proof of identification may be required to check a student out of school.
3. An administrator will handle all emergency situations.
4. NO TEACHER has the authority to permit a student to leave campus.
5. In order for a name to be added to a student's check-out card, the parent must come to the attendance office and make the change in front of the attendance secretary or other office personnel.

#### **EXCEPTIONS**

Before reporting to his/her first period class, a student may present an appointment card from a doctor, dentist, lawyer, etc., or a parental note showing the name, phone number, and appointment time to the attendance office clerk who will verify the appointment by phone, contact the parent, if necessary, and authorize the student to leave at the appropriate time. If a student presents an appointment card or a note from a parent and the appointment is verified by our attendance office, a parent will not be required to come to the office and check out the student.

***Students will not be dismissed from school when the community is under a tornado warning. School personnel are responsible for the safety of the students who are in the hallway during a tornado warning; therefore, personnel are not available to check out students in the office.***



**OPTION for EARLY Dismissal** for students participating in extra-curricular activities off campus:

Students that participate in extra-curricular activities and drive a car or ride with someone other than the transportation provided by the school may sign a dismissal form that will cover the period of time that the student is participating in the extra-curricular activity. This form will serve as permission from parents for their child to leave school on a daily basis to drive to the extra-curricular activity. The form should be signed by the parent(s) in the presence of school personnel and approved by an administrator. The form will be kept on file in the attendance office. If the student lives with both parents, both parents must sign their consent. The student is required to sign out in the attendance office each day before leaving campus.

**TARDINESS TO SCHOOL:**

1. All students who report to the school after the tardy bell rings for the beginning of first period must report to the attendance office before going to their class.
2. An acceptable excuse must be presented to determine if the tardy is to be excused. Generally, the same guidelines are used for tardiness as are applied for absences.
3. Failure to present an acceptable excuse will result in the tardy being unexcused. Students will be permitted three (3) unexcused tardies without receiving a detention. **Upon the fourth and every consecutive tardy to school, the student will receive a detention.**
4. An unexcused tardy requires the student to serve detention by the following day.
5. Although the tardiness may be excused, students will receive no credit for work missed unless the work is made up.
6. The absence from each class missed will be labeled excused or unexcused. The guidelines for determining whether a tardy is excused/unexcused are the same as those for determining excused/unexcused absences.
7. If a student reports to a class after first period, he/she must:
  - A. Have an admittance note from the teacher/administrator who caused the tardiness;
  - B. In all other situations tardiness will be unexcused, and a detention will be given by the admitting teacher.

**TRUANCY:**

1. Students are considered truant if they are unaccountably absent from school or any class or leave campus without proper authorization.
2. Students who are truant will be referred to an administrator for the following actions:
  - A. First offense - The student will receive an overnight suspension.
  - B. Second offense - The student will be placed in In-School Suspension for three (3) school days and a parent conference with an administrator.
  - C. Third offense - The student will be placed in In-School Suspension for five (5) school days and a parent conference with an administrator.
  - D. Fourth Offense - Student will be placed in the Alternative School for a 45 day placement.

**CODE OF CONDUCT AND DRESS  
CAMPUS SECURITY AND GENERAL CLASSROOM ORDER**

1. Any student who starts a disturbance or who willingly participates in one will be suspended from school-- immediately, if necessary--and will reenter only after satisfactory assurance has been given to the principal by the student and/or his/her parent that there will not be a recurrence of this type of behavior. The principal is authorized to require any student who has been involved in a fight or any other type of disturbance to leave school for the remainder of the day when such action is deemed necessary to protect the safety of the student or other students. Principals shall make no such requirement before the student's parent has been notified. Clinton Police may also be notified.
2. All persons other than school employees and pupils enrolled at that specific school must first go to the principal's office to secure admission to the campus; otherwise, they will be considered to be trespassers and, as such, subject to arrest and prosecution.
3. Any student who has in his possession an object that would be classified as a weapon while on school grounds or going to or from school will be immediately suspended by the principal pursuant to Section JCDAE(2) of the BOARD POLICY MANUAL of the Clinton Public School District. Clinton Police will be notified.

4. A teaching situation that is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. An administrator will review the case and try to resolve the problem. A student who repeatedly has been sent from class will be suspended from school attendance, placed in In-School Suspension, or withdrawn failing from the class.

#### **CONDUCT AND DISCIPLINE**

Under the Mississippi code of 1972, Section 37-11-55, Sumner Hill recognizes the teacher as the authority in classroom matters, and supports the teacher in any decision in compliance with the Code of Conduct (see policy section). "It is the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, and send that student to the office of the principal. The principal shall determine the proper discipline placement for the student."

1. The purpose of education in the Clinton Public School District is to aid young persons to prepare themselves to live their adult lives at a maximum level of productivity, self-awareness, happiness, self-control, and in harmony with their community. In addition, the students should develop a perceptive awareness of high standards of behavior, appearance, and grooming. This will ease the maturation a young person must make from childhood into the world of adulthood. With this educational purpose in mind, the Clinton Public School System has defined the minimum standards of conduct, dress, and grooming which will be acceptable for participants in this school system.
2. Those who are responsible for developing and implementing conduct and personal appearance regulations should keep in mind that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Every effort should be made to impress upon the student and the parents that discipline and order can only be maintained in the school when the school is not used as a vehicle for disruptive influence.
3. Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to and from school, at school-sponsored activities, and on school buses. Regarding school activities, Article X of the

Mississippi High School Activities Association states that:  
"The superintendent, principal, coach, or other representative of the school in charge shall be the responsible officer(s) of the school. They shall be responsible for the conduct of those connected with their schools and on trips, as representatives of the school and community. They shall be responsible for courteous treatment of visitors, both by those connected with their schools and by outsiders, during the game or contest. The school will be held responsible for any acts of violence instigated by the school officials, students, or of partisan fans. The Executive Committee and the Director of Activities of the Mississippi High School Activities Association, Inc., will recognize no plea of extenuation which suggests that those officers are not responsible."

4. The superintendent or the principal of a school shall have the power to suspend a pupil for any reason for which such pupil might be suspended, dismissed, or expelled by the Board of Trustees; but such action of the superintendent or principal shall be subject to review by the approval of the Board of Trustees (Sections 37-9-710 and 37-7-301, Mississippi School Code, 1972).
5. A student suspended by a superintendent or principal shall be entitled to a hearing and review of his/her case pursuant to Clinton School Board Policy Section JDD-R.
6. Other disciplinary action may consist of detention, loss of participation in school activities, probation, or a combination of any one or more of such actions, including appropriate constructive assignments depending on the seriousness and circumstances of the offense and the attitude of the student.
7. Teachers or administrators may impose detention as a disciplinary action on students for misconduct or disorder of conduct not serious enough to require other disciplinary action. The imposition of a detention by a teacher or administrator shall not preclude the imposition of other disciplinary action. Detention classes shall be held at a place and time to be designated by the principal. Any student failing to report for detention at the place and time designated shall be subject to other disciplinary action. The only permitted activity of students in such classes shall be study and homework. If a student remains on campus after 5 P.M. the school administrator may issue an overnight suspension. A detention shall be served on the day of its issuance or the next day. **Any student serving detention must**

**provide for his/her own transportation and should be picked up at 4:30 P.M. Any student left on campus after 5:00 P.M. will be issued an Overnight Suspension.**

8. The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or misconduct, including, but not limited to, the following:
- A. Fighting
  - B. Disorderly conduct
  - C. Harassment, Bullying, Intimidation, or Threats (Whether written or spoken, all threats or forms of harassment will be taken seriously with the appropriate disciplinary action being enforced)
  - D. Disruption of school operations, functions, programs, or activities
  - E. Disobedience
  - F. Disrespect
  - G. Insubordination (Refusing to do what you are asked to do)
  - H. Insulting language (Slang or otherwise)
  - I. Insulting behavior
  - J. Obscene language or gesture
  - K. Vandalism
  - L. Malicious mischief
  - M. Theft
  - N. Unauthorized use of school property
  - O. Damage to property, private or school
  - P. Unauthorized entry on school premises
  - Q. Loitering
  - R. Use of tobacco
  - S. Use of alcoholic beverages
  - T. Under the influence of alcoholic beverages
  - U. Use of illegal drugs
  - V. Under the influence of illegal drugs
  - W. Indecent exposure
  - X. Public indecent displays of affection (including in cars parked in the vicinity of any school building or activity)
  - Y. Leaving class, school program, or meeting without permission
  - Z. Cyberspace postings referencing school personnel in a slanderous, harassing, or intimidating manner. Handwritten notes, text messages, etc. involving school personnel or other students written in a derogatory manner will be dealt with severely.
  - AA. Any offense otherwise punishable by law
  - BB. An accumulation of offenses
  - CC. Possession/use of
    - 1) Illegal drugs or controlled substances (Prescription

- Drugs)
- 2) Alcoholic beverages
  - 3) Fireworks, explosives, or incendiary materials
  - 4) Knives, firearms, ammunition, slingshots, or any other weapon (Board Policy JCDAE(2))
  - 5) Pornographic materials
  - 6) Stolen property
  - 7) Tobacco in any form
  - 8) Cards/dice or gambling paraphernalia
  - 9) Noise-making devices or stink bombs
  - 10) Other disruptive materials
  - 11) Other materials, possession of which is punishable by law

## **RESTRICTIONS**

1. Cell phones and other electronic devices are not to be used during the school day. This includes visibility throughout the school day and being transported on a school bus.

If a student is found to be using a cell phone (including making/receiving a call, making/receiving a text message, taking pictures, etc.), the student will be assigned the following consequence:

**1<sup>st</sup> Infraction** - Cell phone is taken and parent must meet with an administrator to receive the phone. Student will serve one detention for classroom/bus disruption.

**2<sup>nd</sup> Infraction** - Cell phone is taken and parent must meet with an administrator to receive the phone. Student will serve two detentions for classroom/bus disruption.

**3<sup>rd</sup> Infraction** - Cell phone is taken and parent must meet with an administrator to receive the phone. Student is placed in In-School Suspension for three days for classroom/bus disruption.

**4<sup>th</sup> Infraction** - Cell phone is taken and parent must meet with an administrator to receive the phone. Student is placed in In-School Suspension for five days for classroom/bus disruption.

**5<sup>th</sup> Infraction** - Cell phone is taken and parent must meet with an administrator to receive the phone. Student is suspended from school for 1 day for classroom/bus disruption.

Subsequent Infractions will be handled as above by increasing the number of days of suspension.

**Confiscation during state testing will result in suspension from school.**

The school does not assume any responsibility for loss of or damage to personal items.

2. Items such as a radio, tape recorder, pager, compact disc player, laser pointer, PDA, MP3 player, Blackberry, musical instrument (excluding band instrument) and any other electronic device comparable to the above technologies are not to be used during the school day. The school does not assume any responsibility for loss or damage to personal items. The item will be taken up and returned to a parent.
3. Students are not to have in their possession or on their person items such as knives or other instruments with sharp blades or points.
4. Students are not permitted to sell any items at school without permission from the principal.
5. Students are not permitted to loiter in the teachers' parking areas.
6. Students are not permitted to sit or lean on cars during the school day.
7. Students are not permitted to sit on top of desks or tables.

#### **No Open Container Policy**

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

#### **SAFETY**

In order to ensure the safety of all students at Sumner Hill, the following precautions will be observed:

1. The doors at the ends of the building will be locked at all times. Students who are entering the building from the gym or field house must use the main entrance door when the others are closed and not accompanied by a coach/teacher. Knocking on the door or other such disturbing behavior which interrupts instruction will result in a detention.
2. Any clothing, bookbags, etc. considered suspicious will be investigated by an administrator as a safety precaution.
3. Students and faculty are encouraged to report anything or any suspicions which would result in injury or bodily harm to one's self or fellow students. This can be reported in an anonymous fashion to protect any student's identity.
4. Students are not allowed to approach vehicles before school or during lunch without teacher approval.

## **POSSESSION OF A FIREARM (GUN) ON SCHOOL PROPERTY**

### **Guns/Firearms**

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

### **Other Weapons - Possession Of**

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

### **Other Weapons - Possession Of**

1. Possession, by students, of any hard or sharp object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, on a school bus, on the way to and from school, or at any school function or activity shall be considered in violation of this policy. Suspensions or other punishment for violation of this section of the policy shall be awarded by the principal who shall deal with each individual case based on the circumstances.
2. The following Clinton School Board Policies authorize expulsion of any student who has a firearm (gun) or ammunition in his/her possession on school property, possession means having the gun on one's person or in school locker, desk, or vehicle.
  - A. JCA, STUDENT CONDUCT
  - B. JCB, CODE OF CONDUCT
  - C. JCDAE(2), POSSESSION OF



## **FIGHTS**

A fight is defined as any physical contact done in anger from one student to another; i.e. Hitting, Slapping, Pushing, Shoving, Tripping, Kicking, etc.

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

In the event that there is a fight during a class change, there will be a long continuous ringing of the bell to alert students to move into the nearest open classroom to be clear of the fight. Anyone left surrounding a fight will receive disciplinary action as determined by the administrators.

The penalty for participating in a fight will be as follows:

<b>First Offense:</b>	Three (3) days out-of-school suspension
<b>Second Offense:</b>	Five (5) days out-of-school suspension
<b>Third Offense:</b>	Recommendation for <b>expulsion</b> from school for a period not to exceed one calendar year

**Students who participate in a "group" fight (three or more students) will be automatically suspended from school for ten (10) days and are subject to expulsion.**

## **SUSPENSION**

Suspension from school attendance is used in cases of misconduct or the continued failure to abide by school regulations. All suspensions will have a limit set at the time the suspension is imposed; it will be in effect until a specified date or until certain conditions have been met.

Students may be suspended by the principal or assistant principal. When a student has been suspended for three (3) or more times, the student may be placed in the alternative school or it may be recommended to the superintendent that the student be suspended for the remainder of the semester.

Suspensions normally start the day after an offense has been committed unless determined by the principal that the student should be suspended immediately. In all cases of suspension, a parent, student, and administrator conference will be held at the school prior to the student's return to classes. All assigned tests missed

must be made up the day the student returns to class because suspensions are unexcused.

### **LONG TERM SUSPENSIONS AND EXPULSIONS**

There are four types of out-of-school suspensions:

**Overnight -**

A student is suspended from school attendance until a conference is held with an administrator and the parent/guardian. If the student returns to school without a parent, they will be placed in In-School Suspension until their parent comes for the requested conference. If a parent refuses to come to the school for the requested conference, a report to DHS will be made by the school.

**Class I Suspension -**

A student is suspended for 1-3 days. Appeal to principal.

**Class II Suspension -**

A student is suspended for 4-10 days. Appeal in writing to the Superintendent of Schools within five school days of suspension. If no appeal is made the principal's recommendation will automatically take effect.

**Class III Suspension -  
or Expulsion**

A student is suspended for 11 days or more. Appeal in writing to the Superintendent of Schools within five (5) school days of suspension. If no appeal is made, the principal's recommendation will automatically take effect.

### **DRUGS/ALCOHOL POSSESSION/USE BY STUDENTS**

Students are prohibited from carrying, possessing in any manner, using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled, in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law. This will include any substance which if falsely represented to be a controlled or counterfeit substance.

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

The provisions of this policy (School Board Policy JCDAC) shall apply to all students during the period of time that they are under

and subject to the jurisdiction of the Clinton Public School District, while participating in or going to or from any school-related activity, at any place where an inter-scholastic athletic contest is taking place, during the course of any field trip, during the course of any trip sponsored by the Board, while under the supervision and direction of any teacher, principal or other authority of this school district, when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

The district may require any student to submit to a drug/alcohol test (within a five hour block of time) at the expense of the parent if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. A refusal or failure to take a drug and/or alcohol test shall be considered a positive drug and alcohol related offense. Alcohol/drug testing (including the expense) is the responsibility of the parent to refute any charges.

The consequence for failure to abide by the above will be expulsion for one calendar year. Clinton Police will be notified of any situation involving drugs and/or alcohol.

If a student is taking prescription medication, the administration must be informed immediately. All prescription and over-the-counter medication, including Tylenol, Advil, aspirin, and any other form of medicine, must be kept locked in the office.

#### **MEDICATION**

The following is the Clinton Public Schools policy on the administering of medication: School personnel shall not exceed the usual practice of competent first aid where required. They shall not diagnose and they shall not administer medication of any kind except as prescribed by a licensed medical doctor, and then only for first aid or emergency purposes; except that a registered nurse may perform the services for which he/she has been trained and may carry out the instructions of a doctor.

The following is Sumner Hill's policy on medication at school: Medications taken on a long term basis (Ritalin, Cylert, etc.) must be supported by a written request from the physician for each new school year.

While at school, students are not allowed to have medication of any kind in their possession. Therefore, all prescriptions must be brought to the office by a parent and given to an administrator or office personnel. Students should go to the office between classes to take medication unless special arrangements are made with the administration for a student to leave class for this purpose. All medication will be kept locked in a separate room.

### **USE OF ALERT DOG TO DETECT ILLEGAL DRUGS**

When deemed appropriate by the principal or the superintendent of schools, an "Alert Dog" may be used to detect illegal drugs upon or within all facilities--grounds, lots, vehicles, buildings, and the furnishings therein, including lockers. If the presence of drugs is indicated within any of the said facilities, the student or other person permitted to use the facility will be notified and if requested, given the opportunity to be present when the facility (locker, desk, cabinet, vehicle, etc.) is opened and searched. If illegal drugs are found, an investigation will be conducted, and appropriate disciplinary and/or legal action will be taken against the person or persons responsible for bringing and/or possessing such drugs on the school campus.

### **GANGS**

Obscene language or symbols, drug and/or alcohol symbols, or satanic symbols on clothing are expressly prohibited. Any student wearing or carrying gang, satanic, drug or alcohol paraphernalia or symbols, or making gestures that symbolize gang membership, shall be referred to the principal or designee. The student's parent shall be contacted, and the student shall be sent home to change clothes. The student is also subject to disciplinary action to be determined by the principal or designee.

### **BULLYING/HARASSMENT**

Students and employees in the Clinton Public School District are protected from bullying and harassing behavior, whether on or off campus, by other students or employees. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonable perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education performance, opportunities or benefits. Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five calendar (5) days after the alleged act or acts occurred. The complaint will be investigated promptly. Parents will be notified of the nature of any

complaint involving their student. The district official will arrange meetings as may be necessary with all concerned parties at scheduled times as prescribed by School Board Policy JDDA. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, when subjected to bullying or harassing behavior, the Clinton Public School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee.

#### **RACIAL HARRASSMENT**

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

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

#### **TOBACCO USE/POSSESSION**

Tobacco use and/or possession is not permitted anywhere on campus including parking areas. The penalty for use and/or possession is a three-day out-of-school suspension. There will be no exceptions to this rule.

#### **UNAUTHORIZED USE OF BUILDINGS**

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

#### **REMOVAL FROM SCHOOL-SPONSORED EVENTS**

Unacceptable behavior by a student at a school-sponsored event will not be condoned. When malicious behavior is observed by a school official, the student will be corrected, and depending on the existing situation, the student will be allowed to remain at the event or requested to leave. If the student is requested to leave the event, upon returning to school, he/she will receive an appropriate disciplinary action which could include suspension from

school attendance, suspension from future school-sponsored events, or any other disciplinary action deemed appropriate by the administration.

**DESTRUCTION/DEFACEMENT OF SCHOOL PROPERTY**

Any student in grade seven (7) or above who vandalizes, destroys, or defaces school property with paint or otherwise, or who floods a school building shall be suspended for the remainder of the current semester and shall be readmitted at the beginning of the next semester only after the student and/or his /her parent provides an assurance in writing that such behavior will not be repeated. In addition, the parent shall be requested to pay the cost of restoring the damaged or defaced property. Students guilty of destroying, breaking, or defacing school property shall be assessed the cost of repairing or replacing damaged property this includes but not limited to windows, desk, tables etc.

**CRIMESTOPPERS**

**601-355-8477 (TIPS)**

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

**CHEATING**

Utilizing, receiving, or giving unauthorized help on school-related assignments is not permitted and will not be condoned at Sumner Hill Junior High School. Students who are suspected of "cheating" by a teacher will be informed of the allegations in a private and professional manner. If determined, beyond a reasonable doubt, that the student is guilty of such allegations, a zero (0) will be issued for that assignment. If the assignment is a major grade, term paper, nine-week tests, etc., a written discipline report with evidence of allegations will be submitted to the principal's office and the student will be suspended overnight so that a conference with the student's parent may be held.

## **IN-SCHOOL SUSPENSION**

Students placed in In-School Suspension (ISS) must report to the school office with a parent for a conference with an administrator prior to placement. Students must bring the appropriate materials for studying and completing assigned tasks (books, pencils, pens, paper, etc.) Students will be given their assignments by the ISS teacher. The student will remain in ISS the entire day. Failure to follow the rules of ISS will result in the student being suspended from school until such time as he/she can return back to school and follow the rules of ISS.

Students who are assigned to ISS are expected to properly complete all class assignments, follow all school rules, and fully cooperate with the ISS teacher. Before leaving each day, each student will be informed by the teacher if the day spent in ISS will count. Should the day not count, a make-up day will be added to the end of the original suspension from class. In order for the day to count, the following criteria must be met:

1. Daily work is satisfactorily completed.
2. Appropriate classroom behavior is displayed throughout the day.
3. All school rules are followed.

Students assigned to ISS should report directly to the ISS room upon arrival to school, even if there is an activity planned for that day. Students who are suspended from class are also suspended from all extra-curricular activities including practice. Students will remain in the ISS room for the entire day. Students should bring all books and supplies from their lockers. They will not be allowed "locker breaks."

Continued violation of ISS guidelines will result in a parent or Clinton Police being called to come and remove the student from school. A student sleeping or refusing to follow instructions will fall under this category.

## **DETENTION**

**Detention is held in room E16 from 3:45 P.M. - 4:15 P.M.**

Teachers or other administrators may impose detention as a disciplinary action on students for misconduct or disorder of conduct not serious enough to require other disciplinary action.

The purpose of detention is twofold: (1) to serve as a minor punishment; and (2) to warn the student that an element of his or her behavior is unacceptable and must be changed.

1. **Detention will be served either on the day assigned or the next school day.**

2. Students must report directly to the detention room at 3:45 and remain there until 4:15 P.M. Failure to serve a detention will result in the addition of a second detention issued by an administrator. If the student does not serve both detentions, he or she will receive an in-school suspension. The student will not be allowed to return to class until he or she has served **all** accumulated detentions.
3. A tardy to detention will result in the assignment of an additional detention and the student will not be allowed in the room. The student will thereby be required to serve two detentions.
4. If a student is assigned and fails to sign or initial the detention, an additional day of detention will be assigned by an administrator. Signing or initialing the detention is an acknowledgment of being assigned the detention and is no way to be construed as an admission to the offense. Students who are assigned detention must report to the detention room prior to the 3:45 P.M. bell. Students may be given one (1) day to make arrangements for transportation, if necessary. The time a student spends in detention must be spent studying. All students must report to detention with books and/or study materials. Any student serving detention must provide for his/her own transportation and must be picked up at 4:15. **The building will be vacated and locked by 5:00. Any student remaining at that time is subject to an overnight suspension.**
5. If a student is absent or checked out of school and consequently misses detention, the absence from detention may or may not be excused. This will be determined by whether or not the absence is excused or unexcused. If the absence is excused, the student will simply stay for the detention the next day he/she is at school. If the absence is unexcused, a make-up detention and one (1) more detention will be issued.
6. A student receiving **five detentions** will receive a **warning letter**. A copy of the letter will be given to the student and an additional one mailed home after he or she has served his or her fifth detention.

**An accumulation of detentions will be treated as follows:**

- 5 detentions** - After serving 5th detention, the student receives a warning letter.
- 10 detentions** - 3 days in-school-suspension (ISS)
- 15 detentions** - 5 days in-school suspension (ISS)
- 20 detentions** - 3 days out-of-school suspension
- 25 detentions** - 5 days out-of-school suspension



**30 detentions** - Consideration for Alternative School placement at the discretion of the administrator for a 45-day placement.

**DETENTION RULES:**

Students are expected to:

1. Come in the room quietly and have a seat. There will be absolutely no talking or making noise of any kind after entering the room.
2. Complete detention handout in its entirety. After completion, students can take out their study materials. Students must have materials to read, work on, or study until 4:15 P.M. (Not a minute before).
3. Keep their personal belongings to self. Do not touch anyone else's belongings. Do not pass paper, notes, pencils, and etc.
4. Sharpen pencils before the tardy bell rings.
5. Do not prop feet on the back of the desk or in a chair.
6. Place all book-bags or back-packs on the floor, not on the table or desk.
7. Keep all trash until the end of detention.
8. Absolutely no sleeping or looking around will be permitted.
9. Students are required to wear their Sumner Hill I.D. badge at all times during the school day. Detention is an extension of the school day.
10. All questions will be answered after detention, not during (except emergencies). A detention will be issued for disturbing detention.
11. If a student gets another detention in detention, he/she will serve it on his/her next available day.
12. Dress code will be enforced while serving detention.

**DRESS CODE**

1. All students are expected to observe certain minimum standards of hygiene, sanitation, and personal appearance. The following regulations are to be observed by all students when participating in any school related function or activity with exception of athletic uniforms during competition. Students suspected of dress-code violation will be sent to the office for determination of violation. If a change in dress is required, a detention will be issued. If the change requires the student to be out of class for more than one half of the class time, the absence will be designated as unexcused.
2. It is virtually impossible to write a regulation which will adequately cover every detail of appropriate conduct and dress. Therefore, it is necessary for the principal for each school to make judgments as to whether a student is properly groomed and

dressed and/or is manifesting appropriate behavior as to not cause a disruption or interference with school activities. Our attention is turned to educational pursuits; therefore, we are attempting to eliminate as much confusion as possible.

3. Parents are encouraged to monitor their child's adherence to the Dress Code before he/she arrives at school. When students come to school dressed appropriately, teachers, administrators, and staff members are better able to implement the school district's educational program. It is in the spirit of educating students for their future that these standards of modesty and respect are set.
4.
  - A. Hair shall be groomed so as not to extend below the eyebrows and cover or obscure the eyes or any part thereof.
  - B. General grooming shall not be allowed in class. This includes but is not limited to brushing/fixing hair and applying makeup.
  - C. Hair shall be free from obnoxious odors, maintained clean in quality, and neat in appearance.
  - D. Picks and combs shall not be worn in hair.
  - E. Shoes or sandals shall be worn. **No house shoes/slippers or athletic slides are allowed.**
  - F. **Tank tops and muscle shirts shall not be worn. Any sleeveless shirt or dress must be at least two inches wide at the shoulder with NO undergarment showing.**
  - G. Midriffs shall not be exposed at any time.
  - H. Cleanliness of both dress and body is mandatory.
  - I. Pants must be worn at waist level. Sagging is strictly prohibited. Belts, if worn, must be buckled.
  - J. No undergarments should be visible, including but not limited to standing, sitting, stretching, bending, stooping.
  - K. Fasteners designed for use with an article of clothing will be used appropriately at all times.
  - L. Clothing with vulgar, indecent, or suggestive writing or symbols shall not be worn.
  - M. Clothing advertising tobacco, alcohol, weapons, ammunition and drugs shall not be worn.
  - N. Unless prescribed, sunglasses shall not be worn inside the buildings.
  - O. No clothing considered and designed as underclothing shall be worn as an outside garment.
  - P. Any article of clothing designed to cover the lower part of the body must come no higher than four (4) inches above the center of the knee and be hemmed. This includes

dresses, skirts, overalls, skorts, shorts, etc. Skirts or dresses with slits, kick pleats, or any openings must have the top of the opening within four (4) inches of the middle of the knee. Also no writing across the seat of the pants will be allowed.

- Q. Hemmed, loose fitting walking or Bermuda shorts and skorts may be worn.
  - R. Unacceptable outer-wear for the lower part of the body includes: unhemmed, ragged and cutoffs, running or soccer shorts, bicycle/spandex pants or leggings/shorts, cut-off warm-ups, gym shorts, and pajamas or pajama-like material. No sagging pants which expose undergarments will be allowed. Pants must be worn at or above the waist.
  - S. Jeans, shorts, and other garments with holes, which expose the skin or any undergarment, shall not be worn. (Tape may not be used to cover holes.) Leggings must be worn underneath jeans/shorts or other garments with holes. No skin should be exposed.
  - T. No head covering such as hats, caps, bandanas, etc. shall be worn inside the buildings unless it is approved for religious purposes.
  - U. Appropriate and adequate underclothing shall be worn.
  - V. No see-through clothing shall be worn unless worn with appropriate underclothing. (Must meet outer garment requirements...for tops - 2" strap)
  - W. No clothing top shall be so low in the front as to expose any part of the breast; this includes cleavage, or shall be excessively low in the back. No clothing shall be off the shoulders.
  - X. Any style of clothing determined to be immodest in dress such as skintight clothing is prohibited. If leggings are worn, an appropriate covering garment must also be worn.
  - Y. Any style of clothing or accessory deemed unsafe shall not be worn. Examples are wallet/watch chains, heavy medallions, or spiked jewelry.
3. Students are expected to dress and groom within the limits set by these standards. Students are expected to obey the rules and directions of their teachers and principals in charge of their educational program. Parents are requested to see that their children conform to the limits set by the personal appearance standards. Parents are requested to encourage their children to participate in the spirit intended by the standards for personal appearance and the discipline program. The personal appearance code will be positively enforced by teachers, principals, and administrators.
4. These standards for dress, grooming, and discipline with appropriate

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

**Consequences for Dress Code Violation:**

Student will be sent to Front Office

1<sup>st</sup> infraction -Detention issued

2<sup>nd</sup> infraction -Two detentions issued

3<sup>rd</sup> infraction -Overnight suspension, parent conference required

4<sup>th</sup> infraction -Student suspended for one day, parent conference required

Subsequent infractions increase the days of suspension

**Clinton Public School District Athletic Eligibility Rule**

The Mississippi High School Activities Association (MHSAA) requires that eligibility be checked prior to any student's participation in extracurricular school activities. These extracurricular activities include athletics, cheer/dance teams, choir, show choir, JROTC, speech/debate and band.

The CPSD will adhere to all MHSAA general eligibility rules when determining eligibility for these activities. These "general rules" cover various elements of student eligibility such as student residence and student age.

In addition to the general eligibility rules, students must also meet set academic standards to maintain their eligibility. The CPSD will adhere to the MHSAA academic rule for determining academic eligibility of students in 7<sup>th</sup> - 9<sup>th</sup> grades.

Per instruction from the MHSAA, the CPSD is responsible for establishing the academic standard for determining eligibility for students in 10<sup>th</sup>-12<sup>th</sup> grades. This standard must insure that each student is making "satisfactory progress toward graduation" when determining eligibility for extracurricular activities. This new academic standard for 10<sup>th</sup> - 12<sup>th</sup> grades will take effect at the start of the 2011 Spring Semester and applies to student eligibility for the next academic year. Then new academic eligibility rule is as follows:

Eligibility for students will be checked on 2 occasions. First, eligibility will be checked at the end of the 2<sup>nd</sup> - semester to determine eligibility for the next academic year:

Student classified as a "Freshman":

Must pass 6 credits with a "C" average

Student classified as a "Sophomore":

Must pass 6 credits with a "C" average

Student classified as a "Junior":

Must pass 6 credits with a "C" average

Students may attend summer school or take correspondence courses in order to pass 6 credits with a "C" average to meet the academic standard for eligibility. Any extra coursework needed for eligibility must be completed before the start of the next academic year.

Eligibility for each student will be checked a second time at the end of the 1<sup>st</sup> semester to determine eligibility for the 2<sup>nd</sup> semester:

Each student must have an overall "C" average when averaging all of their grades for the 1<sup>st</sup> semester. If a student does not meet this standard, they will then lose their eligibility for the 2<sup>nd</sup> semester of that academic year.

Once in a high school career, a student may regain eligibility for the 2<sup>nd</sup> semester if they have an overall "C" average when averaging all of their grades for the 1<sup>st</sup> 9 weeks.

The CPSD will follow the MHSAA eligibility guidelines regarding the participation of special education students in extracurricular activities.

In certain instances, a student may make significant academic improvement over the course of the year, but fall short of the required academic standard for eligibility. In these special circumstances, the Athletic Director can request a "hardship" ruling on behalf of the student. This request will be considered by the eligibility committee of CPSD to determine if the hardship will be granted.

#### **EXTRA-CURRICULAR/INTERSCHOLASTIC ACTIVITIES AND PARTICIPATION**

- A. Sumner Hill Junior High School supports a strong program of extra-curricular/interscholastic activities including football, basketball, track, concert choir, band, clubs, and special programs. Any student desiring to participate in these activities should contact the coach/sponsor of that activity or the principal and should be prepared to furnish the coach/sponsor with a certified copy of the student's birth certificate.
- B. Sumner Hill Junior High School students will not participate in extra-curricular activities that require more than six planned absences in the same class period in courses for which grades and/or units of credit are issued. Students must arrive at school by 11:30 A.M. and stay the remainder of the day in order to participate in extra-curricular activities, or be at school by 8:15 A.M. and not check out until after 1:00 P.M.
- C. Sumner Hill Junior High School students will not participate in extra-curricular activities that require more than six planned absences in the same class period in courses for which grades and/or units of credit are issued. Students must arrive at school by 11:30 A.M. and stay the remainder of the day in order to participate in extra-curricular activities, or be at school

- by 8:15 A.M. and not check out until after 1:00 P.M.
- D. A Sumner Hill Junior High School student must be in attendance sixty-three percent (63%) of the instructional day in order to participate in a school-sponsored activity. Students who plan to participate in a Saturday activity must be in school for sixty-three percent (63%) of the day on Friday.
  - E. Sumner Hill Junior High School is an active participant in the Mississippi High School Activities Association which governs all extra-curricular/interscholastic activities

#### **FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES**

Students who are suspended (including over-night suspension, in-school suspension, and out-of-school suspension) will not be allowed to participate in field trips or extra-curricular activities while they are suspended. Exemplary behavior is always encouraged and expected of our students. Field trips or other extra-curricular activities are a privilege, not a right. Participation is, therefore, at the discretion of the school administrator.

#### **ALTERNATIVE SCHOOL**

The purpose of the Secondary Alternative Program for the Clinton Public School District is to offer a program for students who have been suspended or expelled from regular class attendance for the minimum of one grading period and the maximum of one calendar year. Students who are placed at the Alternative School for disciplinary reasons are not permitted to be on other Clinton Public School District campuses or attend any school activity. Students enrolled at the Alternative School who are found to be in violation will be considered trespassers and, as such, will be subject to arrest and prosecution. Any student enrolling in the Clinton Public School District from a correctional program will be placed at the Alternative School for nine (9) weeks as a transitional period before returning to regular class attendance.

## **GENERAL POLICIES**

#### **STUDENT EVALUATION**

1. Teachers will give frequent assignments including classwork, homework, and tests to evaluate each student's progress. Each term teachers will assign a minimum of three (3) and a maximum of five (5) tests, in addition to the nine-weeks or semester exam. Classwork and homework assignments will be limited to a combined minimum of fifteen (15) and maximum of thirty (30) assignments per term.
2. Teachers will give frequent tests to evaluate each student's

progress. At the end of the first nine-weeks of each semester an exam will be given to evaluate a student's progress over that period. Each exam will be averaged with a value of 25% of the corresponding grading period. At the end of each semester, an exam will be given to evaluate a student's progress over that entire period. The semester average will be determined by the averages of each nine-weeks term counting as a combined 80% and the semester exam counting 20% of the overall semester average.

3. The yearly average--for courses offering one unit of credit--will be determined by averaging two semester grades together.

**STUDENT EXEMPTIONS:**

1. Students may be exempt from their final exams only. In order for a student to qualify for an exemption, each of the following requirements must be met:
  - a. must have an overall yearly average of 80 or higher in that specific course
  - b. must not have received any In-School or Out-of-School Suspensions for any reason
  - c. must not have received any unexcused absences

**GRADE REPORTS:**

1. Grade reports will be issued on the dates specified on page 4.
2. The grade report is to be taken by the student to his/her parent. Some teachers may require the student to have the report slip signed and returned. Each grade report will reflect the grade earned for each grading period and the number of absences accumulated in each subject.
3. Teachers export grades to the principal each progress report and report card date. Parents are welcome to call for their child's updated grades or view their child's grades on PowerSchool by accessing the Parent portal at <http://powerschool.clintonpublicschools.com/public/>.
4. Weighted grades for honors classes are not displayed on grade reports or on PowerSchool. Honors teachers provide students and parents with a conversion chart to assist in determining the student's actual grade. A notice in the student's cumulative record notes the school district's use of weighted grades for honors classes.

**GRADING SYSTEM:**

Students will be assigned number grades in all academic subjects. These number grades are equivalent to the traditional letter grades as follows:

90 - 100 . . . . .	A . . . . .	Indicates SUPERIOR work
80 - 89 . . . . .	B . . . . .	Indicates GOOD work
70 - 79 . . . . .	C . . . . .	Indicates AVERAGE work
65 - 69 . . . . .	D . . . . .	Indicates POOR work
64 and below . . . . .	F . . . . .	Indicates FAILING work

Incomplete . . . . .	I . . . . .	Work not completed
Withdrew failing . . . . .	WF . . . . .	Course dropped after deadline
Withdrew . . . . .	W . . . . .	Course dropped before deadline
Withdrew passing . . . . .	WP . . . . .	Student withdrew-health reasons

\*In addition, to the scale above, all honors classes are weighted by a factor of 1.05. (See notice #4 under Grade Reports above).

**Grading Policy**

A nine weeks average will be determined using the following percentages:

Tests =	35%
Homework =	15%
Classwork =	25%
Nine weeks test =	25%

**HONOR ROLL**

To recognize academic achievement, students enrolled in at least four (4) academic courses that maintain an A or B average in all classes will be recognized for their academic achievement at the end of each nine-week grading period. Weighted grades in honor classes are used in determining honor roll.

**STUDENT PROGRESS REPORTS**

Student progress reports will be issued for commendation or for notice of deficient work. The progress reports will be issued midway through each nine-week period and at other times throughout the school year at the teacher's discretion. A parent may request a progress report for his/her child. This request should be made through the guidance office by noon Wednesday of any given week. Requested progress reports will be available on Friday of the same week. (Weekly lesson plans will be posted for students each Monday by their subject area teacher).



## **ACCIDENTS**

In cases of sudden illness or an accident resulting in injury, which occurs at school, the student will be cared for as well as possible. An administrator or office personnel will notify the parent. An accident report will be completed and mailed to the parent.

In a case where a parent cannot be reached and the illness/injury is sufficiently severe, the student will be taken to the nearest hospital or to the office of his/her family physician.

## **CHANGE OF PUPIL'S ADDRESS**

Change of personal data, address, or telephone number should be reported to the guidance office as soon as possible. If public transportation is needed, an orange form must be obtained from an administrator.

## **ANNOUNCEMENTS**

### **A. PUBLIC ADDRESS:**

1. In order to keep interruptions of classroom work to an absolute minimum, only essential school-wide announcements will be made over the intercommunications system. Students are required to be seated and attentive during all public address announcements.
2. Occasionally, it may be necessary to make announcements during class periods, but this practice will be reserved only for business of a most urgent nature.

### **B. DAILY BULLETIN:**

1. A daily bulletin, the ARROW, is made available to inform teachers and students of upcoming activities and important events. Therefore, the student section of the bulletin shall be read aloud during homeroom through the intercom system. Students will be held accountable for all information issued in the ARROW. The ARROW is also available on our school website at [clintonpublicschools.com](http://clintonpublicschools.com) under the heading Announcements.
2. Announcements for the daily bulletin must be submitted in writing, signed by a staff-faculty member, approved by an administrator, and dated or simply emailed to an administrator for approval. Announcements shall be given to the school secretary prior to 3:30 P.M. on the day before the announcement is to appear.

## **PLEDGE OF ALLEGIANCE**

In accordance with Senate Bill 2321 all schools of this state shall require teachers to have all pupils repeat the oath of the allegiance to the flag of the United States of America at the beginning of the first hour of class each day.

### **BUS Transportation**

All students who live in the Clinton Public School District may be transported on school buses. Students who ride the buses are subject to all School Board policies from the time they **leave their doorstep in the morning through the time they get to their doorstep in the afternoon.** Riding the bus is a privilege.

Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. Behaviors that hold consequences for students being transported include:

- Failure to remain seated
- Hitting
- Fighting
- Profanity
- Bothering others
- Electronic devices
- Other... (Includes any other behavior that the driver deems to be unsafe or is considered to be a school violation.)
- Throwing objects out of bus
- Throwing objects on bus
- Hanging out of window
- Lighting matches/lighters
- Smoking on bus
- Vandalism

### **Bus Transportation Consequences**

- 1<sup>st</sup> Bus Report - Conference with an Administrator - copy of report is sent home
- 2<sup>nd</sup> Bus Report - Three (3) day suspension from bus services
- 3<sup>rd</sup> Bus Report - Five (5) day suspension from bus services
- 4<sup>th</sup> Bus Report - Ten (10) day suspension from bus services
- 5<sup>th</sup> Bus Report - Fifteen (15) day suspension from bus services
- 6<sup>th</sup> Bus Report - Suspension from bus services for the remainder of the school year

### **CORRIDOR PASSES**

No student shall move in a corridor--except during period changes--without a valid corridor pass in his/her possession. The student will present the pass to any teacher/staff member upon request. Students absent from class without a valid pass will be considered truant.

### **CORRIDOR TRAFFIC**

In passing to and from classes and going to lunch, students should walk on the right side of the hallways. Congregating in groups, walking several abreast, and "standing around" blocks the normal traffic flow. Teachers will enforce these guidelines. Under normal circumstances, unless a student is using his/her locker, he/she should keep moving.

### **STUDENT DELIVERIES**

School officials have determined that deliveries to or for students made to the schools by businesses or other commercial enterprises are a distraction and are often disruptive. This is particularly true when flowers, balloons, and other such favors are delivered to the schools for students. Thus, school personnel will not accept deliveries, except medical supplies, made to Sumner Hill Junior High School for students by businesses or other commercial enterprises. Any parents bringing lunch to students must report directly to the attendance office and office personnel will deliver the lunch to the student. The student will not be allowed to take lunch from a fast food restaurant into the cafeteria. The student will be allowed to eat in the office conference room.

### **EMERGENCY DRILLS**

In accordance with current state emergency and safety regulations, unannounced emergency drills will be held throughout the year. Teachers are responsible for informing their students of emergency procedures.

#### **FIRE DRILL:**

1. The warning will be given by the continuous sound of the bell.
2. Students will file out the appropriate exit(s) in an orderly manner and assemble well away from the building.
3. Teachers will take their grade books with them when they leave the classroom in order to call roll outside.
4. Students will return to their classroom immediately upon the ringing of the regular bell system.

#### **TORNADO DRILL:**

1. The warning will be given by an intermittent ringing of the regular school bell system.
2. In a quiet and orderly manner, students will file into the hallways and sit in double rows as close to the sides of the walls (or lockers) as possible.
3. Teachers will take their grade books with them when they leave the classroom.
4. Students will return to their classrooms immediately upon the ringing of the regular bell system.
5. Students will NOT be dismissed from school during the time a tornado WARNING is in effect.

#### **EARTHQUAKE DRILL:**

1. Students will immediately TAKE COVER under desks or under tables away from classroom hazards, and turn away from windows.
2. Students will remain in sheltered position for at least 60 seconds or until tremors have ceased.

## **Emergency Codes**

**Code Yellow** - Staff alert.

**Code Orange** - There is definitely a crisis.

**Code Red** - There is a serious crisis. Take immediate sheltering actions.

**Code Green** - The crisis is over.

**Code Blue** - There has been a bomb threat. Evacuate the building as you would for a fire.

## **E-mail Communication**

The Clinton Public School District has email service available to each teacher and administrative staff. As a general rule, email service is subject to many areas of unreliability; therefore, anyone with important matters should follow up with a phone call. Furthermore, the district can not be held responsible for not receiving or failing to open email in a timely manner.

## **I. D. BADGES**

1. Each student at Sumner Hill Junior High School must obtain and maintain a current I.D. badge and must be worn on a lanyard. I.D. badges will be made at the time of registration, and the badges and lanyards will be issued to the students on their first day of school. The initial cost of an I.D. badge is included in the designated fee. Also included in the designated fee is the cost of a duplicate I.D. badge and lanyard. The duplicate will be kept by the homeroom teacher. The cost of a replacement for a lost or destroyed I.D. badge and lanyard is \$5.00 (\$2.50 for the I.D. and \$2.50 for the lanyard). Please see Mr. Brown if a new I.D. badge and/or lanyard needs to be purchased.
2. STUDENT MUST HAVE HIS/HER I.D. BADGE AND LANYARD ON AROUND THEIR NECK TO BE PROPERLY DISPLAYED (VISIBLE) AT ALL TIMES WHILE ON SCHOOL CAMPUS. FAILURE TO DO SO WILL RESULT IN A DETENTION. THE STUDENT'S I.D. MAY ALSO BE REQUIRED FOR SPECIAL SCHOOL-SPONSORED ACTIVITIES.
3. Students that do not have the I.D. badge and lanyard will:
  - Check out their duplicate I.D. badge and lanyard from their HR teacher.
  - The student will then be required to return the duplicate the following morning to the HR teacher and have their original Id to wear.
  - If a student does not return the duplicate or needs to check it out an additional day the student will be sent to the assistant principal's office and a detention will be issued each day until the duplicate is returned along with the original or a new Id is purchased.

- The student will have the opportunity to buy a replacement badge and lanyard at any time.
4. **I.D. badges may not be damaged or defaced. A new badge will be required for any such incident.**

#### **LIBRARY MEDIA CENTER GUIDELINES**

1. Students with a library pass issued by their teacher may go to the library media center (LMC) during the school day. The LMC is also open before and after school (no library pass is needed at these times).
2. To insure maximum LMC service, the following guidelines are enforced:
  - A. An official pass signed by a teacher, staff or administrator is needed to enter the library during the school day.
  - B. Upon entering the LMC, students must sign in, writing their first and last name and time entering.
  - C. Upon leaving the LMC, students must have their library pass signed by the library media specialist. If other names appear on the library pass or if student came before school, the returning student must fill out a separate return pass.
  - D. Students must scan their I.D. badges to check out books.
  - E. Students may check out up to four books total. No more than one AR book at a time and no more than two books per subject.
  - F. Students may check out up to four books total. No more than one AR book at a time and no more than two books per subject.

#### **LICE**

Clinton Public School District has a "no nit" policy concerning lice. This means that a child cannot return to school if nits appear on the hair strands.

#### **LOCKERS**

1. Lockers and locks will be assigned to students by request. Rental fees for maintenance will be included in the student activity fee. Replacement cost of a padlock is \$6.00.
2. The following locker policies should be strictly observed:
  - A. Lockers should always be kept clean inside and out.
  - B. Lockers should always be kept closed and locked when not in use. A detention will be issued to students whose padlocks are found unlocked or locker door left open.
  - C. No valuables should ever be left in lockers.
  - D. Lockers must not be transferred to any other student

- without permission from the assistant principal.
- E. All locker problems/malfunctions should be reported immediately to the assistant principal.
  - F. LOCKERS REMAIN THE PROPERTY OF THE SCHOOL AND BY LAW ARE SUBJECT TO INSPECTION AT ANY TIME. The student has the right to be present at the time of inspection.
  - G. Students should not share their combinations with any other students and need to understand that they are liable for all contents of their locker at all times.

#### **LUNCH PERIOD POLICIES**

**(School lunch cost for secondary students is \$2.85)**

1. Students shall be courteous and refined in their cafeteria manners as they are in their homes.
2. Students will go to lunch in a single file, quiet line. Teachers and visitors should be able to walk between the two lines that are down the sides of the hallway.
3. Students may use the restrooms on their respective ends of the hall on the way to lunch. Students may not go to their lockers.
4. Students who bring a lunch from home or buy a lunch will enter through the double doors next to the street.
5. Students purchasing a school lunch must get in the lunch line immediately upon entering the cafeteria. Students are not allowed to sit down and wait for the line to shorten.
6. Students will not eat anything from their trays until they have left the serving line.
7. Students who break in cafeteria line will be assigned detention and sent to the end of the line.
8. Students may not buy, sell, or swap lunches with, to, or for other students.
9. Students shall return their trays and waste to the trash receptacles when finished.
10. **No food is to be taken out of the cafeteria.**

#### **OFFICE AND OFFICE PROCEDURES**

1. The school office is for business. When a student has business in the office, he/she should give the secretary his/her name, whom he/she wishes to see, the general nature of business, and then be seated. When the student can be seen, he/she will be escorted to the proper office. At times it will be impossible for the student to be seen and will be requested to return to class and wait to be called to the office.
2. A student sent to the office for misbehavior will wait until

he/she has been seen by an administrator. Failure to report to the office for disciplinary reasons may result in additional punishment.

3. Students will not loiter in the office. No student is to come behind the counter in the office unless invited by a staff member.

#### **TELEPHONE USE**

Students may use the student phone located in the attendance office before, during, or after school when needed. Students must request a corridor pass to the office from their teacher during instruction time. Permission should be obtained before use. In emergency situations privacy may be granted for a student to use one of the other office phones.

#### **"OUT OF BOUNDS"**

Students may be assigned a detention for being "out of bounds," that is to say in an unauthorized area of campus at an unauthorized time. During lunch period, students are permitted to be only in the cafeteria. Before school, students are to report directly to the gym until the bell sounds. After school, students will wait for their ride on the patio in front of the school. Bus riders will stand near the bus loop, and car riders will stand near the car loop. In inclement weather students will wait for their ride under the front awnings.

#### **STUDENT-TEACHER RELATIONS**

1. Students will not be abused or mistreated by teachers. At the same time, we do not expect teachers to be mistreated by students.
2. When a student feels that he/she has been mistreated by a faculty member, he/she should comply with the teacher's instructions and then arrange to see an administrator about the matter. Action will be taken to resolve the problem.
3. A student who refuses to follow a teacher's instructions or who uses abusive or vulgar language to a teacher or staff member is subject to suspension or expulsion.

#### **STUDENTS AND SUBSTITUTE TEACHERS**

1. Courtesy to substitute teachers (and student teachers) is one of the most vital ways to build good school-community relations.
2. Students should treat both substitute teachers and student teachers as they would a guest in their home. The school is

obligated to take action against students who persist in being uncooperative and disturbing to the substitute (or student) teacher's classroom.

#### **STUDY PERIODS/STUDY HALLS**

1. Every student at Sumner Hill Junior High School is to be in class first period.
2. Due to the number of students assigned to study halls each period, it is necessary to establish some guidelines under which study halls will operate. The following rules will be enforced by study hall teachers:
  - A. Students will enter study halls quietly.
  - B. Students will be in their seats when the tardy bell rings.
  - C. Students will remain quietly in their seats until after the roll has been checked and verified.
  - D. Passes to leave study hall for make-up tests, special assignments, etc., will be issued in an orderly manner.
  - E. Before any student leaves study hall, the study hall teacher must verify and sign a pass.
  - F. All students will bring materials to read or study during study hall.
  - G. As a general rule, students will not be allowed to study together.
  - H. Students will not talk or pass notes unless given specific permission by the study hall teacher.
  - I. Students will be assigned regular days to go to the library. This is done on a rotating basis.
  - J. Students will not be allowed to sleep during study hall.

#### **STATE-OWNED TEXTBOOKS (if applicable)**

1. Textbooks for pupils in public schools are furnished by the State of Mississippi. These textbooks are issued to each student, usually at the beginning of a course, on a loan basis. Parents are required by law to sign a book card accepting full responsibility for books and seeing that they are properly cared for until they are returned to the school.
2. Students should not abuse books. A fine, determined by the teacher, will be assessed and charged to the student for any book which shows wear beyond normal usage. STUDENTS SHOULD NOT WRITE IN ANY TEXTBOOK AT ANY TIME. In case of a lost book, the list price of the book must be paid before another book will be issued.
3. Students who do not return textbooks or pay appropriate fines will not be allowed to take final exams.



### **VISITORS ON CAMPUS**

Campus visitors are to report to the office where they will be directed to the proper place. If a visitor wishes to see a student, an office worker may bring the student to the office. Students are not authorized to bring visitors to school. Visitors are to leave campus immediately after they have finished their business.

### **PARENT-TEACHER ORGANIZATION**

P.T.O. - The Parent-Teacher Organization works very hard each year for the students of Clinton Public Schools. Parents are encouraged to join and be actively involved in this important organization.

### **STUDENT DRIVERS**

In order for a student to drive a vehicle on campus they must provide the following to the assistant principal:

- Valid driver's license
- Proof of vehicle insurance
- Proper tag registration for vehicle

#### **The student must also:**

- Obtain a parking decal of \$2.00
- Provide the vehicle's make, model, and tag number

The student must obey the speed limit, which is 10 miles per hour on campus, and drive carefully at all times. Students are not permitted to sit in cars once they arrive on campus. He/she is required to park his/her car and report immediately to the designated waiting area until the bell rings to enter the building. Unless a student has permission from the principal or assistant principal, he/she will not be permitted to return to his/her vehicle until the end of the school day.

Driving a motor vehicle on campus is a privilege. Failure to comply with the student driving guidelines may result in the loss of this privilege or other disciplinary action such as:

**First offense** - \$5.00 fine or one day in detention

**Second offense** - \$10.00 fine or two days in detention

**Third Offense** - \$15.00 fine or three days in detention

**Fourth and further violations** - **MANDATORY** - **three days in detention**

An area on campus is reserved for faculty, staff, and visitors. Do not park in the reserved areas at any time.

### **WHO'S WHO**

Any student nominated for Who's Who must meet the following requirements:

1. Must have a passing grade in all subjects. (Some categories have specific grade requirements.)

2. Must not have any suspensions. (No In-School or Out-of-School)
3. Must meet the specific requirements for each of the Who's Who categories. Specific requirements for individual Who's Who categories will be listed on the Nomination sheet.

#### **NOMINATION PROCESS:**

Each homeroom will nominate three boys and three girls from the entire student body for each of the Who's Who categories. If nominated for more than three categories, the student will be given the opportunity to choose up to three categories in which his/her name will appear on the ballot. No student's name will appear on the ballot in more than three areas.

#### **ELECTION PROCESS:**

Any student receiving thirty percent (30%) of the votes cast in that category will be placed on the run-off ballot. Balloting will continue until a student has the majority (50%+ 1) of the votes cast for that category.

#### **CLUBS AND ORGANIZATIONS**

1. Students who join a club/organization will be required to attend meetings. Club sponsors create a club roster and distribute it to all faculty and staff. Sponsors take attendance at each meeting and report absences to faculty and staff.
2. Whenever there is sufficient interest on the part of the students in the formation or activation of a new school-sponsored club, consideration will be given by the administration. There is a limitation imposed by time and physical facilities.
3. If a student has not paid club dues by the time a final roll is submitted to the office, the student will be dropped from the club roll.
4. Students who are assigned to a tutorial homeroom or assigned to make up work will not be excused to go to a club meeting.
5. The following is a partial list of clubs and organizations offered for student participation:

**Art Club:** Art Club is for students who are passionate about visual art, interested in exploring new techniques, and building upon their visual art knowledge. Art Club meets regularly once a month during homeroom but we do meet occasionally after school to complete major projects.

Requirements:

- \$10 club dues

- Maintain a C average in Art I. If you are not currently enrolled in Art I, you must have a teacher recommendation form from your either English, Math, Biology, or Social Studies teacher as well as maintaining a C average in that teacher's class.
- Have no more than 5 detentions.
- Attend at least 80% of club meetings.
- Participate in at least 80% of club-sponsored events/projects/activities

**Book Club:** A student-led, faculty-facilitated organization for students who enjoy reading in their spare time. The purpose of each meeting will be to discuss and recommend books and participate in literature-based activities. Students will be responsible for obtaining any books that they wish to read prior to club meetings. A \$5 non-refundable club fee is required of each member.

**BIOLOGY CLUB:** A club whose purpose is focused on building student awareness of the environment and ecology. Activities include, but are not limited to, school recycling, Earth Day celebrations, and community service in conjunction with the Clinton Community Nature Center. In order to be considered for membership in the club, students should possess at least a "C" average in Biology. A \$5 non-refundable fee will be required for application. All members will be required to obtain a minimum of two service hours per nine weeks.

**FELLOWSHIP OF CHRISTIAN ATHLETES:** Nationally recognized organization, which allows students to fellowship and build self awareness through Christian principles. Activities include general discussions, group discussions, and guest speakers. The organization is open to all students who participate in any MHSAA (Mississippi High School Activities Association) sanctioned activity within the Clinton Public School District. These activities include all sports, band and choir. A \$10.00 non-refundable fee will be required of each member.

**FOREIGN LANGUAGE CLUB:** The main goal of this club is to introduce students to various cultures and their traditions through exposure to music, dance, and culture. This club will compete in various competitions throughout our area. A nonrefundable fee of \$10.00 will be due one week after the final club roster is submitted. You must be enrolled in a foreign language class to participate. Come explore far away places and experience the language, food, and traditions of some of the most interesting countries!

**EDUCATORS RISING:** Provides students with opportunities to explore teaching as a career option. It helps students gain a realistic understanding of the nature of education and the role of the teacher. Interested students will be initiated after an application review.

**HISTORY CLUB:** Is a student-led organization for students who are interested in the histories of our school, state, country, and the world. In order to be eligible to attend the spring fieldtrip, students must maintain an 80 average in all classes, receive no more than five detentions per semester. A \$10.00 nonrefundable club fee is required of each member.

**JOURNALISM CLUB:** Open to students interested in the production of the school newspaper, *The Target*, and the yearbook, *The Arrow*. In order to be considered for membership, students must have maintained at least an 80 average in eighth grade English and must possess strong writing skills. Students must be able to meet deadlines. Interest in layout and design and/or photography is also helpful. Students will complete an application which requires a writing sample and two teacher recommendations. The club fee of \$5.00 is due one week after the selection of club members has been posted.

**MODEL UNITED NATIONS:** A club in which students research and represent countries from all over the world annually at a state competition in the state's capital. Activities during the year include researching and creating proposals for the countries that our club will represent, designing displays, and creating costumes.

**NATIONAL JUNIOR HONOR SOCIETY:** The purpose of this organization is to recognize students who have excelled in scholastic achievement and in participation in community and school activities. Membership in the National Junior Honor Society is by invitation only. Students who maintained active membership in an NJHS chapter in eighth grade are invited to become "prospective members" of Sumner Hill's chapter. Full membership is determined after the completion of one semester at SHJHS.

**Membership Requirements:**

The purpose of this organization is to recognize students who have excelled in scholastic achievement and in participation in community and school activities. Membership in the National Junior Honor Society is by invitation only. Students who maintained active membership in an NJHS chapter in eighth grade are invited to become "prospective members" of Sumner Hill's chapter. Full membership is determined after the completion of first semester at SHJHS.

To be considered for membership, a student must have an unrounded cumulative grade point average (GPA) of 90 or above. Final averages in all courses for which credit has been earned and mid-term averages in all current course work will be used when determining the cumulative GPA. **Averages are determined by ½ credit units. A one credit course, whether completed the previous year or in process during the current year, will count twice when determining the average. A ½ credit course will count only once.** These students will be evaluated as to their character, leadership, service, and citizenship. Students who have been suspended or who have more than four detentions will be automatically dropped from consideration. If a student receives a detention and uses a detention pass, the student will not have to serve the detention, but the detention will count toward the student's accumulated number of detentions. To be considered for membership, an eligible student must accumulate a minimum of 40 points through participation in school and community activities during the seventh through ninth grades and must submit three teacher recommendations from CPSD teachers. 6 Service hours of service work credit must be earned during the first semester through club sponsored and community activities. Membership in the NJHS at Clinton Junior High School or any other school does not guarantee an invitation to join the Sumner Hill Chapter. The Faculty Council of the Sumner Hill Chapter of National Junior Honor Society will make the decision as to which students will be invited for membership. Once inducted into National Junior Honor Society, students must maintain a 90 average, accumulate no more than five detentions, and complete six credits of service work in the second semester. Some service work credits are available through club-sponsored activities. However, after earning 3 service credits through club-sponsored activities, students may seek pre-approval to earn credit for other service work, which meets the club's standards. The club fee of \$10.00 is due one week after induction.

At the first meeting in the fall, students may register to run for membership on the governing body of NJHS, called the Leadership Team. Up to ten members will be selected from the membership-at-large through a vote of the prospective members. Voting will be held during homeroom on a date announced by the sponsor(s). The Leadership Team will determine the monthly projects for NJHS and will participate in all projects sponsored by the organization. Members of the Leadership Team will run for the positions listed below once full membership has been established in February. Should a member(s) of the Leadership Team not be inducted into full membership, nominations for open positions on the Leadership Team will be taken from the membership-at-large. Elected positions (listed in italics) will be held by students who have

served one semester on the Leadership Team.

- *President*: Officiates at all meetings; supervises and advises other officers; acts as liaison between members, faculty, and administration
- *Vice-President*: Officiates at meetings in the event the president is absent; maintains service credit records
- *Recording Secretary*: Records the minutes from each meeting, copies of which are to be delivered within two days of the meeting to the principal and advisors; supervises the reading and signing of minutes by absent members
- *Corresponding Secretary*: Records attendance at meetings; maintains correspondence for the SHJHS Chapter
- *Historian*: Maintains scrapbook
- *Publicity Chairperson*: Publicizes all SHJHS Chapter activities in the *Clinton News*

*Leadership Team Member*: Meets with sponsors and elected officers to make decisions regarding NJHS.

**Peer Guidance:** Students are trained in communication and leadership skills. They also learn about what it means to be a leader and how to make positive decisions. A few of our school activities this year consist of a new student breakfast, reading and mentoring to Clinton Park Elementary students, participating in the fall carnival, serving in community service projects, and encouraging our teachers and staff.

**SAFETY CLUB/S.A.D.D.:** The Safety Club (SC)/S.A.D.D. are actually two clubs with the same focus. Safety Clubs originally concentrated on seatbelt enforcement, but now are actively involved against impaired driving. S.A.D.D. chapter originally concentrated on impaired driving but have now branched out to include wearing seatbelts.

The Sumner Hill SC is an award winning group of students whose objective is to convince other young people to make better choices in life. The club conducts over forty projects annually at school or in cooperation with the Clinton Fire and Police Departments.

The SC/SADD is the ONLY school club that is an official member and participant of the Mississippi Association of Highway Safety Leaders. Club members make regular appearances at the monthly meetings, especially when the legislature is in session. They also meet with the Clinton State Senator and the Clinton State Representative several times a year to lobby for enhanced seatbelt and D.U.I. legislation.

**STUDENT COUNCIL:** The primary aim is to create better cooperation, communication, and a closer relationship between students and

faculty. The members shall consist of the elected Student Body President, Vice President, Secretary, and Treasurer along with nominated representatives from each original homeroom which students were assigned to at the beginning of the school year. To run for an office students must: have had an overall average of an 85 for the preceding school year, served no suspensions in the preceding school year, not have been assigned to Clinton Alternative School or any other alternative school, receive a majority of the votes in a school election. Once elected or appointed to the student council, members will be required to adhere to the **Constitution of the Student Council Organization of Sumner Hill Jr. High School**. Failure to adhere to the constitution will be dealt with accordingly.

<b>NINTH GRADE CURRICULUM</b>	<b>Units</b>
Choir	1
Algebra I	1
Art I	1
Band	1
Biology I	1
Compensatory Reading	1
Comprehensive Health	$\frac{1}{2}$
English I	1
Foundations of Algebra	1
French I	1
Freshman Seminar	1
Health/Physical Education	$\frac{1}{2}$
Honors Biology	1
Honors English I	1
Honors Geometry	1
Intro to Biology	1
Journalism	1
Latin I	1
Mississippi Studies	$\frac{1}{2}$
Mississippi Writers	$\frac{1}{2}$
Personal Finance	$\frac{1}{2}$
Spanish I	1
Spanish II	1
World Geography	$\frac{1}{2}$



**To be promoted as a sophomore (10<sup>th</sup> Grade) a student must have earned six units. (Two units that are required are English I and a math credit.)**

#### **DROPPING A COURSE**

After August 1 of each school year, the policy for dropping a course is as follows:

1. Courses dropped during the first five (5) days of a semester are recorded as "W" (withdrawal).
2. Courses dropped after the first five (5) days of a semester are recorded on the student's permanent record as "WF" (withdrawal failing). All courses with "WF" grades are averaged as zero (0) in computing grades for rank-in-class.
3. If it is verified that further attendance in a class would be detrimental to his/her health or it is advisable because of circumstances beyond the student's control, such student will be permitted to drop a course with a "WP" (withdrawal passing) or "WF" (withdrawal failing), determined by the grade at the time of withdrawal. The principal must approve all withdrawals in this category.

#### **Dropping an Honors Course**

After the first five days of each school semester, the policy for transferring from an Honors course to a lower-level course is as follows:

1. Transfer from Honors courses is allowed at the end of the first nine-weeks grading period only. After this time period, no transfers will be allowed.
2. Students transferring into the district after the first nine-weeks grading period will be given a nine-weeks period in which to decide to transfer from Honors courses.
3. Students will receive their un-weighted average as a grade to be carried into the lower-level course.
4. If no lower-level course is available, then the rules for dropping a course must be followed as listed.
5. Students that transfer out of an Honors course will not be allowed to re-enter that track of study during the remainder of their high school career.



## Clinton High School Student Planning Tool



Student Name: \_\_\_\_\_  
Endorsement: \_\_\_\_\_

TRADITIONAL DIPLOMA AND ENDORSEMENT OPTIONS (select at least one)			
Traditional Diploma (24 credits) No Endorsement	Academic Endorsement (26 credits)	Career and Technical (CTE) Endorsement (26 credits)	Distinguished Academic Endorsement (28 credits)
Date Selected:	Date Selected:	Date Selected:	Date Selected:
No GPA requirement 4 Carnegie units of English and Math, 3 Carnegie units of science, and 3 ½ Carnegie units of social studies Earned Carnegie units in required elective courses including: PE (0.5), health (0.5), Art (1), College & Career Readiness (1), Technology or Computer Science (1), other elective credits (5 ½). Passed or met all MAAP assessment requirements for graduation.	Earn overall GPA of 2.5 Courses must meet MS IHL College Preparatory Curriculum (CPC) requirements Earn MS 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 equivalent SAT score as defined by IHL. Earn two additional Carnegie units for a total of 26	Earn an overall GPA of 2.5 Must complete a four-course sequential program of study Earn two additional Carnegie units for a total of 26 Earn silver level on ACT WorkKeys	Earn an overall GPA of 3.0 Earn four additional Carnegie units for a total of 28 (4 science and 4 social studies credits) Courses must meet MS IHL CPC recommended requirements. Earn national college readiness benchmarks on each subtest established by ACT 18 in English and 22 in Math or SAT equivalency as established by College Board and IHL Must successfully complete one of the following: One AP course with a B or higher and take the appropriate AP exam One academic dual credit course with a B or higher in the course
OTHER REQUIREMENTS			
Date Met	Requirements		
	Student identifies an endorsement prior to entering 9 <sup>th</sup> grade. Endorsement requirements can only be changed with parental permission. For early release, student 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). Alternatively a student must meet ALL the following: <ul style="list-style-type: none"> <li>• Have a 2.5 GPA</li> <li>• Passed or met all MAAP assessments requirements for graduation</li> <li>• Concurrently enrolled in Essentials for College Math or Essentials of College Literacy</li> </ul>		

**State Testing Dates:**

Wednesday, May 1    MAAP EOC BIO  
Thursday,    May 2    MAAP EOC    ALG  
Friday,        May 3    MAAP EOC    ALG  
Monday,        May 6    Makeup

**STUDENT FEES**

Designated Fees \$50.00

(Macbook agreement (including charger, backpack, and any other related items), Padlock Rental, Supplemental Instructional Supplies, Postage, Initial ID Badge and Lanyard as well as one duplicate of each)

Introduction to Biology/Biology Fee	\$5.00
Foundations to Algebra/ Algebra I Fee	\$5.00
Freshman Seminar Fee	\$5.00
Art Fee	\$15.00
Choir Fee	\$20.00

**All fees and fines must be cleared prior to taking nine weeks or semester exams.**

NOTE: Supplies will be provided by the school district to any student who qualifies as a hardship case.

**SCHOOL PROGRAMS**

Morning/After-school Tutoring: ALL departments participate in a voluntary tutoring program before and after school.

Homeroom Tutoring: If needed, students are assigned to the homeroom of algebra and biology teachers for special tutoring in that subject.

Peer Tutoring: Student tutors help other students in the cafeteria during homeroom. The tutors earn community service hours needed for the National Junior Honor Society and other clubs.

## **AWARDS AND RECOGNITION**

Because Academic Awards and Club Awards are given based on the subject area teacher's and/or club sponsor's discretion, there will be no limits placed on the number of awards a single student may receive in these areas.

### **Special Awards Process**

In order to honor as many students as possible in the special awards category, the following steps will be taken in the awards process:

1. Nominations will be collected from teachers by distributing a form listing the award descriptions. Nominees will be compiled onto a ballot for voting. Nomination forms will provide a space for explaining the reason for nomination. This is particularly important for the Citizenship and Sarah Dickey Awards.
2. Beginning with the most prestigious award (Hall of Fame), teachers will vote on each group of special award nominees individually, settling ties before progressing to the next award vote. In multiple recipient categories, any student receiving a majority of votes (50%) on the first ballot will be considered a winner. Students receiving less than the majority but more than 30% of the votes will be placed on the run-off ballot. Balloting will continue until the appropriate number of recipients has been reached.
3. If the winners of the Hall of Fame Award have been nominated in other categories, their names will not appear on the ballot for subsequent awards; however, Hall of Fame nominees who were not selected for that award will be added to the Arrow Award category. Arrow Award winners will not appear on the citizenship Award and Sarah Dickey Award ballots. The Citizenship Award winner will not appear on the Sarah Dickey ballot.
4. The sequence of voting will proceed as follows:
  - A. Hall of Fame - 1% of the student body (four students)
  - B. Arrow Award - one student
  - C. Citizenship Award - one student
  - D. Sarah Dickey Award - two students
  - E. Many Points of Light - up to five students

### **Award Descriptions**

***Hall of Fame*** - Given to the top 1% of the student body who has received VIP recognition, been involved in at least three extra curricular activities, and whose overall attitude has been exemplary (fewer than five detentions for the first three nine weeks and no suspensions). Information about the nominee's accomplishments and

activities, as well as nomination justifications, will be compiled for the ballot so that teachers may make informed choices.

**Arrow Award** - Given to one student who exhibited outstanding loyalty and service to Sumner Hill through activities and overall support of the school by involvement in at least two school sponsored extracurricular activities, and whose overall attitude has been exemplary (fewer than five detentions for the first three nine weeks and no suspensions). Information about the nominees' accomplishments and activities, as well as nomination justifications, will be compiled for the ballot so that teachers may make informed choices.

**Citizenship Award** - Given to one student who exhibited outstanding patriotism, toward their school, community, and nation by involvement in at least one school sponsored extracurricular activity and noted voluntary attendance at other school activities (for example, exhibiting school spirit in a respectable manner at a sporting event or pep rally), and whose overall attitude has been exemplary (fewer than five detentions for the first three nine weeks and no suspensions). Information about the nominee's accomplishments and activities, as well as nomination justifications, will be compiled for the ballot so that teachers may make informed choices.

**Sarah Dickey Award** (sponsored by FEA)- Given to two students who, although faced with adversity, exhibited persistence in the pursuit of personal and academic goals, while encouraging the acceptance and understanding of others, and whose overall attitude has been exemplary (fewer than five detentions for the first three nine weeks and no suspensions). Information about the nominees' accomplishments and activities, as well as nomination justifications, will be compiled for the ballot so that teachers may make informed choices.

**VIP Student Award** - Recognizes two students with the highest academic average each nine weeks. They also must not have received any disciplinary action during the nine week grading period. They are recognized in a scheduled activity period and are awarded a certificate of recognition and a gift of \$25 by the school adopter Entergy. The two students then are given the opportunity to award their most influential teacher with a VIP Teacher Award.

**Character Trait Awards** - Awards adopted from the Clinton Character First Program that recognizes students who exemplify the character trait of the month. Students receive a certificate during a scheduled activity period. They also receive a lunch funded

partially by the school adopter, Subway of Clinton. The faculty selects recipients.

***Straight Arrow Party*** - A lunch provided by PTO each nine weeks for students who have earned A/B Honor Roll, and have not received any detentions for the current term. Work turned in late will cause students to be ineligible for this recognition.

***Exemplary Behavior Party*** - A party held to recognize students who do not receive any disciplinary action within a grading period. Refreshments are provided by PTO.

***Valedictorian Award*** - Recognizes the student with the highest overall grade point average

**CLINTON PUBLIC SCHOOL DISTRICT  
ACCEPTABLE USE POLICY**



**Technology Office**

**The complete Acceptable Use Policy can be found on the Clinton Public School District's Website. [clintonpublicschools.com](http://clintonpublicschools.com)**

The computer system that you are accessing is the property of the Clinton Public School District and is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws. Users are alerted that they are entitled to NO EXPECTATION of privacy in their use of this computer and access of the Internet. User's computer usage and Internet access will be monitored at any time for unacceptable and illegal use.

**Computer Use**

The Board of Trustees of the Clinton Public School District believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The Board also believes that students and faculty members should be provided with as much freedom as possible to explore the world of technology and to benefit from the educational opportunities it provides.

It is the policy of this Board that equal access to educational opportunities is provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The Board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others.

**Teacher Responsibilities**

- Have students restart computers during HR or 1<sup>st</sup> period whichever occurs first.
- Situate students where teachers can easily view computer screens.
- If computers are not being used as part of teaching lesson, students should be instructed to keep them in their backpacks.

**Misuse of Computers by Students**

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

**Computer misuse will result in the following consequences:**

**Disciplinary actions will be determined by building level administrators and may include consequences from a detention, loss of computer privileges, up to suspension and/or placement at alternative school depending on the severity of the misconduct.**



**CHILDREN'S INTERNET PROTECTION ACT (CIPA)  
AND  
CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)**

The Clinton Public School District in order to be eligible for Federal Funds is required to incorporate and comply with both CIPA and COPPA requirements into the district's Acceptable Use Plan.

**CLINTON PUBLIC SCHOOL DISTRICT  
STUDENT AND STAFF  
COMPUTER USE**

**(REGULATION)**

In accordance with the policy of the Clinton Public School District this regulation governs the use of computers and computer technology in this school district.

Personal computers, computer peripherals and network components not owned by the school district shall not be used in this school district.

School district computers and computer peripherals will be used only by supervised students and faculty members. School district patrons may be permitted to use equipment only under certain circumstances as determined by the board of trustees. Permission to use school technology may be granted as a privilege or may be revoked for violation of this policy, failure to follow the verbal written instructions of school faculty or the school district's network administrator.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written), softcopy (recorded electronically within the computer or a computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read, understand, and follow those procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet web sites, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by the district technology office and will be maintained by the superintendent or the

superintendent's designee.

Computer software will be installed or removed from school district computers only by, or at the direction of, the technology office. No commercial or shareware software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind, loading and/or reading personal data from a school district computer or computer system except as part of a class project or as directed by an authorized faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, (or otherwise harass), any other user or system operator of any bulletin board, newsgroup, website, or telecommunications entity.

Telecommunications users will not log into any area which obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain and sign an Internet Access Conduct Agreement and have the form signed by the parent(s), legal guardian(s) or other legal custodian and their teacher before using any district computer which has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such a form is on file before a student is permitted to use computer telecommunications equipment.

You must post a valid return address for all email. You can not send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information which purposely or negligently injures a person.

The superintendent or designee shall have access to all material loaded or stored on the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including content of email loaded or stored on district computers.

#### **Sanctions:**

Violations of this policy by school patrons will result in the loss of user privileges.

Violation of this policy by students will result in disciplinary proceedings which may include suspension and loss of user privileges. Additional disciplinary action may be taken as appropriate according to general school or district rules of behavior. Violations of this policy by a classified or certified employee will result in disciplinary proceedings which may include the termination of employment. Violations such as blatant e-mail or network abuse, pornography and hacking attempts will result in immediate termination of network access and Internet use. Law enforcement agencies may be notified in some violations.

#### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain

rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

### **NINTH GRADE FOOTBALL SCHEDULE**

*(H) Denotes home games @ 6:00PM*

*(A) Denotes away games @6:00PM*



Vicksburg (H)	August 21
Northwest Rankin (A)	August 28
Pearl (H)	September 4
Terry (A)	September 11
Germantown (H)	September 18
Warren Central (A)	September 25
Ridgeland (A)	October 2
Madison (H)	October 9

### **CHEERLEADERS**

The following students have been selected to represent Sumner Hill Junior High School as cheerleaders for the 2018-19 school year:

Branya Barnes  
Katherine Brunson  
Madelynn Burgess  
Emerson Carmean  
Emma Daniel  
Kaitlyn Hill  
Londin Hutchison  
Emma Prather  
Mylat Toaster  
Kaley Weems



## NINTH GRADE BASKETBALL SCHEDULE



*\*All Home games will be played in SHJH gymnasium.*

*Game Times 5:00 P.M. (Ladies) & 6:15 P.M. (Men)*

Brandon (A)	November 1
Germantown (H)	November 5
Pearl (A)	November 8
Northwest Rankin (H)	November 12
Rosa Scott (Madison) (A)	November 15
Ridgeland (H)	November 26
Warren Central (H)	November 29
Open	December 3
Warren Central (A)	December 6
Germantown (A)	December 10
Rosa Scott (Madison) (H)	December 13
Byram (H)	January 8
Vicksburg (H)	January 10
Vicksburg (A)	January 15
Little Six Tourn. (Brandon)	January 24-February 2

## **CRISIS HOTLINE NUMBERS**

### **Child Abuse Hotline**

If you or someone you know is a victim of physical abuse

**1 – 800-222-8000**

### **Cutting Yourself Hotline**

If you are cutting or injuring yourself

**1-800-DONCUT (366-8288)**

### **Eating Disorders Awareness and Prevention**

If you need help with an eating disorder

**1-800-931-2237 (8am – 12 noon)**

### **Need to be encouraged**

[www.teenchallenge.com](http://www.teenchallenge.com)

### **Sexual Assault Hotline**

If you have been sexually assaulted or raped

**1-866-367-5444**

### **Substance Abuse Hotline**

If you need help with alcohol or drug abuse

**1-800-378-4435**

### **Suicide Hotline Jason Foundation**

If you are contemplating suicide

**1-800-SUICIDE (784-2433)**

**1-800-273-TALK**

### **In A Crisis: Call 211**

211 Mississippi is a crisis hotline for Mississippians.

They can assist you with any need.

**CONSENT FORM**

**PARENT AND STUDENT DISCIPLINE AGREEMENT**

I am a student at Sumner Hill Junior High School. I have read the rules, policies, and regulations of the school or have had them explained to me. I agree to abide by them. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner.

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

My child, \_\_\_\_\_, and I have read and discussed the rules, regulations, educational policy, student conduct and dress codes, discipline policy, attendance policy, and homework policy for Sumner Hill Junior High School.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CLINTON PUBLIC SCHOOLS DISTRICT  
STUDENT ACCEPTABLE USE  
USER AGREEMENT AND PARENT PERMISSION FORM**

I HEREBY AGREE TO COMPLY WITH ALL OF THE STATED Acceptable Use Policy for Internet and other Electronic Telecommunication Resources and agree to honor all relevant laws, regulations, and restrictions.

A complete copy of the school's Acceptable Use policy is available to students and parents on the Clinton Public Schools District's Website. [clintonpublicschools.com](http://clintonpublicschools.com)

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

As the parent of the student signing above, I grant permission for my son or daughter to access the computer resources provided by the district and agree to honor the district policy for use of electronic information equipment and services.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Clinton Public School District  
Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Clinton Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clinton Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;  
The annual yearbook; honor roll or other recognition lists;  
Graduation programs; and Sports activity sheets, such as for football, showing weight and height of team members;  
directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or disclose yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Clinton Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by Friday, August 28<sup>th</sup> (two weeks from the start of school). Clinton Public School District has designated the following information as directory information:

Student's name, Electronic mail address, Phone Number, honors and awards received, Address, dates of attendance, grade level, photographs, date and place of birth, weight and height of members of athletic teams, most recent previous school attended, and participation in officially recognized activities and sports.

PERMISSION TO DISCLOSE DIRECTORY INFORMATION

Student Name \_\_\_\_\_

Homeroom

Teacher: \_\_\_\_\_

Clinton Public School District requests your permission to disclose directory information during the 2015-2016 school year. Failure to return this form will indicate permission is granted.

Please indicate permission status and sign below. Thank you.

\_\_\_\_\_ My child's directory information may be disclosed during the 2016-2017 school year.

\_\_\_\_\_ My child's directory information may NOT be disclosed during the 2016-2017 school year.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you