

CLINTON HIGH SCHOOL



CAREER COMPLEX

CAREER AND TECHNICAL EDUCATION STUDENT AND PARENT HANDBOOK 2018 - 2019

715 LAKEVIEW DRIVE
CLINTON, MISSISSIPPI 39056
<http://www.clintonpublicschools.com>

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OVERVIEW AND GENERAL INFORMATION

Clinton High School students are afforded the opportunity to attend Career and Technical Education (CTE) courses at the Clinton High School Career Complex. Participation in these courses is a privilege for our students and provides opportunities for advanced study/training in areas of interests. CTE courses are organized around labs that are designed to simulate actual workplace environments. Students use state-of-the-art equipment, participate in real-world learning opportunities and Career and Technical Student Organizations, and perform competencies that are aligned with industry standards. Within the current CTE model, students learn many of the skills required to succeed in the working world; however, the majority of CHS career and technical students go on to attend two and four year colleges to further the training.

CLINTON PUBLIC SCHOOL DISTRICT BOARD OF TRUSTEES

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

CLINTON PUBLIC SCHOOLS DISTRICT ADMINISTRATION

Tim Martin, Ed.D.....Superintendent – 924-7533
Anthony Goins, Ed. S.Assistant Superintendent – 924-7533

CLINTON HIGH SCHOOL CAREER COMPLEX CERTIFIED STAFF

Bill Hardin, D. Min, Ed. S.....Principal – 924-0247
Kelsi Antrim.....Teacher Academy Instructor
Megan Berry.....Civil Engineering Instructor
Travis Dyar.....Construction/Carpentry Instructor
Jeff Franks.....Law and Public Safety Instructor
Sherrille Gooch.....Career Pathway Experience Instructor
Paige Hutchinson.....Special Populations Coordinator
Chastity Keenan.....Healthcare and Clinical Services Instructor
Lisa Lann.....Counselor
Tempress Lanyuy.....Digital Media Instructor
Lora Little.....Health Science Core Instructor
Bill McIlwain.....Information Technology Instructor
Charlie Melton.....Automotive Service Instructor
Connor Mize.....Culinary Arts Instructor
Justin Odom.....Project Lead the Way Engineering Instructor
Tim Prater.....Law and Public Safety Instructor

CLINTON HIGH SCHOOL CAREER COMPLEX NON-CERTIFIED STAFF

Paula Skelton.....Office Manager/Bookkeeper

**IMPORTANT DATES
2018-2019**

- 1. Clinton High School Registration.....August 2 and 3
- 2. Faculty Planning and Staff Development.....August 1 - 7
- 3. Classes Begin.....August 8
- 4. Holidays
 - A. Labor Day.....September 3
 - B. Columbus Day.....October 8
 - C. Thanksgiving.....November 19 - 23
 - D. Christmas Holiday.....December 24 - January 7
 - E. Martin Luther King Holiday.....January 21
 - F. Spring Break.....March 11 - 15
 - G. Easter..... April 19 - 22

PROGRESS REPORTS

September 13
November 15
February 7
April 18

STATE MANDATED TESTS

CPAS - April 21 - 28
ProStart (Culinary)
NCCER (Construction)
MTA (Info Tech)
PBA

NINE WEEK PERIODS

Nine Week Period	Begins	Ends	Progress Reports
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 27 (mailed)

CHS CAREER COMPLEX BELL SCHEDULE

8:00.....	Teacher Sign-In
8:15.....	1 st Bell
8:20 – 9:55.....	1 st Block
10:10.....	Leave Homeroom
10:20 – 11:55.....	2 nd Block
12:25.....	Leave CHS
12:35 – 2:05.....	3 rd Block
2:25 – 3:40.....	4 th Block
3:45 – 4:25.....	Detention

CHS CAREER COMPLEX DELAYED SCHOOL START SCHEDULE

10:20 – 11:55.....	2 nd Block
12:35 – 2:05.....	3 rd Block
2:25 – 3:50.....	4 th Block
3:55 – 4:25.....	Detention

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.

CLINTON PUBLIC SCHOOL DISTRICT
CLINTON, MISSISSIPPI
NOTICE OF NON-DISCRIMINATION

The Clinton Public School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marriage or veteran status or disability, in employment or in the delivery of educational services. This applies to all educational programs and extracurricular activities. 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 Goin, 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.

ASBESTOS NOTICE

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

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.

ACCREDITATION

Clinton High School is accredited by the MISSISSIPPI ACCREDITING COMMISSION of the Mississippi State Department of Education.

GRADE REPORTS

1. Report cards will be issued on the dates specified on page 4.
2. The report slip is to be taken by the student to his/her parent/guardian. Each report card will reflect the grade earned for each grading period and the number of absences accumulated in each subject.

GRADING SYSTEM

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

A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 65
F	Below 65

CLASSIFICATIONS:

Freshman (9 th Grade)	Promotion to ninth grade (with one math credit)
Sophomore (10 th Grade)	Six units (must include English I and one math credit)
Junior (11 th Grade)	Twelve Units (must include English II)
Senior (12 th Grade)	Eighteen Units (must include English III, Algebra I and one other math credit)

TESTING PROGRAM FOR CAREER AND TECHNICAL CLASSES

MS Career and Planning Assessment System, Version 2 (MS-CAPS2)

- This is an MS Dept. of Ed. requirement of students in all Career and Technical classes at the CHS Career complex, with the exception of PLTW Engineering.

Performance Based Assessment (PBA)

- All students in Digital Media II and Teacher Academy II will take the performance bases assessment for their program in lieu of the MS-CPAS2.

Microsoft Technology Associate (MTA)

- All Information Technology II students take this national certification test.

Automotive Service Excellence (ASE)

- All Automotive and Service Technician II students who have an overall average MC-CPAS2 score average of 60 or higher are eligible for one free attempt at a ASE certifications.

National Center for Construction Education and Research (NCCER)

- In addition to MS-CPAS2 testing, students in the Construction and Carpentry programs take the NCCER CORE certification testing.

ProStart

- In addition to MS-CPAS2 testing, students in the Culinary Arts program take the ProStart national certification exam.

AutoDesk Inventor Certification

- Optional certification offered to PLTW Engineering students. Cost of the exam and one retest is \$65.

CAREER AND TECHNICAL SUPPLEMENTAL INSTRUCTIONAL FEES

Health Sciences I	\$15.00 lab fee for supplemental materials, payable at the beginning of school.
Health Science II	\$28.00 for lab coat, patch and CPR card purchased prior to clinical observations. Lab coat, patch and CPR card are required for clinical rotations and cannot be waived.
Auto Mechanics I & II	\$20.00 lab fee for supplemental materials, payable at the beginning of school
Construction I & Carpentry	\$20.00 lab fee for supplemental materials, payable at the beginning of school
Teacher Academy I and II	\$25.00 lab fee for supplemental materials, payable at the beginning of school
Digital Media I and II	\$25.00 lab fee for supplemental materials, payable at the beginning of school
Career Pathway Experience	\$15.00 lab fee for supplemental materials, payable at the beginning of school
Culinary Arts I	\$50.00 lab fee for purchase of chef coat, payable at the beginning of the school year. Chef coat is for ProStart and safety purposes and cannot be waived.

Culinary Arts II	\$30.00 lab fee for purchase of supplemental materials, payable at beginning of school year
Information Technology I & II	\$20.00 lab fee for supplemental materials, payable at the beginning of school.
PLTW Engineering	\$20 lab fee for purchase of PLTW lab notebook and supplemental materials, payable at beginning of school year.

CAREER AND TECHNICAL CLUBS AND ORGANIZATIONS

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA) - DECA is a national organization for students studying fashion merchandising, marketing, and distribution. The purpose of DECA is to give students a better understanding of the free enterprise system with special attention to the marketing field. Competitive events on a local, district, state, and national level enable students to become actively involved. DECA is also available to students in the Career Pathways Experience who are studying Distributive Education occupations.

EDUCATORS RISING – Educators rising is an organization for students who have an interest in the field of education.

HOSA- is a national organization designed to promote career opportunities in the health care industry and to enhance the delivery of healthcare to all people. HOSA is open to Health Science students enrolled at the career complex and any other students interested in a career in the health care field.

SKILLSUSA - SkillsUSA is an organization created to unite in a common bond without regard to race, sex, religion, creed, or national origin full-time students enrolled in classes with vocational trade and industrial objectives. SkillsUSA provides national recognition and prestige and helps to develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities. SkillsUSA attempts to help students attain a purposeful life; create enthusiasm for workmanship and to foster a deep respect for the dignity of work. Students currently enrolled in Auto Mechanics, Building Trades, Industrial Maintenance, Drafting, Career Pathways are eligible to join.

ATTENDANCE

Attendance is vital to a student's success in these programs. When you miss a day of instruction, it is difficult to make up the work due to the hands-on nature of the classes.

1. Each student shall be authorized six (6) excused absences each semester if the reason complies with the following:

A. Personal illness; or

- B. Serious illness in the family; or
 - C. Death in the family; or
 - D. Special permission of the principal obtained in advance
2. A parent/guardian must call the attendance office, 924-5332, before 11:00 a.m. each day of the student's absence for verification if it is to be counted as one of the six (6) excused absences. **E-mail notification is not acceptable.**
 3. Unless specifically NOTED by a physician, doctor appointments will be excused only for a maximum of one-half day (2 blocks).
 4. All students, **especially seniors**, are personally responsible for accounting for their absences. The attendance office will not be accountable to the student for providing this information.

Parents: Please note that “Senior Skip Day” is not an excused absence. CHS does not recognize this day.

EXCEPTIONS

Absences in excess of six (6) days per semester may be excused upon presentation of a medical statement signed by a licensed physician or at the discretion of the principal after an at-school conference with the parent/guardian; 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 in order 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.

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 as directed or upon date of return.

MAKE-UP WORK EXCUSED ABSENCES

A student who needs to make up work missed because of 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 days the student was absent up to a maximum of five (5) school days; otherwise, an automatic zero (0) will be assigned for the work missed.

MAKE-UP WORK 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 test at this time will automatically receive a zero (0). No exceptions.

CHECK-OUTS

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/guardian to check the student out of school. An EMPLOYEE of Clinton High School/Career Complex may be listed only on his/her child/dependent's check-out card.
 - 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.
2. In the front office a notification call will be made and a parent/guardian or adult designee shall report to sign the student out on the check-out card. **Proof of identification may be required to check a student out.**
3. The parent or adult designee shall check the appropriate reason on the check-out card. **If no reason is checked on the card, the check-out will be deemed unexcused.** Check-out cards will not be changed once the student has left campus.
4. An administrator will handle all emergency situations.
5. NO TEACHER has the authority to permit a student to leave campus.

6. 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.

EXCEPTIONS:

1. Students who participate in any off-campus program, e.g., Career Pathways students, will be allowed to leave campus at the beginning of ninth period with appropriate documentation.
2. Seniors who have permission to leave at the conclusion of their academic program.

TARDINESS TARDINESS TO SCHOOL:

1. All students who report to the school after the tardy bell rings for the beginning of first block must report to the attendance office before going to class.
2. WHEN A STUDENT IS GOING TO BE TARDY FOR FIRST BLOCK AT THE CAREER COMPLEX, a parent/guardian must call the office (601-924-0247) **BEFORE** the student arrives to school. An acceptable excuse must be presented to determine if the tardy is to be excused. Generally, the same guidelines are used for tardies as are applied for absences. **NOTE: For those students eligible to ride a bus, "car trouble" is not an excused tardy.**
3. If no phone call is received or the phone call is received after the student arrives to school, the tardy will be deemed "unexcused" and a detention issued. **Tardiness that exceeds six (6) times will be deemed "unexcused" and a detention issued.**
3. An unexcused tardy requires the student to serve detention that same day or the following day.

TRANSPORTATION

BUS REGULATIONS

1. Shuttle bus transportation is provided to and from Clinton High School and the Career Complex.
2. Designated pick up and drop off zones are located in front of CHS and the Career Complex.
3. Students who ride the bus to school and have a first block CTE class will need to ride the junior high route that serves their street. This information can be obtained from the Clinton Schools Transportation Department (601-924-7219).
4. The following general instructions are given to students who ride buses:
 - A. Be at your assigned loading zone on time.
 - B. Exercise extreme caution in getting to and from your assigned bus stop.
 - C. Talk to friends in a normal tone and do not shout.
 - D. Keep head, hands, and other articles inside the bus.
 - E. Do not bring unauthorized articles, e.g., pets, large articles, combustibles, or weapons on the bus.

- F. Do not use tobacco of any kind.
- G. Do not use vulgar or profane language.
- H. Do not fight or scuffle.
- I. Follow the driver's instructions.
- J. Treat the driver with respect and courtesy.
- K. Do not ride the bus unless eligible to do so.

USE OF CARS AT CAREER COMPLEX

Any students scheduled to the Career Complex may drive their personal vehicle to and from school sites with signed parental consent. The use of personal vehicles as transportation to the Career Complex is a privilege and can be revoked by school administrators for failure to follow any of the following policies and procedures.

Required driving route to and from the two campuses will be:

ROUTE 1: For all students scheduled to the Career Complex for 1st block, 2nd block, and 3rd block

- i. - To Career Complex - Arrow Drive to Cynthia Road to Northside Drive to Lakeview Drive
- ii. - To CHS - Lakeview Drive to Northside Drive to Cynthia Road to Arrow drive

ROUTE 2: For all students scheduled to the Career Complex for 4th block. Alternate route is due to elementary school dismissal.

- iii. - To Career Complex - Arrow Drive to Pinehaven to Northside Drive to Lakeview
- To CHS - Lakeview Drive to Northside Drive to Pinehaven to Arrow Drive

DRIVING REGULATIONS

1. No student is to ride with anyone to or from the Career Complex. However, passengers may ride with a driver if the driver is arriving to school for 8:15 class or leaving for dismissal at 3:50. Violations will result in the "driver" losing driving privileges and the "rider" being issued a truancy violation. The student will be subject to discipline procedures as stated in the truancy policy.
2. Students are required to be on time. Car trouble or traffic related problems are not cause for excused tardiness.
3. Students must strictly adhere to all traffic laws. Students will park only in designated areas.
4. Any stops between the campuses are strictly prohibited.
5. Students are not to drive through neighborhoods or business parking lots driving to or from the Career Complex.

CODE OF CONDUCT

CONDUCT AND DISCIPLINE

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 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 school 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 the 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 or disapproval of the Board of Trustees (Sections 37-9-71 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 case pursuant to Clinton School Board Policy Section JDD-R.

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

Any student serving detention must provide for his/her own transportation. A detention shall be served on the day of its issuance or the day after issuance.

8. The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension or expulsion for one-calendar year if warranted, of any student for disorderly conduct or misconduct, including, but not limited to, the following:
 - A. Fighting
 - B. Disorderly conduct
 - C. Harassment, intimidation, or threats
 - D. Disruption of school operations, functions, programs, or activities
 - E. Disobedience
 - F. Disrespect
 - G. Insubordination
 - H. Insulting language
 - 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. Forgery
- AA. Any offense otherwise punishable by law
- BB. An accumulation of offenses
- CC. Possession/use of/under the influence of:
 - 1) Illegal drugs
 - 2) Alcoholic beverages
 - 3) Fireworks, explosives, or incendiary materials
 - 4) Knives, firearms, slingshots, or any other weapon
 - 5) Pornographic or inappropriate materials
 - 6) Stolen property
 - 7) Tobacco in any form
 - 8) Cards or gambling paraphernalia
 - 9) Noise-making devices
 - 10) Other disruptive materials
 - 11) Other materials, possession of which is punishable by law

DETENTION

1. Students involved in problems of a minor nature will be assigned detention. The purpose of detention is two fold: (1) to serve as a minor punishment and (2) to warn the student that an element of his/her behavior is unacceptable and must be changed or modified.

Detention will be served either on the day assigned or the next school day. Upon receiving a detention, the detention slip will be sent home to be signed by a parent and returned to the teacher.

If a student is assigned a detention and fails to initial the detention, an additional day of detention will be assigned by an administrator. Students who are assigned detention must report to the detention room prior to the 3:55 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.

2. A student who fails to report to detention when assigned will be assigned one (1) penalty day in addition to being required to make up the day missed. Should the student fail to report to detention again, the student will be assigned to in-school detention until both after school detentions are served. If a student is tardy to detention, he or she will not be admitted and will be treated as absent.
3. 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, student receives 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

4. If it becomes apparent that detention assignment is not achieving the desired result--a change in the student's behavior--further action will be taken.
5. Only students who have classes at the Career Complex 4TH block may serve detention at the Career Complex.
6. Students must have their I.D. cards in detention. Failure to show your current school I.D. will result in the student being asked to leave and being marked as absent. Guidelines will then be followed for missing detention.
7. The only permitted activity of students in detention shall be a writing assignment. Therefore students must bring paper and pencils to detention. If a student reports to detention without any materials, an additional day will be assigned by the detention monitor.

OVER NIGHT SUSPENSION

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.

IN-SCHOOL DETENTION

Students placed in in-school detention (ISD) will report to the appropriate area at the beginning of the school day (8:25 A.M.). Students must bring the appropriate materials for studying and completing of assigned tasks (books, pencils, pens, paper, and computer). Students will be given their assignments by the ISD monitor. Assignments that correspond to class work will be graded for credit.

The student will remain in ISD for the entire day (3:51 p.m.) and while in ISD is ineligible to participate in or visit any school sponsored event or campus. Failure to follow the rules of ISD will result in the student serving the remaining days of ISD at home or additional days added to ISD. Absences received from scheduled classes while placed in ISD will be considered unexcused. In all cases of ISD, a parent or guardian, student, and administrator conference will be held prior to the student's return to regular classes.

SUSPENSION

Suspension from school attendance is used in cases of misconduct or the continued failure to abide to 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. During this time of suspension from school the student is ineligible to participate in or visit any school facility or function.

Students may be suspended by the principal, assistant principal or career complex director. When a student has been suspended for more than three 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 students should be suspended immediately. In all cases of suspension, a parent or guardian, student, and administrator conference will be held at the school prior to the student's return to classes. All days missed because of suspensions are unexcused, and assigned tests missed must be made up the day the student returns to class.

THE ALTERNATIVE SCHOOL

The purpose of the Alternative School for the Clinton Public School District is to offer a program for students who have not or cannot function in regular classroom settings; who will benefit from a small group setting for a period of time; or whose behavior is such that it curtails or disrupts the learning environment for him and/or peers. The Alternative School, located at 201 Easthaven Drive, is activated after "regular" interventions for behavior modifications prove ineffective.

Guidelines

1. Assignment to the Alternative School for disciplinary reasons will follow due process as outlined in the disciplinary section of the student handbook.
2. If a student is returned to school by order of any chancellor or youth court judge, the placement of the student shall be reviewed by the placement committee.
3. Any recommendation for placement in the Alternative School not covered in placement guidelines 1 or 2 will be reviewed by the placement committee.
4. Upon assignment to the Alternative School, a meeting with the principal of the Alternative School will be held.
5. If a student continues to violate regulations for which he/she has been assigned to the Alternative School, a recommendation for expulsion will result.
6. The placement committee will recommend time of attendance in the Alternative School if not stated in disciplinary policy.

I.D. CARDS

1. Each student at Clinton High School must obtain and maintain a current I.D. card. I.D. pictures will be made at the time of registration, and the cards will be issued to the students

at a later time. The initial cost of an I.D. card is included in the designated fee. The cost of replacement for a lost or destroyed I.D. card is \$2.50.

2. **A STUDENT MUST WEAR HIS/HER I.D. CARD ON A LANYARD AT ALL TIMES DURING THE SCHOOL DAY AND MUST HAVE IT IN HIS/HER POSSESSION AT ALL SCHOOL SPONSORED ACTIVITIES.**
3. I.D. cards will be required to sit in the student section of athletic contests, be issued lunch tickets of any type, eat in the cafeteria at school prices, and be admitted to other extra-curricular activities. I.D. cards do not cover the cost of admission to school-sponsored events but will often entitle the student to reduced prices.

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 in writing to the principal by the student and/or his/her parent/guardian that there will not be a recurrence of this type of behavior. The principal is authorized to require any student who has been involved in a fight or any other type of disturbance to leave school for the remainder of the day when such action is deemed necessary to protect the safety of the student or other students. Principals shall make no such requirement before the student's parent has been 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 of the BOARD POLICY MANUAL of the Clinton School District.
4. In the event that there is knowledge of an unlawful or violent act which may have occurred on school property or during a school sponsored activity, the administration will notify law enforcement officials immediately.
5. A teaching situation which 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. A counselor and/or principal will review the case and try to resolve the problem. A student who repeatedly has been sent from class will be suspended from school attendance.

CHEATING

Utilizing, receiving, or giving unauthorized help on school related assignments is not permitted and will not be condoned at Clinton 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 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 for notification and an Overnight Suspension Report will be issued and a conference with the student's parents or guardians will be held.

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 is 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 a drug and/or alcohol test (within a five hour block of time) at the expense of the parent/guardian if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. A refusal or failure to take a drug and/or alcohol test shall be considered a positive drug and alcohol related offense. The consequence for failure to abide by the above will be suspension with Alternative School placement but not limited to expulsion from school. Clinton Police will be notified of any situation involving drugs and/or alcohol.

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.

TOBACCO USE/POSSESSION

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

This restriction also includes any items or substances used as substitutes for traditional methods of tobacco use and its paraphernalia.

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. The student 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 has been seen by the 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.

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 in the hallways 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-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 has been mistreated by a faculty member, he 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 is subject to suspension or expulsion. (Mississippi Code of 1972, Section 37-11-55.)

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.

SCHOOL SPONSORED DANCES

Non-students who accompany a current student to a school dance must have prior approval from the administration. They must abide by all rules and regulations of Clinton High School. Former students of CHS who left school for disciplinary reasons are not eligible to attend school sponsored functions.

Current students who are suspended (during the time of the dance) or at CAS for disciplinary reasons are not eligible to attend any school sponsored dance.

UNAUTHORIZED USE OF BUILDINGS

Hanging flags, signs, etc., from the roof of the building has become a source of various problems at Clinton High School. Students are not allowed on the roof of any building on the campus at anytime during or after school hours. Any student who is identified by authorities as being in a building will receive an automatic three-day 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 next school-sponsored event, suspension from remaining school sponsored events, or any other disciplinary action deemed appropriate by the administrator.

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.

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.

"OUT OF BOUNDS"

Students will be assigned detention for being "out of bounds" in an unauthorized area at an unauthorized time. As stated, during lunch periods, students are permitted only in the cafeteria or other designated areas. All other areas are "out of bounds," unless the student has a valid pass into that area. Areas considered as "out of bounds" include the parking lot and the stage area of the auditorium.

CELL PHONE POLICY

1. Cell phones and other electronic devices are not to be used during the school day [The school day is defined as the time that the bell rings for students to enter the building (8:20), until 4:25 or they leave campus]. This includes the time a student is being transported on a school bus, or the time that a student is on campus before or after classes have begun. If a student is found to be using a cell phone without permission (including making/receiving a call, making/receiving a text message, taking pictures, etc.) the student will be assigned the following consequence:
 - 1st 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.
 - 2nd 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.
 - 3rd 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.
 - 4th 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.
 - 5th 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.

1. The school does not assume any responsibility for loss of or damage to personal items.
2. Students are not to have in their possession or on their person items such as knives or other instruments with sharp blades or points.
3. Students are not permitted to sell any items at school without permission from the principal.
4. Students are not permitted to park or loiter in teachers' parking areas.
5. Students are not permitted to sit on top of desks or tables.

COMPUTER USE

Teacher Responsibilities

- Have students restart computers during HR or 1st 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

HAZING AND HARASSMENT

The hazing or harassment of any student, sexual or otherwise, will not be tolerated. A student or group of students who is suspected of such behavior should be immediately reported to the building administrator for questioning and possible disciplinary action. If deemed necessary an appropriate disciplinary action will be determined by the building administrator which may result in detention or suspension. In certain cases a school violence report may be completed and the report filed with the local police department.

STUDENT BULLYING

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 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, the Clinton Public School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior

RACIAL HARASSMENT

Racial harassment consist 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 unreasonable 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.

FIGHTING

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

Fighting is defined as a verbal or physical exchange causing a disruption of the educational process. This includes students who attempt or engage in physical contact, students who invade another's personal space in a threatening manner, or students who intentionally behave in such a way that could reasonably cause physical injury to any person. Any student involved in fighting or

promoting fighting shall be subject to disciplinary action. The penalty for participating in a fight will be as follows:

First Offense	3-day out-of-school suspension
Second Offense	5-day out-of-school suspension
Third Offense	Recommendation for alternative placement

Students who participate in fights which include three or more students will be automatically suspended from school and subject to placement at the Alternative School. The penalties assigned per offense are subject to the discretion of the administration. Thus, the penalty recommended for a first offense can be determined to warrant any of the listed penalties.

GANG-RELATED ACTIVITY

Gang related or unauthorized group activities will not be permitted at Clinton High School. Participation in any unauthorized club or gang activity including, but not limited to: the display or possession of gang symbols, hand signals, soliciting others for membership, requesting the payment of dues, insurance, or other forms of protection from any individual or group, wearing or otherwise displaying colors or items of dress, etc., intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property will not be tolerated and will result in an appropriate disciplinary action.

DESTRUCTION/DEFAACEMENT 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/guardian provides an assurance in writing that such behavior will not be repeated. In addition, the parent or guardian shall be requested to pay the cost of restoring the damaged or defaced property. The Superintendent of Schools is authorized to offer a reward not to exceed \$100.00 to any person who provides information, which leads to the identity and conviction of any person who has damaged or defaced school property.

NO OPEN CONTAINER POLICY

In an effort to provide a safe and orderly environment for our students, parents and faculty/staff, campuses containing grades 6-12 are enacting a **No Open Container Policy** for each campus and all school sponsored events. All open containers, i.e. paper, plastic and 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.

GUM CHEWING

Gum chewing is not permitted on campus. Student's detected chewing gum will be assigned to detention.

POSSESSION OF A FIREARM (GUN) ON SCHOOL PROPERTY

1. The following Clinton School Board Policies authorize expulsion from the school program and all of its activities for a minimum period of one calendar year for any student who has a firearm (gun) in his/her possession on school property. **Possession means having the gun on one's person or in school locker, desk, or vehicle.**
 - A. JCBH, GUN FREE SCHOOLS
 - B. JCA, STUDENT CONDUCT (EXPULSION)
 - C. JCDAE(2), POSSESSION OF WEAPONS ON SCHOOL PROPERTY
 - D. JCB, CODE OF CONDUCT
(THE PREVENTION OF SCHOOL VIOLENCE ACT, S.B. 3349) (1994)
2. In addition to being expelled from school, the student will be turned over to the police and charged with one or more of the following crimes:
 - A. Possession of a firearm on school property--
Penalty: Fined up to \$300 and/or imprisoned in the county jail for up to three months.
 - B. If the firearm discharges and someone is hit--
Penalty: Imprisonment in the state penitentiary for up to ten years and/or fined up to \$1,000.
 - C. If the firearm is discharged and someone is killed--
Penalty: Life in the state penitentiary.
3. **Guns/Firearms**
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.
4. **Other Weapons – Possession Of**
Any student who uses or threatens to use any hard or sharp object, regardless of its original purpose, for a weapon while he/she is in school, on school property, on a school bus, on the way to and from school, or at any school function or activity will immediately be suspended and recommended for expulsion. Examples of such weapons, but not limited to, include knife, bully club, brass knuckles, ammunition, stars, pipe club, brick, bat, chain, razors, box cutters, etc.
Weapons used by students shall be seized and turned over to the school district's security officer, Principals shall exercise their own discretion in each instance concerning the necessity of the notification of the appropriate law enforcement authorities.
5. **Other Weapons – Possession Of**
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.

**DRESS CODE
(School Board Policy JCDB)**

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. Any student violating any of these regulations will be subject to appropriate disciplinary action. Dress code violations may be reported by a teacher, a staff member, or an administrator.

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 administrator of 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. We are attempting to eliminate as much confusion as possible, so our attention can be turned to educational pursuits.

2. If an infraction of Dress Code causes a student to be out of class more than one-half of the class time, the absence will be considered unexcused. 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. In turn, no parent will be inconvenienced by his/her child's violation of the Dress Code. It is in the spirit of educating students for their future that these standards of modesty and respect are set.

Consequences for Dress Code Violation:

Student will be sent to Front Office

1st infraction – Detention issued

2nd infraction – Two detentions issued

3rd infraction – Overnight suspension, parent conference required

4th infraction – Student suspended for one day, parent conference required

Subsequent infractions increase the days of suspension

- 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 are allowed.

- F. Tank tops and muscle shirts shall not be worn. Any sleeveless shirt, blouse, or dress must be at least two (2) 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. Belt, if worn, shall be buckled.
- J. Fasteners designed for use with an article of clothing will be used appropriately at all times.
- K. Clothing with vulgar, indecent, or suggestive writing or symbols shall not be worn. No writing shall be on the seat of the pants.
- L. Clothing advertising tobacco, alcohol, weapons, ammunition or drugs shall not be worn.
- M. Unless prescribed, sunglasses shall not be worn inside the buildings.
- N. No clothing considered and designed as underclothing shall be worn as an outside garment.
- O. Shirts and blouses shall be buttoned or zipped unless designed for outside wear.
- 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. This includes dresses, skirts, overalls, skorts, shorts, etc. Skirts or dresses with slits, kick pleats, or any opening must have the top of the opening within four (4) inches of the middle of the knee.
- 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-end-cutoffs, running shorts, soccer shorts, yoga/spandex pants/tights/jeggings/leggings, cut-off-warm-ups, gym shorts, pajamas or pajama-like material.
- S. All shirts must be tucked into the pants. Pants must be worn at or above the waist and a belt will be worn with any pants having belt loops.
- T. Jeans, shorts, and other garments with holes shall not expose skin or undergarments from the waist to 4 inches from the middle of the knee.
- U. No hats, caps, bandannas, stocking caps, or toboggans etc. shall be worn inside the buildings.
- V. Appropriate and adequate underclothing shall be worn.
- W. No see-through clothing shall be worn unless worn with a two (2) inch solid strap underneath. See through clothing must be worn over an article of clothing that meets dress code guidelines.
- X. No clothing top shall be so low in the front as to expose any part of the breast/cleavage or shall be excessively low in the back.
- Y. Any style of clothing determined to be immodest in dress, such as skin-tight clothing, is prohibited.
- Z. Any style of clothing or accessory deemed unsafe shall not be worn. This includes long wallet/watch chains, heavy medallions, spiked jewelry, etc.

WHAT TO DO WHEN...

.....**YOU ARE ABSENT FROM SCHOOL** - Have a parent/guardian call the school attendance office (924-5332) by 11:00 a.m. each morning that you are absent. Upon returning to school before the 8:15 A.M. bell, students who are unverified or have a medical excuse should report directly to the attendance office for an admit slip. If the student does not report by 8:15, he/she will be assigned a detention.

.....**YOU ARE TARDY TO SCHOOL** - Have a parent/guardian call the attendance office BEFORE you arrive to school. Upon arriving to school, you must report directly to the attendance office for an admit slip. If no phone call is received before you arrive to school, the tardy will be deemed “unexcused” and a detention issued.

.....**YOU WISH TO LEAVE THE CLASSROOM** - Ask your teacher for a corridor pass, stating your need for leaving. Take the pass, attend to your business promptly, and return to class.

.....**YOU BECOME ILL AT SCHOOL** - Inform your teacher that you are ill and secure a corridor pass to the attendance office. If you are unable to remain at school, the attendance clerk will notify a parent or designee to come to the school and check you out.

.....**YOU HAVE A DOCTOR'S APPOINTMENT** - Report to the attendance office before school the morning of your appointment and present your appointment card to the attendance clerk. After your appointment has been verified, the attendance clerk will give you a form stating the time you are to be dismissed from school. You must present this to the teacher from whose class you wish to be dismissed. Stop by the attendance office to notify the clerk that you are leaving.

.....**YOU HAVE LOST/FOUND ARTICLE** - Report to the front office with the article or report to the office personnel that you have lost something.

....**YOUR COMPUTER BREAKS** – Once you return to CHS, ask for permission to visit the tech center located in the library.

....**YOU GET INJURED IN THE SHOP/LAB** – Immediately notify your instructor and seek medical attention if needed in the front office. Students will be required to complete an accident report.

APPENDIX 1.1

FRESHMAN ADMISSION REQUIREMENTS FOR UNIVERSITY SYSTEM INSTITUTIONS (COLLEGE PREPARATORY CURRICULUM)

The high school course requirements set forth below are applicable to students graduating from high school and entering a public institution of higher learning.

The minimum REQUIRED CPC for full admission into a Mississippi public university is as follows:	The minimum RECOMMENDED CPC for full admission into a Mississippi public university is as follows:
English: 4 Carnegie units <ul style="list-style-type: none"> All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included. 	English: 4 Carnegie units <ul style="list-style-type: none"> All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.
Mathematics: 3 Carnegie units <ul style="list-style-type: none"> Algebra I or its equivalent Math higher than Algebra I (2 units) 	Mathematics: 4 Carnegie units <ul style="list-style-type: none"> Algebra I or its equivalent Math higher than Algebra I (3 units)
Science: 3 Carnegie units <ul style="list-style-type: none"> Biology I or its equivalent Science higher than Biology I (2 units) 	Science: 4 Carnegie units <ul style="list-style-type: none"> Biology I or its equivalent Science higher than Biology I (3 units)
Social Studies: 3 Carnegie units <ul style="list-style-type: none"> U.S. History World History U.S. Government (½ unit) Economics (½ unit) or Introduction to World Geography (½ unit) 	Social Studies: 4 Carnegie units <ul style="list-style-type: none"> U.S. History World History U.S. Government (½ unit) Economics (½ unit) Introduction to World Geography (½ unit) Mississippi Studies <i>(or state/local government course in any other state)</i>
Arts: 1 Carnegie unit <ul style="list-style-type: none"> Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation. 	Arts: 1 Carnegie unit <ul style="list-style-type: none"> Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.
Advanced Electives: 2 Carnegie units <ul style="list-style-type: none"> Option 1: Foreign Language I and Foreign Language II Option 2: Foreign Language I and Advanced World Geography Option 3: Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course 	Advanced Electives: 2 Carnegie units <ul style="list-style-type: none"> Option 1: Foreign Language I and Foreign Language II Option 2: Foreign Language I and Advanced World Geography Option 3: Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course
Technology: ½ Carnegie unit <ul style="list-style-type: none"> A course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. 	Technology: ½ Carnegie unit <ul style="list-style-type: none"> A course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.
Total Carnegie units: 16½	Total Carnegie units: 19½
Notes: <ul style="list-style-type: none"> Pre-High School units: Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course. Substitutions: Advanced Placement (AP) and International Baccalaureate (IB) courses can be substituted for each requirement in the College Preparatory Curriculum. Course Acceptance: A course may not be used to satisfy more than one requirement. The Required and Recommended College Preparatory Curricula (CPC) are approved by the IHL Board of Trustees, and the IHL Office of Academic and Student Affairs maintains a complete list of courses that can be used to satisfy the CPC requirements. See www.mississippi.edu/admissions/. The Mississippi Department of Education also maintains an online course catalog with CPC classifications for each course - http://www.rcu.msstate.edu/Curriculum/MDECourseCode.aspx.aspx 	

APPENDIX 1.2

IHL Board Policy §602.B. FULL ADMISSION

Full admission to any of the eight public universities will be granted to the following:

1. Complete the College Prep Curriculum (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC; **OR**
2. Complete the CPC with a minimum 2.5 high school GPA or a class rank in the top 50 percent and a score of 16 or higher on the ACT* (Composite); **OR**
3. Complete the CPC with a minimum 2.0 high school GPA on the CPC and a score of 18 or higher on the ACT* (Composite); **OR**
4. NCAA Division I standards for student-athletes who are “full-qualifiers” or “academic redshirts” are accepted as equivalent to the admission standards established by the Board.

**In lieu of the ACT scores, students may submit equivalent SAT scores. Students scoring below 16 on the ACT (Composite) or the equivalent SAT are encouraged to participate in the Year-Long Academic Support Program during their freshman year.*

IHL Board Policy §608. INTERMEDIATE COURSES

- A. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT Mathematics subtest score of 16 or less will be required to take Intermediate Mathematics during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose Mathematics subtest score is 17, 18, or 19 may be required to take Intermediate Mathematics. Students with a minimum ACT Mathematics subtest score of 15 who have completed the Mississippi Department of Education approved mathematics transitional course with a grade of “80” or higher will not be required to take Intermediate Mathematics and should be enrolled in a college-level mathematics course during their first semester of enrollment.
- B. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT English subtest score of 16 or less will be required to take Intermediate English during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose English subtest score is 17, 18, or 19 may be required to take Intermediate English. Students with a minimum ACT English subtest score of 15 who have completed the Mississippi Department of Education approved literacy transitional course with a grade of “80” or higher will not be required to take Intermediate English and should be enrolled in a college-level English course during their first semester of enrollment.
- C. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT Reading subtest score of 16 or less will be required to take Intermediate Reading during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose Reading subtest score is 17, 18, or 19 may be required to take Intermediate Reading. Students taking Intermediate Reading should not be permitted to take reading-intensive courses, such as History. Students with a minimum ACT Reading subtest score of 15 who have completed the Mississippi Department of Education approved literacy transitional course with a grade of “80” or higher will not be required to take Intermediate Reading.
- D. Students taking two or more intermediate courses must enroll in the year-long Academic Support Program or some other IHL-recognized intervention strategy to promote success in the courses in which they are not fully prepared, according to ACT subtest scores and will not be permitted to take more than 17 hours.
- E. Intermediate courses may be delivered through a co-requisite model coupled with a credit bearing gateway course.
- F. Regarding course placement using an ACT subtest score, exemptions to this policy based on prior high school course performance, postsecondary course performance, or other academic experiences must be approved by the institution’s Chief Academic Officer or designee.