

# **Stone County School District Student Handbook 2020-2021**



**Stone Elementary School, Grades K-5  
Perkinston Elementary School, Grades K-5  
Stone Middle School, Grades 6-8  
Stone High School, Grades 9-12**

**PARENT-TEACHER-SCHOOL  
COMPACT/CODE OF CONDUCT, ACCEPTABLE USE POLICY  
COMPLIANCE FORM**

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I \_\_\_\_\_,

the legal parent/guardian of \_\_\_\_\_ at

\_\_\_\_\_ School, declare that I agree with the provisions of the **PARENT-TEACHER-SCHOOL COMPACT**; and that I have read the **Stone County School's Code of Conduct**, have discussed it with my child, and do hereby agree to support the school district in the implementation of the rules of conduct for the district and the school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_, a

student at \_\_\_\_\_ School, declare that I agree with the provisions of the **PARENT-TEACHER-SCHOOL COMPACT**; and that I have read the **Stone County School's Code of Conduct** and will comply with the rules and regulations set forth in this handbook.

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

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**School: SHS SMS SES PES (Circle your school)**

I have read and understand the **DISTRICT ACCEPTABLE USE POLICY**. I agree to follow the rules contained in this Policy. I understand that if I violate the rules I may lose my computer privileges and face other disciplinary actions.

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

As Superintendent of the Stone County School District, I will take all measures possible to ensure that principals, teachers, and other school personnel comply with the provisions outlined in the **PARENT-TEACHER-STUDENT COMPACT**, the district's **ACCEPTABLE USE POLICY** and the district's **CODE OF CONDUCT** and will ensure all are enforced in a fair and equitable manner.

Ms. Initia Owen,  
Superintendent of Education

## **PERKINSTON ELEMENTARY SCHOOL PARENT-STUDENT-SCHOOL COMPACT**

***Parent/Guardian Responsibilities:*** In order to enhance my child's education, I agree to:

- Emphasize the importance of education
- Ensure my child is well groomed and well rested
- Maintain regular contact with my child's teacher(s)
- Help my child with his or her homework
- Be actively involved in school activities
- Communicate with my child's school or teachers about absences, homework or other issues that may affect my child's education
- Attend parent conferences and sign my child's school paperwork, such as report cards, progress reports, weekly planners, etc.
- Provide my child with school supplies necessary to be successful in the classroom

***Student Responsibilities:*** In order for me to be successful in school, I agree to:

- Come to class on time and be prepared and with all necessary materials
- Complete all assignments in a timely manner
- Treat teachers, peers and myself with courtesy and respect
- Follow all school rules and regulations, including the dress code and attendance
- Do my best at all times and ask questions when necessary

***School Responsibilities:*** In order to provide your child with a quality education, we agree to:

- Maintain an atmosphere conducive to learning
- Exhibit an attitude of respect for all: students, parents/guardians, visitors and community
- Keep an open line of communication among students, parents/guardians, teachers and community
- Provide highly effective instruction in all classrooms
- Invite parent/guardians and community members to visit our schools
- Notify students and parents/guardians of student performance



# STONE ELEMENTARY SCHOOL

## Parent-Student-School Compact



### **PARENT/GUARDIAN RESPONSIBILITIES:**

In order to enhance my child's education, I agree to:

- Emphasize the importance of education
- Ensure my child is well groomed and well rested
- Maintain regular contact with my child's teacher(s)
- Help my child with his or her homework
- Be actively involved in school activities
- Communicate with my child's school or teachers about absences, homework or other issues that may affect my child's education
- Attend parent conferences and sign my child's school paperwork, such as report cards, progress reports, weekly planners, etc.
- Provide my child with school supplies necessary to be successful in the classroom

### **STUDENT RESPONSIBILITIES:**

In order for me to be successful in school, I agree to:

- Come to class on time, prepared and with all necessary materials
- Complete all assignments in a timely manner
- Treat teachers, peers and myself with respect
- Follow all school rules and regulations, including the dress code and attendance
- Do my best at all times

### **SCHOOL RESPONSIBILITIES:**

In order to provide your child with a quality education, we agree to:

- Maintain an atmosphere conducive to learning
- Exhibit an attitude of respect for all: students, parents/guardians, visitors and community
- Keep an open line of communication among students, parents/guardians, teachers and community
- Provide highly effective instruction in all classrooms
- Invite parent/guardians and community members to visit our schools
- Notify students and parents/guardians of student performance

## **SUPERINTENDENT'S STATEMENT**

To Parents and Students:

The Stone County Board of Education has approved this Code of Student Conduct for the 2020-2021 school year. The purpose of this publication is to outline the rights and responsibilities of our students. It is not intended to be a comprehensive set of rules, but it does set forth the philosophy that the school environment is critical to effective teaching and learning.

This publication therefore is designed to guide us in creating a proper atmosphere for teachers and students. Emphasis is placed on self-respect and respecting the rights of others. It does not contain the rules or regulations to be content specific, but does contain the broad principles evidencing the Stone County Board's recognition and support of the concept of student rights and their correlative responsibilities. The application of these principles in practice and the specific procedures to be followed by both students and responsible school officials in specific situations are beyond the scope and intent of this document.

This document is made possible by the efforts of many administrators, teachers, parents, and students. I would like to express my gratitude to all who had a part in its development.

Ms. Inita Owen  
Superintendent of Education

It is the intent of the Stone County Board of Education that all employees, students, and their parents or guardians are given fair and equal treatment and consideration as required by the Constitution, the laws of the United States, and the laws of the State of Mississippi. All policies, procedures, statements of qualifications, rules, regulations and processes shall be free of discriminatory words and phrases in their intent and in their application.

The Stone County Schools shall offer equal opportunity, equal rights, and equal responsibility to all. There shall be no discrimination among persons on the basis of race, color, creed, national origin, religion, or lack thereof, marital status, age, or disabilities in accordance with federal and state laws.

Due process policies shall be made available to all certified employees, students, and their parents or guardians. Any student or certified employee who may be subjected to disciplinary action shall be given the right of due process.

## **STONE COUNTY SCHOOL DISTRICT DIRECTORY**

Central Office	928-7247	928-7248	928-6877
Stone High School	928-5492	928-5493	928-5494
Stone Middle School	928-4876	928-3171	
Stone Elementary School	928-5473	928-5474	
Perkinston Elementary School	928-3380	928-9940	
Transportation Department	928-4528		
Special Services Department	928-6448		
Food Service Department	928-6447		

### **STONE COUNTY BOARD OF EDUCATION**

Mrs. Nina Shaw, Beat One  
Ms. Diane Johnson, Beat Two  
Mr. Jacob Smith, Beat Three  
Mr. Rodney Beech, Beat Four  
Dr. Doris Matthews, Beat Five  
Mr. Sean Courtney, Board Attorney

### **DISTRICT PERSONNEL**

Ms. Inita Owen, Superintendent of Education  
Mrs. Donna Lee, Human Resource Director  
Mrs. Rebecca Puckett, Testing Coordinator  
Mrs. Niki Robinson, Federal Program Director  
Ms. Amy Stampley, Special Education Director Mrs. Cassie Hardy, Business Manager  
Mr. Michael Parker, Transportation/Maintenance Supervisor Jaclyn Parker, Food Services Administrator  
Mr. Chuck McGee, Technology Director

### **STONE HIGH SCHOOL**

Mr. Adam Stone, Principal  
Mr. Jonathan Story, Assistant Principal  
Mrs. Brett Byrd, Assistant Principal  
Dr. Barbara Fowler, Vocational Director  
Ms. Brooke Rosetti, Counselor  
Dr. Ursula Whitehead, Counselor  
Mr. Kevin Conard, Stone Education Center

### **STONE MIDDLE SCHOOL**

Mr. Lance Bolen, Principal  
Mrs. Tiffany Farmer, Assistant Principal  
Mrs. Colleen Hickman, Assistant Principal  
Mrs. Rose Pouriraji, Counselor

### **STONE ELEMENTARY SCHOOL**

Mrs. Sandy Danzey, Principal  
Mrs. Cyntria Young, Assistant Principal  
Mrs. Rebecca Danner, Lead Teacher  
Ms. Leesa King, Counselor

### **PERKINSTON ELEMENTARY SCHOOL**

Mrs. Krista Sablich, Principal  
Mrs. Danielle Miller, Assistant Principal  
Mrs. Amanda Danzey, Lead Teacher  
Mrs. Myla Main, Counselor

## **SECTION I - GENERAL POLICY /INFORMATION**

**ALL FORMS REQUIRED FOR PARENT/GUARDIAN SIGNATURES ARE LOCATED IN THE FRONT OF THIS HANDBOOK. PLEASE READ ALL INFORMATION CAREFULLY, SIGN AND RETURN TO THE SCHOOL AS SOON AS POSSIBLE.**

### **District Mission Statement**

The Mission of the Stone County School District is  
to **Ignite** within every student a passion for learning,  
to **Inspire** the pursuit of excellence, and  
to **Instill** the desire to lead a productive, purposeful life.

### **Purpose of this Document**

Mississippi Code S37-11-55 makes it mandatory that the school district adopt and make available to all teachers, school personnel, students and parents or guardians, at the beginning of the school year a code of student conduct developed in consultation with teachers, school personnel, students and parents or guardians. This code shall be based on the rules governing student conduct and discipline adopted by the school board and may be made available at the school level in the student handbook.

With the understanding that the curriculum, the educational practices, and use of district resources will be continuously evaluated and revised in light of new information, available resources, and student achievement, this district works with the community committing to the opportunity and task of educating our youth. We seek what we value.

### **THE FAMILY RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 provides that “directory” information, such as students’ names, address, telephone, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards and most recent educational institution attended by the student, may be released by the school district without written consent of the parent. Nor is parental consent required for release of educational records (1) to other school officials (2) to officials of other school districts in which the student seeks to enroll, (3) to authorized government representatives, (4) in connection with a student’s application for or receipt of, financial aid, (5) to accrediting organizations, (6) to parents of dependent students as defined by statute, and (7) to regulation of the Secretary of Education pertaining to health or welfare of the student or other persons. Also the State Attorney General has ruled that natural parents even without custody or guardianship have a property right to see the educational records of their child without legal parent or guardian consent. This is inclusive of grades only. Beyond these exceptions, no personal identifiable information can be released, other than directory information, without written consent of the parent specifying the record to be released. If you object to the school releasing information other than listed above, write a letter within ten (10) days of the official opening of school stating your objection and request that it be placed in the student’s record.

### **COMPLIANCE POLICIES**

Stone County Schools are in compliance with Title VI of the Civil Rights Act of 1964, including regulations to vocational education, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Family Educational Rights and Privacy Act of 1974.

Stone County School District’s policy assures that no one shall, on the grounds of race, color, religion, age, national origin, sex or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school. The vocational department encourages males and females to enroll in nontraditional classes and to train for nontraditional jobs. Copies of the Title IX policy of the Educational Amendment of 1972 and the Family Educational Rights and Privacy Act of 1974 are available in the principal’s office in each school building upon request.

Title VI Coordinator-Mrs. Niki Robinson  
Title IX Coordinator-Mr. Kevin Conard  
Coordinator of Section 504 of the Rehabilitation Act of 1973- Mrs. Amy Stampley  
Office of the Superintendent of Education  
214 Critz Street, Wiggins, Mississippi (601) 928-7247

## **STUDENT RELEASE POLICIES**

### **NAMES AND PHOTOGRAPHS IN PUBLICATIONS**

Students' names and appropriate information will be released and printed in various publications such as the yearbook, school paper, district publications, graduation list, athletic rosters, honor rolls, etc, throughout the year. Students who desire that such information not be included or released should notify the principal's office in writing by the end of the second complete week of school. Such requests will be honored. Students/parents are required to complete the release information located in the registration packet regarding publishing student's name, picture and work on the internet.

### **STUDENT RECORDS:**

Permanent school records are kept on all students. These records enable maximum information to be gathered as the school system encourages parents to communicate with the school on their children's school progress. It is through parent-principal and parent-counselor conferences that the cumulative record should be used for interpretation and clarification of student needs and progress. No permanent record will be released to any person other than the student if the student is eighteen (18) years of age and has graduated or no longer attends Stone County Schools.

Upon parental or legal guardian written request, the permanent record of the student shall be made available. Students 18 years of age or older shall be granted like opportunities upon written request. No records or record information shall be released to third parties unless written approval has been given to the school by the student's parents or the student who is 18 years of age or older.

### **CUMULATIVE RECORD REQUEST:**

As outlined in Section 99.31 of the Buckley Amendment, written consent of parent is not necessary for the transfer of records between schools. The school will automatically request student records.

### **NOTICE OF TITLE I PARENTS-RIGHT-TO-KNOW AS REQUIRED BY ESSA:**

To the Parents or guardians of students attending Stone Elementary or Perkinston Elementary:  
As a parent or guardian of a student attending a Title I school in the Stone County School District, you have the right to request information regarding professional qualifications of your child's classroom teacher(s) or paraprofessional. You are entitled to request the following professional information:

- Whether your child's teacher(s) holds a state license for the grade level and subject areas in which they provide instruction
- Whether your child's teacher(s) is teaching under a provisional status
- Whether the teacher is teaching under **emergency** or provisional status **through which state qualification or licensing criteria have been waived**
- Whether the teacher(s) is teaching in the field of discipline of the certification; and
- Whether your child is provided services by paraprofessionals and their qualifications

Your request for information must be in writing and submitted to the school that your child attends. A separate written request is required for each student.

### **NOTICE OF NON-DISCRIMINATION POLICY:**

It is the policy of the Stone County Board of Education to offer the opportunity to students to participate in appropriate programs, services, and activities without regard to race, color, religion, national origin, sex, or disability. It is also the policy of this board not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or disability in accordance with federal and state laws. This policy shall apply to recruitment, employment, transfers, compensation and other terms and conditions of employment.

It is the intent of the Stone County Board of Education that all employees, students, and their parents or guardians are given fair and equal treatment and consideration as required by the Constitution, the laws of the United States, and the laws of the State of Mississippi. All policies, procedures, statements of qualifications, rules, regulations and processes shall be free of discriminatory words and phrases in intent and in application.

Due process policies shall be made available to all certified employees, students, and their parents or guardians. Any student or certified employee who may be subjected to disciplinary action shall be given the right of due process.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Stone County Schools have met the Environmental Protection Agency's requirement that all public and private non-profit schools conduct an inspection and management plan for asbestos containing material. Inspection reports and management plans are on file in the offices of the school's administration and the Superintendent of Education for review. According to the inspection reports and management plans, there are no asbestos hazards in the Stone County School District. Periodic surveillance two times each year/AHERA re-inspection every three years are required by the EPA.

## **EMERGENCY PROCEDURES**

### **EXTREME WEATHER:**

In the event of a severe weather alert, such as a tornado warning issued by the U.S. Weather Bureau and local Civil Defense officials, students will be detained under standard emergency procedures until it is safe to dismiss. Students will not be allowed to use the telephone during severe weather alerts, except in case of emergency. Parents and children should have prior agreements with regard to transportation during extreme weather conditions.

Official notice of emergency school cancellations will be aired over local news stations. These announcements will be released as soon as decisions can be made. If no announcement is broadcast, it may be assumed that school is open.

### **SCHOOL SEARCHES:**

General searches and inspections shall be carried out in the Stone County School System to directly address security and discipline problems and to discourage students from bringing or keeping dangerous weapons, drugs, alcohol and other prohibited items on school grounds.

If a school official has "reasonable grounds" to believe a law or school rule has been or is being broken then the school officials may initiate an individual search.

A written plan for vehicle inspection, scent detection canine program and random drug testing is outlined in the district's School Safety Plan.

## **Stone County School District Computer \ Network Acceptable Use Policy**

### **INTERNET ACCESS:**

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

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

Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, they should submit a technology work order to review the site or a "Request for Access" notification directly from the blocked page itself.

Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. Stone County School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data obtained from the Internet.

### **SCSD NETWORK RULES:**

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

### **ACCEPTABLE USES OF TECHNOLOGY (not all inclusive):**

A responsible user of the technology will:

- Only use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- Use school/District resources carefully and alert staff if any problems are observed with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Immediately alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Students should use District technologies at appropriate times, in approved places, for educational pursuits and only while supervised by an adult staff member.

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

### **UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive):**

- Violating any state and/or federal law (i.e., copyright laws).
- Using profanity, obscenity, or any other activity that may be offensive to others.
- Conducting or orchestrating personal attacks on other people, organizations, religions, or ethnicities.
- Accessing, downloading, texting, emailing, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.

- Not respecting the privacy of a person by posting personal or sensitive contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.
- Student information shall be posted only with written parent/guardian permission.
- Forwarding personal information or communication(s) without the author's prior consent.
- Using district provided Internet for commercial purposes, financial gain, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroying or altering school or district files or personal files of another user.
- Viewing or taking the files of another user.

### **USING EMAIL WHILE ACTING AS (Impersonating) A DISTRICT REPRESENTATIVE:**

(Teachers, Administrators, Managers, etc.)

Student use of personal email accounts to conduct school business is strictly prohibited. It is recommended that staff not use personal email accounts while in the performance of work related duties. Personal email accounts are a conduit for malware, viruses, phishing and ransomware attacks and are a significant danger to the safety and security of the districts sensitive resources.

Although the District does not currently block Internet email providers, any "OFFICIAL" communications, e.g., Teacher to Parent, Teacher to Student, Staff to Staff, must be conducted via the district's e-mail system or School Status. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, Choirs, Bands, Athletics, and the like.

### **FILTERING:**

**Disclaimer:** SCSD disclaims all liability for the content or accuracy of materials to which a user may access while using the Districts Internet service and for any harm or damages suffered as a result of their Internet use. While SCSD makes every effort to protect users from inappropriate or malicious content, no filtering system is perfect. Those risks must be recognized and accepted by all users who sign the District AUP.

An Internet filter is in place for Stone County School District. This filter is a critical component of the SCSD network as well as Children's Internet Protection Act (CIPA) compliance since it allows valuable online Internet access while restricting access to specific unwanted material in the categories listed below. This is not an all inclusive list and additional content may be at the discretion on the administration.

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Materials as Required

The filter is updated on a daily basis in order to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students must be supervised by a staff member at all times while using the Internet. Inappropriate use is logged along with the date/time and the IP address of the workstation making the request.

Attempts to bypass the school Internet filter is in violation of this acceptable use policy and users will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other actions as determined by the administration, school disciplinary policy and state or federal law.

## **WORKSTATION MONITORING:**

Data transferred and/or transmitted over the SCSD network can be monitored and recorded at any time and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, video files, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the Principal of the school and the individual parent/guardian may be notified. Illegal use of a proxy and/or breach of security may result in disciplinary action(s).

## **TECHNOLOGIES COVERED:**

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

The Acceptable Use Policy applies to both District-owned technology equipment utilizing the SCSD network, the SCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time or location. Thus AUP also applies to privately-owned devices accessing the SCSD network, the SCSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. SCSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

## **EMAIL:**

Employee and student SCSD email is the property of SCSD. SCSD archives employee and student email. All email accounts are deleted (and removed from the archive) when the user leaves the district unless a request for retention is received ahead of time. Email may also be retained as required by a legal hold request. It is the responsibility of the employee and student to maintain this email account appropriately.

## **SECURITY:**

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

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

## **ONLINE ETIQUETTE:**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

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

## **PLAGIARISM:**

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

Information obtained via the Internet should be properly cited, giving credit to the original author.

## **PERSONAL SAFETY:**

Students should never share personal information, including phone numbers, addresses, social security numbers, birthdays, or financial information, over the Internet without adult permission. Users should

recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

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

#### **CYBER BULLYING:**

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

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored and recorded.

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

#### **SOCIAL MEDIA:**

The District has a policy that addresses Social Media, which applies to all employees and students. By signing the Acceptable Use Policy, users are acknowledging they have read and agree to abide by the Social Media guidelines outlined in the Districts Social Media Policy (page 25 of the Technology Handbook).

#### **LIMITATION OF LIABILITY:**

SCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While SCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

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

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- For employees disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy either in the student or employee handbook, as a form provided by the Technology Department at the beginning of the year or as part of the District's Technology Handbook, before Internet or network access shall be allowed.

## **SECTION II: ADMISSION/ATTENDANCE**

### **REGISTRATION REQUIREMENTS:**

Age Requirements: A child entering Kindergarten must be five (5) years of age on or before September 1. A child entering first grade must be six (6) years of age on or before September 1.

The following information is required for enrollment:

1. Any child enrolled in Kindergarten or Grade 1 shall present a certified birth certificate upon enrollment. Any child in grades 2 through 12 not in compliance at the end of sixty (60) days from the opening of the fall term shall be suspended until in compliance. Section 37-15-1: Mississippi Code
2. Either a "Certificate of Compliance" or a "Certificate of Immunization Compliance" is necessary for the enrollment of all students in grades K-12. Section 41 23-37: School Immunization Law
3. Two Verifications of Residence as required by the State Department of Education.
4. Verification of guardianship where applicable.

### **INFORMATION:**

To be admitted or readmitted, students must provide the school with the following information:

- A. Immunization Records-MS Certificate of Compliance \*\*ALL 7<sup>th</sup> graders MUST have an updated immunization form.
- B. Birth Certificate
- C. Withdrawal Form from previous school
- D. Name and Address of Former School (must be accredited)
- E. Legal home address of parent or guardian and verification of address

### **I. Residency:**

Definition of residence for school attendance purposes:

The student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

1. The SCSD requires students who are seeking to enroll or continue to enroll in the school district to register at the school they are assigned to attend. The school district shall verify the residence of each student if questionable.
2. In succeeding years any new student enrolling or entering the school district and all returning students will be required to verify his or her residence address as herein provided as a part of the registration process.

### **II. Procedure:**

1. Each student identified in paragraphs 1 and 2 above must establish his or her residency in the following manner:

#### **a. Students living with parents or guardians:**

The parent or legal guardian of a student seeking to enroll must provide the school district with at least two of the items numbered (1) through (7) below as verification of their address, except that any document with a post office box as an address will not be accepted.

1. Mortgage Documents or property deed/ Filed Homestead Exemption Application form;
2. Apartment or home lease;
3. Utility bills;
4. Driver's license
5. Voter precinct identification;
6. Automobile registration;
7. Certified copy of filed petition for guardianship if pending and final decree when granted.

#### **b. Homeless children**

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(1), 11432 (e)(4) and 11302(a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 40 USC 11432(e)(3).

**c. Students living with adults other than parents or guardians:**

- (1) The non-parent claiming district residency must meet the criteria of subparagraph (a)(1) through (7) above, required of a parent or legal guardian.
- (2) The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The local school board or its designee will make the necessary factual determinations under subsection II.1(c)(2). Examples of situations where "in loco parentis" authority of an adult should be recognized to establish residency of the minor include but are not limited to the following:
  - (a) Death or serious illness of the child's parent(s) or guardian(s);
  - (b) Abandonment of the child;
  - (c) Child abuse or neglect;
  - (d) Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
  - (e) Students enrolled in recognized exchange programs residing with host families.
- (3) Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.
- (d) The requirements of Section II.1(a) and (c) above are minimum requirements and the school district may require additional documentation and verification at any time.
- (e) At a minimum, the district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
- (f) The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district. In the event that a local school district has a similar procedure which requires documentation of residence and is approved by the State Board of Education, such procedure may be substituted for the procedure outlined in Section II.

**ENROLLMENT FROM A NON-ACCREDITED PROGRAM:**

Any transfer student from a school program (correspondence, tutorial, or home study) not accredited by a regional or state agency is given either standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student.

**ADMISSION OF NONRESIDENT STUDENTS:**

Tuition in the amount of \$400 per semester per student shall be required of all nonresident students admitted by the superintendent. A nonresident applicant is defined as an applicant whose parents are not legal residents of the district or who is not in the legal custody of a legal resident of the district.

**TEMPORARY ADMISSION:**

If the child is a party to an expulsion proceeding, the child may be admitted pending final disposition of that proceeding. If the proceeding results in expulsion, the school may revoke admission.

**EXPULSION:**

A child or parent must now indicate on the registration form if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding.

**DENIAL OF ADMISSION:**

If the cumulative record or application shows that the child has been expelled, the district may deny admission until the superintendent or his designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternate or similar program.

**DENIAL OF ADMISSION FOR VIOLENT/OTHER ACTS:**

If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the district is not required to grant admission or enrollment before one (1) year after the expulsion. A parent/guardian may be guilty of a misdemeanor and fined up to One Thousand Dollars (\$1,000.00) and/or up to six (6) months in county jail for knowingly allowing a child (under 18) to have, own or carry a concealed weapon.

## **WITHDRAWAL PROCEDURE:**

Any student who wishes to withdraw from school for any reason is to follow the procedure noted below:

- A. Notify counselor's office of the need to withdraw from school and secure appropriate form.
- B. Secure parental approval. Parent must come to the office to sign withdrawal form.
- C. Complete withdrawal form with clearances from classes, library, textbooks, cafeteria and counselor's office.
- D. Submit completed form to counselor for final clearance. In order to be "clear", you must have turned in all books issued or pay for them at withdrawal time.

Parents who withdraw a student under the age of 17 must register with the attendance office if the student will be in a home study program or in a private school. The compulsory school attendance law requires that students under the age of 17 be enrolled and attending school. Those not attending will be reported to the attendance officer and processed through the District Attorney's office.

When a student transfers from this school system to another, the student's records will be forwarded upon request of the receiving school. The district will use objective and reliable methods to verify student addresses for all transfers during the registration and at random throughout the year.

Any transfer student from a school program (correspondence, tutorial, or home study) 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. High school students' placement is based on prior Carnegie Units earned.

## **PARENT RIGHTS & RESPONSIBILITY:**

Any parent, guardian, or custodian of a compulsory school age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with provisions of Section 97-4-39, Mississippi Code of 1972.

If a compulsory school age child has not been enrolled in a school within fifteen calendar days after the first day of the year of the school which such child is eligible to attend or such child has accumulated five unlawful absences during the school year, the principal or school superintendent shall report such absences to the school attendance officer of the youth court or family court. When the twelfth unlawful absence has been accumulated, a second report will be sent to the attendance officer and formal charges may be filed with the youth court.

## **ATTENDANCE:**

Regular attendance and promptness to class are necessary to assure the continuity of the educational program. Time on task is essential if students are to succeed in their educational efforts. Most teaching is done in an orderly sequence of building concepts and practices based on classroom activities and previous learning. If this pattern is broken by poor attendance, neither the student nor the school can expect satisfactory progress. **Additionally, student absences lower average daily attendance resulting in a loss of state funding.**

School attendance is ultimately the responsibility of students and families. Students should remain out of school **ONLY WHEN ABSOLUTELY NECESSARY**. In addition, Mississippi's Compulsory Attendance Law provides legal penalties for the parents or guardians who neglect their child's school attendance. The law also requires school officials to report such negligence to the youth court's attendance officer.

Stone County School System has adopted the Mississippi Compulsory School Attendance Law as the attendance policy for all students. The law requires that all students six years of age on or before September 1 attend school. MS SB 2347 requires all children enrolled in public kindergarten to adhere to the provisions of the Mississippi Compulsory School Attendance Law.

The school will monitor the attendance of all children as outlined by law. If a compulsory school age child accumulates 5, 10, or 12 unexcused absences during the school year, or if the child has not been enrolled within 15 calendar days after the first day of the school year, the school attendance officer must file a petition charging the parents with educational neglect.

In an effort to correct any attendance problem, an "Excessive Absence Report to Attendance Officer" will be completed by the school and sent to the attendance officer when a student accumulates 5 and 12 unexcused absences. Upon receipt of the report, the attendance officer will notify parents in an attempt to correct any attendance problem. Court action is the last resort; however unexcused absences exceeding 12 could result in a hearing before the Youth Court Judge. Therefore, excused absences must be satisfactorily proven to the principal.

Absences that will be excused according to the law are as follows:

1. Attendance of authorized school activity with prior approval of the superintendent or principal
2. Illness or injury resulting in physical disability of the child
3. Isolation of the child by the State Board of Health or the county health official
4. Death or serious illness of the immediate family as defined
5. Presence is required for court action (Documentation from the court must be presented.)
6. Medical/Dental appointment with proof (We request that regular visits to the doctor or dentist be scheduled after school.)
7. Religious observance with prior approval by school official
8. Valid educational opportunity with written prior approval. Principal excused absence for students participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA).
9. Principal may excuse absences from two parent notes per semester, not to exceed two consecutive school days per note.
10. No doctor or parental excuses will be accepted after five school days of the absence.
11. Student who has a visible illness and sent home by the school nurse or principal.

**In order for any absence listed (except #4 above) to be excused, the parent/guardian/student must submit written documentation to the office within five (5) school days of the student's return to school.**

**If no excuse is presented, the absence(s) shall be considered unexcused.**

In any instance where a compulsory-school-age child, as defined by law, accumulates twelve unexcused absences during the school year, the superintendent or his/her designee shall notify the respective parent, parent's designee, guardian or guardian's designee in writing regarding the same together with an indication that an additional unexcused absence of such student may be considered prima facie evidence as a violation of Section 37-13-91, Mississippi Code of 1972 amended.

**HB 1530 requires students to be present 63% of the instructional school day to be considered present. (K-8 students only)**

#### **HIGH SCHOOL CLASS ATTENDANCE:**

In the case of a high school student, he/she **will fail to receive credit** if he/she misses more than:

- Three (3) unexcused absences per period per forty-five (45) day term (Nine Weeks Class), and no more than 6 total absences for the class period.
- Six (6) unexcused days per period per ninety (90) day term (Block class), and no more than 9 total absences for the class period.
- Twelve(12) unexcused days per period for a full year course, and no more than 15 total absences for the class period

**A student must be present 80% of a class period in order to be counted present.**

**Loss of credit due to attendance is per class period.**

#### **MAKEUP WORK:**

The student will be allowed to make up work missed following an absence by contacting the teacher(s). The makeup work may be done under the following provisions:

- A. The initiative must be taken by the student to consult the teacher(s) as to work missed upon the day he/she returns to school after an absence.
- B. The teacher(s) will determine when and how work shall be made up.
- C. Time permitted for work to be made up shall be in direct proportion days missed. (Ex. 1 day missed, 1 day to make up)
- D. If a student is to be absent two (2) or more consecutive days, make-up work assignments may be requested by the parents or guardians by calling the school. Assignments may be picked up at the school by 3:00 that day or sent home as requested.
- E. If the student is too ill to work on the assignments at home, arrangements can be made to make up work upon return to school. **Making the arrangements will be the student's responsibility (grades 6-12).**

- F. Pre-announced tests and/or assignments missed due to absences are required to be completed upon return.
- H. A failing grade will be recorded for any work that is not made up by the end of that term.

### EXCEPTIONS:

Documentation of chronic illness must be on file at the beginning of school. Homebound policy will be used in these documented cases with the permission of the principal. All absences will be inclusive of illnesses. Extenuating circumstances will be dealt with on an individual basis.

- A. Enrollment in Homebound Program due to illness/disability: Absences due to illness or disability are not chargeable provided the student is enrolled in the homebound program. A student must meet the following criteria: (1) have an extended illness requiring more than five days absence from school; (2) be under the doctor's care with a letter from a doctor for verification; (3) notify the principal within the first five days; (4) have enrollment in the Homebound program approved by the principal; (5) parents will be responsible for all make-up work arrangements approved in advance by the principal.
- B. When a student is absent from school to represent the school on official business, e.g., sports, band, field trip, choral activities, etc., the office will notify teachers. However, the student has the responsibility to notify the teacher in advance of the absence, and all work missed must be made up within the time as set forth under Make-up Work.

### TRUANCY:

Students are considered truant when absent from school or class without knowledge or consent of parents and school officials. A student guilty of truancy will be reported to the truancy officer.

### CHECK-INS/CHECKOUTS:

Students who sign-in after the tardy bell must have a parent/guardian sign the student in through the office. Once a student arrives at school, the student, regardless of age, should remain the entire day. Early dismissals and checkouts could possibly affect grades. Students must follow the checkout procedures as outlined below:

- A. For a checkout, a student's parent/guardian, or designee on the designee card/Student Information Form, must present a picture I.D. and personally sign the student out in the office. **Parent notes will not be accepted for checkout purposes. Students cannot be checked out over the telephone.** Parents or guardians wishing to check a student out of school early must come to the school office and present picture identification.
- B. For a pre-arranged checkout, the parent or designee may come by the office up to a week in advance to sign the student out. (Stone High School only)
- C. In order to maintain an environment conducive to testing, all students must remain in the classroom for the entire exam period.

If a parent or guardian needs a student and is unable to come to the school to check the student out, he or she must send a designated adult (**age 18 or older**). **This adult must be listed on the parent's/guardian's designee card/Student Information Form, or the student will not be able to leave the school.**

**\*\*\*State law requires students to be present 63% of the school day to be considered present. Checkouts are highly discouraged after 2:30 p.m. Students will not be released at the classroom door to anyone. All students must be checked out through the office if leaving the building prior to the bell. Picture ID must be presented at the time of checkout. Any student who fails to follow check-out/check-in procedures will be subject to disciplinary action.**

### TARDIES:

An adequate amount of time has been allowed for students to get to class on time.

- 1. Students who are tardy for 1<sup>st</sup> period will be admitted to class with a tardy slip. Tardies other than 1<sup>st</sup> period will be documented with a discipline notice and submitted to the office.
- 2. Tardies will be counted when the tardy bell rings. The teachers will close the doors and students are expected to be in assigned areas. Those students not in the classroom will be considered tardy.
- 3. For those students eligible to ride a bus, "car trouble" is not an excused tardy.

## **SECTION III - SCHOOL SERVICES**

### **GUIDANCE/COUNSELING SERVICES:**

It is the aim of Stone County School District to help each pupil profit as much as possible from his/her school program experiences and assist in plans for employment or further educational study after completing this school program. The principal, teachers, and counselors are available to discuss with students and/or their parents any problems or questions that arise relative to students' educational programs. Teachers are available after school most days for conference with students or parents.

The school invites each parent to contact the teachers or counselors when school problems arise and when help may be desired. The teachers can be reached by contacting the office. Counselors are available to give assistance to students and their parents in planning a program of study and in adjusting to various phases of school activities.

Counselors may help students with the following:

1. Participate fully in the school program;
2. Identify abilities, interests, and special aptitudes by the use of standardized tests and other sources of information;
3. Improve social and academic adjustments;
4. Maintain good attendance at school;
5. Select a program of study (HIGH SCHOOL ONLY);
6. Obtain information on college entrance requirements, available scholarships, and other financial aids (HIGH SCHOOL ONLY);
7. Obtain information on vocational and technical schools (HIGH SCHOOL ONLY).

Counselors should be contacted at the school and arrangements made for a conference whenever desired or necessary. The counseling office is open before and after school Monday through Friday. Rule of Service: See the counselor/administrator BEFORE you get into trouble.

### **TEACHER CONFERENCES:**

At various times during the school year, and for many reasons, teachers and parents may need to conference concerning students. Request for a conference by a parent or teacher may be made. Parents are encouraged to communicate with the school any time during the year. Conferences are scheduled during the teacher's planning time or after school. Conferences are not held during instructional time. Parents are required to report to the office upon arrival for a conference. Please schedule all appointments by calling the school office. Students are a normal part of this conference when deemed necessary.

### **FOOD SERVICES:**

#### **Meal Applications**

In order for a student to receive free or reduced meals, a new application must be completed each school year. Only one application should be completed per household with all members listed on the same application. Applications are available at each school office and the office of Superintendent of Education.

#### **Meal Payments**

Payments for cafeteria meals can be paid daily, weekly, or in advance by the month with cash or check. Make checks payable to Stone County Schools Child Nutrition. One check cannot pay for accounts at more than one school. Send one check per school. The cafeteria is not allowed to cash checks in accordance with the State Department of Audit. Please include child's name and student number on the check.

Parents now have the opportunity to make meal payments online through My Payments Plus. Log on to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) to set up your student account, make payments and check balances 24/7. Telephone support is available to set up your account by calling 877-237-0946. You may also call 1-877-426-7243 to make phone payments, with Student ID required. While there is a minimum fee to make payments, you can sign up for low balance reminders and check your child's purchase history for free.

If the bank returns a check for any reason, it will be re-deposited one time. After the second attempt to collect on a bad check, an additional \$15 will be charged to the person writing the check. This could forfeit the privilege to write a check to the school.

### Extra Food Sales

Students who purchase a meal and have cash or money on their account may also purchase extra items from the menu or additional items for sale. Charging of extra food is prohibited. Students who bring lunch from home may purchase ice cream, milk, or water only. This is in compliance with the State of Mississippi Competitive Foods Rule.

### Special Dietary Needs

Students who have medical conditions that require special diet modifications must provide signed statement from the physician stating what the diet modifications should be. Diet modifications will be made at no additional charge to the student. A form to be completed by the physician can be received from the School Nurse or the Child Nutrition Office. If additional assistance is needed with the special diet, contact the Child Nutrition Office at 601-928-7247.

### 2010 Healthy, Hunger-Free Kids Act

USDA has issued new school menu patterns to encourage students to make healthy choices and maintain a healthy weight. The updated school lunch menu will offer more variety in fruits and vegetables and whole grain products. The updated nutrition standards are part of the 2010 Healthy, Hunger-Free Kids Act. School menus are posted on the district website and published in the newspaper.

### Meal Prices 2020-2021

Breakfast	Full Price	\$1.00
	Reduced	\$ .30
	Adult	\$2.15
Lunch	Full Price	\$2.65
	Reduced	\$ .40
	Adult	\$3.35

### Additional Cafeteria Information:

1. Students pay for meals in the cafeteria.
2. **Charging is not allowed. Students who do not have money for their lunch meals will be served an alternate meal which meets federal nutritional guidelines. This meal will still cost the student \$1.50 and must be paid by the parent.**
3. Students are not allowed to bring glass containers into the cafeteria.
4. Parents are welcome to eat lunch with their child. You are required to check in with the office first and obtain a visitor's pass.
5. Students are encouraged to either pick up a tray in the lunchroom or bring a lunch from home.
6. Meals can be paid daily or in advance by the week or month.
7. Students shall pick up food and paper from tables and floor after eating.
8. All students shall enter and leave cafeteria with the teacher. No food is to be taken out of the cafeteria.
9. Students are expected to use proper manners.
10. Any student requiring a special diet must provide verification from a medical doctor. Arrangements for special meals or meal substitutes are to be made through the cafeteria or the Child Nutrition Director.
11. All food is to be consumed in the cafeteria whether served there or brought from home.
12. Nutritional information is available upon request from the cafeteria manager.
13. Only employees associated with service, delivery, or other persons essential to the operation of the cafeteria shall be admitted to the kitchen during preparation and serving hours.
14. Food from neighboring restaurants will not be allowed in the cafeteria unless they are brought in a generic bag or box.

### SCHOOL NURSE:

**First Aid Policy:** An injured student should report or be reported to the office. All accidents should be reported to the teacher, coach or sponsor at the time of the accident. School personnel may not exceed the practice of first aid in dealing with student injury or illness. A school nurse is employed and will handle all reported incidents. Parents

will be contacted concerning any accidents that occur at school. Accidents may occur requiring immediate hospitalization or other physician attention. When the patient enters such facility, hospital/clinic authorities are informed that the school assumes no responsibility and the parents of the patient must be contacted.

In the event a student gets sick or is involved in an accident on a school-sponsored trip, the student will be cared for at the discretion of the school personnel in charge. School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgment as to procedures for handling the emergency, following established policy and procedural guidelines in every case as far as possible. In the event that the parent or guardian cannot be reached, the school officials will act to safeguard the student in every reasonable way.

An accident report should be filed in the principal's office regarding any accident that involves students, faculty, or staff.

**Medication:** The only medication that will be administered by the school is medicine that must be taken every day for the entire year. Arrangements must be made with the principal and school nurse for the administering of medication. All medication must be in the appropriate prescription bottle with the correct dosage. Parents must personally check medication in with the school nurse. Tylenol is not kept by the school and will not be administered. Students ARE NOT ALLOWED to personally carry ANY medication. If your child requires short-term medication, such as antibiotics, cough medicine, etc., it will be the responsibility of the parent to come to the office to administer dosage.

The Board of Education recognizes that some students require treatment for chronic conditions such as asthma, diabetes, violent allergic reactions and hyperactivity. When a student's physician requires the student to take prescription or nonprescription medication during school hours, all medicine must be submitted to the nurse's office by a parent/guardian with completion of appropriate release forms.

It is the position of the Stone County School District that all other medication to be administered by the school is prescription medication. The following policies and procedures must be followed:

1. The parent, with specific instructions, must submit a written request form, obtained from the principal's office. Written instructions from the prescribing physician must be received and filed by the office personnel.
2. All medicines shall be delivered to the school nurse by the parent. Such medicines shall be in the original prescription container in which the medicine was sold. Medicine will not be transported between home and school on a daily or weekly basis. Students are not allowed to personally carry any medication.
3. All medication must be kept under lock and key.
4. A method of record shall be kept with all medications showing the date and time medication is given to the student, the amount of medication given the student, and the person's initials dispensing the medication.
5. When medication is discontinued or at the end of the school year, parents are responsible for picking up the remaining medication. School personnel will dispose of any medication not taken home by the parent.
6. Narcotics will not be administered.

#### **HEAD LICE:**

Head lice are common to school children in Mississippi. Lice are not always a product of poor personal hygiene, and their presence is not a reflection on the school or family. Lice can only be controlled in the school through the help of parents. Parents can help control head lice by checking your child's hair weekly and treating immediately if any are found. Please notify the school if you are treating your child.

If the school finds lice and/or nits in your child's hair:

1. You will be asked to pick up your child at school.
2. You are expected to treat your child's hair.
3. The student must be cleared through the nurse before going back into the classroom.
4. The student will not be allowed back on the bus until notified by the office that the student is clear.
5. General rule is **NO MORE THAN 3 EXCUSED ABSENCES** for the **YEAR** related to head lice.
6. After the 3rd referral for Head Lice, the student will be referred to the Health Department according to House Bill No. 154.

#### **PINK EYE:**

If the school nurse detects signs of pink eye, your child will be sent home.

### **LIBRARY/MEDIA/CAREER CENTER:**

Use of the school resource center is important for students to form valuable habits in reading for pleasure and utilizing computers for academic research. The resource center is open during regular school hours. All books taken from the library must be checked out at the circulation desk. Reference books/videos may not be taken from the library. If a library book is lost or damaged, the student is responsible for paying for it.

Use of computers and other electronic communication devices/resources should be used properly, keeping in mind the cost and fragility of the equipment. Violation of school district policies related to the access or the handling/destruction/vandalism of these resources will result in disciplinary measures in accordance with the discipline/demerit system.

### **STUDENT ACCIDENT INSURANCE/SCHOOL LIABILITY:**

The school provides each student and teacher an opportunity to buy either a school day or 24-hour insurance coverage. The insurance information is given in the registration packet. The premium varies each year. The school does not collect a percentage from the policies. Athletic insurance is a separate policy.

### **SCHOOL TRANSPORTATION:**

School transportation is available to students who live more than a mile from their school. Participating students will be given school bus rules and regulations at the beginning of the school year.

Student cooperation is imperative. Students who do not conduct themselves properly as set forth in the rules and regulations may not be allowed to ride the bus, and the parents of the students involved become responsible for seeing that the students get to and from school safely. Severe misbehavior can also result in suspension or other disciplinary action.

The school bus drivers are responsible to the school district to maintain student order and to ensure maximum safety at all times. Therefore, they are authorized to instruct and control students as to proper conduct and safety while they are on the bus. The school principal will be responsible for disciplinary action regarding students reported by the driver. Questions and inquiries regarding discipline should be directed to the school principal.

## SECTION IV – INSTRUCTIONAL PROGRAM

### PROMOTION/RETENTION POLICY

#### PROCEDURE:

Promotion of students in Stone County Schools shall occur when core objectives and/or standards are mastered, various grade/course requirements related to promotion are completed, and the minimum standards set forth by the Commission on School Accreditation are met. Retention considerations will be made with a view of what is best for the student. A final decision will be made on the pupil's performance on the criteria for promotion.

#### PROMOTION for ELEMENTARY:

Grades (1-5) Students must pass reading, language arts, math and one of the other major subjects, i.e., science or social studies with a numeric average of 60% for promotion.

Grades (1-5) Retention will occur when students do not meet the criteria for promotion, unless, in the judgment of school officials, promotion is in the best interest of the student(s).

**The Literacy-Based Promotion Act (MS SB 2347) prohibits the promotion of Grade 3 students with a reading deficiency. Students must achieve grade-level reading proficiency on the state required exit exam by the end of the academic school year to exit 3rd grade.**

#### PROMOTION for STONE MIDDLE SCHOOL:

In order to be promoted, a student must pass the major subjects of Language Arts and Math and three of the remaining four classes being taken, (i.e. Science, Social Studies, ICT I or II, remediation course, or other electives) with 60% mastery in each class. Students not achieving mastery will be referred to the school's Response to Intervention team.

#### PROMOTION for STONE HIGH SCHOOL:

Carnegie units of credit, in grades 9-12 only, will be awarded when students master the required work at or above the 60% level and meet the minimum standards set forth by the Commission on School Accreditation. Carnegie units will be awarded in accordance with state requirements. Those requirements state that a Carnegie Unit is defined as 140 hours of instruction per course.

The district offers a comprehensive program that meets state requirements and college preparatory requirements. In order for the district to meet the accreditation guidelines established by the state and meet district requirements for graduation, the previous schedule of units required for graduation from Stone High School will be followed. Only 4 Carnegie Units of the total required for graduation can be earned through a non-traditional method such as Credit Recovery, summer school, or correspondence.

Students not graduating with their class will be required to meet all of the requirements of their new graduating class. **All graduates are required to meet the requirements of the state-mandated assessments. Students who do not meet these requirements cannot be awarded a high school diploma regardless of the number of units earned.**

Only graduating seniors will receive their diplomas during the graduation exercises. Unsigned diplomas are not issued. A senior who does not graduate in May due to failure to complete all graduation requirements must complete such requirements, through methods agreed upon with the school administration (Credit Recovery, summer school, correspondence, etc.) by the end of the calendar year in order to receive his/her high school diploma. Students who do not fulfill these requirements by the end of the calendar year may not receive a diploma with their original class. Students may exercise the option of returning to school as a full-time student in order to complete graduation requirements and graduate with a later class.

The professional school counselor is always available for consultation and guidance, but the final responsibility for meeting graduation requirements rests with the student and parents.

#### TRANSFERS:

1. Transfers from an accredited school:
  - a. A student who transfers into the Stone County School District during the school year shall be enrolled in the appropriate grade and subjects equivalent to the grade and subjects of the previous placement.
  - b. A student who transfers into the Stone County School District before the beginning of the school year shall be placed at the grade to which he/she has been promoted.

- c. After careful observation and evaluation of the student's progress and after consultation with the parent or guardian, the student may be reassigned (accredited or non-accredited).
2. Transfer from any non-accredited school:
  - a. A student who transfers into the Stone County School District shall not be placed permanently in a grade or course until the district can evaluate the student.
  - b. The evaluation may include one or all of the following:
    1. The student shall meet age requirements;
    2. The student's performance on a nationally standardized test in the areas of language, mathematics, and reading;
    3. The student's performance on instructional management plan or teacher made tests for the most recently completed course; and
    4. The student's educational performance at previous school.

#### **TRANSFER STUDENT GRADING:**

Transfer students whose grades are posted as alpha grades, not numerical grades, will have an opportunity to obtain numerical grades from their former school. If their former school will not post numerical averages, alpha grades will be converted using the following scale:

<b>A+ =100</b>	<b>B+ =89</b>	<b>C+ =79</b>	<b>D+ =69</b>	
<b>A = 95</b>	<b>B =85</b>	<b>C =75</b>	<b>D =65</b>	<b>F = 59</b>
<b>A- = 90</b>	<b>B- =80</b>	<b>C- =70</b>	<b>D- =60</b>	

#### **GRADES:**

Progress reports will be sent to parents during the fourth week of each nine-week term. Parents are urged to follow up by contacting the student's counselor and/or teacher. Teachers may make reports at times other than the regular intervals by telephone, through the mail, or in conference. Each student will receive a report card at the end of each nine weeks term. Below is an explanation of grades:

A	100-90	C	79-70	F	59-below
B	89-80	D	69-60		

Formula for calculating grades is as follows: 45% Daily Grades, 55% Unit Tests

#### **HONOR ROLL:**

An honor roll will be published each term. There will be two types of honor rolls. The "Banner Roll" will consist of students making **90 or above in all subjects (including all subjects on which a student is graded, such as band, PE, etc.)**. The "Honor Roll" will consist of those students who make 80 or above in **all subjects**.

#### **TEXTBOOKS:**

To meet standard requirements as set forth by the Mississippi Department of Education, for student textbooks, the SCSD may use publisher printed text, consumable/work text/electronic products, and/or research-based instructional resources to meet the academic needs of students. If textbooks are assigned to individual students and book is lost, damaged, or destroyed, the student will be required to pay for the book(s). Appropriate language and parental signature on a textbook card or other similar document creates a contract wherein a student may not be issued further textbooks if payment is not received for lost or damaged textbooks.

#### **WORKBOOKS/SUPPLEMENTARY MATERIAL:**

Workbooks and supplementary materials may be required. These are used in addition to the regular textbooks and will help the student to better understand the material being covered in each class. The cost will vary from year to year. The school does not collect a percentage from these sales.

#### **EXAMS:**

Parents are asked to refrain from checking their students out of a class on exam days. Classes that are not being tested are reviewing for upcoming tests and this preparation is critical to a student's success on these important exams. **No early exams will be given unless approved by the principal.**

**STATE TESTING:** Students may not checkout during the administration of any State Test.

**INSTRUCTIONAL PROGRAM for ELEMENTARY**  
**Perkinston Elementary School**  
**Class Schedule 2020-2021**

PES MASTER SCHEDULE 2020-2021

Revised 07/20/2020

Kindergarten	8:00-10:30	10:30-10:50	10:50-12:00	12:00-12:45	12:50-1:40	1:40-2:40	2:40-3:00
	Reading/ELA/Phonics/Centers (180 min)	Recess	Learning Centers (70 min)	LUNCH	Activity	Math (60 min)	Quiet Time/Reading (20 min)

1 <sup>st</sup> GRADE	8:00-11:00	11:00-11:20	11:20-12:15	12:15 -12:45	12:45 -2:05	2:05-3:00
	Reading/ELA/Phonics/Centers (180 min)	Recess	Math/Science (55 min)	LUNCH	Math/Science (80 min)	Activity

2 <sup>nd</sup> GRADE	8:00-9:00	9:00-9:50	9:50-11:30	11:30-11:50	11:50-12:20	12:20-3:00
	Block One (60 min)	ACTIVITY	Block One (100 min)	Recess	LUNCH	Block Two (160 min)

3 <sup>rd</sup> GRADE	8:05-8:55	8:55-11:35	11:40-12:10	12:10-12:30	12:30-3:00
	Activity	Block One (160 min)	LUNCH	Recess	Block Two (150 min)

4 <sup>th</sup> GRADE	8:00-9:20	9:20-10:35	10:35-11:25	11:25-11:55	12:00-1:17	1:17-1:37	1:37-3:00
	Block One (80 min)	Block Two (75 min)	Activity	LUNCH	Block Three (77 min)	Recess	Block Four (83 min)

5 <sup>th</sup> GRADE	8:00-9:20	9:20-9:40	9:40-10:55	10:55-11:25	11:25-12:15	12:20-1:37	1:37-3:00
	Block One (80 min)	Recess	Block Two (75 min)	LUNCH	Activity	Block Three (77 min)	Block Four (83 min)

School begins at 8:00 A.M. Students arriving after 8:00 A.M. are required to be escorted into the building and signed in at the front office by a parent or guardian. The student will need a tardy slip to enter the classroom. Car riders will be dismissed at 3:00 P.M. School will be dismissed upon arrival of buses from the other school sites at approximately 3:15 P.M.

### **PES PARENTAL INVOLVEMENT PLAN**

Parents are always welcome at Perkinson Elementary. We encourage parents to visit our campus and classrooms with a visitor's pass from the office. Perkinson Elementary strives to notify parents of events, expectations and policies by sending letters and notices home with students, and by posting these notices in the local newspaper and on our school Facebook page and website. All information is disseminated in a language that is understandable to parents. Perkinson Elementary has a Schoolwide Title Team which meets on a regular basis to ensure the provisions of the Schoolwide Plan are addressed. This team is comprised of administrators, teachers, parents, and community members and is responsible for reviewing and/or creating school goals, with an emphasis placed on test scores, targeting those areas in which students are having difficulties. This team is also responsible for making suggestions on how Perkinson Elementary uses Title I funding. Parents have the right to submit to the school and/or District Office comments and concerns if the School Wide Plan is not satisfactory. Parents are informed of student progress through progress reports and report cards. State test score informative letters are also sent home with students for parents to review.

Parents have access to the District Parent Center at Stone Middle School and Perkinson Elementary's Parent Center. These resource centers serve as an additional service for parents and contains literature and other materials for improving study, academic, and social skills. These resources are provided on a check-out basis. Perkinson Elementary offers various activities for parents to get involved with their child's education by providing Open House, Kindergarten Meet & Greet, Family Literacy Night, Parent Workshops, PTO, Lunch and Learn and various other activities throughout the school year.

Meetings/Activities will be offered at flexible times in order to accommodate parents' busy schedules and encourage participation. Perkinson Elementary will have an annual parent meeting at a convenient time (morning and/or evening) to inform parents of Title I participation, its requirements and their right to be involved. Parents will be involved in the planning, review and improvement of Title I programs and the school Parental Involvement Policy in an organized, ongoing, and timely manner. PES will provide parents of participating children timely information about programs under Title I, description and explanation of the curriculum in use, forms of academic assessment used, and if appropriate, in decisions relating to the education of their children.

INSTRUCTIONAL PROGRAM for ELEMENTARY  
Stone Elementary School  
Class Schedule 2020-2021

K	8:00 - 8:50	9:00 - 12:15	12:20 - 1:10	1:15 - 1:30	1:35 - 2:50
	Activity (50 min)	ELA (195 min)	Lunch (50 min)	Recess (15 min)	Math (75 min)

1st Grade	8:00 - 8:55	9:00 - 9:50	9:50 - 12:15	12:20 - 1:10	1:15 - 2:30	2:35 - 2:50
	Phonics (55 min)	Activity (50 min)	ELA (145 min)	Lunch (30 min)	Math (75 min)	Recess (15 min)

2nd Grade	8:00 - 9:55	10:00 - 10:50	11:00 - 11:40	11:45 - 12:05	12:10 - 1:30	1:35 - 1:50	1:55 - 2:50
	Block One (115 min)	Activity (50 min)	Lunch (40 min)	Block One (20 min)	Block Two (80 min)	Recess (15 min)	Block Two (55 min)

3rd Grade	8:00 - 9:15	9:20 - 9:35	9:40 - 10:45	10:50 - 11:00	11:00 - 11:35	11:40 - 11:55	12:00 - 12:50	12:55 - 2:50
	Block One (75 min)	Recess (15 min)	Block One (65 min)	Block Two (10 min)	Lunch (35 min)	Block Two (15 min)	Activity (50 min)	Block Two (115 min)

4th Grade	8:00 - 9:10	9:15 - 10:25	10:30 - 11:40	11:45 - 12:25	12:25 - 12:40	12:45 - 1:55	2:00 - 2:50
	Block One (70 min)	Block Two (70 min)	Block Three (70 min)	Lunch (40 min)	Recess (15 min)	Block Four (70 min)	Activity (50 min)

5th Grade	8:00 - 9:10	9:15 - 10:25	10:30 - 10:45	10:50 - 11:40	11:45 - 12:25	12:30 - 12:45	12:50 - 1:00	1:00 - 1:50	1:55 - 2:50
	Block One (70 min)	Block Two (70 min)	Recess (15 min)	Block Three (50 min)	Lunch (40 min)	Block Three (15 min)	Block Four (10 min)	Activity (50 min)	Block Four (55 min)

No students on campus before 7:00 A.M. Supervision will be provided until school begins at 8:00 A.M. Students arriving after 8:00 A.M. are required to be escorted into the building and signed in at the front office by a parent or guardian. The student will need a tardy slip to enter the classroom. Car riders will be dismissed at 3:00 P.M. Early buses will dismiss at 2:48 P.M. and late buses will dismiss at approximately 3:05 P.M.



# STONE ELEMENTARY SCHOOL



## **Parent and Family Engagement: Building School and Parent/Family Capacity**

Stone Elementary School builds the schools' and parents' capacity for strong parent/family engagement to ensure and to support a partnership among our school, parents, and the community to improve student academic achievement by providing information for the following topics in a parent-friendly format, to the extent practicable, and in a language that parents/families can understand:

- District and School Parent/Family Engagement Plan jointly developed with parents and families
- Annual Title Meetings, Orientation, and/or Open House at each school including the requirements of Part A
- School-Parent-Student Compacts (Section 1116(a), (b), ESSA) jointly developed with parents/families
- Parent/Family Volunteer Opportunities
- Student Progression and how to monitor their child's progress through SAMS Active Parent, Universal Screener (iReady) Parent Reports, Progress Reports (4 ½ weeks) and Report Cards (9 weeks)
- Parent-Family Resource Center (opened M-F 3-6 p.m. in The Think Center at Stone Middle School)
- Student Handbooks including Parents' Right to Know with the following information:
  - a. how parents/families can request information regarding the professional qualifications of their child's classroom teachers or paraprofessionals
  - b. how parents/families will be provided information related to their child's academic achievement if the student has been assigned a teacher who does not meet applicable State certification or licensure requirements for more than 4 weeks
- Level of achievement on each academic assessment (MAAP, MKAS2, SATP2 and ACT) required by state and federal laws
- Easy-to-understand annual School Report Card
- State or local policies on student participation in statewide assessments.
- Informative school website, Facebook page, Digital Displays, and Remind account.

## **Parent and Family Engagement: 2020-2021 Reservation of Funds**

Stone Elementary School receives a Title I Allocation to implement parent/family activities at the school level. Our parents/families have the right to be involved in how this money is spent. The following activities will engage all stakeholders in addressing how our school will use Title I funds throughout the year:

- ✓ Conduct an annual meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved.
- ✓ Include all staff and parents/families to provide suggestions how these parent/family engagement funds will be used in the upcoming year at Stone Elementary School. Minutes from these meetings will be reviewed by the School to determine areas of need during school year and consider changes to the parent/family engagement budget.
- ✓ Parent/family engagement funds will be used at SES to purchase informational and educational materials for Family Literacy Night, Open House, Lunch and Learns, Pastries with Parents, and kindergarten registration,
- ✓ We encourage parents to share ideas for spending parent/family engagement funds during the year at any time by communicating with school administration.

**INSTRUCTIONAL PROGRAM for STONE MIDDLE SCHOOL  
SMS Bell Schedule 2020-2021**

Periods	Grade 6	Periods	Grades 7 & 8
1	7:53-8:47	1	7:53-8:47
2	8:50-9:44	2	8:50-9:44
3	9:47-10:41	3	9:47-10:41
4	10:44-12:02 (Lunch)	4	10:44-11:38
5	12:05-12:59	5	11:41-12:59 (Lunch)
6	1:02-1:56	6	1:02-1:56
7	1:59-2:53	7	1:59-2:53

Sixth and Seventh Grades will eat during fifth period, and 8<sup>th</sup> grade will eat during sixth period.

Walkers and Car Riders Dismiss at 2:52

Perk Buses 2:52

All Others Dismiss at 3:00 (Office Call)

No students are to be on campus before **7:00 a.m.** in the morning. Supervision will be provided before the First Period bell rings. Students are not to be dropped off before **7:00 a.m.**

Walkers and bike riders are to go directly home each day. Students who change buses at Perkinson Elementary are to change to their assigned buses only. Car riders are released first bell in the afternoon. Signs will be given at registration or through the office during the year to be placed in the window of the vehicle. The sign must be visible; otherwise, the student must be checked out through the office.

Students who go home, in a way that is different from their usual way, must bring a note from a parent, guardian, or designee (**whose name is on file in the office**) stating how their transportation and destination has been changed. **These notes should be turned into the office during morning announcements for approval. Notes will be returned to the student in the afternoon.**

**EXAM EXEMPTIONS:**

All students may be exempt from the final exams based on the following criteria:

- Any student in grades 6-8 may be exempt if they meet the below requirements and fall within the limits of the absentee policy:

Year Long Class		Semester	
Absences	Grades	Absences	Grade
4	A	2	A
2	B	1	B
1	C	0	C

- A student cannot be exempt from an exam in a class in which a fine or due is owed. Students who have overdue library books cannot be exempt.
- No exemptions will be permitted for any student who has been assigned to Out-of-School suspension during the course of the school year.

\*\*\*A final exam is defined as the last exam of the course.

\*\*\*The absence from the final exam will not keep the student from having perfect attendance for the year.

\*\*\*If a student is exempt from a final exam, he/she is not required to attend that exempt class period either exam day.

**INSTRUCTIONAL PROGRAM for STONE HIGH SCHOOL**  
**2020-2021 Bell Schedule**  
**Regular Bell Schedule**

PERIOD	TIME	MINUTES
First Bell	7:45 – 7:49	4
1 <sup>ST</sup>	7:49-9:16	87
Class Change	9:16-9:20	4
2 <sup>nd</sup>	9:20-10:47	87
Class Change	10:47-10:51	4
3 <sup>rd</sup>	10:51-12:44	87 Instruction 26 Lunch
Class Change	12:44-12:48	4
Tomcat Time	12:48-1:19	31
Class Change	1:19-1:23	4
4 <sup>th</sup>	1:23-2:50	87

**Graduation Requirements**  
**Seniors Graduating 2012 and following**

CURRICULUM AREA	UNITS	REQUIRED SUBJECTS
English	4	English I – IV or DC Comp 1
Mathematics	4	Algebra I, Geometry, (2 higher)
Science	4	Biology I, Physical Science or Chemistry
Social Studies	4	MS Studies /World Geography, World, US History, Gov/Eco
Health	½	
Physical Education	½	
Business and Technology	1	
Fine Arts	1	
<u>Electives</u>	10	
Total Units Required	29	

**\*\*Early Complete/Early Release requires passing all MAAP Tests- Algebra 1, Biology 1, English II, and US History.**

**Seniors Graduating 2022 and following (Entering 9<sup>th</sup> graders in 2018-19)**

CURRICULUM AREA	Traditional	Career/Tech Endorsement	Academic Endorsement	Distinguished Academic Endorsement
English	4	4	4	4
Mathematics	4	4	4	4
Science	3	3	3	4
Social Studies	3 ½	3 ½	3 ½	4
Physical Education	½	½	½	½
Health	½	½	½	½
Fine Arts	1	1	1	1
College/Career Ready	1	1	1	1
Technology or Computer Science	1	1	1	1
CTE Elective	N/A	4	N/A	N/A
AP or Dual Credit	N/A	N/A	(1)	(1)
Electives	5 ½	3 ½	7 ½ CPC	8 CPC
Total Units Required	24	26	26	28
ACT Benchmark		Silver WorkKeys	17 English 19 Math	18 English 22 Math
GPA Requirement		GPA 2.5	GPA 2.5	GPA 3.0

**\*\*Early Complete/Early Release requires passing all MAAP Tests- Algebra 1, Biology 1, English II, and US History.**

**\*\*\*Early Release requires a student to have a 17 on English ACT and 19 on Math ACT or Silver on WorkKeys.**

**\*\*\*If ACT benchmark is unmet, a student can have a 2.5 GPA, be on track, and take Essentials for College Literacy or Math for early release.**

**Career Pathways Option**

Students in a career path program shall complete an academic core of courses and a career and technical sequence of courses. The twenty-one (21) course unit requirement for the career path shall consist of the following:

Curriculum Area	Carnegie Units	Required Subjects
ENGLISH	4	English I English II
MATHEMATICS	3	Algebra I
SCIENCE	3	Biology I
SOCIAL STUDIES	3	1 U.S. History ½ U.S. Government ½ Mississippi Studies
HEALTH and PHYSICAL EDUCATION	½	1/2 Contemporary Health or ½ Physical Education
CAREER and TECHNICAL	4	Selected from student's program of study
INTEGRATED TECHNOLOGY	1	Technology Foundations, Information and Communication Technology (ICT) II, Science, Technology, Engineering, and Mathematics (STEM), or Computer Applications and Keyboarding
ADDITIONAL ELECTIVES	2 ½	Courses selected from the student's program of study
TOTAL UNITS REQUIRED	21	

### **GRADE CLASSIFICATION (Graduating Classes 2009 and following):**

Ninth Grade	0-6 ½ Units
Tenth Grade	7-13 ½ Units - Pass English I and 1 Math
Eleventh Grade	14-20 ½ Units - Pass English II and 2 Maths
Twelfth Grade	21 + Units - Pass English III and 3 Maths

### **ADVANCED PLACEMENT:**

The Advanced Placement program provides college-level instruction for the purposes of earning college credit for selected courses while in high school. An Advanced Placement exam is given in the spring and college credit may be awarded for the course if the student makes a qualifying score on the exam. The core subject areas are English, history, mathematics, and science. While some advanced placement courses are offered on the campus, others may be taken through the Mississippi Virtual Public School. **This course requires a fee.**

### **VOCATIONAL PROGRAMS:**

Stone High School has an extensive vocational program in which students are encouraged to participate. These courses combine academic instruction with hands-on skills training to prepare students for the world of work. Skills courses are two-year programs. Students are expected to complete two years of the vocational program they choose. Students cannot change from one vocational track to another. Also, students can enroll in only one skills level program at a time, unless there is demonstrated occupational relationship between the two different programs in which they are interested. Students will be screened for these programs through an application process and chosen carefully. Vocational programs include the use of dangerous equipment, and safety procedures will not be compromised. Students who engage in horseplay or classroom disruptions will be dealt with severely.

### **DUAL ENROLLMENT/DUAL CREDIT:**

With the principal and a professional school counselor's approval, a full-time senior who meets the eligibility criteria may elect to participate in dual enrollment/dual credit courses. All dual credit students are required to sign FERPA paperwork allowing parents and Stone High School personnel access to the student's grades. **This course requires a fee.**

### **ACADEMIC CALCULATIONS:**

**A student's over-all, weighted numerical average will be utilized to compute and determine the rank-in-class of graduating seniors for the classes of 2010 and following.** Rank-in-class is defined as the comparison of a student's academic performance with those of the members of his/her graduating class.

In an effort to challenge students to enroll in advanced placement and advanced classes, the following percentage will be added to the student's final average in such classes:

<b>Advanced Placement/ Dual Credit</b>	<b>Final Average + 10%</b>	ex.	<b>88 x 1.1 = 96.8</b>
<b>Accelerated</b>	<b>Final Average + 5%</b>	ex.	<b>88 x 1.05 = 92.4</b>

Every course taken for Carnegie credit is included in the overall, weighted numerical average. Students may not repeat courses in an effort to raise their numerical average. Each student's overall, weighted numerical average will be converted to an equivalent grade point average on a 4.0 scale for college and scholastic purposes only. The end-of-the year rank, weighted numerical average, and equivalent 4.0 grade point average will be posted on all school records. All numerical grades are capped at 100. Weighted grades are only reflected in the final cumulative weighted GPA.

### **HONOR GRADUATE POLICY:**

Honors will be bestowed on students who graduate with a certain high average. Class rankings and scholastic averages will be computed based on grades when credit is awarded as determined by final yearly averages for one (1), two (2), and two and one-half (2 ½) unit courses and final semester averages for one-half (½) unit courses.

All determinations for honor graduates will be made at the end of the final semester of a student's senior year. A listing will be made at the end of the third nine weeks grading period of the senior year, but official rankings for such honors will be made at the end of the second semester of the senior year.

For scholarship or college applications, students who request scholastic averages at any time prior to computation of official rankings and scholastic averages at the end of the senior year may be given a "scholastic average in progress." Such scholastic averages will be subject to change when credit is awarded and official rankings and scholastic averages are completed.

Honor graduates are those students who have earned the following: (These averages will **not** be rounded.)

Highest Honors: 100 or higher (Weighted Numerical Average)

High Honors: 93 – 99.99

Honors: 90 – 92.99

### **VALEDICTORIAN/SALUTATORIAN:**

A valedictorian and a salutatorian will be named for each graduating class. The valedictorian and salutatorian will be determined as follows:

- **Valedictorian – Student with the highest over-all numerical average.**
- **Salutatorian – Student with the second highest over-all numerical average.**

In the event of a tie, the overall, weighted numerical average (respective to graduating classes) will be carried out to four decimal places to determine which students are eligible for Valedictorian and Salutatorian. If there is still a tie, there will be Co-Valedictorians; then the next person in class rank will be named Salutatorian. In case of a tie for Salutatorian, the same rule will apply.

Calculations will be made at the end of the third nine-weeks grading period for Valedictorian and Salutatorian. Courses in which these students are enrolled at the end of the third nine-week period will be calculated in full. In order to be considered for Valedictorian and Salutation, a student must be enrolled at Stone High School his/her junior and senior years. Each student will be given a class rank at the end of his/her junior year. This class rank may be used on scholarship and grant information. **Final rankings will be determined at the end of the fourth nine weeks grading period.**

### **SCHOOL CEREMONIES AND OBSERVANCES:**

The Stone County School District limits the honor of graduation to those students who have successfully completed the prescribed high school graduation requirements as set forth by the State Department of Education and the Stone County Board of Education, as required by the Commission on School Accreditation.

Rehearsal for graduation exercises will be held the morning of graduation. **All graduating seniors are required to attend rehearsal.**

### **FINAL AND MID-TERM EXAM SCHEDULE:**

For each nine-weeks of testing, including the final and the mid-term exams for each course, the testing schedule will be as follows:

DAY 1 OF TESTING: Third and Fourth Block Exams

DAY 2 OF TESTING: First and Second Block Exams

Parents are asked to refrain from checking their students out of a class on exam days. Classes that are not being tested are reviewing for upcoming tests and this preparation is critical to a student's success on these important exams.

### **EXAM EXEMPTIONS:**

All students may be exempt from the final exams based on the following criteria:

1. Any student in grades 9-12 may be exempt if they meet the below requirements and fall within the limits of the absentee policy:

Year Long Class		Semester Class		Nine Weeks Class	
Absences	Grade	Absences	Grade	Absences	Grade
3	A	2	A	1	A
2	B	1	B	0	B
1	C	0	C		

1. A student cannot be exempt from an exam in a class in which a fine or due is owed. Students who have overdue library books cannot be exempt.
2. No exemptions will be permitted for any student who has been assigned to In-School-Suspension or Out-of-School suspension during the course of the school year.

\*\*\*A final exam is defined as the last exam of the course.

\*\*\*The absence from the final exam will not keep the student from having perfect attendance for the year.

\*\*\*If a student is exempt from a final exam, he/she is not required to attend that exempt class period either exam day.

### **COURSE LOAD:**

All high school students are considered full time students and therefore required to take eight credits during the school year.

### **DROPPING SUBJECTS:**

A student may not drop a subject under any circumstances during the year other than with a medical doctor's written statement to the effect that the particular subject is detrimental to the student's health or with the principal's permission. Failure in a course is not justification for dropping the course.

### **EARLY RELEASE/LATE ENTRANCE FOR SENIORS:**

Seniors who complete all graduation requirements **and have passed all four subject area assessments** without needing to be a full time student may apply for early release or late entry. Late entry or early release will be granted to senior students with prior parental and administrative approval. Students in vocational programs must complete the vocational program to be eligible for early release. Students approved for early release must have transportation off the campus at time of release.

### **EARLY COMPLETERS:**

Seniors will have the option to complete high school course work at the end of the first semester of their senior year. To be eligible, students must be able to complete all graduation requirements by the end of the first semester (**including having passed all four subject area assessments**). Although course work will be completed at the end of the first semester, students will not participate in a graduation ceremony until the end of the full academic school year. Students must adhere to all the requirements for graduation such as Award's Day practice, Award's Day Ceremony, and Graduation practice.

### **SUMMER SCHOOL:**

A student will be allowed to enroll in only one (1) course offered for a Carnegie Unit of credit in summer school. To be eligible to receive a Carnegie Unit, a student enrolled in summer school shall be provided a minimum of 140 hours of instruction per course. Not more than four units of summer school may count towards graduation. All students must have written permission from the Principal of Stone High School to attend summer school.

### **CREDIT RECOVERY/ATTAINMENT:**

Credit recovery is defined as a way to "recover" credit for a course that a student was previously unsuccessful in earning academic credit towards graduation. Credit attainment is defined as a way for students who have fallen behind a grade level to receive credit for completed courses through the OdysseyWare online curriculum or direct instruction.

#### **Guidelines for Credit Recovery:**

1. Student must fill out an application to enroll in a credit recovery course. This application will require parental consent and a counseling session with the parent and student before beginning the course.
2. No student may enroll in a credit recovery course if he/she received a grade below 50 in that particular course. Students with a grade below 50 will be permitted to enroll in a credit recovery course at the superintendent's discretion.
3. The program is offered only for courses required for graduation.
4. Students are allowed six months to complete a course with 60% mastery.
5. Students may enroll in only one credit recovery course at a time.

6. If a student has failed a course and the subsequent state assessment, the student cannot take that course by credit recovery.
7. The online program will allow for completion of lessons at home, but all tests/quizzes must be taken at the school site.
8. Likewise, for credit recovery accomplished via direct instruction, all missing, incomplete, or failed coursework may be completed at home. However, tests/quizzes must be taken at the school site.
9. For a fee, extended school year credit recovery will be offered to seniors who failed to graduate due to failing a course. Seniors who successfully complete extended school year credit recovery will receive a course grade no higher than 60%.

**Guidelines for Credit Attainment:**

1. Student must fill out an application to enroll in a credit recovery course. This application will require parental consent and a counseling session with the parent and student before beginning the course.
2. The program is offered only for courses required for graduation.
3. Students are allowed six months to complete a course with 60% mastery.
4. Students may receive a maximum of four (4) credits for the period of secondary enrollment.
5. The online program will allow for completion of lessons at home, but all tests/quizzes must be taken at the school site.
6. Likewise, for credit recovery accomplished via direct instruction, all missing, incomplete, or failed coursework may be completed at home. However, tests/quizzes must be taken at the school site.
7. For a fee, extended school year credit recovery will be offered to seniors who failed to graduate due to failing a course. Seniors who successfully complete extended school year credit recovery will receive a course grade no higher than 60%.

## SECTION V – CODE OF CONDUCT/DISCIPLINE

### DISCIPLINE POLICIES:

These policies are adopted for the purpose of setting disciplinary guidelines for conduct of students of the Stone County School District and administrative punishment for the violation of the conduct requirement. Stone County Schools will use discipline action in any event, which would be punishable by law.

For learning to take place, conditions must be conducive to learning. This implies a school environment that is orderly. Respect for authority is a virtue, which should come as a result of development and not as a forced tribute. The objectives of discipline within our school may be considered twofold:

1. To establish and maintain favorable working conditions free from distractions and misbehavior.
2. To establish and maintain respect for authority.
3. To develop ideas, interest, habits, and skills that contributes to self-control and good citizenship.

The board recognizes that discipline is necessary to the orderly operation of the education process. Actions which are disruptive or which interfere with the educational process must be dealt with in a fair and positive manner.

All students are the responsibility of all faculty members at any time when they are engaged in activities authorized by the Board of Education.

Student suspension, expulsion, and corporal punishment (grades K-8 only) shall be used as disciplinary measures only after all other methods have been tried. In all cases, the right of the students shall be protected in accordance with due process.

### GROUND FOR DISCIPLINARY ACTION:

The following infractions apply to all students in grades K-12. These infractions are specific grounds for disciplinary action; however, this list does not cover all infractions that may require disciplinary action. All other acts of misconduct not listed will be subject to the discretionary authority of the principal and/or designee.

<u>INFRACTION:</u>	<u>STEPS:</u>
• Assault with Charges	7-8
• Bomb Threat	6-8
• Bullying	2-5
• Bus Infraction	*See Bus Policy
• Cheating	1
• Disobedience	2-5
• Disorderly Conduct	2-5
• Disrespect	2-5
• Defiance	2-6
• Dress Code Violation	*See Dress Code Policy
• Driving/Parking Violation	*See High School Policy
• Drug Use/Possession	2-8
• Electronic Device	*See Electronic Device Policy
• Extortion	2-7
• Fighting	4-7
• Firearms Possession	7-8
• Gambling	2-5
• Gang Related	3-6
• Improper Physical Contact	2-5
• Intimidation/Threats	3-6
• Leaving Campus	3-6
• Misconduct/Disrupting	2-5
• Misconduct/CTE/Safety	2-5
• Non-Criminal Behavior	1-4
• Out of Area/Off Limits	2-4
• Possession/Use of Alcohol	3-7
• Possession of Unauthorized Substances/Paraphernalia	3-7
• Profanity/Obscenity/Vulgarity	1-5
• Robbery	4-6
• Sexual Harassment	6-8
• Skipping Class/School	2-4
• Staff Assault	7-8
• Stealing	1-4

- |   |                               |
|---|-------------------------------|
| • Tardies   | *See Tardy Policy             |
| • Technology Misuse                               | *See Technology Misuse Policy |
| • Tobacco/Electronic Cigarettes and/or Vaporizers | 3-6                           |
| • Verbal Push/Shove/Confrontation                 | 2-4                           |
| • Weapon Related                                  | 2-8                           |

### **PROCEDURES TO BE FOLLOWED IN DISCIPLINARY ACTION:**

In the disciplinary process, it is important to note that students have the right to

1. Know what the charges are against them
2. Give an explanation in their defense
3. Be told what kind of discipline they can expect to be administered

### **DISCIPLINE LADDER STEPS/CONSEQUENCES (grades K-8 only):**

When a student is referred to the office, school personnel may contact parent/guardian and disciplinary action will be taken according to the following prescribed steps/consequences. Based on the severity of the offense the administrator has the authority to place student on a higher step on the ladder.

- |                |  |
|----------------|--|
| <b>STEP 1:</b> | 1. Student conference, parent notified   |
| <b>STEP 2:</b> | 1. Up to three days of detention or one day of ISS or corporal punishment<br>2. Removal from ladder if not referred to office for 10 school days   |
| <b>STEP 3:</b> | 1. Five days of detention or two days of ISS or one day OSS or corporal punishment<br>2. Removal from ladder if not referred for 15 school days  |
| <b>STEP 4:</b> | 1. Three days of ISS or two days OSS or any combination of ISS and OSS equal to 3 days<br>2. Removal from ladder if not referred to office for 20 school days  |
| <b>STEP 5:</b> | 1. Any combination of ISS and OSS equal to three to five days<br>2. Removal from ladder if not referred to office for 30 school days   |
| <b>STEP 6:</b> | 1. Home suspensions five to nine days or combination of ISS and OSS equal to five to nine days<br>2. Move from STEP 5 to STEP 4 if not referred to office for 45 school days<br>3. No participation in or attendance at any after school activities for 45 school days   |
| <b>STEP 7:</b> | 1. Nine days of home suspension<br>2. May recommend expulsion/re-assignment<br>3. Placed on probation for 45 school days<br>4. Moved to STEP 5 for 45 school days if not referred for discipline<br>5. A student placed on STEP 6 will have a total of 90 school days probation with no attendance or participation in any school activities |
| <b>STEP 8:</b> | 1. Nine days suspension<br>2. Recommend expulsion  |

## DISCIPLINARY ACTION for HS

### DEMERIT/CONSEQUENCE ASSIGNMENT:

OFFENSE	DEMERITS/ CONSEQUENCES
1. BEHAVIOR UNBECOMING OF A STUDENT <ul style="list-style-type: none"> <li>Gambling</li> <li>Misconduct/Disrupting</li> <li>Misconduct/Disruption in CTE classes related to safety issues</li> <li>Public Display of Affection</li> <li>Improper Physical Contact</li> <li>Vulgar and inappropriate activity, gestures, behavior, and/or indecent exposure</li> <li>Possession and/or distribution of inappropriate material.</li> <li>Refusal to give up an electronic device</li> </ul>	6-12 6-10 10-30 4 4-30 10-30 10-30 15
2. DISOBEDIENCE/DEFIANCE TO TEACHER OR STAFF MEMBER	6-10
3. DISRESPECT TO OTHER STUDENTS	4-8
4. DISRESPECT TO TEACHER OR STAFF MEMBER	8-30
5. FIGHTING	30
** Physical injury will result in arrest by SRO.	3 Days OSS Recommend Alternative School
6. FIGHTING ON SCHOOL BUS	30 3 Days OSS Recommend Alternative School
7. VERBAL/PUSH-SHOVE CONFRONTATION	10-30
8. ILLEGAL CHECK-OUT/CHECK-IN	4-10
9. ILLEGAL DRUGS, ALCOHOL, and PRESCRIPTION MEDICATION (Possession, selling, distributing, buying, under the influence and use, drug paraphernalia and residue)	30 3 Days OSS Recommend Alternative School/Expulsion
10. ILLEGAL/MISUSE USE OF LUNCH ID NUMBER	8 Cost of Meal
11. INTIMIDATION/ THREATS (PHYSICAL OR VERBAL) BULLYING, HARASSING	6-30
12. TECHNOLOGY MISUSE <ul style="list-style-type: none"> <li>Offensive Use <ol style="list-style-type: none"> <li>First Offense</li> <li>Second Offense</li> <li>Third Offense</li> </ol> </li> <li>Non-Offensive Use <ol style="list-style-type: none"> <li>First Offense</li> <li>Second Offense</li> <li>Third Offense</li> </ol> </li> </ul>	3 days ISD for that period—6 demerits 5 days ISD for that period—12 demerits 3 <sup>rd</sup> offense: Suspension of privileges  ISS for remainder of period and 1-4 demerits 2 days ISD for that period and 6 demerits 3 days ISD for that period
13. LEAVING CAMPUS WITHOUT PERMISSION	12
14. MISCONDUCT ON SCHOOL BUS	See bus conduct
15. OUT OF BOUNDS/OFF LIMIT	4
16. POSSESSION OF A WEAPON	30 3 Days OSS Recommend Alternative School/Expulsion

17. POSSESSION OF UNAUTHORIZED SUBSTANCES AND/OR PARAPHENALIA (EXCLUDING DRUGS)	6-24
18. POSSESSION, MANUFACTURING, HANDLING, DISTRIBUTING, USING THREATS IN ANY FORM, CHEMICAL(S) OR EXPLOSIVE SUBSTANCES	30 3 Days OSS Recommend Alternative School/Expulsion
19. PROFANITY <ul style="list-style-type: none"> <li>Profanity directed to a student.</li> <li>Profanity Directed to a Teacher or Staff Member</li> <li>Profanity Indirectly to a Teacher or Staff Member</li> <li>Use of Profanity</li> </ul>	4-8 15-30 8-12 4-8
20. SEXUAL HARASSMENT	6-30
21. SKIPPING CLASS	8
22. SKIPPING SCHOOL	12
23. SMOKING, USE OR POSSESSION OF TOBACCO PRODUCTS OR ELECTRONIC CIGARETTE DEVICES AND/OR VAPORS. (Products which are found will be disposed) <ul style="list-style-type: none"> <li>First Offense</li> <li>Second Offense</li> <li>Third Offense</li> </ul>	8 demerits/ 2 days ISD 8 demerits/ 1 day OSS 8 demerits/ 2 days OSS
24. STRIKING TEACHER OR STAFF MEMBER <ul style="list-style-type: none"> <li>Intentional</li> <li>Unintentional</li> </ul>	30/ Expulsion 8-16
25. STRIKING ANOTHER STUDENT	15-30
26. STEALING <ul style="list-style-type: none"> <li>Breaking and Entering</li> <li>Major (\$15 or more)</li> <li>Possession of Stolen Property</li> </ul>	6-30 15-30 6-30
27. USE OF A WEAPON	30/ Expulsion
28. VANDALISM <ul style="list-style-type: none"> <li>Major (\$15 or more)</li> <li>Minor (Less than \$15)</li> </ul>	(Parent Conference) 15-30/ Restitution 6-14/ Restitution
29. GANG RELATED ACTIVITIES	10-30
30. STUDENTS DEMONSTRATING UNCONTROLLABLE BEHAVIOR	30 3 Days OSS Recommend Alternative School
31. IMPROPER DRIVING OR PARKING ON OR SURROUNDING THE CAMPUS <ul style="list-style-type: none"> <li>Illegal parking, no sticker, Loud Music</li> <li>Speeding, Reckless Driving</li> </ul>	1 <sup>st</sup> Offense – 4 demerits 2 <sup>nd</sup> Offense – 8 demerits 3 <sup>rd</sup> Offense – Loss of Privilege for Year  1 <sup>st</sup> Offense – 8 demerits 5 days Loss of Privilege 2 <sup>nd</sup> Offense – 16 demerits 10 days Loss of Privilege 3 <sup>rd</sup> Offense – 24 demerits Loss of Privilege for Year
32. TARDY POLICY (Per Semester, Per Teacher) Third Offense Fourth Offense Fifth Offense	Warning- Parent Contact 2 demerits 4 demerits  Each subsequent offense will result in 4 demerits for each infraction.

Demerit Accumulation	Consequence
8	<ul style="list-style-type: none"> <li>The principal or assistant principal will contact a parent by letter, phone call, or personal conference.</li> <li>The student will be assigned to <b>1 DAY IN-SCHOOL-DETENTION</b>.</li> </ul>
16	<ul style="list-style-type: none"> <li>The principal or assistant principal will contact a parent by letter, phone call, or personal conference.</li> <li>The student will be assigned to <b>2 DAYS IN-SCHOOL-DETENTION</b>.</li> </ul>
24	<ul style="list-style-type: none"> <li>The principal or assistant principal will contact a parent by letter, phone call, or personal conference.</li> <li>The student will be assigned to <b>2 DAYS OUT OF SCHOOL SUSPENSION</b>.</li> </ul>
30	<ul style="list-style-type: none"> <li>The principal or assistant principal will contact a parent by letter, phone call, or personal conference.</li> <li>The student will be assigned to <b>3 DAYS OUT OF SCHOOL SUSPENSION</b> and student may be placed in ISD or OSS until a hearing or placement occurs.</li> <li>The principal will conduct a Discipline Review Hearing with school administration, parent/guardian, and student.</li> <li>The students will be placed on strict probation* for 30 school days.</li> </ul>

- The principal or assistant principal at his/her discretion use In-School-Detention or suspend a student for just cause without an accumulation of demerits.

**\*Strict Probation:** During such time, a student will not be allowed to attend any school function, driving privileges will be revoked, and must adhere to all school rules and district policies. If the student violates any aspect of the strict probation, he/she will be recommended for the alternative school for a period of 15 school days. Once a student returns to Stone High School, he/she will be placed back on strict probation for 30 school days. If the student violates the strict probation again, he/she will be recommended to the alternative school for 60 school days.

**ANY STUDENT WHO GOES 30 SCHOOL DAYS WITHOUT RECEIVING ANY DISCIPLINE REFERRALS WILL HAVE 8 DEMERITS REMOVED FROM HIS/HER ACCUMULATION RECORD.**

### **Process of Formal Disciplinary Action:**

Each process will be implemented in a sequence appropriate to the grade level of the student as outlined in the student handbook section. Parents/guardians will be notified on each process through one or more of the listed means: a disciplinary form given to the student; a telephone contact; or contact through the mail.

- Parent/guardian notification
- Student warned
- Parent-Teacher Conference
- Corporal Punishment (K-8)
- ISD (In-School Detention)
- OSS (Out-of-School Suspension, K - 12)
- Alternative School
- Expulsion

### **Corporal Punishment (K-8 only):**

Corporal punishment is a means of discipline that may be used by the principal and/or designee. It is the responsibility of the parent/guardian to inform the school principal in writing at the beginning of each school year, or when necessary during the school year, that he/she does not wish corporal punishment used on his/her child/ward. The written statement will be placed in the student's file and all teachers will be informed. (House Bill 313, July 1, 1997, grants immunity to teachers, principals, and assistant principals when administering corporal punishment within the scope and course of employment.)

### **In-School Detention (ISD):**

The student will be excluded from an individual class or all classes for a period of time. During this time, the student reports to school each day and goes to ISD. He/she will not be counted as absent during the time spent in ISS.

1. In accordance with the Stone County Discipline Management Plan, a student may be assigned In-School Detention by the Principal or Assistant Principal.
2. A tardy to In-School Detention will be counted as any other tardy.
3. If a student is absent for a day while serving an In-School Detention, the student must make up the absence in the In-School Detention program before returning to the regular school program.
4. A student assigned to In-School Detention will be counted present for the regular class.
5. Each student assigned to In-School Detention must report to the In-School Detention classroom with all textbooks and other materials necessary for the completion of assigned work.
6. Teachers will make class assignments for In-School Detention students and will turn in those assignments as designated by the school administration. One day will be allotted for assignments to be completed before detention begins. This work and any other additional makeup work must be completed or 0's will be given.
7. Students assigned to In-School Detention will not participate in any regular school activities, including activity periods, and will remain in the In-School Detention room. He/she will not be permitted to participate in any school-sponsored event or activity during the time of detention.
8. Students assigned to In-School Detention will eat lunch at a time separate from the rest of the student body under the supervision of a staff member.
9. The In-School Detention instructor will send disruptive or uncooperative students to the office. If a student is sent home, all absences will be counted, and the assigned In-School Detention time must be made up before returning to regular classes.
10. Rules governing the In-School Detention program will be posted prominently in the In-School Detention room.
11. If a student checks out while serving ISD, the time missed will be added to the next day the student returns.

**Out-of-School Suspension (OSS):** A principal may suspend a pupil for any of the infractions listed under **Disciplinary Action** section in this handbook, if the circumstances warrant suspension; however, this list is not inclusive and, as such, a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal and/or designee.

No suspension shall be imposed by the principal for more than five (5) school days for any one offense. The Superintendent and/or designee may extend a suspension, assigned by the principal beyond the five (5) school days, if *such suspension period expires before the next regular or special meeting of the School Board, or when the Board action on a recommendation for expulsion of the student is pending.*

If a student is suspended, the school must notify the parent/guardian or next of kin by phone, stating the reason for suspension, the length of suspension and the date when the student may return to school. The school shall follow up with written notice of the suspension. The discipline referral is kept in the student's discipline file, one copy goes to the student for his/her parent/guardian, and one copy goes to the administrator. However, such action of the Superintendent or principal shall be subject to review by and the approval or disapproval of the school board. If the parent/guardian feels aggrieved by the suspension or dismissal of that child, then such parent/guardian of the child shall have the right to a due process hearing before the school board. The parent/guardian of the child shall be advised of this right to a hearing by the Superintendent or principal and informed that they have 24 hours to request such a hearing in writing.

Any student who is under suspension or expulsion from the Stone County School system WILL NOT be allowed on school property during the suspension or expulsion. Also, the student WILL NOT attend or participate in any school-sponsored activity or event during the suspension or expulsion. A parent/guardian MUST accompany a student to school on the day the student returns to school following a suspension or expulsion or be subject to being charged with a misdemeanor.

**A student who is on suspension may not participate in any school activity beginning with day one of suspension until the day the student is allowed to return to school. This is inclusive of all extracurricular events such as, but not limited to, band, choir, athletics, fine arts, and any club activities or travel.**

**Alternative School (Grades 6-12):** A student may be referred to the alternative program for reported infractions or consistent disruptive behavior in the classroom for a period of 45 school days.

**Alternative School:** When a student is recommended to the alternative school, the parent may:

- (1.) Accept the recommendation of principal by signing a waiver allowing the student to report directly to the alternative school without a disciplinary review hearing.
- (2.) Request a hearing before a district disciplinary review hearing.
- (3.) For students with existing IEP - an IEP committee meeting will be held to make a determination for a student with special needs.

**Students returning from alternative school must have a transition meeting with administrator and parent before returning. Students will be on probation for 15 school days. During this time, any disciplinary infraction will result in returning to alternative school for additional school days determined by administration.**

Any student who refuses to obey the rules of the alternative school will be subject to expulsion. Mississippi Code states that any school age child in the alternative program who becomes involved in any criminal or violent behavior shall be removed from the alternative school program and referred to the Youth Court.

**Expulsion:** Expulsion is the removal of the right to attend school. With the exception of possession of a weapon or drugs, expulsion of a student shall be recommended after all other corrective measures have failed. Expulsion may be appealed to the Stone County School Board. Any principal who believes that the expulsion of a pupil is required shall recommend expulsion to the Superintendent in writing, stating the charges against the student in detail.

Upon receipt of such recommendation the Superintendent shall:

*Notify the parent/guardian by certified mail, return receipt requested of the time, date, and place such discipline hearing will be held, and the charges, which, if appropriate, could justify expulsion under board policy. Parent/guardian and student may, if they so choose, be represented by legal counsel at his or her own expense.*

*Appoint an ad hoc discipline committee to sit as a board to hear and review all charges against the student and to give the student an opportunity to refute these charges. This committee shall make a recommendation to the superintendent after such hearing.*

Prior to expulsion of any student, the parent/guardian of that student shall be notified that he/she has the right to appeal to the Stone County Board of Education the decision of the principal, the discipline committee and the superintendent. This shall be done in the following manner:

*The Superintendent shall, within 24 hours, give such student and his/her parent or guardian any notices due consistent with state and federal due process requirements at least five (5) days prior to said hearing. Such hearing shall be held within ten (10) days of the notice of expulsion where possible.*

**Automatic Expulsion:**

The superintendent has the authority to automatically expel any student who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act that may endanger students, teachers, administrator, or staff. The expulsion shall take effect immediately subject to constitutional due process rights.

**Restraint/Seclusion:**

The Stone County School District Board of Education supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In accordance with Stone County School District Policy JCBA and Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that trained staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident. Parent complaints regarding the physical restraint or seclusion of his/her child should be addressed to the school principal. If the parent is not satisfied after meeting with the principal, a meeting can be scheduled with the superintendent to discuss the situation. Please refer to the Stone County School District Board Policy JCBA Student Restraint & Seclusion -<https://stone.msbapolicy.org/DistrictPolicies>.

**STUDENT CONDUCT CODE:**

This order is adopted for the purpose of setting disciplinary guidelines for conduct of students of the Stone County School System and administrative punishment for the violation of the conduct requirements stated.

**Section 1. WEAPONS:** No student will enter upon the grounds, buildings, or buses of the Stone County School District nor attend any function sponsored by the said school district who shall have on his or her person or in his or her possession any weapons. The Board does hereby specifically prohibit knives of any kind, guns, rifles and pistols, blackjacks and slapjacks, razors, explosives and explosive devices (including firecrackers), chemicals, or any other item that could be used to inflict harm on another student, and all other items which are not normally used in connection with school work and school activity. This may be an expellable offense, and local law officials may be notified.

**Section 2. FIGHTING OR PROVOKING A FIGHT:** No student will fight, voluntarily or will provoke a fight. Both parties involved in the fight may be suspended. This infraction will result in out of school suspension. For grades 9-12, this infraction will also result in demerits, local law officials may be notified, and may receive a recommendation for alternative school.

**Section 3. STEALING:** No student will steal property of another person or public property. Students guilty of stealing may be suspended and receive demerits (grades 9-12 only), and the local law officials may be notified.

**Section 4. CHEATING:** If a student is found to be "cheating" or allowing another student to "cheat" off his/her paper, he/she will receive a "0" on the paper. The parents will be notified of this infraction.

**Section 5. ALCOHOLIC BEVERAGES AND UNLAWFUL DRUGS:** No student will possess, consume, or use, any alcoholic beverage or unlawful drug. No student will attend any school function nor enter on school property while under the influence of any alcoholic beverage or unlawful drug. This infraction may result in automatic suspension and the student may receive a recommendation for alternative school and/or expulsion and demerits (grades 9-12 only).

**Section 6. TOBACCO and ELECTRONIC CIGARETTES AND/OR VAPORS:** No student will use or possess tobacco or electronic cigarettes in any form. Students should not have in their possession lighters, matches, etc., as these items are not allowed on school property. This may be a suspension offense.

**Section 7. VULGARITY, PROFANITY, AND OBSCENITY:** No student will speak or write words which are vulgar, profane, obscene, use racial slurs, or possess objects that are sexual in nature. No student will act in a vulgar, profane or obscene way, and no student will use vulgar or obscene signs. Students guilty of these infractions will be dealt with on an individual basis. This may be a suspension offense and demerits (9-12 grade).

**Section 8. WILLFUL DEFACING OR DESTRUCTION OF PUBLIC OR PRIVATE PROPERTY:** No student will willfully destroy or deface any property belonging to another person or to the school. The consequences of this behavior may be restitution for damages, suspension, demerits (grades 9-12 only) and possible expulsion.

**Section 9. BREAKING AND ENTERING SCHOOL PROPERTY:** No student will break and enter any school property. This may be a suspension or expulsion offense and demerits (grades 9-12 only).

**Section 10. DISRUPTION OF THE NORMAL OPERATION OF THE SCHOOL DAY:** No student will, by his/her conduct, disrupt the normal operation of the school or any activity of the school. No student will incite others to disrupt the normal operation of the school. This may be a suspension or expulsion offense/demerit system (grades 9-12 only).

**Section 11. DISRESPECT OR SARCASM TO A TEACHER:** No student will speak or act in a disrespectful manner, or speak or act in a sarcastic manner toward a teacher or an administrator. This may be a suspension offense and demerits (grades 9-12 only).

**Section 12. GAMBLING:** No student will conduct or participate in any gambling game or device. This may be a suspension offense and demerits (grades 9-12).

**Section 13. CLASS ABSENCE WITHOUT PERMISSION:** No student will leave school without permission. This will result in demerits (grades 9-12) and the student may receive In-School Suspension or Out-of-School Suspension.

**Section 14. JURISDICTION:** Students will be subject to the provisions of this code at all times they are on school property or are in any way participating in school-related activities sponsored by the Stone County School District or any public school in the State of Mississippi.

**Section 15. FORGERY:** Students caught forging passes, absence slips, report cards, any other school item, or any form that requires parental signature may be subject to demerits (grades 9-12 only), suspension, and expulsion.

**Section 16. LUNCHROOM BEHAVIOR:** Normal levels of talking will be allowed. Students are to stay in the lunchroom throughout the lunch period. Students must have an excuse from the duty teacher to leave the cafeteria. Do not cut in line, leave trays on tables or hassle the cafeteria staff. Do not bring food into the cafeteria from neighboring restaurants. Display courtesy and good table manners.

**Section 17. Extra-Curricular Activities:** Any student who violates the code of conduct at any district extra-curricular activity being held at any school campus will be subject to being banned from any and all district extra-curricular activities for the remainder of the year at the discretion of the administration.

**Section 19: ELECTRONIC EQUIPMENT:** No electronic device will be brought to school without special permission from the principal's office. No electronic device will be allowed on a school bus or any school sponsored outing without advisor's permission. These items will be confiscated and held for the parent to pick up. Upon the third offense the items will be confiscated for the remainder of the school year. Parents may pick up items from the school office on the last day of school. See electronic device policy.

**Section 20: GANGS:** Gang related activity, dress, graffiti, or depicting of gang signs on students' clothes or personal effects such as notebooks will not be tolerated.

**Section 21: TOBACCO FREE CAMPUS:** Stone High School is expected to be a tobacco free campus. The use or possession of any form of tobacco or paraphernalia by students in grades 9-12 is prohibited.

**Section 22: FIREWORKS:** No fireworks, knives or guns are allowed on campus or at school-related activities. Anyone violating this policy will be arrested and the student will be referred for a disciplinary hearing for expulsion.

**Section 23: Hands Off Policy:** It is recognized that courtship is normal and natural for secondary students. Therefore, we do not discourage this relationship. However, to ensure an acceptable code of conduct, there is one policy to regulate this. This policy is simply "HANDS OFF". Students who violate this policy will be subject to disciplinary action and demerits.

**Section 24: PERSONAL GROOMING/DRESS:** The dress code outlines the acceptable attire for Stone County Students.

### **HANDS OFF POLICY:**

Students should not put their hands on each other, whether in a joking, playful manner or intentional as this often leads to more serious exchanges. In addition, it is recognized that courtship is normal and natural for secondary students. However, to ensure an acceptable code of conduct, there is one policy to regulate this. This policy is simply "HANDS OFF." Demerits/consequence will be assigned for this misconduct.

## **GANGS:**

No type of gang related activity, dress, graffiti on personal effects such as notebooks or depicting of gang signs will be tolerated. Stone County School District has adopted a zero tolerance for any of these matters. Any students found defacing school property will be suspended and parents will be held responsible for replacing said item.

## **POSSESSION OF ELECTRONIC DEVICES:**

The use or possession of electronic devices not needed for classwork is prohibited during the school day. This includes cellular phones, Smart watches, Ipad, cameras, electronic readers, gaming devices, etc. These devices will be confiscated and only parents may retrieve them from a school administrator. Refusal to relinquish a device to administration will result in 15 demerits (SHS).

1<sup>st</sup> offense – The parent/guardian may pick up the device from a school administrator after 30 school days or prior to 30 school days by paying a fee of \$20.

2<sup>nd</sup> offense – The parent/guardian may pick up the device from a school administrator after 60 school days or prior to 60 school days by paying a fee of \$40.

3<sup>rd</sup> offense – The parent/guardian may pick up the device from a school administrator at the end of the school year.

**Any student caught using or in possession of an electronic device (i.e. cell phone and/or smart watch) during State Testing will have their test invalidated.**

## **Prohibition of Weapons on School Property - S97-37-17:**

(1) The following definitions apply to this section:

(a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.

(b) "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.

(c) "Switchblade knife" shall mean a knife containing a blade or blades that open automatically by the release of a spring or a similar contrivance.

(d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

(2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, paint ball gun or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(3) It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for the preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction

thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six months, or both.

(5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp, pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for the preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six months, or both.

(6) It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property if:

- a. The person is not a student attending school on the educational property;
- b. The firearm is within a motor vehicle; and
- c. The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

(7) This section shall apply to:

- a. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision had been approved by the school authority;
- b. Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
- c. Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
- d. Competitors while participating in organized shooting events;
- e. Any person as authorized in Section 97-37-7 while in the performance of his official duties;
- f. Any mail carrier while in the performance of his official duties; or
- g. Any weapon not prescribed by Section 97-37-7 which is in a motor vehicle under the control of a parent or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

(8) All schools shall post in public view a copy of the provisions of this section.

### **Stone County School District** **Student Complaints of Bullying or Harassing Behavior**

Students and employees in the Stone County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

#### **I. Definitions:**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

## **II. Procedures for Processing a Complaint:**

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 subjected to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) school calendar days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official shall provide a written decision to the victim upon completion of the investigation and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) school calendar days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) school calendar days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) school calendar days after receipt of the decision of the superintendent. The Board shall, within twenty (20) school calendar days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) school calendar days following the victim's appearance before the Board.

## **BUS CONDUCT/DISCIPLINE LADDER:**

**Riding the school bus is a privilege that can be lost if proper conduct is not followed. Students jeopardize this privilege by failing to conduct themselves in a proper way.** Therefore, students are expected to cooperate with all disciplinary and safety regulations. When a student fails to observe bus safety rules, the driver will complete a bus discipline report that will be sent to the school administration at the student's campus. School administration will confer with the student and assign an appropriate disciplinary action based upon the infraction.

For rule violations on the bus or bus stop, the student will enter the discipline ladder at the appropriate step. School rules and regulations as listed in the school disciplinary ladder will apply.

## **SCHOOL BUS DISCIPLINE LADDER**

### **Step 1. WARNING BY BUS DRIVER**

1. Bus driver warns the student and contacts parent/guardian then turns in discipline form to school administration.

### **Step 2. WARNING BY SCHOOL ADMINISTRATION**

2. Bus driver turns a discipline form in to school administration and school administration contacts the parent/guardian and conferences with the student.

### **Step 3. DISCIPLINE**

3. Student may be removed from the bus for one (1) to five (5) days (or) student may receive corporal punishment. (corporal punishment refers to elementary and middle school)
4. Student may be removed from the bus for one (1) to five (5) days (or) student may receive

- corporal punishment. (corporal punishment refers to elementary and middle school)
5. Student may be removed from the bus for six (6) to nine (9) days.
  6. Student may be removed from the bus for the remainder of the school year.

Any student on the School Bus Discipline Ladder who goes **30 School Days** without a bus discipline will have earned consideration by the Administration and Transportation Supervisor of being backed up one step on the ladder. Students may be backed up one time only and no further than Step 2.

#### **General BUS Rules:**

Violation of bus rules that may result in discipline/demerits include, but are not limited to, the following:

1. Follow the driver's instructions promptly;
2. Refrain from loud talking and laughter that may divert the driver's attention.
3. Keep head and hands inside the bus at all times.
4. Do not throw objects out of the windows of the bus.
5. Do not leave your seat while the bus is moving.
6. Do not leave supplies, lunches, or other articles on the bus.
7. Do not eat, drink, or bring any food products onto the bus other than lunch for school.
8. Profane or indecent language or gestures will not be allowed.
9. Selling unauthorized items on the bus is prohibited.
10. Other misbehavior, as determined by the administration, including a pattern of repeated bus misbehavior is not permitted.

#### **Behaviors That Can Bypass Warning and Go Directly to Principal**

1. Intimidation/Threats/Fighting
2. Defacing/Destroying school property –the student may be held financially responsible
3. Possession, use, or transfer of a weapon or any item considered to be a weapon
4. Use of any tobacco product, including e-cigarettes
5. Vulgar/unacceptable language or behavior directed at authority figure
6. Throwing objects out of the bus window

#### **SEVERE CLAUSE:**

If an incident occurs that is deemed severe enough, the steps may be bypassed and the student removed from transportation services for a length of time deemed appropriate by the principal.

**Fighting is not tolerated.** Anyone fighting on a bus will be suspended from the bus for a period of time to be determined by the principal and school policy will be enforced.

#### **BUS SAFETY:**

Students are required to ride their assigned bus every day unless they bring a note from home. Without a note, students will not be allowed on a different bus. Parent/guardian **MUST** write a request with date and signature if the child is to ride a different bus. The student must bring the note to the office to be signed by the principal or designee. Bus notes will be returned to the student. A telephone request to ride a different bus will not be accepted or delivered to the child.

#### **BUS SAFETY RULES**

1. Be on time to your designated bus stop.
2. Stay off roadway at all times while waiting for the bus.
3. Wait until the bus stops before attempting to enter or exit.
4. Watch the driver; always cross **IN FRONT OF THE BUS**. Cross highway/road only after you have determined that the highway/roadway is clear.
5. Ride your assigned bus unless other arrangements have been properly made through the principal's office.
6. Never get on or off the bus or stand or change seats while the bus is in motion.
7. Students may be assigned to a seat as deemed by the bus driver.

#### **SPECIAL EDUCATION DISCIPLINE MANAGEMENT**

Each handicapped student's individual plan (IEP) shall address the student's specialized needs on bus discipline, including which of the discipline techniques can appropriately be used with the student.

## **SECTION VI – STUDENT DRESS CODE**

### **STONE COUNTY SCHOOL DRESS CODE**

#### **Button-up Shirts/Knit Polo Shirts/Sweatshirts/District T-Shirts: Solid color of white, navy, royal blue or gray**

- \* Must be plain with no embellishments including vinyl, embroidery, monogramming, etc.
- \* Any brand
- \* Oxford/cotton material with collar
- \* Long or short sleeve
- \* With or without pocket
- \* Tie not mandatory; however, if tie is worn, it must be worn properly and of dress code color
- \* No lace, trim, etc.
- \* Turtleneck must be solid dress code color and worn under shirt or sweatshirt
- \* Button-up shirts must have a collar
- \* Only top button may be left unbuttoned
- \* Sweatshirts may be with hood or no hood
- \* Sweater vest must be of dress code color
- \* Clothing must be appropriate in length and size
- \* No undergarments may be visible
- \* Undershirts must be plain and dress code color
- \* Shirts must be tucked and buttoned in grades 3 – 12
- \* District T-shirts will be changed annually and can only be worn during the current school year

#### **Pants/Capris/Walking Shorts: Solid color of khaki or navy blue**

- \* Any brand
- \* Cuffed or un-cuffed
- \* Pleated or plain front
- \* With or without elastic waist
- \* No denim, stretch fabric, cargo pants, carpenter pants, jeggings, or sweat pants
- \* No pants sagging below the waist line
- \* Walking shorts to the knee
- \* No undergarments may be visible
- \* If belt loops are removed, the article of clothing will not be allowed
- \* Clothing must be appropriate in length and size

#### **Skirts/Dresses/Skorts: Solid color of khaki or navy blue**

- \* Must be plain with no embellishments including vinyl, embroidery, monogramming, etc.
- \* Length to the knee including the view from the back
- \* No slit above the knee
- \* No denim, stretch fabric, cargo or carpenter style
- \* Dress color code shirt must be worn with dress or skirt
- \* No undergarments may be visible
- \* Clothing must be appropriate in length and size

#### **Belts: Solid color of brown, black, khaki, white, navy or royal blue**

- \* Belts must be worn for students in grades 3 – 12
- \* No inappropriate emblem, trademark, or logo, etc.
- \* If belt loops exists, belt is mandatory

#### **Socks/Tights: Color of khaki, white, navy, royal blue, black or gray are allowed.**

**Shoes:**

- \*Shoes must be closed toed in all grades
- \*Shoes that light up, make noises or shoes with roller skates built into the bottom are not permitted
- \*Cleats, house shoes or house slippers are not permitted
- \*Shoes must be worn at all times

**STUDENT DRESS CODE REQUIREMENTS**

- \*Hats, caps, head covers, handkerchiefs, bandannas, wrap caps, wigs, etc. are not permissible.
- \*Towels, sunglasses, gloves, etc. are not permitted.
- \*Dusters, overcoats, overalls, trench coats, etc. are not permitted.
- \*Clothing, jewelry, patches, or designs on clothing with profane/abusive language/pictures or items that advertise alcoholic beverages, tobacco, drugs or casinos will not be permitted.
- \*Students must provide a doctor's prescription to wear dark glasses.
- \*No facial piercings are allowed including tongue rings or posts.
- \*Inappropriate tattoos (weapons, drugs, alcohol related, gangs, etc.) must be covered.
- \*Any accessories, insignias or symbols that are considered disruptive or objectionable will not be permitted.
- \*No wallets with chains will be permitted.
- \*Torn pants, pants with holes or rubber bands used to hold up pants legs are not permitted.
- \*Unnatural hair color (green, purple, orange, blue, pink, etc.) will not be permitted.
- \*Hairstyles that adversely affect the educational atmosphere of the school will not be permitted.
- \*Any visible designer emblem, trademark, logo, etc. must be smaller than a fifty cent piece.

**Note:** The building principal shall have the final decision about dress code and student dress code requirements.

**CONSEQUENCES FOR VIOLATION OF DRESS CODE:****SES/PES**

Offense                      Parent contact, student conference and ISD until corrected

**SMS**

1<sup>st</sup> Offense                  Student conference and ISD until corrected  
2<sup>nd</sup> Offense                  Parent contact and ISD until corrected  
3<sup>rd</sup> Offense                  Parent contact and ISD for 1 day  
4<sup>th</sup> Offense                  Parent contact and ISD for 2 days

**\*Each subsequent offense will result in additional ISD days and parent contact**

**SHS**

1<sup>st</sup> Offense                  parent contact, student conference and ISD until corrected  
2<sup>nd</sup> Offense                  2 demerits, parent contact and ISD until corrected  
3<sup>rd</sup> Offense                  4 demerits, parent contact and ISD until corrected  
4<sup>th</sup> Offense                  6 demerits, parent contact and ISD until corrected

**\*Each subsequent offense will result in 6 demerits and parent contact**

## SECTION VII – STUDENT ACTIVITIES

### EXTRACURRICULAR ACTIVITIES

Students who are in the alternative school cannot attend any extracurricular activities sponsored by the school.

**No school-sponsored activity can be participated in unless the student is present for at least 2/3 of the day, unless medical documentation is provided or in the case of student earned exemption.** In the case of a weekend and/or holiday activity, the student must be in school 2/3 of the preceding Friday and/or last school day prior to the activity. Students who are absent due to a scheduled, approved school-related function will not have that absence counted toward the total allowed in any course.

#### EXTRACURRICULAR ACTIVITIES:

Any student participating in extra- and co-curricular activities must have on file at the school written parental consent and liability waiver forms. In order for a student to participate in any extra- or co-curricular activity, the student must attend school as stated in the attendance section of this handbook. **In order to miss school to attend extra- and co-curricular events, the student must be in good standing in all classes. This includes grades, attendance, and conduct.**

In determining eligibility for tryouts and participation in student activities requiring at least minimum grade averages for semester and terms, grades will be weighted in accordance with the section of this handbook titled *Academic Calculations*.

No student in the Stone County School District shall be retained at any grade level for the purpose of extending eligibility for participating in athletics or any other school activity.

Any student attending Stone High School who shall be required to wear, or who shall choose to wear, a uniform or other type of dress because of his/her participation in a school activity, which dress is clearly and readily identifiable with the Stone County School district, whether the uniform or other type dress is provided to the student by the school system or whether the student provides the uniform, shall be expected to conduct himself/herself while in such uniform, at all times, in a manner acceptable to the school system. This behavior is required whether or not the student is under the direct supervision of the school and/or its personnel and whether or not the student is on school premises or at an official school function.

It is the intent of the administration to inform such student that his/her participation in activities may be denied, terminated, or restricted as a result of behavior determined to be unbecoming or unacceptable to the school administration and/or Board of Education while the student is wearing a uniform identifiable with the Stone County School District.

Uniforms provided for school activities shall be maintained in good condition and will remain the property of the school district. Such uniforms that are damaged shall be paid for in full by the student's parent/guardian.

**Students who are in the alternative school cannot attend any extracurricular activities sponsored by the school. This includes the junior/senior class prom.**

#### ATHLETIC DRUG SCREENING PROGRAM:

Student athletes will be required to participate in a drug screening program. A complete copy of the Stone High School Athletic Handbook is available by contacting Stone High School.

#### CLUBS, ACTIVITIES AND OTHER ELECTED OFFICES:

A student may hold only one major office. Major offices include president of all classes and clubs. All other offices are considered minor. During school hours and during all school functions, each officer is expected to maintain a citizenship record that meets the approval of the administration. Failure to do so will be a forfeiture of the office.

All students elected to any school office, club, activity or honors must meet the following requirements:

1. Must have passed all course work the previous semester, and must be passing all course work at the time of election.
2. Must have attended SHS/SMS the semester prior to election or selection.

3. Must not have accumulated more than eight (8) demerits at any time during the current school year, and must not accumulate more than eight (8) demerits if they are elected as an officer.

#### **CLUBS:**

Club membership offers the student the opportunity to pursue his/her own interests and talents, to develop good character traits and personality, and to stimulate the growth of the individual in his/her association with the group. Students may select from a roster of clubs approved. All clubs must have an approved sponsor. Many of the clubs make out-of-town trips during the school year. Usually the club is charged a transportation fee for each student making the trip. No student is required to make these trips. Students are responsible for their own money for needed meals. The school does not collect a percentage from any club or club trip. Disciplinary action will be taken against students who display misconduct while on school-sponsored trips. In such cases, the student will receive demerits and/or consequences in accordance with this code of conduct. The principal and club sponsor may deny the student the right to participate in future off-campus activities.

Initiations of any type in which hazing may be involved are not in the best interest of our students. Any person involved in such actions will receive severe disciplinary action.

#### **CLUB DUES:**

Clubs may charge dues or fees. These are used to purchase awards and to help promote the club's activities. The amount of these dues will vary with each club. The school does not collect a percentage from these dues. It is not required that students belong to these clubs. However, it is required that dues be paid by club members.

#### **JR. BETA CLUB:**

The qualifications for membership shall be worthy character, above average achievement, and commendable attitude. The academic requirement for membership is no grade below 80 in any subject for any term. Members must also maintain an excellent behavioral record. Members may not have any record of behavioral discipline referrals.

#### **SCHOOL PICTURES:**

The school contracts with a private photographer to make school day pictures for the students. This activity is optional. The price paid will depend on the picture package purchased. The school does receive a small percentage of the school day pictures.

#### **YEARBOOKS:**

The school contracts to print a yearbook for each student. These yearbooks are paid for by ads that the yearbook staff sells and by the sales of the yearbooks to students on an optional basis. The cost of a yearbook will vary each year.

#### **AWARDS CEREMONY:**

Near the end of the school year, students will be honored with an Awards Program. For those students who do outstanding work in the various academic fields and in school activities, Stone County Schools will present awards in recognition of their accomplishments. The awards will be presented only when there are students who merit them, and the selection will be by the teachers who taught the courses. Academic awards will be based on highest course average.

### **ACTIVITIES PERTAINING TO SMS AND SHS ONLY**

#### **STUDENT GOVERNMENT ASSOCIATION (SMS and SHS only):**

The Student Government Association is intended to serve as a link between the student population and the administration and strives to promote the general welfare of the school. Members of the SGA are class leaders who show integrity, moral behavior, and fairness to all. These members will be required to maintain an appropriate citizenship record at all times inside school and out as representatives of our campus.

Each class will have seven (7) positions for representatives, for a total of twenty-eight (28) positions. Once representatives are chosen or elected from the general student body, elections will be held within Student Government to determine who will hold the offices of President, Vice-President, and Secretary/Treasurer. The remaining four (4) seats will hold the office of "Representative at Large".

Any student may be considered for class representative provided that he or she:

1. Has a grade average of 80 or better in all subjects. Grades will be checked during the school year to ensure compliance;
2. Must not have accumulated more than eight (8) demerits (SHS) or beyond STEP 2 on the discipline ladder at any time during the current school year, and must not accumulate more than eight (8) if elected (HS);
3. Attended Stone High or Stone Middle School (freshmen) for the year prior to election;
4. Active members in good standing may be rolled over from one year to the next, but office within the SGA is not guaranteed; and
5. Members are expected to attend all meetings and assist in SGA sponsored activities. Members may have no more than three (3) unexcused absences from meetings.

Failure to abide by the above rules may result in removal from office.

**STUDENT COUNCIL:** The Student Council serves as a link between the Administration and the Student Body and seeks to promote the general welfare of the school. Any student may be considered a candidate for Student Council membership provided that he or she:

1. Attended Stone High School / Stone Middle School for the term/semester prior to election;
2. Obtained a grade of 80 or better in all academic classes done during the term/semester immediately preceding nomination;
3. Had no OSS and/or more than 16 demerits at any time during the previous school year and/or current Year;
4. Completes a nomination petition

#### **WHO'S WHO REGULATIONS:**

A Stone High School/Stone Middle School student may be a candidate for a Who's Who honor if the student has passed all academic classes the previous term with NO grade below 75, has no more than 8 demerits (grades 9-12 only) and no out of school suspensions during the school year (grades 9-12 only) and no higher than STEP 2 on the discipline ladder (grades 6-12 only).

#### **CHEERLEADERS:**

Cheerleader prospects must have passed all academic classes the previous term with a combined 80 average and NO grade below 60, have no more than 16 demerits (SHS) and no out of school suspensions during the school year. Cheerleaders must maintain an 80 average in all subjects while on the squad. Rules and regulations will be given to each candidate trying out for the squad. Cheerleaders will follow the rules and policies set forth in the Cheerleader Handbook, or they will be released from the cheerleader squad.

#### **ATHLETICS:**

All athletics at Stone High and Stone Middle School will function under the rules and regulations set forth in the official handbook of the Mississippi High School Activities Association and the Mississippi State Board of Education. Players must have passed all classes the previous semester with no grade below 60.

#### **BAND:**

The band functions under the rules and regulations of the Mississippi High School Activities Association. Participation is encouraged by Stone Middle School and Stone High School students.

#### **CHOIR:**

Stone Middle School and Stone High School offers participation in large and/or small vocal ensembles: SAB (Mixed Choir), SSA (Girls' Chorus), TFBB Quartet (Boys), Sextet (Girls). Rehearsal/ Performance and Attendance Required.

#### **PROM POLICIES:**

All those attending the Stone High prom are required to be in formal attire and dressed according to school dress code (of a length to the knee or longer). There should be no midriffs showing and no plunging necklines for young ladies. No tennis shoes of any kind or flip-flops will be allowed for young men or ladies. Anyone improperly dressed will not be allowed to enter the prom. OUTSIDE DATES MUST BE INFORMED OF THIS POLICY!!

You are privileged to be able to invite outside dates. However, remember that this is a school-sponsored activity even though it does not take place at the school. You are personally responsible for your outside date's behavior.

Student age (including outside dates) is limited to 9<sup>th</sup> graders through 20 years old. **Outside dates must provide a picture ID with proof of age.**

**There will be no refund for prom fees or outside date fees.**

#### **Prom Court:**

Any senior interested in being on the prom court must complete an application. Interested individuals or others may nominate students through the application process. This process will be used to ensure that students interested in being on prom court have met the following guidelines:

1. Attended Stone High School for the semester prior to the elections
2. Obtained a grade of 80 or better on all academic work done during the current school year. Grades will be checked for each nine weeks average and semester averages.
3. Must have not accumulated more than eight (8) demerits at any time during the current school year.

Names of the eligible participants will be placed on a ballot. Students in grades 11-12 may vote for ten (10) young men and ten (10) young ladies from the ballot. The young man and the young lady with the highest votes will be the prom king and the prom queen. The prom court will be announced during the prom.

Do not bring your own refreshments. Anyone caught with alcoholic beverage will be escorted outside and disciplined according to school policy, and parents will be notified immediately.

Girls are asked not to bring large purses unless left at the front desk while entering the prom. They may be picked up when leaving the prom.

Security officers will be on duty inside the ballroom and at the door. Once students enter the prom, they must stay for the evening. No one will be allowed to go out and come back in.

No one will be allowed to take cups in and out of the ballroom. Do not try to go to or come from the restroom with cups.

You must have your invitations and original envelopes to be admitted to the prom.

Everyone is responsible for his/her own transportation to the prom. The school does not furnish transportation for this event.

A professional photographer will be available. The prices of the packages vary according to the number and size of pictures in the packet you choose. There will also be many decorated areas for taking pictures with your own personal cameras if you choose to do so. Group pictures will be taken AFTER all couples have taken their pictures. The school does not receive any proceeds from the sale of these pictures.

The prom begins promptly at 8:00 p.m. Please do not come too early as there will be last minute preparations. However, do not arrive too late if you do not want to miss some of the special activities.

The prom sponsors have a list of all juniors and seniors, their home phone numbers and parents' names. If anyone's behavior is improper, that person will be asked to leave. Parents will be called and informed of the action taken and why. Remember that you are also responsible for the actions of your outside date.

There will be no long speeches, but we ask that you be courteous if anyone is talking to the group.

There will be no use of tobacco, e-cigarettes or vapes on the premises. The prom is a school activity, and everyone must follow school policy.

No one, (junior, senior, or date), will be allowed to attend the prom if he/she is suspended or expelled from Stone High or is enrolled at Stone Education Center at the time of the prom.

**The District retains the right to refuse admission to anyone under certain circumstances.**

**HOMECOMING (SHS only):**

Any girl interested in being on the homecoming court must complete an application. Interested individuals or others may nominate students through the application process. This process will be used to insure that students interested in being on the homecoming court have met the following guidelines:

1. Attended Stone High School/Stone Middle School the term/semester prior to the elections
2. Obtained a grade of 80 or better on all academic work done during the semester immediately preceding nomination. (\*All subjects, including electives) Grades will be checked for each nine weeks average and semester averages.
3. Must have not accumulated more than eight (8) demerits two (2) semesters prior to the election, and have no more than eight (8) demerits at the time of election.

Names of the eligible participants will be placed on a class ballot. Students in grades 9-11 may vote for three (3) girls from their class for maids. Students in 12<sup>th</sup> grade may vote for five (5) girls from their class for maids. Any class that has more than 20 girls on the initial ballot will have a run-off of the top 12 to determine the maids for each class. From the list of names of senior maids, all students will vote for one (1) Homecoming Queen. The football team will select a Football Sweetheart from the senior nominees.

Election results for class maids will be determined by majority vote. In the event of a tie, a run-off election will be held.

## **SECTION VIII - MISCELLANEOUS POLICIES**

### **STUDENT PLANNERS (SMS and SHS only)**

Students will be provided a school daily planner. Each student must maintain a planner and write assignments each week. Students are required to use the planner to leave the classroom for any reason including restroom emergencies. If a student loses his or her planner, the student is responsible for purchasing a replacement planner in the guidance office.

### **ADVERTISING/SOLICITATION**

All lettering, signs, decals, or other such items, when a part of a planned school activity and with prior permission of the school principal, must be attached with masking tape and only masking tape. Sponsors of the applicable activity shall ensure the use of masking tape and the timely removal of such fixtures.

**I. PUBLIC:** Under no condition may public advertisement with profit motives be permitted in school without explicit permission from the principal.

**II. STUDENT:** Student advertisements, posters, and handouts must be in good taste and cleared through the principal's office before being released, revealed or given to other students.

**III. FUNDRAISING:** Any school club or organization that wishes to raise funds must have permission from the principal. The School Board must approve all sales projects. Each club during the school year is allowed to have a sales project. The club uses this money to promote its activities. The product that the club is selling will govern the cost of each item. The school does not collect a percentage from these sales projects.

**Sales of items on school property are limited to school groups.**

### **FLOWERS, BALLOONS, PERSONAL GIFTS, ETC.:**

Student deliveries of any kind are not allowed at school. This is an interruption of class and the normal school day. The office does not have space and will not be responsible for gifts being delivered to students at school. Delivered gifts will be turned away. No private collection of funds for flowers, etc. will be permitted. Students may not exchange gifts or pass out party invitations at school.

### **CHANGE OF STUDENT PHONE NUMBER/ADDRESS:**

Any change of address or telephone number made during the year, affecting the students and the school's access to parents during the school hours, should be reported to the office immediately by the parent coming to the office to complete the change of address/ phone number form.

### **HOMEWORK:**

Homework and study play a significant role in student achievement. It is suggested that time be set aside each day for a student's homework study time.

### **INSTRUCTIONAL/LAB FEES:**

Some classes charge fees, such as language arts, science, math, and Tech Prep classes. They are used to help buy supplies and equipment.

### **TELEPHONE:**

The telephone in the main office is for business use only. Students may use the telephone only in cases of emergency. **Students must sign the phone log and get permission from the school secretary BEFORE they use the phone.** Office personnel will receive and deliver urgent messages from parents to pupils during school hours. Pupils may not be called from classes to answer the telephone. In a case of emergency, parents will be contacted by the office personnel.

**HALL PASSES/PLANNER:**

All students must have a hall pass/planner anytime they leave a classroom, no matter what the reason.

**VISITORS:**

No one other than regular school employees is allowed on campus without clearance from the principal's office. All visitors must check in and out of the office upon arriving on campus. Visitors must leave a photo ID or Driver's License in the office before receiving a visitor's pass. Visitors must receive a visitor's pass/ID from the school office before seeing any student or staff member during the school day, and the pass is not transferrable from one school to another school. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures.

**AFTER-SCHOOL PICK UP OF STUDENTS:**

For safety reasons, all students who stay for an after-school event will be picked up in front of the school building.

**SCHOOL SEARCHES:**

A written plan for vehicle inspection, scent detection canine program and random drug testing is outlined in the district's School Safety Plan.

**ASSEMBLIES:**

All students are expected to attend assemblies and sit in their designated areas. If a student's conduct in assemblies does not meet the approval of the administration, disciplinary action will be taken. Assembly programs are an extension of the classroom setting. All rules and regulations that apply to the classroom will be enforced during assembly programs.

**MISCELLANEOUS (SHS ONLY)****SENIOR PORTRAITS:**

The school also contracts with a private photographer to make senior portraits. This activity is optional with each senior and the price of the pictures will depend on the picture package each senior purchases. The school does not collect a percentage from these pictures. These pictures will be placed in the yearbook and will also be placed in a composite to hang in the hall of the school at the end of the senior year. If a student does not have his/her senior portrait made at school, it will not be on the composite.

**CLASS RINGS (SHS only):**

Stone High School allows a company to come into the school and offer for sale a class ring to all sophomores at the end of the school year. The price will depend on the type of ring a student chooses to buy. Purchase of class rings is optional, and the school does not collect a percentage from these sales. Students do not have to purchase their rings at school.

**SENIOR CAPS AND GOWNS:**

A senior class supply company is allowed to rent each graduating senior a cap and gown for graduation. The cost will vary from year to year. The school does not collect a percentage from these rentals.

**STUDENT OPERATED VEHICLES:**

No student will operate a motor vehicle of any type on property owned by the Stone County School unless said student is duly licensed to operate said vehicle and meets all the requirements of the laws of the State of Mississippi. All vehicles operated by students or school employees on property owned by Stone County School will be properly and lawfully operated and will be insured as required by Mississippi law. The driver upon arrival at the Stone County High School parking lot will park privately owned vehicles immediately. No student will occupy any privately owned vehicle except for transportation to school and from school. Student cars on school property are subject to search. Violators will be dealt with on an individual basis.

**LEAVING CAMPUS/OFF CAMPUS ERRANDS:**

After arriving on school campus, under no conditions is a student to leave without permission from the principal's office. Students are not allowed to run off-campus errands for anyone. Students may not drive school personnel vehicles.

### **FOREIGN EXCHANGE STUDENT POLICY (SHS only):**

1. Applications for enrollment must be completed and submitted PRIOR TO the beginning of the school year.
2. As a general rule, no more than two exchange students from each exchange program sanctioned by NASSP will be accepted for admission during any school year. Procurement of legal guardianship by the host parents will not be accepted for the purpose of admission to Stone High School. Likewise, no more than two students from any one country should be accepted and a ratio of one exchange student per 250 traditional students should not be exceeded with the maximum being three.
3. Host parents of exchange students must be legal residents of the Stone County School District.
4. Exchange students will be enrolled in courses on a space available basis and shall not jeopardize the enrollment of traditional students.
5. Exchange students will be expected to adhere to all program and local rules, policies, laws, etc. with regard to attendance, decorum, and achievement for the school, the state, and the nation, as well as a resource to the schools and community and to represent their homeland in an admirable fashion. However, the principal may waive certain attendance requirements if the student should be engaged in an educational travel or speaking experience.
6. Exchange students will be placed at the appropriate grade level based on age and level completed at his/her school in his/her home country, not to exceed the 11<sup>th</sup> grade.
7. It is the philosophy that such students are here, primarily, for the cultural experience with scholastic and athletic competition carrying a lower priority. However, participation in extracurricular activities is encouraged although no elective office can be held and high academic achievement is expected.
8. Exchange students will not graduate from Stone High School. They will receive a certificate at the annual Awards Night Ceremony. As stated, they are admitted for the purposes of cultural exchange to be experienced among the foreign students, the traditional students, faculty, and community.
9. Exchange students earning consideration for any academic award will receive a "Certificate of Academic Excellence," but will not compete with traditional students for academic awards.

### **CODE OF ETHICS FOR ASSIGNMENTS, PROJECTS, AND RESEARCH**

**ARTICLE I** As a student, I understand that I am not allowed to violate copyright laws by reproducing or photocopying any copyrighted material. This means that I may not copy, print, or include in multimedia works, any material that was created by someone else. Any material that I use as a source of information must be appropriately cited.

This article includes but is not limited to the following:

- Copying statements from a source and using them without proper use of quotation marks and citations.
- Paraphrasing information from a source without proper citations.
- Copying and pasting from other sources.
- Falsifying citations.

**ARTICLE II** As a student, I understand that buying or using any sort of paper or project from another student or service, and turning it in as my own work is considered cheating.

This article includes but is not limited to the following:

- Using a paper written by another student.
- Buying papers from another student or online.
- Attempting to use research or a project topic previously used by another student.
- Having others complete, in part or in whole, work expected of you, the student.

**ARTICLE III** As a student, I understand that copying or borrowing another student's work, with or without permission, is cheating.

This article includes but is not limited to the following:

- Participating in homework groups, in person, by phone, or with use of electronic equipment, without explicit permission from a teacher.
- Memorizing or copying to electronic equipment questions for an exam or assignment.
- Stealing and distributing an exam.
- Copying answers on an assignment or exam from another student or other source.
- Allowing other students to copy your answers on an exam or assignment.

**ARTICLE IV As a student, I understand that forgery is unethical and may be considered unlawful.**

This article includes, but is not limited to, the forgery involving the following:

- Parents
- Teachers
- Mentors
- Employers
- Administration

**ARTICLE V As a student, I understand that there are consequences when a violation of this code of ethics occurs:**

Per the discretion of a school administrator, consequences in the violation of this code of ethics encompass but are not limited to the following:

- In accordance with the *Stone County School District's Code of Conduct and Parent-Student Handbook*, a student caught cheating will receive a zero for the assignment, a parent will be notified, and a minimum of one day in school suspension will be served.
- Any project in which one of the articles of this code of ethics has been violated, will be rejected, and the administration and teacher must approve the terms and conditions for credit and completion of the project. Full credit will not be given.
- In response to forgery, the student's parent will be contacted. The student must contact and submit in writing a formal written apology to the person whose name was forged. The administration, at its discretion, will make a demerit or a consequence assignment from the category of *Behavior Unbecoming of a Student*, in the *Stone County School District's Code of Conduct and Parent-Student Handbook*.

**ARTICLE VI As a student, my signature indicates that I have received a copy of this code of ethics, and I understand my responsibilities as a student, as well as the consequences, should I decide to violate this code.**

**My parent's signature indicates that I have shared and discussed the *Code of Ethics for Assignments, Projects, and Research*, and my parents understand my responsibilities in abiding by this code, as well as the consequences I will receive should I violate this code.**

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**Student Signature**

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**Date**

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**Printed Student Name**

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**Parent Signature**

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**Date**

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**Parent Printed Name**