



FIRST DAYS of SCHOOL

Policies and Procedures for Students

MISSION AND VISION

Craigmont Chiefs work everyday to
#CreateOptions because we Lead,
Compete, and Win in Memphis and
beyond!

PROUD CHIEFS

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School Start Times

- **SCHOOL STARTS AT 7:15 a.m. AND DISMISSAL IS AT 2:15 p.m.**

- The building will open at 6:45 a.m. each morning for students to enter.

- Student(s) arriving before 6:45 a.m. must remain outside the building.

- Student(s) arriving for breakfast may enter the cafeteria from 6:45 a.m. until 7:10 a.m.

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Dismissal

- Freshman Hallway exit by room 113 at 2:15. Everyone else with exit from the main entrance at the front doors on the main hallway.
- Coaches will pick up athletes on the front porch for practice.
- Band students report to band through the outside band entrance.
- Students who attend the Boys & Girls Club will walk around to the Boys & Girls Club entrance.
- Students should be off campus by 2:30 p.m. and must not re-enter the school, unless under the supervision of a faculty member.
- Students staying for tutoring will remain on the porch until their teacher retrieves them at 2:30 p.m.

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Hall Passes

- Students **MUST** have a hall vest while out of class.
- Students in the hall without a hall vest will receive disciplinary action.
- Students must obtain a hall vest from his/her classroom teacher to report to guidance, school nurse, grade level administrator, etc.
- Students will not be allowed a hall vest during the first 15 minutes or the last 15 minutes of each class.

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Grading Policy

GRADING SYSTEM

MSCS POLICY 5015

A 90-100

B 80-89

C 70-79

D 60-69

F.. Below 60

Quality Points Scale:

Honors – 3 additional points

Dual Enrollment grades come directly from the college

Statewide Dual Credit – 4 additional points

Advanced Placement (AP) 5 additional points

District revised Policy 5005 – If a student does not complete the AP, or SDC exam on the required dates of testing, the additional quality points allocated will be removed from the student's grades earned **throughout the year.**

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Grading Policy

Number of Grades:

There must be 17 calculated grades at the end of the grading period, and assignments must meet the expectation of the minimum per category.

Re-Do Opportunity:

The students have a certain number of chances to re-do assignments that they did not submit or did not pass or master. This is a full-credit opportunity. WE ARE ALLOWING THREE (3) RE-DO OPPORTUNITIES FOR THE GRADING PERIOD FOR ALL STUDENTS.

Make-Up Opportunities: If a student misses 5 days the student is given 5 days to make the work.

Late Work:

A deduction of **ONLY 5%** can be deducted per week.

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Dress Code

- 1.Pants - No Holes or Rips** Solid Black, Gray, or Khaki Only - Denim Jeans ONLY with Craigmont Gear (T-Shirt, Polo, Sweatshirt, School-Issued Attire) - **No Skin Showing, No Sagging - No Spandex, Yoga Pants - No Shorts Above Thigh Tops** - White, Maroon, Black, or Gray Polo Shirts with Collar (Cover Entire Torso).
- 2.T-Shirts** (Only Craigmont Gear) - **No Holes or Rips - No Under Shirts - No See-Through, No Cutoff Shirts, or Tied/Knotted Shirts - ONLY Craigmont Hoodies.**
- 3.Shoes - Must be closed heel and closed toe. - No Crocs - No Flip Flops, Pool Shoes, or House Shoes.**
- 4.Bookbags** - Clear Bookbags and Purses ONLY - School-assigned containers (sports duffel bags, instrument cases, etc.) Dress Out Days - Students can wear dress out attire on specified days. - Students are encouraged to dress in professional/business attire every day. - Team/Club/Organization Gear can be worn every day (i.e. Sports, Band, ROTC, etc). Headgear - NONE Allowed (including hats, scarves, bonnets, du-rags, hoods). - Religious Headgear will be allowed.

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Lunch

- All students must eat lunch in the cafeteria.
- Students must **ONLY** use the restrooms in the lobby outside the cafeteria, during their assignment lunch period.
- MSCS provides lunch free of charge to all students or students may bring their lunch from home. **No outside food may be brought on campus.** (UberEats, DoorDash, etc.)

Teachers are prohibited from ordering food for students.

- All food and beverages must be consumed in the cafeteria or other designated areas. **At NO time will a student be allowed to sell any items at school.** Students in possession of bulk items will have items confiscation and may receive disciplinary action.

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PROUD CHIEFS DOs & DON'Ts

- We begin full LESSONS and graded assignments starting day ONE!
- TEACHER CLASSROOM RULES(No more than 5 rules and please try not to begin the RULES with NO or DO NOT).
- GRADING SCALE 59 & below = F; 60-69=D; 70-79=C; 80-89=B; 90-100=A
- HALLWAY TRAFFIC (WALK TO YOUR RIGHT AT ALL TIMES).
- Students should always be in their assigned classroom ONLY.
- Students should always have on their classroom VEST when out of the classroom.
- Students should not have outside FOOD in the school building at NO TIMES.

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Bell Schedules

Craigmont High Bell Schedule

2025-2026

Regular Bell Schedule

1 st period	7:15-8:10
2 nd period	8:15-9:05
3 rd period	9:10-10:00
4 TH period	10:05-10:55
5 th period and lunch	11:00-12:25
6 th period	12:30-1:20
7 th period	1:25-2:15

Lunch A	11:00 11:25
Lunch B	11:30-11:55
Lunch C	12:00-12:25

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Bell Schedules

SEL/Advisory Bell Schedule-Wednesday

First Period	7:15- 8:00
Second Period	8:05- 8:45
Homeroom	8:50 – 9:35
Third Period	9:40 – 10:20
Fourth Period	10:25 - 11:05
Fifth Period and Lunch	11:10 - 12:35
Sixth Period	12:40 -1:20
Seventh Period	1:25 - 2:15

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Bell Schedules

Activity/Club/Pep Rally Schedule

1st — 7:15 — 7:45

2nd — 7:50 — 8:35

3rd — 8:40 — 9:10

4th — 9:15 — 9:45

6th — 9:50 — 10:35

5th Period and lunch — 10:40 — 12:05

7th — 12:10 — 12:40

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Craigmont High School Behavior Matrix

	Learning Environment (Classroom, Gym, Lab, Auditorium and Library)	Common Areas (Hallways, Porch, Bus Pick up, Parking lot, Offices, Restrooms, Cafeterias, and Locker rooms)	Activities and Athletics (Assemblies, Dances, Pep Rally, Field Trip, Sporting Events, Competitions and Performances)
Consideration	Treat others as you would like to be treated. Be sure that others have a chance to participate Be mindful of others	Follow traffic flow Stand to side if you stop Be mindful of others	Speak or participate only when appropriate to do so. Respect performance and performers.
Honesty	Do your own work. Play your role in group assignments Avoid plagiarism.	Respect the property of the school and others. Return lost items to main office	Play by the rules

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Behavior Matrix

Integrity	<p>Speak with appropriate and respectful tones.</p> <p>Treat others as you wish to be treated.</p> <p>Be prepared.</p> <p>Be on time.</p> <p>Actively participate.</p>	<p>Do what is asked the first time.</p> <p>Keep all areas clean.</p> <p>Be courteous towards others.</p> <p>Give others their privacy.</p>	<p>Do what is asked the first time.</p> <p>Treat all others the way you wish to be treated.</p> <p>Always carry yourself with pride and dignity.</p> <p>Speak with respectful tones.</p>
Excellence	<p>Advocate for yourself</p> <p>Take pride in what you do</p> <p>Model acceptable behavior</p> <p>Be polite</p> <p>Do your best work and give 100%</p> <p>Go above and Beyond expectations</p>	<p>Stay to the right</p> <p>Demonstrate self control</p> <p>Keep halls clean</p> <p>Walk quietly and orderly</p> <p>Follow traffic flow</p> <p>Stay in your own personal space</p>	<p>Do your best, YOU represent Craigmont High School, your family, and the community!</p> <p>There's no I in TEAM</p> <p>Always have a collaborative spirit</p> <p>Be a positive role model</p> <p>Have positive interactions with new people</p>

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Behavior Matrix

Focus	<ul style="list-style-type: none">* Be physically present and alert*Be an active listener*Speak at appropriate times*Be respectful of others*Respect media center	<ul style="list-style-type: none">*walk on the right side of hallway*Go straight to the next destination*keep hands, feet, and all other objects to yourself*Use appropriate language at all times.	<ul style="list-style-type: none">*listen and follow directions the first time given*remain seated*Watch and listen for teacher directions
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Organizations and Clubs

It is important that you get involved in a school organization or school club such as:

Basketball, Volleyball, Soccer, Tennis, Bowling, Robotics, FBLA, SKILLS USA, Book Club, JROTC, and many other Sports, Organizations, and Clubs.

Club Fair will be held in August!!!

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Library Visits

Students **MUST** set an appointment to enter the library during school hours. The library is available for class projects, class visits and silent-sustained reading sessions, computers, check out books or work on projects. Teachers must schedule library visits with Mrs. Scott.



For assistance with devices, students **MUST** set an appointment and report to the library at that time. The student must show proof of the scheduled appointment to leave class. Teachers are also encouraged to set appointments for technology assistance.

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Student Behaviors

Respectful behavior is expected at all times.

Disciplinary action will be administered progressively, including but not limited to:

- Conference with the student
- Mandatory Parent Conference
- In-School-Suspension
- Out-of-School Suspension
- Expulsion

CELL PHONES / ELECTRONIC DEVICES –

Cell Phones: - May be used during transitions between classes and during lunch. Students must turn in cell phones at the beginning of each class in the specified area. Phones must be powered off and silenced. Teachers will plan lessons to incorporate cell phone use. If students do not adhere to cell phone expectations in class, the teacher will retrieve the phone and submit it to administration. If a cell phone is confiscated, **ONLY** the parent can retrieve the phone after school. **Refusal to comply will result in progressive discipline.**

Teachers should never put students out of class.

Please call for admin assistance and complete a disciplinary referral, if necessary.

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Cell Phones

School 2025-2026 Schoolwide Protocols Cell Phones:

Phones may be used **ONLY** during transitions between classes and during lunch. Phones must be powered off and silenced. Teachers **MAY** plan lessons to incorporate cell phone use. If students do not adhere to cell phone expectations in class. If a student refuses to voluntarily surrender their cell phone to the teacher an administrator will be called to retrieve the device(s) and the parent must come to the school at the close of business to retrieve the device(s). Refusal to comply will result in progressive discipline. ALL cell phones must be taken up doing ANY TESTING.

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School Procedures

A bell will ring at 7:10 a.m. at which time students should report to their assigned homeroom or first period – whichever applies.

You are late at 7:15 a.m.



Tardy students:

1st & 2nd - Conference with student

3rd & 4th - Parent contact

5th + - Referral to appropriate office



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School Procedures



Any student reporting to school after 7:30 a.m.

- Must be accompanied by a parent in order to check in through the school's attendance office
- Receive an admit before reporting to class.
- Entry without a parent receives an Overnight Suspension.

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School Procedures

Excused Absence Notes and Make-Up Work Policy:

- A written statement, within **two (2) school days** of the student's return to school, shall be required from the parent or guardian explaining the reason for each absence.
Submitting excused absence notes:
- Students will submit notes to the main office from 7-7:10 a.m.
- The secretary will sign, date and make a copy of the note.
- Student will be issued a copy of the note for the parent and an excused/unexcused absence slip for his/her teachers.
- **ONLY 5 Points deducted for each week work is turned in late.**

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School Attendance

- **All students are expected to attend school each day that school is officially in session. Only the following reasons will be considered for excused absences:**
 - Illness or hospitalization of student.
 - Death or serious illness within the student's immediate family.
 - When the student is officially representing the school in a school-sponsored activity.
 - Approved special and recognized religious holidays regularly observed by persons of their faith.
 - Legal court summons.
- **TARDY TO SCHOOL** - Students are expected to report to school and be in their homeroom or first academic class by 7:15 a.m. daily.
 - From 7:15 a.m.-7:30 a.m., students will be allowed in class and marked tardy. After a student has been issued five tardies for arriving to class after 7:15 a.m. but before 7:30 a.m. he or she will receive disciplinary action.
- **CHECKING IN SCHOOL AFTER 7:30 a.m.** - Students who fail to report to their first academic class or homeroom before 7:30 a.m. **MUST** report to the main office. Students checking in after 7:30 p.m. without a parent or a contact in SMS will receive disciplinary action. Students checking in late are considered unexcused except for submitting formal documentation of the following: doctor, dentist, court, death in the immediate family or other circumstances at the discretion of the administration.

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Tardy To School

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Student Drivers

All drivers must have the following by Monday, September 2, 2025:

- Valid Driver's License
- Active Car Insurance
- \$25.00 Parking Decal Fee

Please see Mrs. Stone (main office) for a parking application.

15 Minute Rule



Students should not be allowed to leave classroom during the first 15 minutes or the last minutes of the class period.



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Grade-level Administration & Team

School Principal- Dr. King

9th Graders- Mr. Hendricks, Ms. Burks, Mr. Coleman, and Dr. Gnintedem.

10th Graders- Ms. Dantzler, Ms. Burks, Mrs. Lovett-Odie, and Dr. Gnintedem.

11th Graders- Dr. Fayne, Mr. Garner, Mrs. Harville, and Mr. Randle.

12th Graders- Mr. VanHooks, Mr. Garner, Mrs. Myers, and Mr. Randle.

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Parking Decal Information

AUTOMOBILES – Students who drive to school will be required to complete a vehicle registration form and proof of insurance to be kept on file in the Attendance Office. Students are allowed to park ONLY in the lower parking lot. After arriving on campus, students must immediately unload, leave the parking lot and enter the school building. After dismissal, students who are not participating in after-school activities should leave campus immediately. Students should not return to the student lot during school without administrative permission. Students are not permitted to loiter in or around their vehicles. Reckless driving, illegal parking and loud music are PROHIBITED. Violations will be subject to campus parking privilege, disciplinary action at school and/or any school-related activity. All vehicles parked on campus must have a parking decal per vehicle registered on the school registration form. Cost for vehicle decal is \$25.

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Clubs & Organizations



Ms. D. Walker, Mr. Oellig, Mr. Wright and Ms. Fondren:
Robotics/Science Club

Ms. Miller: Skills USA/Jewels Ladies Club

Ms. Curry: MREA- Millionaire Real Estate Club

Mrs. M. Walker: film club/girl soccer

Mr. Fraser: Otaku Club

Mr. Young: Knowledge Bowl Team

Ms. Crawford: Basketball

Ms. Murphy and Mrs. Rucker: Pearls and Paint

Dr. Street and Ms. Pearson: Line Dance Club

Ms. Davie: Senior Keepsakes Club

**Mrs. Scott, Ms. Livingston, Ms. Boddie: The Chiefs Read
Book Club/Puzzle Mania**

Mrs. Wooten: Crochet with Chiefs Club

Mr. Kelly: FBLA/Boys soccer

Ms. Hudson: Choir Club

Coach Jones: Football

Coach Crawford: Girls Basketball

Coach Winter: Volleyball

Coach Chris: Boys Basketball

Coach Thompson: Softball

Coach Mathews: Baseball/Fitness and Conditioning

Ms. Hudson: Choir

Mr. Kennedy: Band

**Ms. D. Walker and Ms. Collier: AgroChiefs (gardening and
homesteading)**

Mr. Wright: Gentlemen's Club/Student Council

Coach Fondren: Cheer

Sgt Major Brown and Sgt Palmore: JROTC

Ms. Bibbs: Poetry

Ms. Glass: Health

Ms. Williams: Drama

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First Week Schedules & Homeroom Information

**Refer to the First Week of School Schedule
Handout**

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Summer Reading List & Grading Requirements

1. All English students are required to read and engage in the summer reading text.
2. All students will be required to submit the summer reading assignment as their project grade for quarter 1.
 - 9th Grade-The Giver
 - 10th Grade-Their Eyes Were Watching God
 - 11th Grade-The Jungle
 - 12th Grade-The Crucible

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