

# STUDENT & PARENT HANDBOOK

## 2022-2023

### HOME OF THE MIGHTY



“Excellence is never an accident. It is always the result of high intention, sincere effort, and intelligent execution; it represents the wise choice of many alternatives - choice, not chance, determines your destiny.”

— Aristotle

**Chavis L. Bradford, Superintendent of Education**  
**Jason Hamilton, Asst. Superintendent/ Director of Federal Programs**  
**Robert Benson Jr., WCHS Interim Principal**  
**Regina McCoy, PhD, Vocational Director**  
**Ronnie Knox, EdD, WWMS Principal**  
**Sharon Robinson, FES Principal**  
**Britney Slack, WCES Principal**

**Wilkinson County School District  
Student Handbook 2022-2023**

**Table of Contents**

| <b>POLICY</b>  | <b>PAGE #</b> |
|--|---------------|
| <b>SECTION I: INTRODUCTIONS</b>                                |               |
| <b>Introduction</b>  | <b>3-4</b>    |
| <b>Disclaimer</b>  | <b>5</b>      |
| <b>District Administrative Staff</b>                           | <b>6</b>      |
| <b>Students Under Control</b>                                  | <b>7</b>      |
| <b>Policy on Non-Discrimination</b>                            | <b>7</b>      |
| <b>Every Student Succeeds Act (ESSA)</b>                       | <b>8</b>      |
| <b>Sexual Harassment</b>                                       | <b>9</b>      |
| <b>Special Education Due Process</b>                           | <b>9-15</b>   |
| <b>Bell Schedules</b>  | <b>16-20</b>  |
| <b>Early Release</b>   | <b>20</b>     |
| <b>High School Requirements</b>                                | <b>22-30</b>  |
| <b>Asbestos Re-Inspection Notice</b>                           | <b>30</b>     |
| <b>Arrival and Departure</b>                                   | <b>31</b>     |
| <b>SECTION II: GENERAL INFORMATION</b>                         |               |
| <b>Tardy Policy (Elementary/Middle/High)</b>                   | <b>31</b>     |
| <b>Presence on Campus After Hours</b>                          | <b>31</b>     |
| <b>Athletics-Band-Chorus-JROTC</b>                             | <b>32</b>     |
| <b>Eligibility Rules for Athletics/Other Activities</b>        | <b>32-33</b>  |
| <b>Attendance Policy</b>                                       | <b>33</b>     |
| <b>Mississippi Compulsory Attendance Law</b>                   | <b>33-34</b>  |
| <b>Check In/Check Out Procedure</b>                            | <b>34-35</b>  |
| <b>High School Attendance Policy for Earning Credit</b>        | <b>35-36</b>  |
| <b>Bus Discipline</b>  | <b>37-38</b>  |
| <b>Cafeteria</b>   | <b>38-39</b>  |
| <b>Child Nutrition</b>   | <b>39</b>     |
| <b>Sales</b>   | <b>39</b>     |
| <b>Child Abuse and Neglect</b>                                 | <b>39</b>     |
| <b>Child Find</b>  | <b>39</b>     |
| <b>SECTION III: CODE OF CONDUCT</b>                            |               |
| <b>Code of Conduct</b>   | <b>40</b>     |
| <b>Student Behavior</b>  | <b>40</b>     |
| <b>Classroom Discipline &amp; Classification of Violations</b> | <b>40-45</b>  |
| <b>Search of Students</b>                                      | <b>45</b>     |
| <b>Scent Detection Canine Program</b>                          | <b>45</b>     |
| <b>Unclassified Offenses</b>                                   | <b>46</b>     |
| <b>Prevention of School Violence</b>                           | <b>46-48</b>  |
| <b>General Grievance Procedure</b>                             | <b>48</b>     |
| <b>Mississippi School Safety Act of 2001</b>                   | <b>49</b>     |
| <b>Suspension/Expulsion Guidelines</b>                         | <b>49-51</b>  |
| <b>In-School Suspension</b>                                    | <b>50</b>     |
| <b>Alternative Placement</b>                                   | <b>50-51</b>  |

|  |              |
|--|--------------|
| <b>Conferences</b>                                   | <b>51</b>    |
| <b>Courtesies</b>                                    | <b>51</b>    |
| <b>Outdoors</b>                                      | <b>51</b>    |
| <b>Indoors</b>                                       | <b>52</b>    |
| <b>Deliveries &amp; Messages</b>                     | <b>52</b>    |
| <b>SECTION IV: ACADEMIC INFORMATION</b>              |              |
| <b>Dress and Grooming Code</b>                       | <b>52-54</b> |
| <b>Crisis Management Plan</b>                        | <b>54</b>    |
| <b>Enrollment &amp; Registration</b>                 | <b>54</b>    |
| <b>Family Rights and Privacy Act</b>                 | <b>55</b>    |
| <b>Federal Programs</b>                              | <b>55</b>    |
| <b>Field Trips</b>                                   | <b>59</b>    |
| <b>Grading and Testing Policies</b>                  | <b>56-58</b> |
| <b>Guidance Service</b>                              | <b>58</b>    |
| <b>Insurance</b>                                     | <b>58</b>    |
| <b>Homebound Instruction/ Pregnant Students</b>      | <b>59-60</b> |
| <b>Homework Policy</b>                               | <b>60-61</b> |
| <b>Cheating</b>                                      | <b>61</b>    |
| <b>Lost/Found/Stolen Items</b>                       | <b>61</b>    |
| <b>Medication Administered at School</b>             | <b>62</b>    |
| <b>Non-Discrimination Policy Statement</b>           | <b>62</b>    |
| <b>Promotion Policy</b>                              | <b>62-63</b> |
| <b>Literacy Based Promotion Act</b>                  | <b>63</b>    |
| <b>School Sponsored Events</b>                       | <b>64</b>    |
| <b>Special Education</b>                             | <b>64</b>    |
| <b>Student Records</b>                               | <b>65</b>    |
| <b>Directory Information</b>                         | <b>65</b>    |
| <b>Transfer of Records</b>                           | <b>65</b>    |
| <b>Textbooks</b>                                     | <b>65</b>    |
| <b>Library Books</b>                                 | <b>66</b>    |
| <b>Student Fees</b>                                  | <b>66</b>    |
| <b>TITLE IX</b>                                      | <b>66</b>    |
| <b>Unauthorized Areas</b>                            | <b>66</b>    |
| <b>Vehicles/Student Parking/Parking Lot</b>          | <b>66-67</b> |
| <b>Visitors</b>                                      | <b>67</b>    |
| <b>Website</b>                                       | <b>67</b>    |
| <b>Withdrawal from School</b>                        | <b>67</b>    |
| <b>Forms</b>   | <b>68</b>    |
| <b>Consent Form for Administration of Medication</b> | <b>69</b>    |
| <b>Acknowledgement Form</b>                          | <b>70</b>    |
|  |              |

## **INTRODUCTION**

It is the purpose of the Wilkinson County School District to make better and more capable citizens of each student who attend our schools. We seek to find and use every effective means to provide our students with an educational experience that will promote cooperative and successful living in a democratic society, as well as prepare students for the competitive environment of college and the workplace.

Other objectives of our school and district are to promote high standards of conduct among students and teachers, to create and develop an interest in civic affairs, to promote school and community loyalty, to develop pride in and care of public property, and to encourage full and complete utilization of every opportunity for maximum educational growth.

Education is fundamental to the American way of life. "Public education is an investment. Let us keep faith with those who have made such great investments in us by doing our best."









## **VISION STATEMENT**

It is the vision of the Wilkinson County School District to ensure that all students demonstrate academic excellence and social growth in a diverse learning community.

## **MISSION STATEMENT**

The Wilkinson County School District is committed to providing all students with a world-class education so that they may graduate as high-achieving, adaptable critical thinkers.

## **DISTRICT GOALS**

-  Increase the accountability rating of each school by no less than one letter grade.
-  Establish and maintain a school culture that is safe, orderly, and conducive to learning.
-  Develop strategies to assure a dependable and high-caliber faculty that promotes academic achievement
-  Increase the percentage of students graduating with dual enrollment credits and career and technical national certifications.
-  Enhance learning, communication, and organization through the use of technology
-  Create more opportunities to motivate, celebrate, and recognize student and staff successes.
-  Increase family and community engagement opportunities within all schools.
-  Maintain financial accountability and integrity

## **VALUES**

### **PRIDE**

Prepare

Respect

Integrity

Dedication

Excellence

## **STRATEGIC DIRECTION**

To provide equitable educational opportunities which promote positive character development and prepare students to excel in the global society of the 21<sup>st</sup> century.

### **District Theme:**

“Raising the bar of academic excellence, all hands on deck!”

### **SMART ACADEMIC GOALS:**

1. No schools rated an “F” in the 2022-2023 state accountability model. All schools will increase by no less than one letter grade on state assessment.
2. Measurable growth in the areas of reading/language arts and mathematics by all students.
3. Increased percentage of students scoring proficient on state assessments.
4. Increased student performance on ACT and advanced placement assessments.
5. Increased graduation rate and reduced dropout rate among cohorts.
6. Increased instructional focus with the following items monitored:
  - a. Enrichment/Remediation activities that strengthen academic performance of all students.
  - b. Highly functional MTSS process that promotes student learning.
  - c. Increased opportunities for social-emotional learning.
  - d. Increasing the number of opportunities for educational staff and administrators to participate in professional development training that will result in improved academic performance across the board.

To provide students with healthy nutritional choices that are appetizing and meets the nutritional standards that are required by all students.

## FOREWORD



Greetings Wildcat Family! This handbook is prepared for students and parents of the Wilkinson County School District. The purpose of this manual is to provide insight on the guidelines and policies that govern the operation of our local schools and district as a whole. It is the goal of the district to operate in a manner that is fair and transparent to all stakeholders. Our focus is to educate and produce scholars that can compete globally.

A key component to success of our district is communication. With this manual, the goal is to provide stakeholders with the tools necessary to assist us with fostering an educational environment that is conducive for learning and safe for every student. The safety and well-being of our students and staff is a top priority. We made a conscience attempt to cover all areas; however, each principal and the superintendent of education reserves the right to address concerns that may not be addressed in this handbook.

Each new school term brings about new challenges and successes for our district. As policies governing schools and other educational institutions change, we must adjust and embrace the changes as a district. It is our goal to stay aligned to all state and federal mandates and policies.

As we bring in this new school term, we have an amazing opportunity to raise the bar in education. Wilkinson County School District is a small district with a tremendous amount of potential. We must foster a culture of educational success coupled with the support of our community.

We look forward to working with each of you in our venture to make WCSD one of the best districts in the state of Mississippi. Join the “Wildcat Movement”!

Yours in Education,

*Chavis L. Bradford*  
Chavis L. Bradford  
Superintendent of Education

## **SCHOOL BOARD OF TRUSTEES**

Johnny Smallwood, President  
Fredrick Anderson, Vice President  
Darylmekia Anderson, Secretary  
Linda Boyd, Member  
Billy Spiller, Member

## **SUPERINTENDENT OF EDUCATION**

Chavis L. Bradford

## **SCHOOL ADDRESSES**

### **Wilkinson County Elementary**

P.O. Box 1197  
Woodville, MS 39669  
Britney Slack, Principal  
601-888-4331

### **Finch Elementary**

1125 South Crosby Street  
Centreville, MS 39631  
Sharon Robinson, Principal  
601-645-5586

### **William Winans Middle School**

166 East Cherokee Street  
Centreville, MS 39631  
Ronnie Knox, Principal  
601-645-0008

### **Wilkinson County High School**

522 Pinckneyville Road  
Woodville, MS 39669  
Robert Benson Jr., Interim Principal  
601-888-4228

### **Martin Luther King Career & Technology Complex**

1106 Highway 24 East  
Woodville, MS 39669  
Regina McCoy, PhD, Director  
601-888-3936

## **DISCLAIMER**

The purpose of this handbook is to make parents and students aware of the policies, procedures, and expectations of the Wilkinson County School District. Each school in the Wilkinson County School District operates under guidelines established by the Wilkinson County School District Board of Education and each school's policies and procedures to meet the board guidelines. This handbook does not provide a complete listing of all board and school policies and procedures. Policies and procedures contained within this handbook are subject to change as a result of decisions made by the Wilkinson County School Board of Education, principals, district administration, and the superintendent of education. Each principal, district administrator, the superintendent of education, and the Wilkinson County School Board of Education reserves the right to amend or delete any policies, procedures and practices printed and not printed in this handbook as deemed necessary.

# ***Wilkinson County School District***

P.O. Box 785  
488 Main Street  
Woodville, MS 39669  
601-888-3582

## **District Administrative Staff**

|  | Telephone Number | Extension |
|--|------------------|-----------|
| Chavis L. Bradford Superintendent  | 601-888-3582     |           |
| Meagan Tolliver, Business Manager  | 601-888-6468     | 226       |
| Dorothy McCoy, Purchasing Department / Executive Secretary/District Technology Coordinator | 601-888-3260     | 222       |
| Angela Perry, Payroll  | 601-888-6294     | 225       |
| Sharon Tolliver, Accounts Payable  | 601-888-3582     | 223       |
| Sakina Smith, SAMs7 Coordinator/MSIS Secondary Coordinator/Exceptional Services Secretary  | 601-888-3706     | 224       |
| Lisa Collins, Case Manager   | 601-888-3706     | 228       |
| , Professional Development Coordinator/Elementary Curriculum                               | 601-888-3706     | 224       |
| Jason Hamilton, Asst. Superintendent/Director of Federal Programs,                         | 601-888-3320     |           |
| LaKeidra VanNorman, Food Services Supervisor   | 601-888-3483     |           |
| Wilkinson County Elementary School   | 601-888-4331     |           |
| Finch Elementary School  | 601-645-5081     |           |
| Williams Winans Middle School  | 601-645-0008     |           |
| Wilkinson County High School   | 601-888-4228     |           |
| Martin Luther King Jr. Vocational Complex  | 601-888-4394     |           |



## **STUDENTS ARE UNDER CONTROL OF SCHOOL**

All students are under the control and direction of the superintendent, school principal, school assistant principal, school lead teacher or designee and the immediate control and direction of the teacher or another member of the instructional staff or bus driver to whom such responsibility may be assigned by the Principal:

- while being transported to or from school
- when attending school
- when engaged in a school-sponsored activity on school premises or away from school
- during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity on the premises.

## **POLICY ON NON-DISCRIMINATION**

The Wilkinson County School District (WCSD) grants equal educational opportunities to all qualified persons regardless of race, creed, color, sex, national origin, marital status, or physical or mental handicaps. It is the intent and desire of the Wilkinson County School District, to adhere to this policy in educational programs/activities and employment. The following legislation is referenced:

- TITLE VI and TITLE VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination of the basis of race, color, religion, or national origin.
- The Occupational Safety and Health Act of 1970, as amended, which provides specific regulations regarding a safe working and learning environment.
- TITLE IX of the Education Rights and Privacy Act of 1972, as amended, which prohibits discrimination of the basis of sex.
- 504 of the Vocational Rehabilitation Act of 1973, as amended, which prohibits discrimination against the handicapped.
- PL93-380 Family Education Rights and Privacy Act of 1974, as amended, which provides protection regarding student records and release of information from said records.
- The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101, which prohibits discrimination on the basis of age in any program or activity receiving federal funding. .
- The Civil Rights Restoration Act of 1998 which provides that four federal civil rights statutes (s504 of the Rehabilitation Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1975, and title VI of the civil Rights Act of 1964) apply to an entire institution if any part of it receives federal financial assistance.
- PL108-466 Individuals with disabilities Act of 1997, signed into law on 12/3/2004, which provides regulation for screening, placement, and services to handicapped students.
- PL101-645 Stewart B. McKinney Homeless Assistance Amendments of 1990, as amended.
- 35.130 of the American with Disabilities Act of 1990, built upon the Civil Rights Acts of 1964 and the Vocational Rehabilitation Act of 1973, which provides “a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.”
- Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905 (s9525 of NCLB, PL 107-110), which requires equal access for Boy Scouts of America and other designated youth groups to meet at public schools.

## **Every Student Succeeds Act (ESSA)**

ESSA was signed by President Obama on December 10, 2015, and reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires-for the first time-that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations-including evidence-based and place-based interventions developed by local leaders and educators-consistent with our Investing in Innovation and Promise Neighborhoods.
- Sustains and expands this administration's historic investments in increasing access to high-quality preschool.
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

## **SEXUAL HARASSMENT (Board Policy JB)**

In accordance with Title IX of the 1964 Civil Rights Act, as amended in 1972, Section 703, no student in Wilkinson County School District shall be subjected to sexual harassment.

It is the intent of the school district to maintain an environment free from sexual harassment of any kind. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Legitimate allegations of violations of this policy may be made to the appropriate building Title IX contacts or the district Title IX coordinator, with fear of reprisal.

Employees/students in violation of this policy shall be subject to disciplinary actions.

| <i><b>Building</b></i>                      | <i><b>Title IX Contact</b></i> | <i><b>Title IX Contact</b></i> |
|---|--------------------------------|--------------------------------|
| <b>SCHOOL</b>                               | <b>PRIMARY CONTACT</b>         | <b>SECONDARY CONTACT</b>       |
| Finch Elementary School                     | Ms. Keesha Vaughn              | Ms. Sharon Robinson            |
| Wilkinson County Elementary School          | Ms. Lesia Montgomery           | Ms. Britney Slack              |
| William Winans Middle School                | Dr. Jacqueline Fosselman       | Mr. Ronnie Knox                |
| Wilkinson County High School                | Ms. Nancy Dixon                | Robert Benson Jr.              |
| Martin Luther Career and Technology Complex | Ms. Patricia Gaines            | Dr. Regina Harris-McCoy        |

## **SPECIAL EDUCATION – The Due Process Rights: Notice of Rights-Section 504-1973 Rehabilitation Act**

The Wilkinson County School District adheres to the following:

- Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability.
- It is the policy of the school district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act.
- The 1973 Rehabilitation Act requires the school system to locate, evaluate, and determine if the student is a qualified individual requiring accommodation(s) necessary to provide access to educational programs.
- Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act. (FERPA).
- Parents or guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations for access to educational programs may request a hearing before an impartial hearing officer by notifying Sped Director, 488 Main St., Woodville, MS 39669, or 601-888-3582. The parent or guardian is entitled to participate in the hearing and to be represented by counsel.

### **Section 504 Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Wilkinson County School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the School District's compliance with regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact: Sped Director, 488 Main St., Woodville, MS 39669, or 601-888-3582, who has been designated by the Wilkinson County School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504.

### **Assistance for Students with Special Needs**

**District Policy:** The Wilkinson County School Board adheres to a policy of non-discrimination in educational programs, activities, and employment and strives affirmatively to provide equal opportunity for all as required by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the handicapped.

Wilkinson County School District has standardized procedures that ensure that:

- (A) all students can be successful in their learning; and,
- (B) all students receive a free and appropriate public education.

### **Teacher Support Team Policy**

In accordance with district and state policy, all schools in the Wilkinson County School District work to meet student needs and improve the academic and behavioral achievement of students through a three-tiered model. Students are consistently monitored and provided instruction and/ or intervention as needed to support learning. The tiers are described as follows:

- Tier 1: Quality classroom instruction based on Mississippi College and Career Ready Standards
- Tier 2: Focused supplemental instruction
- Tier 3: Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be

measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tier 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team (TST), the problem-solving unit responsible for interventions developed at Tier 3. Each school team must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education.

The Wilkinson County School District will consistently identify students who are exhibiting academic and/or behavioral difficulties and provide these students, as appropriate, with focused supplemental instruction and intensive interventions specifically designed to meet the individual needs of these students.

The interventions will be:

- designed to address the deficit areas;
- research-based; implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions

After a referral is made, the TST team must develop and begin implementation of an intervention(s) within two (2) weeks. No later than four (4) weeks after implementation of the intervention(s) the TST must conduct a documented review to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment. In addition to failure to make adequate progress following Tier 1 and Tier 2, students will be referred to the TST for intervention(s) as specified in guidelines developed by the Wilkinson County School District if they meet any of the following criteria:

- a) students who have failed one grade in grades k-3;
- b) students who have failed two grades in grades 4-12;
- c) students who have failed either of the preceding two grades and have been suspended or expelled for more than twenty (20) days in the current year; and/or
- d) students who have scored at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test.

Referral to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D stated above.

*Legal Reference: Mississippi State Board Policy 4300*

### **Notification of Rights and Due Process Procedures**

Under the provisions of Section 504 of the Rehabilitation Act of 1973 and Policies of the Wilkinson County School District: The following is a description of the rights granted by the federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights. You have a right:

1. To have your child take part in, and receive benefits from, public education programs without discrimination because of his/her handicapping condition;
2. To have the school district advise you of your rights under federal law;
3. To receive notice with respect to the identification, evaluation, or placement of your child;

4. To have your child receive a free appropriate public education in the least restrictive environment;
5. To have your child receive services and be educated in facilities which are comparable to those provided to non-handicapped students;
6. To have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options;
7. To have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district

**If you disagree with any of the decisions made concerning the identification, evaluation, or placement of your child, you have the following due process rights:**

1. To examine all relevant records relating to decisions regarding your child's identification, evaluation, or placement;
2. To request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to the district.

**Child Find Policy for Children with Disabilities**

The Wilkinson County School District is committed to providing appropriate educational services to children with disabilities as mandated in the Individual with Disabilities Education Act of 2004 (IDEA). The district will ensure that all children suspected of being children with disabilities within the school district, who may be in need of special education and related services, are identified, located, and evaluated. This will include children suspected of being children with disabilities who are homeless children or are wards of the State, children who may be advancing from grade to grade, highly mobile children, including migrant children and children in the age range birth through nine (9) years that could be identified as Developmentally Delayed regardless of the severity of their disabilities.

The district will integrate the requirements of State Board Policy 4300 (TST process) as part of the In-School Child Find process. The district will ensure that the In-School Child Find process encompasses all students-

- who are exhibiting significant academic difficulties;
- who are exhibiting significant behavior/discipline problems;
- who have failed one grade in grades K-3 (and are referred to the TST within the first twenty (20) days of a school year);
- who have failed two grades in grades 4-12 (and are referred to the TST within the first twenty (20) days of a school year);
- who have failed either of the preceding two grades and have been suspended or expelled for more than twenty (20) days in the current year (and are referred to the TST within the first twenty (20) days of a school year); and/or
- who have scored at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test (and are referred to the TST within the first twenty (20) days of a school year)

## **SECTION I: FREE APPROPRIATE PUBLIC EDUCATION**

The district provides free appropriate public education programming for students with disabilities ages three through twenty who are enrolled in the district.

## **SECTION II: FULL SERVICE GOAL**

The district is committed to serving students with disabilities and hereby sets a goal of providing full educational opportunities to all students with disabilities through age twenty-one. The opportunities will be provided in accordance with applicable state and federal laws and relevant court decisions.

## **SECTION III: CHILD FIND**

Each year Wilkinson County School District will have an awareness campaign aimed at finding and identifying unserved students with disabilities age birth through twenty-one. When a student suspected of having a disability is referred, he/she will be evaluated and if a disability is recommended and confirmed by a Multidisciplinary Evaluation Team, he/she will be placed in an appropriate special education program to ensure that provisions for a free appropriate public education (FAPE) are applicable to federal and state laws and relevant court decisions.

## **SECTION IV: INDIVIDUALIZED EDUCATION PROGRAM (IEP)**

The district will develop or revise, whichever is appropriate, and implement an Individualized Education Program (IEP) for each student with a disability. The IEP will be review periodically but not less than annually.

## **SECTION V: DUE PROCESS**

The district ensures that students with disabilities and their parents are guaranteed due process with respect to the provisions of a free appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA).

## **SECTION VI: PROTECTION IN EVALUATION/EXAMINATION**

Evaluation materials and placement procedures used by the district will be, to the maximum extent possible, selected and administered and will not be racially or culturally discriminatory as required under IDEA.

## **SECTION VII: CONFIDENTIALITY**

The district will ensure protection of confidentiality of all data in the records relative to students with disabilities.

## **SECTION VIII: LEAST RESTRICTIVE ENVIRONMENT**

- a. The district will, to the maximum extent appropriate, ensure children with disabilities, are educated with children who are nondisabled. The removal of children with disabilities from the **general** educational environment occurs only if the nature or severity of the disability is such that education in **general education** classes with the use of supplementary aids and services cannot be achieved satisfactorily.
- b. The district will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. Placement of students with disabilities will be determined at least on an annual basis and will be as close to the student's home

as possible. This does not determine at least on an annual basis and will be as close to the student's home as possible. This does not mean that if there is only one student in a school and if he/she needs the services of a teacher in a self-contained class that this will be provided on a one-to-one basis when there are several other children with the same need in a nearby school. These children will be brought together to be provided appropriate services. In selecting the least restrictive environment for each student consideration is given to any potential harmful effect on the child and the quality of service needed. If a student with a disability can function socially, emotionally, and mentally with students without disabilities of a similar chronological age, he/she will be given that opportunity in accord with his/her IEP.

- c. Equal opportunities for participation to the maximum extent appropriate in a variety of non-academic and extracurricular services will be available to children with disabilities.

## **SECTION IX: PARTICIPATION OF PRIVATE SCHOOL CHILDREN**

To the extent consistent with the number and location of students with disabilities enrolled in private schools, the district will:

- a. Be responsible for ensuring that the rights and protections under Part B of *IDEA* are given to children with disabilities.
- b. Make opportunities available for their participation in activities assisted by or carried out under Part B or *IDEA*

## **SECTION X: PLACEMENT IN PRIVATE SCHOOL**

For any student with disability placed in a private school by local school district personnel as a means of providing a Free Appropriate Public Education (FAPE), the student will be provided a FAPE in accordance with federal and state laws concerning children with disabilities.

## **SECTION XI: REMOVAL OF STUDENTS FROM SPECIAL EDUCATION**

Special Education services for children with disabilities may be discontinued under the following procedures:

1. The parent initiates a request to discontinue special education services. District sends WPN for Review of IEP to parents; receipt is confirmed and IEP meeting is held. The parents agree in writing (Revocation of Services) to the discontinuation of services after consultation with the local district personnel.
2. The student is withdrawn from school by the parents.
3. A due process hearing results in a directive to remove the student from special education.
4. The following procedures are implemented in regards to the reevaluation of a student with disabilities;
  - 4.1 A report, including test results, test interpretations and a statement indicating why the student no longer has a disability in accordance with MDE eligibility criteria is written, signed and dated by the Assessment Team Core Members, data is submitted to the Screening Team for an ineligible ruling;
  - 4.2 For a student who is no longer in need of Language/Speech services; information is maintained on file to support the request for an ineligible Language/Speech ruling; the request for Language/Speech ineligible ruling form is submitted to the Screening Team for an ineligible ruling; and



- 4.3 The removal is consistent with the student's IEP and the student is placed in the regular education program after verification of parent/guardian receipt of WPN for Change of Placement from Special Education to General Education.

**Legal Reference:** State Board Policy 7219 – State Policies Regarding Children with Disabilities under the Individuals with Disabilities Education Act Amendments of 2004 P.L. 108-446 –*The Individuals with Disabilities Education Act (IDEA)*, 2004 Amendments; The federal regulations – *Assistance to States for the Education of Children and Disabilities and Preschool Grants for Children with Disabilities: Final Rule* (34 CFR Part 300 and 301) – 2006.

offered by the district school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student-

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in , §99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met.( §99.31(a)(2))
- To officials of another school, school system, or institution of postsecondary education where the students seeks to intend to enroll, or where the student is already if the disclosure is for purposes related to the student's enrollment
- The authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency (SEA) in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representative to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. ((§§99.31(a)(3) and 99.35)
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile system and the system's ability to effectively serve prior to adjudication, the students whose records were released, subject to § 99.38 (99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to. (a) develop validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 9931(a)(6))
- To accrediting organizations to carry out their accrediting functions ((§ 9931(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 9931(a)(8))
- To comply with a judicial order or lawfully issued subpoena (§ 9931(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to (§ 99.36 ( §99.31 (a) (10)

Information the school has designated as directory information under §99.37. (§ 99.31(a)(11))

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

Tier 2: Focused supplemental instruction

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



**Finch Elementary  
Regular Bell Schedule  
2022-2023**



|                              |                      |
|------------------------------|----------------------|
| <b>Homeroom</b>              | <b>7:45 – 7:50</b>   |
| <b>1<sup>st</sup> Period</b> | <b>7:55 – 8:45</b>   |
| <b>2<sup>nd</sup> Period</b> | <b>8:45 – 9:35</b>   |
| <b>3<sup>rd</sup> Period</b> | <b>9:35 – 10:25</b>  |
| <b>4<sup>th</sup> Period</b> | <b>10:25 – 11:15</b> |
| <b>Lunch</b>                 | <b>11:15 – 12:15</b> |
| <b>5<sup>th</sup> Period</b> | <b>12:15 – 1:05</b>  |
| <b>Break</b>                 | <b>1:05-1:20</b>     |
| <b>6<sup>th</sup> Period</b> | <b>1:20 – 2:10</b>   |
| <b>7<sup>th</sup> Period</b> | <b>2:10 – 3:00</b>   |
| <b>Dismissal</b>             | <b>3:00</b>          |

**Total of Instructional Minutes - 360**

**Wilkinson County Elementary School  
Regular Bell Schedule  
2022-2023**

|                              |                      |
|------------------------------|----------------------|
| <b>Homeroom</b>              | <b>7:45 – 7:50</b>   |
| <b>1<sup>st</sup> Period</b> | <b>7:55 – 8:45</b>   |
| <b>2<sup>nd</sup> Period</b> | <b>8:45 – 9:35</b>   |
| <b>3<sup>rd</sup> Period</b> | <b>9:35 – 10:25</b>  |
| <b>4<sup>th</sup> Period</b> | <b>10:25 – 11:15</b> |
| <b>Lunch</b>                 | <b>11:15 – 12:15</b> |
| <b>5<sup>th</sup> Period</b> | <b>12:15 – 1:05</b>  |
| <b>Break</b>                 | <b>1:05 – 1:20</b>   |
| <b>6<sup>th</sup> Period</b> | <b>1:20 – 2:10</b>   |
| <b>7<sup>th</sup> Period</b> | <b>2:10 – 3:00</b>   |
| <b>Dismissal</b>             | <b>3:00</b>          |

**Total Instructional Minutes - 360**



William Winans Middle School  
Post Office Box 610 – 166 Cherokee Street  
Centreville, MS 39631



(601)645-0008 (phone)

(601)645-0170 (fax)

Dr. Ronnie Knox – Principal  
Dr. Jacqueline Fosselman, Counselor

Britney Slack –Assistant Principal  
LaToya McPipe-Secretary

## Bell Schedule 2022-2023

| Time          | Period                                   |
|---------------|--|
| 7:15 – 7:40   | Arrival and Breakfast (Centreville)      |
| 7:40- 7:55    | Early Morning Intervention (Centreville) |
| 7:40 – 7:55   | Arrival and Breakfast (Woodville)        |
| 8:00- 9:12    | 1 <sup>st</sup> Period                   |
| 9:15 – 10:17  | 2 <sup>nd</sup> Period                   |
| 10:20 -11:22  | 3 <sup>rd</sup> Period                   |
| 11:25- 12:55  | 4 <sup>th</sup> Period                   |
| 11:30-12:00   | 1 <sup>st</sup> Lunch                    |
| 12:00 – 12:30 | 2 <sup>nd</sup> Lunch                    |
| 12:58 – 2:00  | 5 <sup>th</sup> Period                   |
| 2:03- 3:05    | 6 <sup>th</sup> Period                   |
| 3:05          | Dismissal of 1 <sup>st</sup> Load        |
| 3:15          | Dismissal of 2 <sup>nd</sup> Load        |



William Winans Middle School  
Post Office Box 610 – 166 Cherokee Street  
Centreville, MS 39631



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Dr. Ronnie Knox – Principal  
Dr. Jacqueline Fosselman, Counselor

Britney Slack –Assistant Principal  
LaToya McPipe-Secretary

## 65% Bell Schedule 2022-2023

| Time          | Period                                   |
|---------------|--|
| 7:15 – 7:40   | Arrival and Breakfast (Centreville)      |
| 7:40- 8:00    | Early Morning Intervention (Centreville) |
| 7:40 – 8:00   | Arrival and Breakfast (Woodville)        |
| 8:10- 8:50    | 1 <sup>st</sup> Period                   |
| 8:53 – 9:33   | 2 <sup>nd</sup> Period                   |
| 9:36 -10:16   | 3 <sup>rd</sup> Period                   |
| 10:19- 10:59  | 4 <sup>th</sup> Period                   |
| 11:02 – 11:42 | 5 <sup>th</sup> Period                   |
| 12:25 – 12:50 | 1 <sup>st</sup> Lunch                    |
| 12:55 – 1:25  | 2 <sup>nd</sup> Lunch                    |
| 11:45- 12:25  | 6 <sup>th</sup> Period                   |
| 1:30          | Dismissal of 1 <sup>st</sup> Group       |
| 1:35          | Dismissal of 2 <sup>nd</sup> Group       |

# WILKINSON COUNTY HIGH SCHOOL

| REGULAR SCHEDULE | PERIOD                              | 65% SCHEDULE  |
|------------------|-------------------------------------|---|
| 7:55 – 8:55      | 1 <sup>st</sup> Period              | 8:00 – 8:45   |
| 8:59 – 9:49      | 2 <sup>nd</sup> Period              | 8:45 – 9:30   |
| 9:53 – 10:43     | 3 <sup>rd</sup> Period              | 9:30 – 10:15  |
| 10:47 – 11:37    | 4 <sup>th</sup> Period              | 10:15 – 11:00   |
| 11:41 – 1:10     | 5 <sup>th</sup> Period LUNCH        | 11:00 – 11:45   |
| 1:19 – 2:09      | 6 <sup>th</sup> Period              | 11:45 – 12:30   |
| 2:13 – 3:03      | 7 <sup>th</sup> Period              | 12:30 – 1:15  |
| 3:05             | Dismissal—Centreville Students ONLY | 1:15 Dismissal of 1 <sup>st</sup> Load ONLY<br><br>1:25 Dismissal of 2 <sup>nd</sup> Load |
| 3:15             | Dismissal- All OTHER STUDENTS       |   |
| 3:30             | Dismissal—Teachers                  |   |

## MARTIN LUTHER KING CAREER & TECHNOLOGY CENTER

| BLOCK I           | REGULAR       |                   | 65% SCHEDULE                         |
|-------------------|---------------|-------------------|--------------------------------------|
|                   | 7:45          | Teachers Report   | 7:55 – 8:40                          |
|                   | 7:45 – 7:55   | Teachers Planning | Students Arrive /Instruction Begins  |
|                   | 8:05 –        | Students Arrive   |                                      |
|                   | 8:45 – 8:50   | Break             |                                      |
|                   | 9:45          | First Block Ends  | 8:10 – 9:20 First Block Ends         |
| BLOCK II          | 10:05         | Students Arrive   | 9:35 – 9:40                          |
|                   | 11:00 – 11:05 | Break             | Students Arrive/ Instruction Begins  |
|                   | 11:45         | Second Block Ends | 9:40 – 10:50                         |
|                   |               |                   | NO Break / Second Block Ends         |
| BLOCK III         | 1:10          | Students Arrive   | 11:45 – 1:00                         |
|                   | 1:45 – 2:00   | Break             | Students Arrive / Instruction Begins |
|                   | 2:02 – 2:47   | Third Block Ends  | 11:45 – 1:00                         |
|                   |               |                   | NO Break / Third Block Ends          |
| TEACHER DISMISSAL | 3:30          |                   |                                      |

## **GRADUATION REQUIREMENTS**

### **STANDARD 14**

#### **TRADITIONAL DIPLOMA**

**(Entering ninth graders in 2018-2019 and thereafter)**

#### **Early Release**

• For early release, students must meet College- and Career-Readiness benchmarks of 17 in English and 19 in Math on the ACT sub-score OR earn a Silver level on the ACT WorkKeys suite of assessments. For seniors that have not meet the benchmarks, to qualify for early release (work release) students must meet the following requirements:

o Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments

o Are on track to meet the diploma requirements

o Are concurrently enrolled in the appropriate Essentials for Math and/or Essentials for College Literacy

13 Additional recommendations (not requirements) above the 24 Carnegie Units and assessment requirements include:

- For early graduation, a student should successfully complete an area of endorsement
- Student should take a math or math equivalency senior year

## **WILKINSON COUNTY SCHOOL DISTRICT**

### **NO CHILD LEFT BEHIND ACT OF 2001**

According to the No Child Left Behind (NCLB) Law, local education agencies must report the following information:

Qualification: At the beginning of each school year, districts that receive federal funds shall notify parents of each student attending, that upon request, the district will provide, in a timely manner, information regarding the professional qualifications of the student's classroom teachers. The school district is hereby informing parents that:

- All teachers have met qualifications and licensing criteria by the Mississippi Department of Education for the grade level and subject area in which instruction is provided.
- Each teacher holds a baccalaureate degree major, or higher, with a major in the discipline (subject area or grade level) of certification or degree.
- Elementary endorsed teachers at the junior high/middle school level have attended workshops to become highly qualified in the specific discipline to which they have been assigned.
- All paraprofessional (teacher assistants) either have a two-year college degree or have successfully completed the mandated tests to become highly qualified.
- Timely notice will be given to the parent's child who has, for four or more consecutive weeks, been taught by a substitute teacher who is not highly qualified.
- Advise parents of The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by NCLB.

# HIGH SCHOOL ACADEMIC REQUIREMENTS

## Classification of High School Students:

- Freshmen: Students who completed 8<sup>th</sup> grade in an accredited school
- Sophomores: Students who have earned at least 8 credits
- Juniors: Students who have earned at least 14 credits
- Seniors: Students who have earned at least 18 credits

Graduate: A student having met all Mississippi graduation requirements and all local requirements.

## REQUIREMENTS FOR GRADUATION

SBE Policy 3803(b) (c), now Rule 36.3, affords students numerous options in order to meet the requirements for graduating from high school with a standard diploma. These options are:

- Passing the subject area test in Algebra I, English II, Biology, and U.S. History.
- Concordance table combining grades and scale score values.
- An average composite score of 646 using results from Algebra I, English II, Biology, and U.S. History.

Beginning with school year 2014-2015, students may graduate by passing the course and meeting **one** on the following options:

1. Pass the applicable end-of-course Subject Area Test
2. Use the end-of-course Subject Area Test score with the overall course grade (For seniors in 2014-2015 and 2015-2016 only. Starting in the 2016-2017 school year, SATP scores will constitute 25 percent of a student's final grade.)
3. Obtain a score of **17** or higher in the specific subject area on the ACT.
4. Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit/college credit course.
5. Obtain an Armed Services Vocational Aptitude Battery (ASVAB) AFQT (Armed Forces Qualification Test) score of 36 **plus one** of the following.
  - a. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - b. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*.
6. Obtain the *Silver Level* on the ACT WorkKeys **plus one** of the following:
  - a. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - b. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*.



# Mississippi Diploma Options

## Beginning with incoming freshman of 2018-2019

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

### Traditional Diploma Option

| Curriculum Area                | Carnegie Units | Required Subjects   |
|--------------------------------|----------------|---|
| English                        | 4              | English I<br>English II<br>English III<br>English IV  |
| Mathematics                    | 4              | Algebra I   |
| Science                        | 3              | Biology I   |
| Social Studies                 | 3.5            | 1 World History<br>1 U.S. History<br>½ U.S. Government<br>½ Economic<br>½ Mississippi Studies         |
| Physical Education             | ½              |   |
| Health                         | ½              |   |
| Art                            | 1              |   |
| College and Career Readiness   | 1              | Must occur in the student's junior or senior year, or in the student completion of a 4 year sequence. |
| Technology or Computer Science | 1              |   |
| Additional Electives           | 5 ½            |   |
| <b>Total Units Required</b>    | <b>24</b>      |   |

### Requirements

- Student must identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT Work Keys or SAT equivalency sub scores).

Alternately, a student must meet ALL of the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation
- On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course their senior year.

### Alternate Diploma Option

| Curriculum Area             | Carnegie Units | Required Subjects  |
|-----------------------------|----------------|--|
| English                     | 4              | Alternate English Elements I-IV  |
| Mathematics                 | 4              | Alternate Math Elements I-III<br>Alternate Algebra Elements  |
| Science                     | 2              | Alternate Biology Elements<br>Alternate Science Elements II  |
| Social Studies              | 2              | Alternate History Elements<br>(Strands: U.S. History and World History)<br>Alternate Social Studies Elements<br>(Strands: Economics and U.S. Government) |
| Physical Education          | ½              |  |
| Health                      | ½              | Alternate Health Elements  |
| Art                         | 1              |  |
| Career Readiness            | 4              | Career Readiness IV (Strands: Technology, Systems, Employability, and Social)  |
| Life Skills Development     | 4              | Life Skills Development I-IV<br>(Strands: Technology, Systems, Personal Care, and Social)  |
| Additional Electives        | 2              |  |
| <b>Total Units Required</b> | <b>24</b>      |  |

#### **Requirements**

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Assessment Program Alternate Assessment (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

## Traditional Diploma Endorsement Options

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

### CAREER AND TECHNICAL ENDORSEMENT

| Curriculum Area                | Carnegie Units | Required Subjects  |
|--------------------------------|----------------|--|
| English                        | 4              | English I<br>English II  |
| Mathematics                    | 4              | Algebra I  |
| Science                        | 3              | Biology I  |
| Social Studies                 | 3 ½            | 1 World History<br>1 U.S. History<br>½ U. S. Government<br>½ Economics<br>½ Mississippi Studies      |
| Physical Education             | ½              |  |
| Health                         | ½              |  |
| Art                            | 1              |  |
| College and Career Readiness   | 1              | Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence |
| Technology or Computer Science | 1              |  |
| CTE Electives                  | 4              | Must complete a four-course sequential program of study  |
| Additional Electives           | 3 ½            |  |
| <b>Total Units Required</b>    | <b>26</b>      |  |

### **Additional Requirements**

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.

### **• Must successfully complete one of the following:**

- One CTE dual credit or earn articulated credit in the high school CTE course
- Work-Based Learning experience or Career Pathway Experience
- Earn a State Board of Education approved

## ACADEMIC ENDORSEMENT

| Curriculum Area   | Carnegie Units | Required Subjects  |
|---|----------------|--|
| English   | 4              | English I<br>English II  |
| Mathematics   | 4              | Algebra I + two(2) additional math courses above Algebra I   |
| Science   | 3              | Biology I + two(2) additional science courses above Biology I  |
| Social Studies  | 3 ½            | 1 World History    ½ Economics<br>1 U.S. History<br>½ Mississippi Studies<br>½ U. S. Government      |
| Physical Education  | ½              |  |
| Health  | ½              |  |
| Art   | 1              |  |
| College and Career Readiness  | 1              | Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence |
| Technology or Computer Science  | 1              |  |
| Additional Electives  | 7 ½            | Must meet CPC requirements of MS IHLS  |
| <b>Total Units Required</b>   | <b>26</b>      |  |
| <b>Additional Requirements</b>  |                |  |
| • Earn an overall GPA of 2.5.   |                |  |
| • Courses must meet MS IHL college preparatory curriculum (CPC) requirements.   |                |  |
| • Earn Mississippi IHL and community college readiness benchmarks (ACT sscores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency sub-score).                                |                |  |
| • Earn two additional Carnegie Units for a total of 26.   |                |  |
| <b>Must successfully complete one of the following:</b>   |                |  |
| <ul style="list-style-type: none"> <li>• One AP course with a C or higher and take the appropriate AP exam</li> <li>• One Diploma Program-IB course with a C or higher and take the appropriate IB course</li> <li>• Once academic dual credit course with a C or higher in the course</li> </ul> |                |  |

## DISTINGUISHED ACADEMIC ENDORSEMENT

| Curriculum Area   | Carnegie Units | Required Subjects  |
|---|----------------|--|
| English   | 4              | English I<br>English II  |
| Mathematics   | 4              | Algebra I + two(2) additional math courses above Algebra I   |
| Science   | 4              | Biology I + two(2) additional science courses above Biology I  |
| Social Studies  | 4              | 1 World History    ½ Economics<br>1 U.S. History<br>½ Mississippi Studies<br>½ U. S. Government      |
| Physical Education  | ½              |  |
| Health  | ½              |  |
| Art   | 1              |  |
| College and Career Readiness  | 1              | Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence |
| Technology or Computer Science  | 1              |  |
| Additional Electives  | 8              | Must meet CPC requirements of MS IHLS  |
| <b>Total Units Required</b>   | <b>28</b>      |  |
| <b>Additional Requirements</b>  |                |  |
| • Earn an overall GPA of 3.0.   |                |  |
| • Courses must meet Mississippi IHL   |                |  |
| CPC-recommended requirements.   |                |  |
| • Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency sub-score. |                |  |
| • Earn four additional Carnegie Units for a total of 28   |                |  |
|   |                |  |
| <b>Must successfully complete one of the following:</b>   |                |  |
| • One AP course with a B or higher and take the appropriate AP exam   |                |  |
| • One Diploma Program-IB course with a B or higher and take the appropriate IB course   |                |  |
| • Once academic dual credit course with a B or higher in the course   |                |  |
|   |                |  |
|   |                |  |
|   |                |  |

## **HIGH SCHOOL ACADEMIC REQUIREMENTS CON'T**

### **Other Classes:**

- Students who fail English III may take two English courses the next school year upon approval of the principal and/or counselor.
- Students may take Advanced Placement (AP) courses through Mississippi Virtual Public School upon approval by the counselor and/or principal. These AP courses can be taken during the regular school day in lieu of the equivalent academic course offered at WCHS.
- Credits earned through Mississippi Virtual School or other online resources must be approved by the principal and/or counselor. Those seeking graduation within the current school year must complete correspondence work by the last school day of April OR by the date set by the agency furnishing the course, whichever is the earlier date.

### **University Admissions Standards**

The following are the requirements for admission should a high school senior go directly to a Mississippi university after graduation:

- English: 4 Units – English I, II, III, IV (Honors English and AP English are recommended)
- Mathematics: 3 Units – Algebra I, Algebra II, & Geometry
- Science: 3 Units – Biology I, Biology II or Human Anatomy and Physiology, Chemistry and Advanced Chemistry or Physics, Physical Science (Two of the three must be lab-based\* sciences)
- Grads of 2010 and beyond – Ag Plants OR Ag Animals qualify as lab based;
- Social Studies: 3 units – U.S. History, World History, U.S. Government and Economics or Geography
- Computer Education: ½ Unit – Computer Applications
- Advanced Electives: 2 units – Foreign Language, World Geography, or 4th year lab-based Science, or 4<sup>th</sup> year Mathematics

### **Recommended Courses for Mississippi University Admission for 2012 Graduates & Beyond**

- English (4 Carnegie Units) English I, II, III, IV (Honors English and AP English are recommended)
- Mathematics (4 Carnegie Units) Includes Algebra I, Geometry, Algebra II, and any one Carnegie Unit of equal rigor and content (e.g., Advanced Algebra/ Trigonometry & Calculus).

- Science (4 Carnegie Units) Includes Biology I, Chemistry I, and any two Carnegie Units of equal rigor and content (e.g., Physics, Physical Science, Biology II, Advanced Chemistry, Ag Science (Plants or Animals), or Human Anatomy & Physiology).
- Social Studies (4 Carnegie Units) Includes World History, U.S. History, World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a State/local Government course in any other state may stand in lieu of Mississippi Studies).
- Arts (1 Carnegie Unit) Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements for high school graduation.
- Advanced Electives (2 Carnegie Units) Includes any two Carnegie Units of Foreign Language (I and II), or any combination of English, mathematics, or lab-based science courses of equal rigor and content to those required above.
- Technology Foundation (1 Carnegie Unit) Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.
- Pre-High School Units: Algebra I will be accepted for admission provided the course content is the same as the high school course.

*NOTE: Students may be admitted with deficiencies in these requirements. Universities will review transcripts and make determinations on individual transcripts.*

### **Mississippi University Eligibility**

In addition to curriculum requirements above, one of these standards must be achieved:

- Standard One- Complete the College Prep Curriculum with a 3.2 or better GPA
- Standard Two - Complete the College Prep Curriculum with 2.5 GPA or a class rank in the top 50%, and 16 or higher ACT composite
- Standard Three - Complete the College Prep Curriculum with a 2.0 GPA AND an 18 or higher ACT composite
- Standard Four - Satisfy the NCAA standards for student athletes who are “full qualifiers” under Division I guidelines.

### **College Eligibility Guidelines for Athletes**

It is important that student athletes be very aware that meeting high school graduation requirements or university requirements may not necessarily fulfill Division I or II eligibility guidelines. Outlines below are basic eligibility guidelines for NCAA, NAIA, and NJCAA:

NCAA-www.ncaa.org- before an athlete can play a sport or receive a scholarship at a Division I or II college, he/she must meet NCAA Academic Requirements.

Athletes entering a Division I school in the fall of 2008 or after must have 16 core courses: □ 4 years of English

- 3 math courses, Algebra I and higher
- 2 natural/physical science courses
- 2 social science courses
- 1 additional English, math or natural / physical science
- 4 additional courses from areas listed above OR foreign language or non-doctrinal religion/philosophy.

Athletes entering a Division II school in the fall of 2005 or after must have 14 core courses: □ 3 years of English

- 2 math courses, Algebra I or higher
- 2 years natural/physical science
- 2 years social science
- 2 years additional English, math, or natural / physical science
- 3 years of additional courses from areas listed above OR foreign language or non-doctrinal religion / philosophy.

In addition to taking the Core Courses, the student-athlete must also obtain a minimum GPA and ACT score. These minimum scores run on a sliding scale. For example, a student with a 2.0 GPA must have a much higher ACT score than a student with a 2.5 GPA. Details on the sliding scale may be obtained from the athletic director, a coach, or the guidance counselor.

NAIA- [www.naia.org](http://www.naia.org)- To play a sport or receive an athletic scholarship, an athlete must meet two of the following three NAIA requirements:

- Have the required ACT or SAT score
- Have an overall 2.0 GPA
- Graduate in the top half or his/her class

NJCAA - [www.njcaa.org](http://www.njcaa.org) Division I and II community and junior colleges can offer athletic scholarships; there are no academic eligibility requirements for athletes entering community or junior colleges.

*Notice: The above is a summary of guidelines and may not include all regulations. Any student or parent wanting complete information should contact the regulatory organization or appropriate school personnel.*

### **ASBESTOS CONTAINING MATERIALS**

The Asbestos Hazard Emergency Response Act of 1986 was enacted to provide guidance and establish requirements for the effective management and abatement of asbestos hazards in schools.

One of AHERA requirements is this notification, which is intended to inform the public that Asbestos Containing Material (ACM) is present in the schools. This notice is not intended to provide comprehensive information concerning the ACM and specific hazards.



In accordance with AHERA regulations, the Wilkinson County School District performs several activities with regards to Asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified Asbestos Containing Materials (ACM) will be handled (abated or managed in place).

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an environmental consulting firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of this surveillance report, along with a copy of the management plan and all supplementary information is located in the principal's office at each school. In addition, a copy of all management plans for all district schools is maintained in the Wilkinson County Superintendent's Office, located at 488 Main Street, Post Office Box 785, Woodville, Mississippi 39669. These documents are available for review at either of these locations.

### **ARRIVAL / DEPARTURE**

Bus transportation is provided for all students except preschool.

Students should not arrive at school before 7:00 a.m. Students are expected to be in the classroom in their seat and ready for instruction when the tardy bell rings. Any student not in his/her assigned area, seated and ready for instruction, is tardy.

Tardiness may be excused or unexcused at the discretion of the principal. Any student who receives three (3) unexcused tardies for being late to school or for being late to class may be administered corporal punishment, assigned to detention, suspended from school, or disciplined in a manner deemed appropriate by the principal. Tardies will be counted per semester of the school year and all tardy reports will be kept on file in the principal's office. -Legal Reference: Section 37-13-91 MS Code of 1972

### **Make-Up Work**

It is the responsibility of the student to arrange with the teacher a time to make up missed work or tests for an excused absence. This work should be made up in a timely manner as defined by the teacher.

### **TARDY POLICY**

#### **MIDDLE SCHOOL CAMPUS**

Students who arrive after **7:55 a.m.** must check in through the office.

#### **HIGH SCHOOL CAMPUS**

Students who arrive after **7:55 a.m.** must check in through the office.

### **PRESENCE ON CAMPUS AFTER HOURS**

Students on campus after 3:30 p.m. or after the buses leave the campus must be under the supervision of a teacher, school administrator, coach or club sponsor. Anyone who loiters on campus OR is not under the supervision of school personnel is considered being in an unauthorized area which will result in disciplinary action and/or trespassing charges being filed.

## **ATHLETICS - BAND - CHORUS - ROTC**

To participate, students must provide a certified copy of their birth certificate and be examined by a physician and declared physically fit. The Principal, Athletic Director, and coaching staff have the prerogative to establish criteria for participation relative to student conduct and lack of academic progress. Additional information about all extra-curricular activities is available upon request.

The Children First Act eligibility rule requires students in **sixth grade** or above to maintain a 2.0 (or C) grade point average on a 4.0 scale to participate in sports or extracurricular activities. The State Department of Education would monitor eligibility based on a semester grade reporting period. Students who do not have a grade point average of 2.0 or above will be ineligible for the next semester. Ineligibility will remain in effect until the student's grade point average in a succeeding semester is a 2.0 or higher on a 4.0 scale.

## **ELIGIBILITY RULES FOR ATHLETICS AND OTHER SCHOOL ACTIVITIES**

- Be a full-time student and conduct him or herself properly.
- Meet age requirements
  - 7<sup>th</sup> graders must not have reached 14 years of age prior to Aug. 1
  - 8<sup>th</sup> graders must not have reached 15 years of age prior to Aug. 1
  - High School: Not reached 19 years of age prior to August 1.
- Not participated in athletics for more than four consecutive years after the date of entering ninth grade.
- Live in the school district one full year prior to participation.
- In order to participate in a school related activity, students must be in attendance for the entire (100%) school day. Exceptions may be made if the student presents a doctor, dental, court or principal's excuse.

## **ELIGIBILITY RULES FOR ATHLETICS AND OTHER SCHOOL ACTIVITIES (CONT.)**

The following academic rules for students participating in activities adopted by the State Board and the High School Activities Association Handbook define what is required in order to be eligible for participation. Students must meet the following minimum scholastic requirements at the end of the school year to be eligible for the succeeding semester:

The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Each school district must interpret this according to its requirements. Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be **ineligible** for the second semester. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester.

Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

**Out of school One or More Semesters:** If a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she passes 5 subjects that count toward graduation with an overall average of 65. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he/she attends.

### **STANDARDS FOR ALL ATHLETIC AWARDS**

The head coach of all Wilkinson County Schools athletic teams will establish requirements for earning an athletic award letter. These requirements will be discussed with the athletes prior to the start of the first scheduled contest. Any athlete who quits, resigns, or is dismissed from a team before the season has ended forfeits all rights to earn a letter in that sport.

### **ATTENDANCE POLICY**

The Wilkinson County School District shall comply with the requirements of the “Mississippi Compulsory School Attendance Law” (Miss. Code § 37-13-91). Appropriate reports as required by law shall be provided to the Mississippi Department of Education’s Office of Compulsory School Attendance Enforcement.

Regular school attendance is a vital aspect of developing and maintaining a successful educational experience. Regular attendance promotes a sense of responsibility, ensures educational continuity, and facilitates academic growth. Furthermore, daily attendance is important to both the school and the community in that it is the measure by which state funds are allocated to the schools.

### **MS COMPULSORY ATTENDANCE LAW (MISS. CODE § 37-13-91)**

If a compulsory school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of which said child is eligible to attend or if a compulsory school-age child has accumulated five (5) unexcused absences during the school year, the principal or superintendent will report such absences to the school attendance officer.

The parent(s)/guardian(s) of a compulsory school-age student who has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school that the child is eligible to attend or parent(s)/guardian(s) of a compulsory age student who has accumulated twelve (12) unexcused absences during the school year are subject to prosecution. Miss. Code § 3715-33. A student seeking to transfer from a non-accredited school, whether it is public, private, parochial, or a home-school program, shall be required to take a **test** to determine the level on which he/she is functioning.

### **ABSENCES**

State law § 37-13-91(4) Mississippi Code states that “an unlawful absence is an absence during the school day by a compulsory-school-age child, whose absence is not due to a valid excuse.” Days missed from school due to disciplinary suspension shall not be considered an “excused” absence. Students absent from school 20 consecutive days will be dropped from the school roll. A student who is absent from school should not come on any school campus. No student, if absent from school that day, unless previously approved by the principal, will be permitted to take part in any school sponsored extra-curricular practice,

rehearsal, program, or event. A student under suspension is not permitted to take part in any school-sponsored extra-curricular activity.

### **Steps to follow when absent from school:**

- Upon returning to school, the student has three (3) days to present an explanation (other than suspension), in writing from the parent or guardian explaining the reason(s) for the absence.
- Excused absences:
  - Within three (3) school days after an absence, the student must bring the appropriate written statement to the secretary/attendance clerk in the principal's office before classes begin.

The following types of excuses are accepted:

- A note from parent/guardian to include the date written, full name of student, the date(s) the student was absent, the cause of the absence, the signature of the parent, guardian, or custodian, the phone number where parent, guardian, or custodian can be reached;
- Medical doctor's note explaining the reason for the absence, date of appointment and date to return to school;
- Principal's excuse (school sponsored events)

### **CHECK OUT POLICY**

- A student will be permitted to leave school when a person on their enrollment form comes to the school to check out the student. The person must sign out the student and record the time of dismissal. Anytime a student leaves school, he/she must sign out in the office and sign in upon his/her return. A student who leaves school without permission and does not follow correct procedures to check out of school will be charged with an unexcused absence and skipping class. Persons checking a student out must present identification upon check-out.
- A student who is checked out during the day cannot check back in without a doctor, dental, court, or principal's excuse.
- There will be NO check outs during 9 weeks testing periods. Students can be checked out before or after a testing period. Teachers will not release students from their classroom to check out or to go to any other classroom during the 9 weeks testing periods.

### **CHECK-IN CHECK-OUT PROCEDURE**

#### **CHECK-IN**

- Students arriving on campus after the tardy bell rings must report to the principal's office. Students who are tardy will not be allowed to check-in without the presence of a parent or legal guardian or a designee who has been specified on the student registration form.
- Note: A student must attend school **63%** of a day to be counted presents for that day. (*House Bill 1530*)

## **CHECK-OUT**

- If a student's illness warrants early departure, the student must report to the principal's office where appropriate personnel will contact the parent or legal guardian by telephone. The student, in the presence of the office personnel, will be signed out by the parent or guardian.
- No student will be permitted to check out of school simply on the basis of a telephone call (as the school is unable to verify the identity of the person requesting the early dismissal). Parents or guardians must come to the school to check out the student. Students may not be checked in/out by anyone other than parents, guardians, or other authorized persons who are listed on the student's registration form as emergency contacts.
- Doctor, dental, or court excuses must be turned in within three days of returning to school or the absence will be considered unexcused.
- Days suspended out of school are considered as unexcused absences; however, the suspended student shall be allowed to make up any work that is missed. Suspension days are explained in detail under suspension guidelines later in this handbook.
- It is the responsibility of the student to arrange with the teacher a time to make up missed work or tests for an excused absence. This work should be made up in a timely manner as defined by the teacher.
- In order to participate in any extra-curricular or school sponsored activity, the student must be in attendance the full day of the activity. Exceptions may be made if the student has a doctor, dental, court, or principal's excuse.
- A student must be present for 63% of the class to be counted present.
- Students who accumulate 5 unexcused absences, not including out of school suspensions, will be referred to the school attendance officer. Parents of students who accumulate 12 unexcused absences, not counting out of school suspensions, may have charges filed against them for contributing to the neglect or delinquency of child. Miss. Code § 97-5-39

### **High School Attendance Policy for Earning Carnegie Unit Credit**

- The Mississippi Public School Accountability Standards, 2009, Process Standards, Section 19-3, page 26, states that a school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie Unit of credit offered and 70 hours for each 1/2 Carnegie unit offered.
- 140 hours of instruction at Wilkinson County School is 168 days of instruction per class. 70 hours of instruction is 84 days of instruction per class.

- A high school student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students who are attempting to earn Carnegie units in grades 8-12:
- Must be present 84 days for a semester course. (Maximum 6 unexcused absences)
- Must be present 168 days for a full year course. (Maximum 12 unexcused absences)
- Upon excessive absences (unexcused) the principal or his/her designee will notify the parents of the school's concern and the student will be referred to the school's Teacher Support Team for interventions (not counting out of school suspensions)
- Upon the 5<sup>th</sup> and 12<sup>th</sup> unexcused absence the principal or designee will notify the Wilkinson County Attendance Officer and parents. (not counting out of school suspensions)
- Students who exceed this standard may not, pending appeal, receive a grade or Carnegie unit credit in the course. A notation of inadequate attendance (IA) will be recorded on the report card and on the transcript if the student is passing the course. Students will, pending appeal, be required to make up class time on an hour for hour basis in order to remove IA status.
- If the student is failing the course, the actual failing grade will be posted on the report card and on the transcript.
- Out of school suspension days are not included when counting the maximum number of unexcused absences that can be missed for each Carnegie Unit of credit.
- If the principal determines that credit should be withheld based on attendance, the parent will be notified in writing. Parents have the right to appeal the decision using the General Grievance Procedure published in the Student Handbook.

## **BUS DISCIPLINE**

**1<sup>st</sup> minor offense will result in counseling**

**2<sup>nd</sup> minor offense will result in parent/guardian contact**

**3<sup>rd</sup> minor offense will result in a 1-day suspension from the bus**

**Administrators have the autonomy to add, amend, or modify the number of out of school suspension days.**

### **IMMEDIATE SUSPENDABLE OFFENSES**

| <b>OFFENSE</b>   | <b>Days off the Bus</b>                         |
|--|---|
| Blatant Disrespect for Authority                                   | 3-9 Days  |
| Throwing Objects. (among students)<br>(driver/windshield)          | 1-3 days<br>5 days                              |
| Horseplay on the bus   | 1-3 Days  |
| Using profanity or making obscene gestures.<br>(Verbal/Non Verbal) | 3-9 Days  |
| Refusal/Failure to comply to a reasonable request                  | 3-9 Days  |
| Gambling   | 3 Days<br><b>Out of School<br/>Suspension</b>   |
| Hanging object or any body part from the bus window                | 3 Days  |
| Use of any tobacco product   | 3-9 Days<br><b>Out of School<br/>Suspension</b> |
| Shining light (laser/other) in mirror                              | 3-9 Days<br><b>Out of School<br/>Suspension</b> |
| Tampering with equipment   | 5 Days  |
| Destruction of Property( with restitution)                         | 5 Days  |
| Sexual Harassment (Discretionary)                                  | 3-9 Days<br><b>Out of School<br/>Suspension</b> |
| Fighting*  | <b>Out of School<br/>Suspension</b>             |
| Alcohol, Drugs, and/or Weapons*                                    | <b>Calendar Year Out<br/>of School</b>          |

**\*Suspension and/or Expulsion from School with Referral to Youth Court**

- Balloons will not be allowed on any school bus.
- Destruction of Property (varies on the severity)
- **Bus Privileges may be revoked for any student with excessive infractions**
- School buses and school vehicles are an extension of the school campus. Due to the serious nature of these offenses and based upon the individual circumstances of each instance, students will be subject to additional penalties set forth in the Student Handbook and the Mississippi Code. **Each disciplinary referral will be handled at the principal's discretion.**
- **Parents are solely responsible for pick up and drop off of student during suspension off of the bus.**

### **Bus Notes**

If it becomes necessary for a student to ride another bus or get off at another stop, the student **MUST** present a note **SIGNED** by his/her parent or guardian stating the following:

- **WHO** is to ride or get off the bus
- **WHERE** he/she is to get off the bus
- **WHAT DAY(S)** the person is to continue this practice
- **TELEPHONE NUMBER** where a parent/guardian may be reached so the note may be *VERIFIED*. Please include the bus number if it is known.
- All bus notes **MUST** be submitted to the school office before **NOON** each day. **NO LATE NOTES WILL BE ACCEPTED.**
- **NO AUTHORIZATION WILL BE TAKEN OVER THE PHONE**
- A permission slip will be given to the student to present to the bus driver in order to board the bus

### **CAFETERIA**

As of July 1, 1998, the USDA requires total implementation of the Dietary Guidelines for Americans. The Wilkinson County School District offers choices to satisfy this requirement. Students now have a choice of food for breakfast and lunch. Students have to choose only two of the three components for breakfast and three of the four for lunch. Teachers are to assist his or her students at lunch and should not encourage students to take more food than they choose. When ordering for special events (e.g., banquets, field trips), three weeks advanced notice to the cafeteria manager is required.



## **CHILD NUTRITION POLICY**

The school cafeteria regulations are:

- No donuts or candy on school campus;
- Students will walk, not run, to the cafeteria;
- Students will stay in a line until served;
- Students will sit quietly at a table in the cafeteria;
- Trays, foods, and objects will not be thrown in the cafeteria;
- All food and drinks will remain in the cafeteria;
- No food items will be sold on the school campus from one hour before to one hour after meals are served (this include food/drink items from vending machines);
- Fast food products will not be brought on campus to or by students

## **SALES**

While on school property, students are not to sell goods or services for their personal gain or benefit nor are they allowed selling goods or services for non-school related organizations. All fundraisers must be approved by the administration.

## **CHILD ABUSE AND NEGLECT**

School officials are required by Mississippi Law to report suspected incidences of child abuse or neglect to the appropriate authorities for investigation. (Miss. Code § 37-11-29)

## **CHILD FIND**

The WCSD participates in an on-going statewide effort to identify, locate and evaluate children, ages birth through twenty-one, who are physically, mentally, communicatively, and/or emotionally disabled. Early identification of children in need of special educational experiences is very important. The information gathered from contacts with parents and other agencies will be used to help determine present and future needs as progress is made toward the goal of providing a free, appropriate public education to all children with disabilities.

The Director of Special Services works with the Department of Human Services, Department of Health, Department of Mental Health, local education agencies, ministers, physicians, and other individuals to locate and identify children who are in need of special services. For additional information, please the Director of Special Services for Wilkinson County Schools at P.O. Box 785, 488 Main Street, Woodville, MS 39669, and 601-888-6130.

## **CODE OF CONDUCT**

The purpose of the discipline policy is to clearly define those things that cause problems within the school environment and to make sure that all students understand what is expected and the consequences of violations of these expectations. It is the goal of this school district to provide a safe school environment that is conducive to learning. Any student who chooses to prevent these two goals from seeing fruition will be dealt with accordingly to the District's Code of Conduct.

## **STUDENT BEHAVIOR**

Students are allowed to socialize before school, during morning break, at lunch and after school. It is recognized that interacting with other students is normal and a part of the school experience. All students should understand that the degree of freedom of interaction that exists in this school is unique as compared to other school districts. Because of this, each student should demonstrate responsible behavior during these times. Responsible behavior means that all school rules should be followed during these times. If too many students demonstrate irresponsible behavior, it is possible that all students might lose this freedom of interaction. Consequently, we encourage all students to demonstrate proper behavior during these times and to encourage your classmates to do so as well. We do recognize that students have certain rights with regards to free speech, but these rights are governed by certain limits in a school setting. Also, student publications are subject to review and editing by the school administration. (Miss. Code § 37-11-53)

## **CLASSROOM DISCIPLINE**

The following is a list of rules that applies to all classrooms. Additional rules may be added by each classroom teacher:

- Students should be in the classroom when the tardy bell rings (**category 1**)
- No eating, drinking, or gum chewing (**category 1**)
- No talking or excessive noise as defined by the teacher (**category 1**)
- Respect school and personal property and the rights of others (**category 1**)
- Be prepared for class (pen/pencil, paper, book/workbook, etc.) (**category 1**)
- Do not sleep in class (**category 1**)

Teachers will use discipline forms to record classroom offenses. Each teacher will implement his/her own punishment procedures for the first four classroom offenses. After the fourth offense the teacher will attempt to make contact with the parent or guardian. Upon occurrence of the fifth offense, the student's discipline card will be referred to the office. A classroom offense referral form will be considered as a Category One offense. Students who consistently and flagrantly violate classroom procedures may be written up as a Category Two offender.

## **CLASSIFICATIONS OF VIOLATIONS**

### **CATEGORY ONE OFFENSES**

**The following are considered Category One Offenses:**

- Running on campus or in the buildings
- Littering
- Horseplay, wrestling
- Throwing objects (rocks, grass, food, etc.)
- Violation of cafeteria procedures
- Presence in unauthorized areas
- Unauthorized eating/drinking/gum chewing
- Excessive noise in hallways, gymnasium, cafeteria, auditorium, assembly, etc.
- Loitering: failure to make a reasonable effort to go to class
- Illegal parking: unauthorized parking (current decal must be visible)
- Card playing, etc.
- Letter writing/ note passing
- Dress code violations

The following represents what may happen when a student is sent to the office for category one offenses. (The final decision of a category one consequence rest solely with the principal) □ Counseling

- In-school suspension
- School counselor referral
- Parent conference (**required**)
- Elementary & Middle School-Corporal Punishment. *Please **mark no** on the enrollment form if you do not want corporal punishment used.*

### **CATEGORY TWO OFFENSES** (committed category one offenses 3 or more times)

**The following are considered Category Two Offenses:**

- Skipping class or school, leaving class or school without permission
- Going to another class or building without permission
- Profanity, or making obscene gestures (verbal or written)
- Public display of affection (holding hands, hugging, kissing, etc)
- Use of racial slurs, verbal abuse, name calling
- Disrespect to other students
- Failure to follow the reasonable request of a school employee
- Extortion- obtaining by force or threat from another
- “Buzzard Syndrome” – creating a problem by running to a fight or disturbance
- Confronting/harassing other students about a problem instead of alerting school officials
- Violation of dress and grooming procedures (**4-7 violations**)
- Recording, and or distributing videos or any illegal content posting to social media

The following represents what may happen when a student is sent to the office for category two offense.

**(The final decision of a category consequence rest solely with the principal)**

- In-school suspension
- Out of school suspension (**1-3 days**)
- Refer to counselor (**behavior intervention**)
- Alternate Suspension (see **Alternatives to Suspension p.45**)
- Parent conference
- Elementary & Middle School-Corporal Punishment. Please mark no on the enrollment form if you do not want corporal punishment used.
- 

**\*Students are not allowed on campus at any time during their suspension.**

### ***Also a Category Two Offense:***

**POSSESSION OF UNAUTHORIZED ITEMS** (Cell phones, radios, tape/compact disc players, beepers, cameras, electronic games, trading cards, iPods, MP3's, toys, games, toy weapons etc. are not to be brought to school). Any unauthorized items seen or heard during the school day will be confiscated by school officials and kept for a period of time at the discretion of the principal.

- First offense 5 days
- Second offense 10 days, each subsequent offense will add an additional 5 days.)

**These items may be picked up by a parent at a time determined appropriate by the school administration. School officials will not be responsible for returning these items to students. School officials are not responsible for lost or stolen confiscated items.**

### **CATEGORY THREE OFFENSES**

Certain offenses may warrant automatic suspension for up to nine days and/or alternative placement for an indefinite amount of time.

**Administrators have the autonomy to add, amend, or modify the number of out of school suspension days**

- Fighting\* or instigating/ provoking a fight
  - 1<sup>st</sup> fight (3 days)**
  - 2<sup>nd</sup> fight (5 days)**
  - 3<sup>rd</sup> fight (9 days)**
- Definition of a fight: Fighting is characterized by violent/aggressive behavior between/among two or more individuals with the intent of inflicting physical harm upon one another. Any student involved falls under this policy, regardless of who initiated the altercation. Students instigating a fight by contributing to a fight verbally or through behavior or those who actions are intended to prevent intervention and stopping of the fight by staff may be declared as a participant in the fight and incur the same consequences.
- Possession, transfer or use of tobacco, matches, cigarette lighters

- Possession, transfer or use of e-cigarettes, JUUL, vape pens, MODs, e-hooka, or any other vaping devices not listed. Once confiscated, these items will not be returned.
- Reasonable suspicion of the use/under the influence of an illegal substance
- Indecent exposure
- Stealing
- Creating a major disturbance (fussing, arguing, etc.)
- Hindering the educational process
- Disrespect to a school employee
- Destruction of school property or personal property on school property /vandalism (Miss. Code § 37-11-53)
- Unauthorized use of school computers
- Bullying or other threatening behavior
- Gambling
- Dress code violations (**8 or more**)

### **CATEGORY THREE CONSEQUENCES**

- **Out of School Suspension (3-9 days)**
- **Referral to district's disciplinary committee for alternative placement**
- **Referral to Youth Court**

**\* A referral will be made to the Wilkinson County Youth Court for minors and charges will be filed in Wilkinson County Justice Court for adults.**

**If it is necessary, law enforcement officials will be requested to come to the school to transport the guilty party or parties away from school. Otherwise, an effort will be made to contact parents/guardians to immediately come to the school to take their sons or daughters home.**

**Students who do nothing to avoid arguments, confrontations, fights, etc. when the opportunity exists will face school disciplinary punishment and possibly criminal charges. It is the responsibility of all students to inform the principal and/or teacher(s)/school personnel of any situation in which another student is harassing or confronting them with some type or negative behavior.**

### **Bullying/Harassment**

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 takes place on school property, at any school- sponsored function or on a school bus, and 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. For purposes of this section, "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.

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. No person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

- Students who experience bullying, harassment, or any type of threatening behavior should take the following steps to defend themselves against these acts:
- Follow school rules and procedures and make the effort to avoid confrontations
- Report all acts of bullying, harassment, or threatening behavior to a school official
- Walk away from the student who exhibits threatening or harassing behavior
- Notify and move to the nearest teacher or principal in the event of an impending confrontation

#### **CATEGORY FOUR OFFENSES**

Certain offenses are so serious to the maintenance of an appropriate learning environment that they may receive an automatic suspension of as many as nine days and possible expulsion from school along with automatic referral to law enforcement (**Miss. Code § 97-37-17**).

##### **Those offenses are listed below:**

- Flagrant disrespect, defined as threatening, hitting or cursing any school employee
- Possession, use and/or transfer of alcohol
- Any type of gang, cult, or similar group related activities
- Sexual offenses/sexual harassment
- Vandalism
- Any attempt to physically harm or assault another student

**Students involved in Category Four offenses may be given alternative placement for the remainder of the school year by the district's disciplinary committee, or for as long as deemed appropriate if allowed returning to school after suspension.**

## **CATEGORY FIVE OFFENSES**

- Possession, transfer, and/or use of a weapon
- Possession, use and/or transfer of controlled substances as defined by the Mississippi State Law, and not prescribed by a physician
- Miss. Code § 37-11-18 gives the principal or superintendent the authority to expel students for these offenses.
  - Miss. Code § 37-11-18 states: “Any student of any school who possesses any controlled substance in violation of the Uniformed Controlled Substances Law, a knife, hand-gun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Miss. Code § 97-37-17, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student’s right to appeal to the local school board.”

## **SEARCH OF STUDENTS**

A student’s person and/or personal assets may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex with an adult witness present. As a part of this pat-down search, students will be asked to empty pockets, backpacks, etc.

It will be an extremely rare situation that requires a more intrusive search of student’s person than a pat down. Only if extreme emergency conditions exist, and only upon prior approval by the central office, shall a more intrusive search be conducted. If such a search is necessary, it will be conducted in private by a school official of the same sex, and adult witness of the same sex, the student’s parent(s), and law enforcement.

## **SCENT DETECTION CANINE PROGRAM**

It is the responsibility of the Wilkinson County School District to provide a safe and secure environment for all staff, students and faculty members while on campus. One method of providing this safe school environment is the implementation of a Scent Detection Canine Program. This program is designed to act as a tool to provide a means of detecting illicit drugs on campus, serve as a deterrent to those who might consider bringing illicit drugs onto campus, convey to students in the strongest possible terms that the district will not tolerate illicit drugs or other scent detectable contraband on school property.

It is the intention of school officials to employ the use of scent detection canines to conduct suspicion-less sweep inspections on school property. These sweeps will be conducted without advanced notice. The areas subject to these canine sweeps will include, but are not be limited to, lockers, desks, handbags/purses, coats/jackets removed by students, book bags, athletic bags, and vehicles brought on school property. Students may be required to vacate a room and leave behind their outer clothing or other possessions to allow scent dogs to examine the items left in the classrooms.

### **UNCLASSIFIED OFFENSES**

It is not possible to list every offense that can be classified as a violation of our discipline policy. The school administration reserves the right to add any other offenses that may reasonably fall into the five categories of violations. All offenses listed apply to student behavior on school buses and during school related activities. Offenses that occur on the bus may result in consequences that include a combination of out of school suspension, alternative school placement, and suspension off of the bus.

### **PREVENTION OF SCHOOL VIOLENCE**

#### **Miss. Code § 97-37-17. Possession of weapons by students; aiding or encouraging.**

The following definitions apply to this section:

- “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.
- “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 minor.
- “Switchblade knife” shall mean a knife containing a blade or blades which open automatically by the release of a spring or similar contrivance.
- “Weapon” shall mean any device enumerated in subsection (2) or (4) or this section.
- 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 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.
- 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 committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

- 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 preparation or 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 (6) months, or both.
- 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 clips and tools used solely for 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 (6) months, or both.
- 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:
  - The person is not a student attending school on any educational property;
  - The firearm is within a motor vehicle; and
  - The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

**This section shall not apply to:**

- 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 has been approved by the school authority;
- 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 officials' duties;
- Home schools as defined in the compulsory school attendance law, Miss. Code § 37-13-91;
- Competitors while participating in organized shooting events;

- Any person as authorized in Miss. Code § 97-37-7 while in the performance of his official duties;
- Any mail carrier while in the performance of his official duties; or
- Any weapon not prescribed by Miss. Code § 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Miss. Code § 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.
- All schools shall post in public view a copy of the provisions of this section.

### **GENERAL GRIEVANCE PROCEDURE**

- We do recognize that students and parents may disagree with decisions that are made relative to discipline matters or other school-related concerns. All students and their parents have the right to be given due process in order to express their complaints and grievances. A grievance procedure is in place to offer an orderly process to resolve the complaints and grievances of the student. It is recommended that parents do not call school officials at their homes because they do not have the documented materials that are necessary to evaluate the student's grievance. The following represents the procedure to follow for a grievance or complaint:
  - The parent or guardian should contact the school office in order to set up a conference with the person who made the decision in question.
  - If the matter remains unresolved, the student or the parent or guardian may bring that matter before the principal.
  - Complaints that remain unresolved following any action of the disciplinary committee/superintendent may be referred in writing to the board of education.
  - Parents/guardians and students should understand that an effort will be made to resolve all grievances and complaints at the lowest possible level. School officials will be more than glad to listen to concerns; if profanity is used by parents or guardians or if out of control behavior is demonstrated by the parents or guardians, the school will not hesitate to consider legal action. (1972 Education Amendments, Title IX; CFR Part 86; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 504; 45 CFR Part 84.)

## **Mississippi School Safety Act of 2001**

The Mississippi Legislature passed an act entitled the “Mississippi School Safety Act of 2001.” This act included provisions to require school districts to take necessary steps to insure the safety of all students. In addition, the act provides specific parameters of student behavior.

Section 6 establishes definitions for “disruptive behavior” and “habitually disruptive” behavior. Disruptive behavior is defined as conduct that is so unruly, disruptive or abusive that it seriously interferes with a school teacher’s or administrator’s ability to communicate to students in the classroom, with student’s ability to learn, or with the operations of a school or school related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or school –related activities.

Habitually disruptive behavior refers to the action of a student who has caused disruption in a classroom, on school property or vehicles or at a school related activity on more than two (2) occasions during a school year and which was initiated by the student and required the attention of school personnel to deal with the disruption. No student shall be considered habitually disruptive before the development of a behavior intervention plan. This plan will be formulated by the principal, alternative school personnel, teacher, and parent.

Any student who is thirteen (13) years of age or older that does not comply with the behavior modification plan shall be deemed habitually disruptive and subject to automatic expulsion on the occurrence of the third act of disruptive behavior during the school year. After the second act of disruptive behavior during a school year by a student younger than thirteen (13), a psychological evaluation shall be performed upon the child.

Section 7 provides that the teacher be given authority in the classroom. Subject to the approval of the principal, a teacher may remove a disruptive student from his/her classroom to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement of the student. The student may not be returned to the classroom until a conference has been held with the parent/guardian and agreement is reached that no further disruption will be tolerated. Upon request from the teacher, the principal must provide justification if he does not approve of the teacher’s recommendation to remove the student from the classroom. (Miss. Code 37-11-55)

### **Suspension/Expulsion Guidelines**

Every effort will be made to keep students in school. However, it is sometimes necessary to suspend students out of school if they fail to follow the discipline policy.

The purpose of suspending students out of school is to let the student and parent or guardian know there has been behavior that is unacceptable. Days suspended out of school are considered as unexcused absences; however, the suspended student may be allowed to make up any work that is missed.

If the suspension occurs during nine weeks tests, the student may be allowed to make up these tests since they are reflective of a greater portion of the year than a daily grade or chapter test. If the student is allowed to take the test, an incomplete will be given until certain conditions are fulfilled by the student as determined by the teacher and principal.

If the parent or guardian does not attend a required discipline conference, they are subject to being charged with a misdemeanor, which is subject to a fine not to exceed \$250.00. (Miss. Code § 37-1153)

While suspended, students cannot participate in or attend any extracurricular or school sponsored activities or come on campus. This loss of privilege begins at the moment of the notification of the suspension. Students can be recommended to the school board for expulsion by the principal or superintendent if a student is repeatedly suspended from school.

**Students may be given the opportunity to make up work upon return from suspension within 3 days.**

### **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension will be used as discipline for certain minor offenses. The following is a list of some the major premises of the in-school suspension program:

- Classroom teachers will furnish a written list of the class assignments for the student or work will be assigned by the in-school suspension instructor.
- A zero will be recorded as a daily grade for work not done by the student while in ISS.
- Students are expected to follow all rules governing in-school suspension.
  
- Students who do not follow the rules of in-school suspension will be subject to out of school suspension and/or alternative school placement.
- Students are expected to bring all books and materials to in-school suspension.
- Work shall be sent to the student from the classroom teacher, and turned in upon their return to the classroom.
- Students assigned to in-school suspension may participate in extracurricular activities.
- The fifth time a student commits an ISS offense; the student may be assigned three days of OSS.

### **Alternatives to Suspension**

Law 37-11-53. School district discipline plans; appearance by parents, guardians or custodians at discipline conferences; recovery from parents for damage or destruction of school property; parent allowed to accompany child to school as alternative to child's suspension. A school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting Mississippi Compilation of School Discipline Laws and Regulations, teacher, and school principal. If the parent, guardian, or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

### **ALTERNATIVE PLACEMENT (MIDDLE/HIGH SCHOOL)**

**Before students are placed in alternative placement, a referral to the Wilkinson County School District's Disciplinary Committee must be made.**

There are two types of alternative placement that may be an option for those students who cannot adapt to the regular educational setting. Students may be assigned to a long-term placement which lasts from a nine weeks to the remainder of the school year. Short-term placement will last for a **minimum of ten** days for the first offense, **fifteen days** for the second offense and **twenty days** for the third offense. Short-term placements for less than 10 days are possible for IDEA (Individuals with Disabilities Education Improvement Act) students.

Students placed in alternative school for disciplinary reasons cannot attend, participate in any extracurricular activities, or be on campus after hours.

The parent/guardian must come to the school office to be orientated and to sign placement forms. Should the parent/guardian fail to come and sign the forms after proper notification, it will be assumed by school authorities that their consent for placement is by remission. Participation in all training programs of the alternative school will be administered to the student in the absence or neglect of the parent/guardian to sign the proper placement forms.

All students will participate in a behavior modification program and instructional maintenance (completion of all assignments sent by the regular teacher). While assigned to the Alternative School, students cannot interact with other students during the day.

High school long-term placement curriculum will be designed to allow students to receive credits that will lead to fulfilling the requirements for graduation through the regular route or through the General Education Development route. The long-term teacher along with Individualized Instructional Plan committee will be responsible for obtaining the assignments from the student's other teachers. In order to keep the students from having idle time, teachers will be encouraged to assign MORE WORK than is being assigned in the classrooms and the long-term teacher will have discretion of supplementing any assignments.

### **CONFERENCES**

Report Card Conferences are held three times per school year. Only parents or legal guardians may pick up report cards. Any parents/legal guardians who do not come for a designated conference within a reasonable amount of time may be reported to Youth Court officials.

### **COURTESIES**

The national anthem as well as the national flag represents the struggle and success of the United States as a nation; they are symbols of the people, their land and their institutions. When we show respect during the playing of the "Star Spangled Banner" and presentation of the flag, we are showing respect for the nation. To ensure the proper courtesies are observed during the playing of the national anthem, the following protocol should be followed:

### **OUTDOORS**

When outdoors and the national anthem is played, everyone present should rise, stand at attention, face the flag (if the flag is not visible, face the music) and place the right hand over the heart. A male removes his hat and holds it in his right hand over his heart. Women do not remove their hats; they place their right hand over their heart.

## **INDOORS**

- When indoors and the national anthem is played, stand, face the flag and take the place of attention. If the flag is not visible, take the position of attention and face the music or the front.
- Respect for the U.S. Flag
- Because of what the flag symbolizes-justice, unity, and pride in your country-it should be honored with respect and dignity.
- When you are outdoors and the flag passes (as in a parade), stand at attention with your right hand over your heart. If you are wearing a hat, hold it in your right hand and over your heart. When the colors pass indoors, stand at attention until the colors are six steps past.

## **DELIVERIES AND MESSAGES**

School personnel will make every effort to get items and messages that are delivered to the school to the appropriate person. However, the school is not responsible for lost, stolen, or undeliverable items. Instructional times will not be interrupted for messages. At no time will the school accept deliveries of balloons or items with floating attachments.

## **DRESS AND GROOMING CODE**

### **Updated School Dress Code Uniform Policy (June 2022)**

- √ Polo shirts, dress shirts, and hoodies must possess the Wilkinson County School District logo and may be long or short sleeved and must be of solid color
  - ❖ Elementary School(s) – Hunter Green
  - ❖ Middle School – Orange
  - ❖ High School – White/Gray
    - A solid color t-shirt, as long as it is one of the school colors- hunter green, orange, or white-may be worn as an undergarment. This may be short or long sleeved, regular or mock/turtle neck
    - Hoodies are permitted and must color coordinate with the school uniform **but cannot be worn (overhead) in the building**
    - T-shirt, sweatshirts, and hooded sweatshirts are permissible but must color coordinated with the attending school and must bear the school district logo shall consist of the words, “Wilkinson County School District,” with the head of the Wildcat.
- √ Shorts, skorts, capri pants, pants, jumpers, and trousers are all acceptable
  - ❖ Color for shorts, skorts, capri pants, pants, jumpers, and trousers must be khaki or black
  - ❖ Blue Jean material is **NOT** permitted
- √ Belts must be worn and buckled appropriately for pants that have belt loops
  - ❖ Belts must be either black or brown
  - ❖ No insignia on the belt buckle
- √ Shoes
  - ❖ Open toes shoes are not permitted

- Open toe shoes are prohibited in shop areas i.e. Vocational Programs (Construction Core I & II, Auto Mechanics, JROTC, & P.E.)
- ❖ Socks must color coordinate with the WCSD uniform (free of paraphernalia)
- ❖ All students must wear shoes with a back
- ❖ Shoes must be tied, buckled, laced, secured, and used for its intended purpose
- ❖ **House slippers, bedroom slippers, shower shoes, crocs, and flip flops are not to be worn to school**
- ❖ Shoe strings must not contain paraphernalia indicated as prohibited under the dress code

√ Transfer students (ONLY) will be given 5 days to comply with the WCSD uniform policy.

### **DRESS CODE WILL BE STRICTLY ENFORCED**

The logo is mandatory and shall consist of the words, “Wilkinson County School District,” with the head of the Wildcat. No variation of the Wildcat logo shall be permitted.

The dress and grooming policy also consist of the following:

- Student can wear bows in their hair.
- Belts must be worn if the garment has belt loops. Belt buckles shall not display insignias.
- Hats and head garments shall not be worn inside building.
- Body piercings must be concealed at all times.
- Students are prohibited from wearing additional “patches,” pins, or ear rings that may be considered lewd, profane, obscene, suggestive, vulgar; which may harass, threaten, intimidate, or demean other groups or which displays illegal merchandise or contraband.
- Head gear (caps, hats, bandannas, “doo” rags, towels) or any “gang” paraphernalia is prohibited. The only exception to any head gear includes a hair net or cap required where long hair poses a health or safety threat near open flames, moving machines, or in food preparation classes.
- Pants should be worn at the waist and shirts are to be worn tucked into pants, skirts, slacks, or skorts (ALL STUDENTS).
- Tattoos cannot be visible; they must be covered.
- No sunglasses shall be worn in buildings.
- The district does not require the outer garment (coat) or shoes as part of the mandatory uniform dress code. However, guidelines are provided for a sweatshirt, sweater, and windbreaker as an outer garment (see guidelines above).
- Safety, health, sanitation, individual dignity, respect for the educational process and a non-disruptive learning environment provide the basis for the dress code. If the clothing, hair, cosmetics, jewelry, or general appearance of a student constitutes a health threat, the teacher may counsel with the student about the attire or grooming.
- The principal or his/her designee may take disciplinary action as appropriate to maintain standards of dress and grooming in the school, which shall include, but is not limited to, suspension from classes or school or expulsion. The principal shall have final authority in declaring whether or not clothing

or grooming is in violation of this dress code, subject only to a final decision by the superintendent and appeal to the Board from such decision.

- Compliance with this student dress and grooming code shall be the responsibility of the individual and parents with guidelines established.

### **EXCEPTIONS**

- JROTC students, Allied Health students, and Career & Technical shop students will be allowed to wear their designated clothing/uniforms as instructed by their teacher and approved by the principal.
- Athletic teams, cheerleaders, band members, and academic teams will be allowed to practice/compete in their designated uniform/equipment as approved by the sponsors, coaches, or principal.
- Physical education classes will be given, by their teacher, a defined type and color of shorts and shirts to wear during class.
- Transfer students will have five (5) days from enrollment to adhere to the dress code.
- Special Services students dress shall be governed by their Individualized Education Plan

### **EXTRA-CURRICULAR STANDARDS AND PROCEDURES**

The band director, coaches and sponsors of other extra-curricular activities may have additional standards relative to dress and grooming and expectations that go beyond what is stated in the student handbook. Students must abide by these standards and the athletic handbook or they can choose to not participate.

### **CRISIS MANAGEMENT PLAN**

Teachers will review the Crisis Management Plan with students at the beginning of the year.

### **EMERGENCY PROCEDURES**

#### **Tornado Drill**

Tornado drills will be conducted on a regular basis throughout the school year. Students are to seriously follow the directions of school personnel in proceeding to the designated areas in the buildings that have been determined to offer the best protection in case of a tornado or severe weather alert. Students will sit on the floor against the wall, keep quiet, and remain there until the alert is over.

#### **Fire Drill**

Fire drills will be conducted on a regular basis throughout the school year. Fire drills should be taken seriously. Orderliness and efficiency in fire drills may save lives. A schedule provided for each teacher will be posted in the room showing the exit to be taken by students from different rooms of the building. Monitors are to remain in the room and make sure it is clear. When the room is clear, the monitor will close the door and proceed out of the building. Students should remain in line.

### **ENROLLMENT /REGISTRATION:**

Only parents or legal guardians (with guardianship papers) are allowed to enroll a student. To enroll a student, the following documentation must be presented or on file:

- a certified copy of Birth Certificate
- social security card
- an up-to-date immunization Form 121 (7<sup>th</sup> graders must have TDAP immunization) from the Health Dept. or doctor
- In addition, an up-to-date registration packet and



- **Two Proofs of Residency** (Miss. Code § 37-15-11; 37-7-301) two current proofs of residency (911 address) must be presented each year (within 30 days of the first day of school).
  - Voter precinct identification card
  - Automobile registration
  - Driver's License
  - Current utility bills showing PHYSICAL address
  - Filed Homestead Exemption Application Form
  - Mortgage document or property deed
  - Apartment or home lease

Students without the above documentation will be denied admission to school. (Miss. Code § 37-13-91)

### **Enrollment for Out of County Students**

Out of county students must: 1) be released from the county in which they reside; 2) receive an acceptance letter from the Wilkinson County School Board; and 3) submit two current proofs of residency.

### **Enrollment for Transferring Students**

Students transferring into the district must provide the following BEFORE being enrolled: 1) withdrawal record or final report card from previous school, 2) birth certificate, 3) immunization form (form 121), 4) the completed registration packet, and 5) disciplinary report.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. A complete copy of these rights is available upon request.

### **FEDERAL PROGRAMS**

A copy of the Consolidated Federal Program Application Plan, as well as needs assessment results, is on file and is available upon request. Parents also have an opportunity to provide school officials with input by completing a Needs Assessment Survey and by attending the School-Wide Planning Meeting.

### **FIELD TRIPS**

Field trips are carefully planned for the students in each grade level, not for siblings. Teachers may request parents to serve as chaperones, as needed. If you are asked to chaperone, you will be expected to assist the teacher with students, lunches, tickets, etc.

### **GRADING & TESTING POLICIES**

All nine-week tests will be given during the last week of each grading period. Each nine weeks, a testing schedule will be announced. Nine-week tests will not be taken early and, if missed, can only be made up if the student presents a physician's excuse or prior clearance is given by the principal.

No checkouts will be permitted during the nine-week test time without prior written permission from the office.

Each nine-week period, daily averages will count  $\frac{3}{4}$  of nine-week final average and all nine-week test will count  $\frac{1}{4}$  of the final nine-week average.

**Final Grades will be determined by the following formula:**

Semester 1 Average = (1<sup>st</sup> nine weeks average + 2<sup>nd</sup> nine weeks average) divided by 2

Semester 2 Average = (3<sup>rd</sup> nine weeks average + 4<sup>th</sup> nine weeks average) divided by 2

Final Average = (Semester 1 Average + Semester 2 Average) divided by 2

**Elementary and Middle School Grading Scale (Updated June 2022)**

**A = 95-100**

**B = 85-94**

**C = 75-84**

**D = 70-74**

**F = 69 and below**

**High School Grading Scale**

**A = 90-100**

**B = 80-89**

**C = 70-79**

**D = 65-69**

**F = 64 and below**

## Weighted/ Unweighted Grading Scale

### Beginning 2018-2019 School Year

Grade point averages can be weighted or unweighted. An unweighted GPA is calculated using the point value for the regular level courses- even if you are taking honors and AP. Some colleges/scholarships request your unweighted GPA. However, others will take into account your weighted GPA, which is calculated using the point values as indicated in the chart below.

|                       | Regular | Honors | AP |
|-----------------------|---------|--------|----|
| <b>100-90 A</b>       | 4       | 4.5    | 5  |
| <b>89-80 B</b>        | 3       | 3.5    | 4  |
| <b>79-70 C</b>        | 2       | 2.5    | 3  |
| <b>69-65 D</b>        | 1       | 1      | 1  |
| <b>64 and below F</b> | 0       | 0      | 0  |

#### Dual Enrollment Grading Scale from Universities:

Computation of Quality Points- Letter grades carry point value. An A is equal to 4 points per semester hour, B is equal to 3 points, C is equal to 2 points, D is equal to 1 point, and F is equal to 0 points. An example computation for quality points per course is as follows:

|           | Semester Hours | Grade | Points |
|-----------|----------------|-------|--------|
| Math      | 3              | C     | 6      |
| Sociology | 3              | B     | 9      |
| Health    | 3              | D     | 3      |
| English   | 3              | A     | 12     |
| Total     | 12             |       | 30     |

### **Honor Roll**

Students are recognized each nine-weeks as Honor Students for all A's or all A's and B's. Beta Club is also recognized as an honor based on academic achievements and appropriate conduct.

### **Honor Roll (Grades 6-12)**

Honor roll is calculated based on grade point averages (G.P.A)

3.0-3.49 – honor roll

3.5-3.99- Principal's Scholar

4.0- Superintendent's Scholar

### **GUIDANCE SERVICES**

The guidance office is responsible for counseling students, arranging conferences, registering and withdrawing students, maintaining student records, administering standardized tests, assisting in scheduling, and referring families and students to other agencies as appropriate.

All new students and a parent or guardian must meet with the guidance counselor to register for school. Any student and parent or guardian withdrawing from school must also meet with the counselor to complete the appropriate forms. Registration and withdrawal is not official until the student and parent or guardian has talked with the school counselor.

### **INSURANCE**

All students who qualify for the reduce/free lunch program can register for the state student insurance (CHIPS) program. There is no cost for participation. CHIPS forms are available through the Department of Human Services.

Students participating in any athletic program are required by the Mississippi High School Activities Association to provide evidence of insurance before being accepted into the sports program.

The district will not be responsible for the cost of treating injuries or assume liability for any other costs associated with an injury.

## **HOMEBOUND INSTRUCTION**

Homebound instruction will be used at the discretion of the school principal. Placement on homebound instruction will be addressed in a parent/ guardian-school conference to develop an IEP (Individualized Education Plan). The duration of homebound instruction will be set by the school principal. The student will receive credit for the work satisfactorily completed during homebound instruction. Excessive absences from homebound instruction will be reported to the school attendance officer.

The site of homebound instruction will be established during the IEP meeting. The site will be a public setting such as the public library, city hall, sheriff's office, etc. The parent/guardian will be responsible for providing transportation to the site of instruction.

Students that are homebound because of behavior problems cannot attend any school-sponsored activities (prom, ball games, club activities, school sponsored trips, etc.) or come on campus without permission from the principal.

## **Pregnant Students**

**Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities.**

The school system shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from, unless the student requests voluntarily to participate in a separate program or activity that is offered for students who are pregnant or have given birth to a child or have had a false pregnancy, or terminated pregnancy or are recovering there from. The school requires any student who is pregnant or has given birth to a child or has had a false pregnancy, or a terminated pregnancy or is recovering there from to obtain the certification of a physician that she is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician. Any student who is pregnant or has given birth to a child or has had a false pregnancy, or a terminated pregnancy or is recovering there from shall be treated in the same manner as any other student who is absent for medical reasons.

**Accommodations include but not limited to:**

- Providing preferential seating;
- Allowing the student to sit or stand as needed;
- Taking extra time to take tests, quizzes and/or to complete in-class assignments;
- Excusing absences due to pregnancy or childbirth;
- Making up missed assignments;
- Extending assignment deadlines; and
- Permitting missed work to be completed.

**HOMEWORK POLICY**

Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents

**Philosophy/Purpose**

Homework is an extension of the Mississippi Department of Education framework designed to reinforce/practice the skills taught within the classroom.

**Homework Expectations**

- Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts.
- Teachers can help by:
  - Informing students and their parents of the purpose and benefits of homework
  - Informing students and parents of the school's homework policy
  - Assigning relevant, meaningful homework activities that reinforce classroom learning □ Maintaining homework records and providing feedback to students and parents □ Students can help by:
    - Being aware of the school's homework policy
    - Asking questions when necessary to clarify the assignment
    - Completing homework within the given time frame

**Parents can help by:**

- Setting a regular, uninterrupted study time each day
- Communicating with teachers any concerns about the nature of homework and their child's approach to the homework
- Alerting the teacher, in advance, when extenuating circumstances arise that may prevent homework from being completed on time

**Time**

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. Generally, students will average approximately one hour per night of homework time.

## **Types of Homework**

### **Category One**

Assignments that are generally short-termed and non-graded but needed for full participation in a lesson and/or assessment on the due date.

### **Category Two**

Assignments that are generally of a greater point value and have extended timelines for completion (e.g. reports, extended reading, projects, etc.). Teacher/principal collaboration will be enforced.

### **Late Work Penalties**

Students are required to turn assignments in on time. Students who turn in late assignments will face penalties. Late assignments will be reduced by one letter grade (10% of earned credit) for each day late, not to exceed a 50% penalty.

It is the expectations that students turn in assignments on time. Late assignments will be graded using state standards. Students will be penalized a total of 2 points per day in addition to the assignment being graded for mastery. However, the penalty will not exceed 50%.

## **CHEATING**

**Students are encouraged to work cooperatively in certain classroom and extracurricular activities.**

**However, in some situations, students must work independently. Students who cheat will be given a zero (0) for the task and may face further punishment.**

### **Use of School Resources**

Students are allowed to use all school resources, including but not limited to computer, printers, laminating machines, etc.

### **Reports**

Students will use APA/MLA format when writing/typing report. Reports must be validated with academic rationale, lesson plan, and administration approval. It is a requirement that assigned projects and reports be accompanied by a detailed rubric. Rubrics must be created before the assignment is given.

## **LOST, FOUND, AND STOLEN ITEMS**

### **Valuables and Possessions**

Each student is encouraged to mark coats, backpacks, etc. with some type of permanent marker so these items can be identified if necessary.

School officials are not responsible for personal items that are lost or stolen at school. It is recommended that students only bring a minimum amount of money to school that is necessary for school purposes. Any item found at school that fits into the category of illegal or restricted items should be left alone and reported to a school official. Any student who brings these items into his/her possession is subject to punishment for possession of the items

## **MEDICATIONS ADMINISTERED AT SCHOOL**

All medications given at school (prescription or non-prescription) must first be authorized by the student's parent/guardian and physician on the *Permission to Give Medication Form*. No medication will be administered to a student without this complete form. This form is furnished by the school nurse or school office and requires the signature of the parent or guardian and the student's physician prior to the parent bringing the medication to the school. Unless otherwise specified by the doctor, we will not give any medication such as stimulants or antibiotics ordered once or twice a day. This frequency may be given at home. Please be advised that the school cannot supply medications for any student. All medication authorized to be given on school campus by the school nurse or designated person is to be secured in the nurse's office or school office with the only exception being the use of an inhaler. Students with permission forms for an inhaler for the treatment of asthma may keep their inhaler with them at all times. In the case of students in elementary grades or special circumstances, it may be appropriate to have the inhaler secured in the homeroom teacher's desk for convenience and prompt accessibility in the case of an asthma attack. No medication is to be brought to the school by the student.

The only exception to this rule is the use of the above mentioned prescription inhalers or ordinary cough drops. All medications must be delivered in a new, unopened container to be labeled and secured for the student by the school nurse. All prescription medication must be in the container supplied and labeled by the pharmacy or physician.

The first dose of any new medication will not be given at school. This is to protect against the possibility of the student having an allergic reaction while at school.

Before the last student attendance day in May of each year, each student's parent/guardian must pick up all remaining medications. Medications cannot be sent home with the student.

Each parent/guardian will be sent home a written reminder at least two weeks before the end of school. Any remaining medications will be discarded by the nurse on her last work day.

## **NON DISCRIMINATION POLICY STATEMENT**

No student enrolled in the Wilkinson County School District nor their parent/s shall, on the basis of gender, race, religion, national origin, handicap, or on migratory status, be excluded from participation under any educational program or activity that is included in the Wilkinson County School Program.

## **PROMOTION POLICY**

The Wilkinson County School District is dedicated to the total and continuous development of each student. A student's progress is the responsibility of all stakeholders involved in the educational process: the student, his or her parents, and the school faculty and staff.

The curriculum is based on the *Mississippi Curriculum Frameworks*, as developed by the Mississippi Department of Education. Parents are encouraged and expected to be actively involved in their child's education.



### **Lower Elementary**

Students must maintain a 70% or above in Language Arts, Reading, and Math in Kindergarten, First, and Second Grade. Students are required to attain the skill levels set forth in the Common Core State Standards which was adopted and implemented in all Kindergarten through Second Grade Mississippi public schools during school year 2011-2012.

### **Upper Elementary**

A student must pass with a 70% or above in Language Arts and Mathematics, along with either Science or Social Studies, to be promoted.

### **Middle School Course/Class Requirements**

Successful completion of a course shall be based upon mastery of the competencies and objectives in the WWMS Curriculum, with a grade average of D (70) or higher as the final grade in the course.

- A student in grade 6 must have a final grade average of a D (70) or higher average in the core academic program, including English, Math, Science, and Social Studies.
- A student in grade 7 must have a final grade average of a D (70) or higher average in the core academic program, including English, Math, Science, Social Studies, and Learning Strategies (if applicable).
- A student in grade 8 must have a final grade average of a D (70) or higher average in **all** core academic program, including English, Math, Science, Social Studies, Cyber Foundation, and MS Studies/World Geography (if applicable).

Students in grades 6 – 7 who do not complete the requirements for three or more core subjects will be retained in the current grade. ESY will not be an option and the entire grade-level must be repeated. The report card shall serve as notice to parents of the student's progress throughout the school year.

Students in grade 8 who do not complete the requirements for **all core subjects** will be retained in the current grade. ESY will not be an option and the entire grade-level must be repeated. The report card shall serve as notice to parents of the student's progress throughout the school year.

### **Literacy Based Promotion Act**

S.B. No. 2347: Literacy-Based Promotion Act; establish in public schools to achieve grade-level reading by end of 3<sup>rd</sup> Grade. Passes during the 2013 legislative session, the Literacy-Based Promotion Act places an emphasis on grade-level reading skills for students, particularly as they progress through grades K-3. Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.

## **SCHOOL SPONSORED EVENTS**

At sporting events and all school-sponsored events, students are expected to show good sportsmanship whether participating or watching, be courteous to out-of-town visitors as well as others, and to observe with dignity the playing of the national anthem or flag-raising. Students are expected to follow the school rules. Students who do not display good sportsmanship or who behave inappropriately will be asked to leave. A school administrator may ban offenders from any and all extra-curricular school events.

## **SPECIAL EDUCATION**

The Wilkinson County School District offers a variety of programs to meet the unique needs of each exceptional student. Special services are available for children between the ages of three through twenty who are physically, mentally, communicatively and/or emotionally disabled.

Classes are available at the preschool, elementary, middle school and high school levels. Exceptionalities served include: specific learning disabilities, language/speech disabled, educationally disabled, hearing impaired, visually impaired, physically disabled and emotionally disabled. Both resource and self-contained classes are available; a home based program is available to students who are unable to come to school because of a disability, illness, accident or surgery. Other special programs can be added as the need arises. Parents of children with disabilities are strongly urged to take advantage of the special services available.

Elementary special classes emphasize academics. Secondary special classes include career & technical training, academics, and community involvement. Related services are available for transportation, counseling, physical therapy, and occupational therapy and any others as needed. Three options are available for graduation, depending on the student's functioning level. Special students may earn a high school diploma if they meet the criteria established by the Mississippi State Department of Education.

For information about the special services department, parents should contact the Director of Special Services, Wilkinson County Schools, P.O. Box 785; 488 Main Street; Woodville, MS 39669; 601-888-6130.

## **504/ADA**

The Wilkinson County School District provides a free, appropriate public education to each qualified person with disabilities who is in the district's jurisdiction, regardless of the nature or severity of the person's disability. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the persons with disabilities as adequately as the needs of the non-disabled persons are met and that are based upon adherence to procedures that satisfy the requirements of Section 504 of the Vocational Rehabilitation Act of 1973.

The school district has adopted grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints. Section 504 and ADA complaints should be addressed in writing to the building principal. A copy of the grievance procedures is available from any school principal or counselor.

The school district does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs and activities.

## **STUDENT RECORDS**

### **Permanent Records**

Each student has a permanent record of work on file in the office. Each phase of work is recorded and serves as a recommendation to employers or colleges.

### **Certification of Immunization**

State law requires that all students in grades K-12 provide the school a Certificate of Immunization (*Form 121*). Students in grade 7 must have a TDAP immunization. Students who transfer to Wilkinson County must produce proof of immunization from their transfer school or secure the necessary inoculations. This must be done before a student may attend class.

## **DIRECTORY INFORMATION**

A principal may release the following types of information to the public, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photos, videos, information released to press, and other similar information. This does not allow the release of any of the above information to which a parent/guardian has filed an objection in writing. When a parent/guardian so objects, the student records will clearly distinguish and identify what types of information are not to be released. If a parent/guardian objects to any of the above stated information being released, please send a note to the principal within five (5) school days after receiving this student handbook.

## **TRANSFER OF RECORDS**

Student records will be mailed upon receiving a written request from the receiving school.

## **TEXTBOOKS**

Textbooks are "public property." They are not given to students; they are on loan. Textbooks are numbered and issued to all students at the beginning of the school year. Students will be assessed fines to cover damaged books and excessive wear.

### **Textbook Damages**

Fines and damages are as follows:

- Any textbook lost will be replaced at its face value regardless of the age of the book.

### **New books:**

- Cover torn off-student pays face value of the book
- Pages torn out-student pays face value of the book
- Marks on or inside books
- Pictures defaced – 5% of book value
- Scribbling on pages – 5% of book value
- Names on pages – students pay face value of book
- (20% of each year of book's life is diverted up to three years or 60% of value)

### **Library Books**

The library functions as a service for the students and teachers. The library is open from 7:45 a.m. to 3:15 p.m. Books are checked out for a period of three weeks and may be renewed.

### **Student Fees**

Middle & High School

- Athletic Fee \$3.00
- SGA- \$2.00
- Technology- \$20

Elementary

- Technology Fee- \$20

### **TITLE IX**

All classes and activities are open to all students.

### **UNAUTHORIZED AREAS (MIDDLE & HIGH SCHOOL)**

#### **Campus Boundaries**

Students are to remain on campus after arriving in the morning and cannot leave without permission from a school administrator. When a student enters the parking lot or any road onto the campus, he/she is considered present at school and must receive permission from a school administrator in order to leave the campus. High school students are to remain in the area around the high school, unless properly authorized to do otherwise.

The following are guidelines that define certain areas that are off limits:

- There should be no middle school students at the high school or high school students at the middle school before the school day begins.
- The parking lot is off limits for all students.
- Any area beyond your stated class schedule without specific, written permission is prohibited.
- While waiting for the buses in the afternoon, students should remain in the bus loading area.

### **VEHICLES / STUDENT PARKING / PARKING LOTS**

The following defines expectations relative to students who drive their vehicles to school:

- Students must have a valid driver's license.

- Driving and/or parking on any property owned or operated by the Wilkinson County School District is a privilege, not a right.
- The speed limit on all school property is 10 mph. Students are expected to drive in a safe manner at all times.
- Loud pipes/mufflers/engines and loud music are not permitted.
- Loitering in the parking lot at any time is not permitted.
- Students should not go to the parking lot during the school day without an office pass or permission from an administrator.
- Students who ride the bus should not go to the parking lot at any time.
- All vehicles coming onto school property are subject to search in accordance with applicable laws and procedures.
- Students violating either school policy or state law in the operation of a motor vehicle on school property will be subject to disciplinary action including the loss of the privilege of operating a vehicle on school property and/or towing at the parent/guardians expense.
- All students who drive to school must purchase permit from office and show proof of license and insurance.
- Students may not drive from the Career-Tech Center to the High School or from the High School to the Career-Tech Center between classes.
- Student are **NOT** allowed to park in front of the school campus during school hours. (i.e. any parking spaces that are located in front of the school)

## **VISITORS**

All visitors on campus must report to the office and get a Visitor's Pass. Visitor will be asked to leave a form of ID (car keys, driver's license, etc.) upon check-in. These items will be return upon check-out.

## **WEBSITE**

The district website can be found at **[www.wilkinson.k12.ms.us](http://www.wilkinson.k12.ms.us)** The individual school sites can be accessed from this site.

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary to withdraw from school, a student should obtain a withdrawal form from the principal's office. Students will have each of their teachers sign this form indicating all is clear and the student is officially withdrawn from school. NOTE: In addition, the student must have a librarian, counselor, cafeteria administrator and secretary to sign the form.

# FORMS

**Wilkinson County School District**  
**Consent Form for Administration of Medication**

To: Parent/Guardian:

The Wilkinson County School District requires that all students who require prescription or non-prescription medication(s) during school hours to do the following:

- Present this written consent form signed by the parent/guardian and completed by a physician to the school office.
- Parent/guardian must bring original prescription bottle, properly labeled by a legally registered pharmacist. Each school will have designated personnel who will be dispensing the medication(s) to your child.

MEDICATION(S) may be given by the designated school official **provided** that the prescribing physician completes the district medication permission request form. If there is a change in medication, please send a note to the school from the physician notifying the school of the change.

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

List any known drug allergies/reactions: \_\_\_\_\_

**To Be Completed by Physician**

| Medication Name | Dosage | Route | Frequency/<br>Time | Start<br>Date | End<br>Date | Special<br>Instruction |
|-----------------|--------|-------|--------------------|---------------|-------------|------------------------|
|                 |        |       |                    |               |             |                        |
|                 |        |       |                    |               |             |                        |
|                 |        |       |                    |               |             |                        |

Office/Clinic Name: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name of Physician

Signature of Physician

\*\*\*\*\*

**To be completed by parent**

I, \_\_\_\_\_ give permission for my child \_\_\_\_\_ to receive the above medication(s) as written by a physician. I will not hold the Wilkinson County School District, its employees and agents, liable for any injuries to my child or ward and for any damages or losses of any kind resulting from the administration of the above medication to my child or ward.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Wilkinson County School District

### 2022-2023 Student Handbook

#### Acknowledgement Form

Parents and Students,

It is the responsibility of parents, guardians, and students to familiarize themselves with this handbook. After carefully reviewing the contents of this *Student Handbook* with your child, please sign the acknowledgment form and return to your child's homeroom teacher.

Your signature indicates that you agree to abide by the contents set forth in this handbook. Failure to sign this acknowledgement form does not relieve the student from abiding by the student handbook.

**Student's Name:**

\_\_\_\_\_  
(Please print)

**Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:**

\_\_\_\_\_

**Parent's Name:**

\_\_\_\_\_

(Please print)

**Parent/Guardian Signature:**

\_\_\_\_\_

\_\_\_\_\_

*Please complete this form and return it to your child's homeroom teacher.*