

**WAYNE COUNTY
SCHOOL DISTRICT K-8
STUDENT HANDBOOK
2022-2023**



WAYNE COUNTY SCHOOL DISTRICT STUDENT SOCIAL MEDIA AGREEMENT

As a student of the Wayne County School District, I recognize I have a responsibility to support the efforts of my teachers, administrators and fellow students to create a safe and welcoming learning environment free from threatening, harassing or intimidating language. I understand that my behavior online - including the content, images and links that I post and share on social media, websites and other digital platforms - is an important part of whether my peers, teachers, administrators and others feel safe and comfortable.

I also understand the Wayne County School District student handbook prohibits unacceptable uses of technology and requires that users of technology "Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline." I understand that if I encounter inappropriate material, I should report it to my principal immediately. In addition, I recognize that the following behaviors are prohibited and extend to my conduct online, including but not limited to:

- Using vulgar, abusive, or profane language, acts or and/or gestures;
- Conspiring to or creating a disturbance in the classroom, on the bus, on school property, or at any school function or verbally threatening such a disturbance;
- Bullying;
- Using abusive language or abusive behavior to district personnel or students;
- The use of cell phones to acquire or distribute inappropriate video or photography; and
- The forwarding, posting, reposting, airdrop and the sending of messages via text or messaging apps of inappropriate information on websites or blogs or sharing of social media content by any means.

Recognizing the above:

- I take responsibility for my online profiles, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will not post or share any threatening, harassing or intimidating content via social media, text message, messaging apps, or any other digital communication platform.
- I will refrain from sharing posts or text messages that contain threats, degrading messages or content that can be construed as bullying towards my peers.
- I will immediately report any social media post, text message or other digital content that contains an explicit or implied threat to the safety of my fellow students, faculty, staff or members of the community.
- It is my responsibility to report any inappropriate messages and/or posts to my school administrator and inform a parent or guardian immediately.
- I understand and I will not forward, post, repost, airdrop and send messages via text or messaging apps of inappropriate information on websites, blogs or other digital platforms.
- Consequences may include: ISS, OSS, Alternative School placement, Expulsion and/or arrest.

I understand my failure to any of the above may result in disciplinary action or potential criminal charges.

Print Student Name

Student Signature

School Name

Date

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INTRODUCTION

SAFETY

The objective of the Wayne County School District is to conduct all operations safely and efficiently. The district shall provide a safe and healthy workplace, free of recognized hazards that might endanger the health or safety of you and your fellow students. A vast majority of accidents and injuries occur not because of unsafe conditions, but because of unsafe acts. Be ever mindful of safety. An accident or injury not only inflicts pain and perhaps loss of wages upon an injured employee, but also may cause downtime and a loss of service. Management is responsible and accountable for a high level of safety performance and supports work practices that reflect the safest and most efficient methods available for completing required tasks. Safety awareness and promotion is the responsibility of all Wayne County School District staff and students.

“SAFETY SHALL BE FIRST”

WAYNE COUNTY SCHOOL DISTRICT

Vision Statement

The vision of the Wayne County School District is to provide a safe environment to educate students for success in life and the workforce.

WAYNE COUNTY SCHOOL DISTRICT

Mission Statement

The mission of the Wayne County School District is to provide all students with the skills and knowledge that are necessary to prepare them for success in college, the workforce, and to prepare them to be responsible citizens and lifelong learners.

EMERGENCY OPERATIONS

School staff members faced with an emergency affecting the health and welfare of a student will exercise their discretion and judgment as to procedures for handling the emergency, following established policy and procedural guidelines as far as possible. In the event that a student’s parent or guardian cannot be reached, the school officials will act to safeguard the student in a reasonable manner.

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The Wayne County Schools have detailed plans for operating under such emergency conditions as fire, tornado, flood, severe weather, explosions and other emergencies.

Fire drills and other emergency preparedness measures are a regular part of each school’s program. Detailed instructions for emergency operations will be outlined to all students at their respective schools. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher, staff and/or administrator during drills, and/or the actual event of such an emergency.

When a decision must be made to close or dismiss any school(s) within the Wayne County School District, the superintendent or his/her designee will notify local radio and television stations and will use the automated message system, PowerSchool “Alert Solutions”, to contact students, parents, guardians and school personnel. Parents/Guardians and students should listen for announcements from these communication outlets.

ASBESTOS NOTICE

Asbestos containing materials have been detected in many school buildings in our district, but because of the remote locations or types and the steps taken to manage it, the potential for contact or contamination is very remote.

Certified copies of the initial inspection, the most recent re-inspection and management plans are available for your review at the superintendent's office and your child's school.

CIVIL RESPONSIBILITIES AND RIGHTS

Drug and Alcohol-Free Schools (JCDAC)

It is the policy of the Wayne County School District to maintain all sites as drug and alcohol free schools and workplaces. This includes any school building; any school premises; any school-owned vehicle used to transport students to and from school or school activities; and off school property during any school sponsored or school approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school district. Students who violate this policy may be suspended or expelled. Non-school individuals are subject to removal from district premises and arrest.

Tobacco-Free Schools (EBAB)

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the Wayne County School District Board of Education bans the use of all tobacco products and electronic smoking devices in all school buildings, school vehicles and on all school property by all persons at all times. This ban extends to employees, students and patrons attending school-sponsored events and meetings which includes, but not limited to athletic events. Students who violate this policy are subject to disciplinary measures as prescribed by the student handbook. Non-school individuals are subject to removal from district premises and/or arrest.

Safe Schools (EBB, EBBA)

The Wayne County School District believes that its schools and facilities should be safe, orderly places of learning. Each school maintains procedures and safeguards for crisis management and response; building and grounds security and maintenance; and codes of conduct for students, staff and patrons that promote the safety and well-being of all concerned.

Effective Schools (IB, IC)

The Wayne County School District believes that all its schools should be operated in such a way that each child is given the opportunity, to the extent possible, to reach his/her maximum potential. Concurrent with this responsibility is the obligation of parents, guardians, families and the general public to cooperate with, support and contribute to the education process.

Gun-Free Schools (JCBH, JCDAE, JCDAE-2)

The Wayne County School District operates in compliance with the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education Act of 1965. All policies and procedures adopted by the board that affect the conduct and/or discipline of students are supplemented by the requirements of this act. The act prohibits any student from bringing a firearm on school property. The penalty for violating this law is expulsion from school and all of its activities for the minimum period of one calendar year, subject to due process required by law and district policy.

Reporting Guns/Weapons (JCBH)

The Wayne County School District enforces all requirements of the Prevention of School Violence Act, SB 3349. Anyone who knows of or suspects that a gun or dangerous weapon has been brought on campus should report it immediately to a principal or another school official.

Sources of these reports will be kept confidential. Anyone who does not wish to make a report about a gun or dangerous weapon to a school official may call the toll-free SAFE hotline operated by Safety in Firearms Education, at 1-800-467-7719. You do not have to give your name. Reports may also be made anonymously to the local Crime Stoppers number at 601-735-3124. This information will be relayed to the appropriate authorities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA) (JRAB)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with regards to their children's education records. These rights transfer to the student when the student reaches the age of eighteen or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as a great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for the copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the records, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- Permanent Records – Family Educational Rights & Privacy Act (FERPA). A permanent record of each student's educational history is kept on file at the school. Parents have a right to inspect their child's record within a reasonable period of time upon an official request being made.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena; and/or
- State and local authorities within a juvenile justice system, pursuant to state law.
- Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

Note: Federal law states that an educational agency or institution may transfer a student’s education record, on request to a school in which a student seeks or intends to enroll, without written consent of student or parents, if the agency or institution includes a notice in its policies and procedures as formulated under Section 99.5. “This is your notification that should your child enroll in another school or school system, his/her cumulative record will be sent to the school upon our receipt of notification of the student’s enrolling in said institution.” (Federal Register, Volume 41, No. 118, Thursday, June 17, 1976, Section 99:34(a)(1)(ii).)

DISCRIMINATION (JAA)

The Wayne County School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, or sex in providing education or access to benefits of education services, activities and programs in accordance with the Title VI, Title VII, Title IX and other civil rights or discrimination issues, Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. The following officials have been designated to coordinate compliance with these legal requirements and may be contacted at the Wayne County School District office for additional information and/or compliance issues.

COMPLIANCE OFFICERS

DISCRIMINATION

Name: Lynn Revette

Address: 810 Chickasawhay Street

Waynesboro, MS 39367

Telephone: 601-735-4871

Fax: 601-735-4872

SECTION 504

Name: Belinda Singleton

Address: 1513 Sullivan Drive

Waynesboro, MS 39367

Telephone: 601-735-3811

Fax: 601-735-6331

SEXUAL HARASSMENT (JB)(JB-P)

Students in the Wayne County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Right Act. It is the intent of the Wayne County School District to maintain an environment free from sexual harassment of any kind. Therefore,

unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

HOME AND SCHOOL ACCOUNTABILITIES

Students, parents/guardians and schools have significant roles in ensuring academic success:

PARENTS/GUARDIANS

Parents/Guardians have the right to expect:

- That their child is safe.
- Fair evaluations and treatment of their child.
- Protection of personal property.
- An atmosphere conducive to learning.
- That their child be taught and treated in a competent and professional manner.

Parents/Guardians Have The Following Responsibilities:

- Realize the extent of their responsibility for the behavior of their child. Parents are responsible for the behavior of their children while at school and to/from school.
- Prepare their children to assume the responsibility for their own behavior.
- Foster in their children positive attitudes toward themselves, others, school and community.
- Communicate with school personnel about their child.
- Comply with state law on compulsory attendance, property damage, suspension and expulsion procedures.
- Know and see that their child follows school rules.
- Attend individual or group training sessions and conferences when requested.
- Recognize that the teacher acts as a parent while the child is at school.
- Safeguard the physical and mental health of their child and be responsible for necessary health examinations and immunizations.
- Work with and support school personnel who are trying to help their child.

Students

Students have the following rights within the provisions of constitutional, federal, state and common laws:

- An atmosphere conducive to learning.
- Free speech and student publications.
- Assembly. Participation in school programs and activities.
- Freedom from discrimination.
- Due process.
- Participation in decision making.

Students have the following responsibilities:

- Attend school and be on time.
- Take seriously their responsibility to learn.
- Assume responsibility for their personal growth and self-discipline.
- Take care of their personal property.
- Respect the rights and privacy of others.
- Work cooperatively with school personnel and other students.
- Study the school's handbook.
- Know and follow school rules.
- Accept responsibility for their actions.
- Not to disrupt the educational process.

Parental Consent Requirements

- Receipt of the Wayne County School District Handbook and district disciplinary policies.
- Exemption from release of directory information on a child.
- Exemption from media release.
- Participation in school-sponsored trips.
- Administration of medications.
- Technology/Internet usage agreements.
- COPA form.

POLICY ON STUDENT PROMOTION AND RETENTION (IHAD) (IHE)

“Students in kindergarten through eighth grades must pass all major subjects in order to move to the next grade level.”

Major Subjects

- * ELA
- * Math
- * Science
- * Social Studies
- * MS Studies

(*) Denotes Major Subjects

K-2nd: Must have a passing grade in all major subjects AND must achieve a scale score of “On Grade Level” or higher on the I-Ready reading and math diagnostic during the spring screening.

3rd Grade: A passing grade in all major subjects is required for promotion in grade three (3). A student scoring at the lowest achievement levels on the 3rd grade state assessment will be retained in 3rd grade, unless the student meets the good cause exemption specified in the law. Beginning of the 2014-2015 school year, all

third grade students must pass a state literacy exam in order to be promoted to the fourth grade (MS Code 37-177-1).

4th - 8th Grade: A passing grade in all major subjects is required for promotion to the next grade level.

ACADEMIC GRADES

Grading Policy

All subjects grades K-12, will reflect as a minimum, the competencies, outlined in the State Curriculum Frameworks for each subject area. A passing grade in a course/subject will indicate mastery/learning of at least 61% and above of the course content in grades K-8.

All academic grades will be recorded and reported numerically. The system of grading is as follows:

- A – Superior**
- B – Above Average**
- C – Average**
- D – Below Average**
- F – Unsatisfactory – Fail**

The numerical grade for each letter is:

- A – 91 - 100**
- B – 81 – 90**
- C – 71 – 80**
- D – 61 – 70**
- F – 60 and below**

Grades for transfer students with alphabetic grades:

A+ - 100	A – 95	A- - 91
B+ - 90	B – 85	B- - 81
C+ - 80	C – 75	C- - 71
D+ - 70	D – 65	D- - 61

Nine Weeks Averaging

Major assignments (examples: weekly tests, unit tests, topic test, end of course exams, semester exams at end of each semester, major projects)	60%
Minor assignments (example: classwork)	30%
Homework	<u>10%</u>
Total	100%

(Homework will be issued at the discretion of the teacher and will be monitored by the principals for rigor and quantity. Homework will not be issued on Fridays.)

HONOR ROLL (IHD)

To qualify for the honor roll, a student must have no subject with a nine-week average below 81. The following courses will be considered when the honor roll is calculated for grades K - 6: Math, Science, Social Studies and

ELA. The following courses will be considered when the honor roll is calculated for grades 7-8: Math, Science, Social Studies, ELA, Cyber foundations I & II , and Band. Yearly A/B and All A Honor Roll is determined by each individual 9 week grading period.

Credits

Two units in Cyber foundations I & II are accepted in lieu of the two ½ unit courses. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one (1) unit in any of the courses listed in the Business and Technology Framework (academic and vocational).

GRADES 5 - 8 EXTENDED SCHOOL

An Extended School Year Program may be available for students in Grade three (3) through Grade eight (8). Students may attend the extended school program only if they have failed one (1) major subject and no more than two (2) major subjects and are approved by the principal for the extended school program. Students may have permission from the principal to attend another school district for a second subject. **Payment of tuition does not guarantee a passing grade.**

TEXTBOOKS

Policy Code: ICFA – Textbook Policy

Textbooks

This school district provides textbooks free of charge to students. It is the duty of each student to care for textbooks to the best of his or her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

Textbook fines and damage replacement schedule:

<u>Damage</u>	<u>Fine</u>
Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book
Non-returned book	Cost of the book

The Superintendent or designee shall establish procedures to support this policy. The Mississippi Public School Accountability Standard for this policy is Standard 19.

ADMISSION POLICIES

ADMISSION POLICIES (JBB) (JBC)

Eligibility (JBB), (JBC)

This school district shall admit into its schools all eligible residents and legally transferred minor children who are at least five years old and not over 21 years of age on or before September 1 of the current school year. Each minor child shall attend school in the school district of his/her residence, unless legally transferred to another school district by the school board pursuant to Section 37-15-29 (1992).

Except for those students who have been legally transferred, each minor child seeking to enroll in this school district will be a school district resident. All students will register on-line for the school they are assigned to attend.

Any new student enrolling in this school district or any continuing student whose residence has changed will be accompanied to enrollment by their parent/guardian who will register the minor child for admission, except students who have been legally transferred. The student's parent or legal guardian will be required to verify their residence as herein provided as part of the registration process. In the case of separated or divorced parents, court orders and decrees involving custody of children will be controlling.

In accordance with the laws of the State of Mississippi, in order to be admitted to kindergarten, students must be five (5) years of age on or before September 1 of the current school year. First-grade students must be six (6) years of age on or before September 1 of the current school year. Certificates of Immunization and Vaccination are required upon entering school. This affects all students in Grades Pre-K – 12.

No pupil shall be permanently enrolled in school in the State of Mississippi who formerly was enrolled in another public or private school within the State until the cumulative record of the pupil has been received from the school from which he/she transferred. In the event that a record was lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended to initiate a new record.

When any child applies for admission or enrollment in any public school in the State, the parent or guardian shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child had been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding is for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district

shall not be required to grant admission or enrollment to the child before one(1) calendar year after the date of the expulsion. (MS Code 37-15-9)

For any child enrolling in Kindergarten or Grade one (1), a certified birth certificate or proof of birth must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. **Hospital records, baptismal records, etc., will be acceptable.** The principal or his/her designee must verify the birth certificate. Telephone calls are not acceptable.

Any child who transfers from an out-of-state public or private school in which the state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:

- a) That parent, legal guardian or established custodian of such child was a legal resident of the state from which the child is transferring;
- b) The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
- c) Such child was legally enrolled in a public or private school for a minimum of four weeks in the previous state; and/or
- d) The superintendent of this school district or his/her designee has determined that the child was making satisfactory educational progress in the previous state.

If a student is transferring into a Wayne County School District school from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the school previously attended will be required. A report card or transfer papers from the previous school attended may be used for **temporary class placement.**

Students transferring into a Wayne County School District school from a non-accredited school or home schooling must be given appropriate placement tests (Grades K-8) and term tests.

The student's Social Security number is requested.

School Records (JR)

Transcripts or student records will be released to other agencies if students or parents sign a written request for such release to be made and/or according to state law and/or federal regulations. A student or his/her parent(s) or legal guardian(s) may view his/her personal school record upon request made to the appropriate school principal. Any corrections needing to be addressed may be presented to the principal in writing and will be considered for correction. In the event of student transfer, a student's transcripts or records will be forwarded to the receiving school upon receipt of a proper request from the receiving school.

A student and his/her parent(s) or legal guardian(s) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of Family Education Rights and Privacy Act (FERPA). The name and address of the Office that administers FERPA follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Admission – Pupil Residence (JBC)

Parent(s)/legal guardian(s) shall notify the school immediately upon changes of address, telephone numbers, and/or marital status. In the case of separated or divorced parents, court orders and/or decrees involving custody of children will be the controlling factor when decisions are made concerning admission residency and/or other school matters concerning the student. Any questions concerning the custody of students when court documents have not been filed at the school will be referred to the superintendent or school attorney.

The school board shall not recognize any legal guardianship formed for the purpose of establishing residency for school district attendance purposes. (MS Code 37-15-31(1) 1989)

The student seeking enrollment in the Wayne County School District shall not be allowed to enroll in or to attend school until the following is provided to a school counselor:

- 1) A certified copy of child's birth certificate;
- 2) A valid immunization certificate consisting of one of the following:
 - a) Form 121 – Certificate of Compliance
 - b) Form 121A – Medical Exemption Certificate
 - c) Form 121T – Temporary Compliance Certificate
- 3) A completed information form;
- 4) A copy of Chancery Court order when applicable;
- 5) Verification of Residence;
- 6) The address of student's previous school;
- 7) An official copy of the student's grades and discipline record at his/her previous school;
- 8) An official withdrawal form from the student's previous school; and
- 9) A copy of the Social Security Card. (optional)

Student Change of Address or Other Personal Information

The importance of emergency information for each student cannot be over-emphasized. The school must have accurate access to a student's home address, names of responsible parties, and telephone numbers where those parties may be reached at any time when the student is at school. **Parents must notify the school when there is a change of address or any change in the above-stated-information.**

Residence Verification Procedure (JBC)

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi Board of Education on April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents. A copy of at least **two (2)** of the following items of verification of residence is essential. A post office box address will not be acceptable as a verification item. These items must reflect a street address or designated road address. **All documents must be for present residence only; documents for rental or other commercial property will not be acceptable. Motel/hotel addresses will not be acceptable.**

1. Current Filed Homestead Exemption application
2. Current mortgage document or property deed.
3. Current apartment or home lease.
4. Utility bills (within 90 days).
5. Valid driver's license.
6. Voter precinct identification.
7. Current automobile registration.
8. Affidavit of residency (Obtained at the Superintendent's Office).
9. Other documentation and description.

If one is the legal guardian of the student, they must also provide a copy of the court order signed by a judge appointing them as the guardian.

NOTE: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the Board. (Legal reference: MS Code Annotated §37-15-31, 1989 Supplement)

If a parent/guardian fails to provide the necessary documentation, the child/children will not be allowed to attend schools in the Wayne County School District.

If the Wayne County School District receives a complaint regarding the residence of a student, the district is required to take action to further verify residence, including but not limited to follow-up visits to the residents' address by school officials.

TRANSFER AND WITHDRAWAL OF STUDENTS (JBC)

Transfer Students

Any child transferring to any school in the Wayne County School District must have a valid immunization certificate, report card, and name and address of the former school attended. No student is to be enrolled in the school district until any questions regarding residence or immunizations have been resolved.

Out-of-District Transfers

All students enrolled in the school district after the beginning of the school session who move outside the district at any time during the school year must withdraw from the school system using the following method of withdrawal.

- School officials should be notified at least one day prior to the withdrawal of a student.
- The student's parent(s) must come to the principal's office and officially withdraw the child. All books and fines must be cleared before official withdrawal is completed and the student's academic record is cleared.
- Any student who moves during the school year must record the change of address with the principal in the main office.
- The principal is authorized to release Wayne County School Districts education reports or records when an official written request is received from the school district to which the student is transferred. (A parent or legal guardian has the right to review their child's school records).
- A student leaving the Wayne County School District may obtain a record of the student's work to date for the current term. Reports may be held if the student has any indebtedness to the school (lunchroom, workbooks, library, textbooks, damages, etc.).
- In grades K-12, if a student withdraws during the last two weeks of the school year and moves out of the district, the student will receive grades in progress to be presented to their new school.

In-District Transfers

A student who moves from one school zone to another in the Wayne County School District will be permitted to continue attendance in their present school if the move is made after the fourth term begins, and they may remain in the school only until the end of the current school year.

If a move occurs within the last three weeks of Term one (1) (first nine-weeks), or Term two (2) (second nine-weeks) or Term three (3) (third nine-weeks), the student will be permitted to complete the term at their present school but will be required to move to the new school at the end of that term.

HOMELESS CHILDREN (JBC) (JON)

Homeless students in the Wayne County School District will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law. When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(l), 11432(e)(4) and 11302(a), this school district shall consider and take enrollment action that is in the best interest of the child, pursuant to 42 USC 11432(e)(3).

- The requirements of Section 11 above are minimum requirements and this school district may require additional documentation and verification at any time.

- At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
- The provisions of this policy do not apply to students who reside outside the school district but who have legally transferred into the school district.
- Any court-ordered procedure shall take precedence over any procedure contained herein.

HOMEBOUND PROGRAM

Any student, who is hospitalized for five or more consecutive days and, upon release from the hospital, must remain bound at home under a doctor's care for 20 or more consecutive days, may be classified as homebound. In order to receive such classification, the student must obtain a letter of recommendation from his/her physician.

The letter must be typed on stationery with a doctor's or clinic's letterhead and signed by the physician. In the letter, the physician must explain the necessity for the student being homebound and indicate the number of days the student must remain homebound.

The letter must be presented to the principal, who will determine approval for homebound classification. Homebound status will become effective on the date the principal grants approval. Teachers will be notified immediately of any student who is homebound. The school district will provide school work for the homebound student according to state law. A homebound student is not excused from assignments and tests.

HOME-SCHOOLED/TRANSFER STUDENT TESTING (JBCD)

The Wayne County School Board encourages the admission of all eligible students to the Wayne County School District. All students seeking to enter the Wayne County School District from a home school environment shall be placed in grades and classes in accordance with the following criteria:

Elementary: (Grades K-8)

- All students seeking to transfer from any school public, private or homeschool within or outside of the bothey apply for transfer to such public school. Such tests shall be administered within thirty (30) days after the filing of each such application for transfer. Notice of the giving of such test shall be given to the applicant no less than five (5) days prior to the date of the administration of such test.
- The administrative head, or the district's designee, shall administer the test or tests to such pupil or pupils as they apply for transfer to such public school. Such tests shall be administered after the filing of each such application for transfer. Notice of the giving of such test shall be given to the applicant prior to the date of the administration of such test.

- No transfer of a pupil shall be affected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he/she is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Before the test is given, the principal may assign the student to a temporary grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.
- If any student is transferred or reassigned within the school district by order of the board of trustees of that school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived.

ATTENDANCE POLICIES

ATTENDANCE POLICIES (JBA) (JBAC)(JBB) (JBD) MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW SUMMARY

- A. A parent, guardian or custodian of a compulsory-school-aged child in this state shall cause such child to enroll in and attend a public school or legitimate nonpublic school for the period of time that such child is of compulsory-school-age, except under the following circumstances:
- When a compulsory-school-aged child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
 - When a compulsory-school-aged child is enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children.
 - When a compulsory-school-aged child is being educated in a legitimate home instruction program.
- B. Unlawful Absences – An “unlawful absence” is an absence during a school day by a compulsory-school-aged child, whose absence is not due to a valid excuse for temporary non-attendance.
- C. Excused Absences - The following are the only reasons for which an absence may be considered excused:
- Authorized school activities (requires prior approval)
 - Personal illness/injury
 - County health officer isolation
 - Death/serious illness of immediate family member (children, spouse, grandparents, parents, brothers, sisters, including step-brothers and step-sisters)
 - Medical or dental appointment (requires prior approval, except in cases of emergency)
 - Attendance in court as a witness if under subpoena or part to the action
 - An absence may be excused if the religion to which the compulsory-school-age child or such child’s parents adhere requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent of the school district or his designee, but approval should be granted unless the religion’s observance is of such duration as to interfere with the education of the child.
 - An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel, including vacations or other family travel. Approval of such absence must be gained from the superintendent of the school district or his designee prior to the absence, but such approval shall not be unreasonably withheld.
 - An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory-school-age child’s non-attendance. However, no absences shall be excused by the school superintendent or his

designee when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

- D. Any parent, guardian or custodian of a compulsory-school-aged child subject to the provisions of this law who refuses or willfully fails to perform any of the duties imposed upon them under the provisions of this section or who intentionally falsified any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and upon conviction, shall be punished in accordance with the provisions of Section 97-5-39, MS Code §37-13-91 of 1972.

Upon prosecution of a parent, guardian, or custodian of a compulsory-school-aged child for violation of this section, the presentation of evidence by the prosecutor that shows that such child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year of the public school that the child is eligible to attend, or when the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a *prima facie* case that the child's parent, guardian, or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon them under the provisions of this section. However, no proceedings under this section shall be brought against a parent, guardian, or custodian of a compulsory-school-age child unless the school attendance office has contacted the parent or guardian promptly the home of the child and has provided written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance. If a compulsory-school-aged child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which the child is eligible to attend, or the child has accumulated five (5) unlawful absences during the school year of the public school in which such child is enrolled, the school shall, within two (2) school days or within five (5) calendar days, whichever is less, report such absences to the designated school attendance officer of the youth court or family court.

Points to Remember

1. "Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. MS Code §37-13-91
2. These children must be enrolled in school within fifteen (15) calendar days after the first day of the school year of the public schools which the child is eligible to attend.
3. Upon prosecution of a parent, guardian or custodian of a compulsory-school-age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a *prima facie* case that the child's parent, guardian or custodian is responsible for the

absences and has refused or willfully failed to perform the duties imposed upon him or her under this section.

4. The parent(s)/guardian(s) of these children are responsible for seeing that their children attend school.
5. Days suspended/expelled from school are unexcused unlawful absences, but are NOT reported as truant according to MDE Chapter 30 Rule 30.2 Part 1.b.

A student benefits from good school attendance and promptness to classes. Those benefits include an opportunity to expand present knowledge; an opportunity to learn more; an opportunity to practice under the guidance of a professional; an opportunity to interrelate with peers; and an opportunity to participate in one-time unique experiences. Absences from school result in loss of “time on task” and each student’s absence lowers average daily attendance resulting in a loss in state funding. School attendance is considered an important responsibility of the student and parents. Because student attendance affects student learning, a parent conference may be required if a student has excessive absences, regardless of whether the absences are excused or unexcused. The Wayne County School District supports the philosophy that the instructional program is the most vital part of formal education. School attendance is considered very important in order for a student to obtain maximum benefits from his/her educational program; experience has shown that high quality of work is virtually impossible to perform with irregular attendance. Therefore, students are expected to attend school at all times when school is in session.

ABSENCES (JBA) (JBAC) (JBD)

In order to be counted present, a student must be in attendance for at least half of the class period. All absences from school shall be classified under the following headings:

Official

An official absence is when a student is representing the school in some official capacity in or out of the city. This classification includes when students are a part of a school related field trip or other educational activity. The teacher or sponsor will issue a list of all students who are to be excused. This list will be approved by the district and/or building administrator. The list will be the excuse for the absence; no other excuse will be necessary. All work missed must be made up as arranged by the teacher whose class was missed.

Excused Absences

An excused absence is one which results from personal illness, death or serious illness in the family, observances of religious holidays of a student’s own faith, or special circumstances such as court summons, family emergencies, weather extremes which require immediate action and that the school principal deems necessary. Absences, other than those listed above, should be cleared through the principal’s office before the student is absent.

In order for any absences (except for official absences) to be excused, the parent/guardian must submit a note signed by a parent/guardian stating the reason for the absences. The student must submit this written excuse to

the proper school official at the beginning of the day the student returns to school. The school will accept a total of seven (7) days per year with a parent/guardian note for the absences. After seven (7) days of absences with a parent/guardian note, a doctor's excuse will be necessary for an excused absence.

Out-of-School Suspensions

The Mississippi Supreme Court ruled in the case of *Board of Trustees of the Pascagoula School District v. T.H.* that out-of-school suspension days must be counted as unexcused absences, but the students will be allowed to make up their missed assignments.

Unexcused (Unlawful) Absences

An unexcused or unlawful absence is an absence during a school day by a compulsory-school-age child which is not due to a valid excuse for temporary non-attendance. The Wayne County School District follows the Mississippi Compulsory School Attendance Law in reporting unexcused/unlawful absences to the County Truancy Officer and the Department of Human Services. When a student accumulates five (5), ten (10) or twelve (12) unlawful absences, the principal or their designee will notify the Truancy Officer. Students will be allowed to make up work missed when absent.

Procedure for Return to School

When a student returns to school after an absence, the student should bring a written excuse to the proper school official. The note must contain the date the note was written, the day and date of the absence, the reason for being absent, and the signature of the parent or guardian. If a student returns to school without a written excuse from a parent/guardian, an unexcused absence is recorded until a note is sent to the proper school official signed by the parent or guardian. **This note must be sent no later than three days after the students' absence.**

MAKE-UP WORK

Excessive Absences/Excessive Tardiness/Excessive Check-outs for all absences, 100% of the grade will be given as credit for make-up work required by the teacher. The time given for make-up work shall be the same number of days the student is absent.

STUDENT ARRIVAL AND DEPARTURE TIMES

Students are not to arrive on the school campus prior to 7:00 a.m., before the beginning of the school day, when teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by school bus. Students are to leave school at the end of the school day unless they are participating in a supervised school activity and are under the direct supervision of a teacher.

TARDINESS (JBD)

To School

A pupil is tardy if he/she arrives at any time after the instructional day begins. Any pupil who is tardy must report to the attendance office before going to class. When a student is tardy, the parent or guardian must come inside the school office to sign the student in .

To Class

Students are tardy when they enter the classroom at any time after instruction begins designated by the schedule. Students are allowed time to pass from one class to the next and should not be tardy except in cases of emergency.

Consequences of Tardiness to School or to Class:

1. A warning issued by the teacher.
2. A warning issued by the administration.
3. Parent contact and In School Suspension (ISS) or corporal punishment.
4. Parent contact and In School Suspension (ISS) or corporal punishment.
5. Any tardiness beyond 5 and above, days will be considered a Level 2 violation and will warrant disciplinary action under Level 2 by administration.

CHECK-OUTS

While checking out of school is sometimes necessary, the school discourages check-out as much as possible. Please make an attempt to schedule doctor's appointments after the school day has ended. If check-outs are necessary, they should be done at the end of a block. **Calling students to come to the office is disruptive to the instructional environment.** No student will be allowed to check out after 1:30 p.m. unless the principal or his/her designee determines there is an emergency. No student shall leave school without permission from a principal or his designee. Students shall be allowed to check out of school for personal illness or a bona-fide emergency. Students must secure an early dismissal request from the personnel office and a parent or guardian must sign the student out before the student will be allowed to leave school.

- Students having an appointment with a medical doctor or dentist or having other valid reason(s) may check out of school as follows:
 - a) A parent or guardian may come to the school and check out a student
 - b) The student may present a doctor or dental appointment card to the attendance office and receive approval for an early withdrawal.

When a student is checked out, a note must be submitted when the student returns to school. In order for the check-out to be excused, it must meet the guidelines for excused absences. **Early check-outs are strongly discouraged. School based incentives will be given to students who do not have unexcused tardies or check-outs during the nine weeks.**

CHECK-OUT PROCEDURES

The student may present a written excuse from the parent or guardian to the attendance office, which contains the following:

- a) The date written;
- b) The name of the student;
- c) The date(s) of the student's absence;
- d) The reason/cause of the absence or early check-out;
- e) The signature of the parent or guardian;
- f) The school administration will determine if a check-out is excused or unexcused;
- g) Parents or guardians coming for students during school must wait for the class to end before the student may be checked out unless there is an emergency;
- h) In order to ensure the safety of our students, parents or guardians or other approved adults that parent or guardians have approved on the check-out list may check-out students, but photo identification is required of all adults checking out students. (no phone calls will be accepted)
- i) Any student checking out of school will not return to campus, nor will the student remain on campus after checking out unless they have the permission of the administration, unless they are returned to school by a parent/guardian.

All calls to parents or guardians due to a student's sickness or other emergency must be from the administrative office, unless approved by an administrator.

LEAVING CAMPUS

No pupil may leave school at any time during the school day without permission of a principal or without following proper procedures.

Any pupil leaving school without permission of a principal will be considered truant. (skipping off campus)

Any student who arrives on campus early must remain on campus. Should any student arrive on campus early and leave, the student will be considered truant and shall be suspended regardless of the time they arrive back to campus. (skipping off campus)

Parents or guardians coming for students must wait for the class to end before the student may be checked out unless there is an emergency. Parents or guardians will be asked for photo identification and must wait in the office while waiting for the student.

LEAVING CLASS

Students assigned to a class will be expected to remain under the supervision of their teacher for the entire period. No students are to be dismissed from class unless there is an emergency. Hall passes are required any time a student leaves class for any reason. Students will also be required to sign in and out of class with the hall pass. The sign in and out form should include the following information:

- Student's name
- Time the student leaves the class
- Time the student returns to class
- Nature of the emergency
- Signature of the student

Students are not to work for another teacher unless approved by both teachers first and then approved by the administration.

Only one student will be allowed out of class on a hall pass unless there is an emergency and someone needs to accompany the student.

CONDUCT POLICIES AND CONSEQUENCES

STUDENT DISCIPLINE (JD)

The Wayne County School Board has the power, authority and duty to suspend or expel a student for misconduct in the school, upon the school buses, at the bus stop, on the road to and from the school, during recess, upon the school playground or at school sponsored activities and to delegate such authority to the appropriate officials of the school district. (§37-7-301(e)(1987)(§37-9-69)

The Wayne County School District supports teachers' efforts to teach and address the growth of positive student attitudes and behavior.

Disruptive students will be referred to the school administration.

Disruptive behavior is defined as conduct that is so unruly, disruptive or abusive that it seriously interferes with the school teacher's or the administrator's ability to communicate with students in the classroom, with students' ability to learn, or with the operations of a school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property.

Habitual disruptive student refers to actions of a student who has caused disruption in a classroom, on school property or vehicles or a school-related activity on three (3) or more 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 modification plan by a principal, teacher and parent. After the second act of disruptive behavior during a school year, a psychological evaluation may be performed upon the child. Any student who is thirteen (13) years of age or older who 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 a school year.

STUDENT CONDUCT (JCA)

Citizenship in a democracy requires respect for the rights of others. The students of Wayne County School District shall be expected to conduct themselves in a manner that the rights and privileges of others are not violated. Students shall respect constituted authority and conform to school rules and regulations and provisions of law which apply to the conduct of juveniles or minors.

A principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds, during a school related activity or on a school bus.

MS Code§37-9-71

Also included is conduct occurring on property other than school property or other than at a school related event when the conduct by a pupil, in the determination of the school superintendent or principal,

renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole. (MS Code §37-7-301) Any school official may correct any type of student misconduct.

- A. Causes or attempts to cause damage to school property or steals or attempts to steal school property.
- B. Causes or attempts to cause damage to private property or steals or attempts to steal private property.
- C. Causes or attempts to cause physical injury to another person except in self-defense.
- D. Continued disobedience or persistent defiance of proper authority. (MS Code §37-1-43)
- E. Behavior which is detrimental to the welfare, safety or morals of other students. (MS §37-11-1)
- F. Using unchaste or profane language, the use of unchaste or profane writing and/or the drawing of obscene pictures.
- G. Using or possessing any nicotine/tobacco products.
- H. Committing any offense which tends to interfere with the educational process.
- I. Using, possessing, selling or being under the influence of any controlled substance or drug on a school campus, school bus or at any school-sponsored event.
- J. Using, possessing, selling or being under the influence of alcohol on a school campus or school bus or at any school related activity.
- K. Students are not to molest or bother in any way (harass, intimidate or threaten) other students or school personnel while at school or at school activities. Students guilty of these infractions will be disciplined accordingly. This discipline will result in suspension, expulsion and/or arrest. The parents/guardians of these students will be notified immediately.
- L. Possesses one or more self-defense devices (mace, pepper spray, and other chemical sprays).
- M. Any student whose conduct interferes with the learning process of others will be removed from the classroom and dealt with immediately.

EIGHTH GRADE PROMOTION PARTICIPATION

In order to participate in eighth grade promotion ceremonies, the student must have a 95% attendance rate, must attend the practice activities for promotion and pay all promotion fees and any other fees or fines owed.

CHEATING

Students caught cheating will be dealt with according to the following:

- 1st Offense:** Students will be given a "0" on the assignment and parents notified. There will be no re-test or alternate assignment given.
- 2nd Offense:** Student will be charged with a Level 3 violation, receive a "0" in the assignment and parents notified. There will be no re-test or alternate assignment given.

Plagiarism is cheating and is defined as the practice of taking someone else's work or ideas and passing them off as their own.

USE OF SOCIAL NETWORK MEDIA (JDDA)

Students who use the social network media to commit acts of bullying or harassment or make threats that cause disruption to the educational environment of the school will be subject to suspension, expulsion and/or arrest.

SOCIAL MEDIA POLICY

Section: K-General Public Relations

Policy Code: KE-Social Networking/Websites that Represent the School District

Wayne County School District (WCSD) recognizes the benefit in maintaining a web presence via social media and other websites. WCSD encourages open dialogs that these types of venues create. WCSD encourages public interaction and communication about the content posted on all social media channels. When comments are made and participation by the public occurs, the former “public forum” environment is transformed to a “limited public forum,” meaning the space is designated for speech by certain groups or for discussion of certain topics. This does not mean that WCSD supports or agrees with the content, opinions, or views expressed with any comments on WCSD social media accounts. The user who posts the original comment is solely responsible for the content of the comment speech by certain groups or for discussion of certain topics. WCSD also recognizes that when WCSD allows for an open dialog in a public setting that individuals may abuse that by posting information that will be viewed as disrespectful or hurtful. Furthermore, when community groups, clubs or parent organizations create sites/pages that represent any WCSD entity, WCSD must be assured that this representation is in compliance with WCSD policies and that they promote the mission of WCSD.

WCSD does not discriminate against views or opinions posted to our WCSD-owned accounts, but WCSD reserves the right to remove any comment made on any of our channels. Public comments will never be modified or edited by WCSD; the comment will be deleted in its entirety.

Below you will find WCSD’s Rules of Engagement that will be published on any social media site that represents the WCSD. This provides a list of reasons WCSD will remove a comment or ban an individual or account.

Rules of Engagement

The goal of using social media and websites by WCSD, including all of the schools in the WCSD and teachers or sponsors associated with those schools, is to share important information with our public and engage in an open and respectful dialogue. To help accomplish this goal, WCSD asks individuals to abide by the following guidelines:

- Participants must not engage in abusive, vulgar, obscene, racist, threatening or harassing comments made in the direction of others.
- Participants must not engage in libel, slander or personal attacks of any kind, including the use of offensive terms or slurs that target specific individuals or groups.
- Participants must not engage in using spam, including content that promotes products or services or contains gratuitous links.
- Participants must not engage in unsupported accusations towards WCSD employees, students or other parents.
- Participants must not engage in comments that suggest or encourage illegal, dangerous or destructive activity.

- Participants must not engage in vulgar or obscene language.
- Duplicate posts or topic comments may be removed.
- Political campaigning or lobbying will be removed.
- Misrepresentation/misinformation of WCSD will be removed.
- Postings incorrectly made as a WCSD representative will be removed.
- Comments made by fake accounts will be removed.
- Participants must not engage in open conversations or personal issues.
- Participants must not engage in personal attacks or comments that are deemed offensive to any member of our community as they will not be tolerated.
- Questions for a specific employee should be communicated via their school email.
- Participants must be aware of the purpose. The purpose of the WCSD is education. Be certain that your comments are appropriate for an educational environment and participants of all ages.

WCSD and individual schools may use social media sites and services for communications, marketing and other purposes. Control and management of those pages are only by WCSD designated individuals. No one may create any official WCSD or school social media page without the express consent of the Superintendent of Schools.

Participants, including any accounts of association, who repeatedly fail to adhere to the rules above are subject to being blocked on WCSD-owned social media channels.

STUDENT COMPLAINTS OF BULLYING, CYBER BULLYING OR HARASSING BEHAVIOR (JDDA) Amended Policy

Bullying or harassing behavior in all public schools in Mississippi is prohibited.

(MS Code §37-11-67; MS Code §37-11-69)

Definition

Bullying or harassing behavior is any pattern (repeated over time) of gestures or written, electronic (Cyber-bullying) or verbal communications or any physical act of threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that:

- a) Places a student in actual and reasonable fear of harm to his /her person or damage to his/her property;
- b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school sponsored function, on a school bus, or when it takes place off school property when such conduct in the determination of the school principal or superintendent renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of other students at the school. (MS Code §37-11-67; MS Code §37-7-301)

Harassing behavior or harassment is defined as a knowing and/or willful course of conduct directed at a specific person and which seriously alarms, annoys or threatens that person and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress. This harassment can be sexually motivated or motivated because of gender. (MS Code§97-3-107)(D)

Procedure for Student Reporting of Bullying or Harassing Behavior

Any student who feels he/she is a victim of bullying or harassing behavior or who has witnessed another student being bullied or harassed, should report such conduct **immediately** to a teacher, counselor, principal or some other school official. Any school official (other than a principal) receiving a report of bullying or harassing behavior from a student should **immediately** refer the student to a principal. The principal should then clearly document in writing, what happened, when and where it occurred, who was involved and who witnessed the alleged bullying or harassing behavior. The principal should at that time gather any information needed and engage in any investigation needed to determine what action will be taken. If the principal determines that a student has been the victim of bullying or harassing behavior, then the principal will take disciplinary action according to the consequences given for a Level 4 Violation.

The discipline program which governs student behavior includes behaviors and consequences that result in a student being placed on a discipline ladder. All disruptions/discipline problems and consequences are applicable to all students during all periods of time they are under and subject to the jurisdiction of the Wayne County School District as defined by the laws of the State of Mississippi and/or while they are participating in or going to or from any activity sponsored by the school and/or while under the supervision and direction of any teacher, principal or other authority of the Wayne County School District. Parents who do not want their child to be paddled should obtain and sign a Corporal Punishment Disallowance Form from the office of the school where the child is enrolled. This form must be signed by the parent/guardian and will be kept on file in the school office. Principals may choose to address any Level 1 or Level 2 violations with corporal punishment if a principal deems it appropriate.

Procedure for Student Reporting of Bullying or Harassing Behavior

Any student who feels he/she is a victim of bullying or harassing behavior or who has witnessed another student being bullied or harassed, should report such conduct immediately to a teacher, counselor, principal or some other school official. Any school official (other than a principal) receiving a report of bullying or harassing behavior from a student should **immediately** refer the student to a principal. The principal should then clearly document in writing, what happened, when and where it occurred, who was involved and who witnessed the alleged bullying or harassing behavior. The principal should at that time gather any information needed and engage in any investigation needed to determine what action will be taken. If the principal determines that a student has been the victim of bullying or harassing behavior, then the principal will take disciplinary action according to the consequences given for a Level 4 Violation.

ASSERTIVE DISCIPLINE LADDER

In order to develop an effective discipline plan, it is necessary to classify behavior according to the degree of severity. It is also important to provide guidance as to who has responsibility to manage each category of misbehavior. Therefore, each misbehavior shall be classified in one of five categories listed below.

LEVEL 1 VIOLATION

These misbehaviors are minor infractions of school policy. Management of Level 1 misbehaviors will begin with the teacher in accordance with the sequence of actions outlined below. However, if a student continues with Level 1 misbehavior after a teacher has followed and documented the procedures below, then the teacher may upgrade the misbehavior to Level 2 misbehavior. The teacher's procedure for managing a Level 1 misbehavior, which occurs in his/her classroom will be as follows:

Level 1 Violations include the following:

- A. No consumption of food or drink in the classroom and no carrying of food, drinks or gum into building unless the items are concealed in a legitimate book bag or lunch box;
- B. Intentional littering;
- C. Improper cafeteria conduct;
- D. Inappropriate displays of affection;
- E. Making excessive noise;
- F. Talking in class;
- G. Sleeping in class;
- H. Failure to follow classroom rules;
- I. Refusal to do work;
- J. Disruption of learning;
- K. Violation of grooming rules (checked by the first period teacher); and/or
- L. Tardies

1st Offense: Verbal warning upon first occurrence

Change seating assignments

Counsel student privately

2nd Offense: Notify parent/guardian of misbehavior

3rd Offense: Corporal Punishment (teacher discretion) or refer to the principal (this can escalate to a Level 2 misbehavior)

If any teacher or other school employee observes a student committing a Level 1 Violation outside the classroom or in the cafeteria, then the teacher, or school employee should approach the student and ask the student to correct the behavior. If the student refuses, then the student should be sent to the office. This refusal will be treated as a Level 2 Violation.

LEVEL 2 VIOLATIONS

These misbehaviors warrant immediate referral to administrators for action as soon as possible. The procedure for managing Level 2 misbehavior will be as follows:

Level 2 Violations include the following:

- A. Any Level 1 misbehavior that has been upgraded to Level 2 according to procedure;
- B. Use of profanity or profane gestures;
- C. Inappropriate written, verbal or electronic comments to students which are excessive or extreme;
- D. Skipping on campus;
- E. Being in a restricted area;
- F. Gambling;
- G. Refusal to give name upon request;
- H. Inappropriate use or open display of cell phones, tablets, laptops or any electronic devices not used for academic purposes during the school day (while students are on campus). When electronic devices are used for academic purposes in the classroom, the teacher must have an electronic device procedure.
- I. Refusal to stop disruption of learning after teacher has warned student and applied disciplinary intervention;
- J. Continued refusal to complete class assignments or disruption of learning after student has returned to the classroom from being disciplined in the office; and/or
- K. Excessive tardies.

1st Office Visit: Contact Parent and corporal punishment.

2nd Office Visit: Contact Parent, corporal punishment, or In-School Suspension (ISS, or detention).

3rd Office Visit: Three (3) days Out of School Suspension (OSS), and parent conference

Referrals beyond 3rd Office Visit: Will be automatically moved to Level 3 Violations.

Under routine circumstances, an administrator managing Level 2 Violations will apply the sequence of disciplinary actions. However, depending upon the frequency and seriousness of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure.

LEVEL 3 VIOLATIONS

These misbehaviors are considered major violations. An administrator should be called for students guilty of such violations for disciplinary action. The procedure for managing Level 3 misbehavior, depending upon circumstances is as follows:

- Five (5) days In-School Suspension (ISS) or two (2) days Out of School Suspension (OSS or detention).
- Three (3) days Out of School Suspension (OSS) with a parent conference.

- Five (5) days Out of School Suspension (OSS) with a parent conference.
- Referrals beyond the 3rd office visit will be automatically moved to Level 4 Violations.

Level 3 Violations include the following:

- Extreme or excessive written, verbal or electronic disrespect or using extreme or excessive profanity or provocative language to teachers or staff member;
- Physical contact or verbal provocation;
- Possessing, using or transferring tobacco products including electronic smoking devices, cigarette lighters, vapes, etc.
- Physical harassment of a sexual nature, which includes, but is not limited to unwelcome touching, pinching, patting or brushing against another person;
- Skipping and leaving campus;
- Refusal to give cell phone, tablet, laptop or other electronic device to a teacher, administrator or staff;
- Inappropriate posting, texting, videoing, recording or use of social media during school hours or that interrupts the instructional process;
- Refusal to comply with grooming rules; and/or
- Refusal to follow directions of school personnel.

Under routine circumstances, an administrator managing a Level 3 Violation will apply the sequence of disciplinary actions and may have a student arrested. However, depending upon the frequency and seriousness of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure.

LEVEL 4 VIOLATIONS

These misbehaviors are not only violations of school policy but also violations of state laws. Any teacher who observes any unlawful activity shall notify an administrator immediately. The administrator shall notify the parents or guardians of the student committing any Level 4 Violations. Furthermore, administrators shall notify the Superintendent of Education or his designee, and then the proper authorities. The procedure for managing Level 4 misbehaviors will be as follows:

- Suspension for five (5) days
- Suspension for six (6) days and/or Alternative School
- Suspension for six (6) days and recommend expulsion.

Level 4 Unlawful Violations include the following:

- Fighting and/or instigating a fight (arrest dependent upon severity);
- Theft or damage of school or private property;
- Aggravated or simple assault upon anyone;
- Verbally or maliciously threatening another person;
- Threatening with a play gun or water gun;

- F. Sexual misconduct
- G. Habitually disruptive
- H. Bullying, cyber-bullying or harassing behavior;
- I. Pornography/using cell phone or other electronic device to produce/post pornography;
- J. Possession or under the influence of alcohol.
- K. Statement by student that they are in possession of a weapon (ie knife, gun, etc.)

Under routine circumstances, an administrator managing the above violations will apply the sequence of disciplinary actions listed. However, depending upon the frequency and seriousness of the student's misconduct, the administrator may advance to any step in the procedure.

LEVEL 5 VIOLATIONS

Mississippi State Law requires that an administrator recommend automatic expulsion for a student guilty of Level 5 Violations.

- Suspension for Six (6) days and recommend Automatic Expulsion.

Level 5 Violations include the following:

- A. Student's involved in any gang-related activities. (MS Code §37-11-37)
- B. Possession of any instrument defined as a weapon. (MS Code §37-11-18)
- C. Possession or under the influence of drugs. (MS Code §37-11-18)
- D. Possession of explosive devices. (MS Code §37-11-18)
- E. Commits a violent act on school property. (MS Code §37-11-1)
- F. Rape
- G. Sexual battery

ELECTRONIC DEVICES

When electronic devices are used for academic purposes in the classroom, the teacher must develop an electronic device procedure.

SPECIAL EDUCATION STUDENTS

A special education student may be suspended from school if his/her behavior represents an immediate physical danger to his/herself, or constitutes a clear emergency within the school which makes removal from school essential. Such removal shall initiate a comprehensive review of the student's IEP.

STUDENT SUSPENSION/EXPULSION (JDD) (JDE)

Suspension is the denial of the privilege of attending school in the Wayne County School District. Due process must be offered to students prior to suspension.

When unacceptable behavior cannot be corrected by the resources of the school, the school board authorizes the school principal or their designee to suspend any student for violation of any published rule or regulation or for any act of misconduct or insubordination as a final effort to influence the student's behavior.

Suspension Period

A principal or their designee, may suspend students for a period not to exceed ten (10) school days for any one (1) infraction of the student conduct standards. All attendance policy guidelines will be adhered to while a student is on suspension.

Any student suspended or expelled from the Wayne County School District:

- A. Shall not trespass upon any Wayne County School campus or enter any Wayne County School building except for a pre-arranged conference with a principal.
- B. Shall not attend any day or night activities on a Wayne County campus.
- C. Shall not participate in athletic or any other extra-curricular activities on a Wayne County School campus.
- D. All of the above sections apply to students expelled and/or assigned to the Alternative School.
- E. Any student suspended from school must make up for all work missed. All provisions pertaining to make-up work must be adhered to.

DUE PROCESS/PROCEDURES FOR SUSPENSION (JCAA)

The superintendent of schools and/or principal of a school have the power to suspend a student for a good cause or for any reason for which such student might be suspended.

Procedures

- Students being suspended shall be given oral or written notice of the charges against him/her by a principal or his/her designee.
- The student shall be given an explanation of the evidence that a principal or his/her designee has against him/her and shall be given an opportunity to present his/her side of the situation verbally and/or in writing. This opportunity will be considered due process for the student.
- The principal or his/her designee will give verbal or written notification to inform the parent or guardian of the reasons warranting suspension and the action taken.
- The verbal or written notification given to the parent or guardian will be considered due process.
- Students who have been suspended from school must return to school accompanied by a parent or guardian for an entrance conference with the principal or his/her designee before being readmitted to school.

DUE PROCESS/PROCEDURES FOR EXPULSION (JCAA)

In case of expulsion, a written notice shall be sent to the parents or legal guardian giving reasons for the recommendation of expulsion and arranging a time and place when the administrator shall be available for a

conference with the parent or guardian. In case of expulsion, the parent or guardian will be notified in writing of their right for a due process hearing either before the Wayne County School Board or a committee designated by the Wayne County School Board.

At the hearing, the parent or guardian shall have the right to legal counsel and to all other legal rights.

Procedures

- Students being expelled shall be given oral or written notice of the charges against him/her by a principal or their designee.
- The student shall be given an explanation of the evidence that a principal or their designee has against them and shall be given an opportunity to present their side of the situation, verbally and/or in writing. This opportunity will be considered due process for the student.
- The principal or his/her designee will give verbal and written notification to inform the parent or guardian of the recommendation for expulsion.
- In addition, the principal or his/her designee will give written and verbal notification to the superintendent of the student being recommended for expulsion.
- The superintendent or his/her designee will give verbal and/or written notification of the expulsion to the parent or guardian informing the parent or guardian of their right for an appeal hearing before the district expulsion committee. The date and time for this hearing will be set by the superintendent. If the parent or guardian chooses to be represented by legal counsel at the hearing, the parent or guardian must notify the superintendent in writing three (3) days prior to the appeal hearing. After the appeal hearing before the district expulsion committee, the parent or guardian does have the right to appeal to the Wayne County Board of Education, provided they have followed the proper procedures. Due process for the parent or guardian whose child is being expelled will be conducted through the procedures listed above.
- Students being recommended for expulsion may be subject to criminal charges being filed against them and/or arrested.

HEARING PROCEDURES (JCAA)

Students who are expelled from school have the right to appeal such action to the Wayne County School Board provided they follow the proper procedure. In case of suspension, a written notice shall be sent to the parents or legal guardian giving reasons for such suspension and arranging a time and place when the administrator shall be available for a conference with the parent or guardian. In case of expulsion, the parents or legal guardian will be notified, in writing, of the time and place of a hearing either before the Wayne County School Board or a person or committee designated by the Wayne County School Board.

At the hearing, the parent or guardian shall have the right to legal counsel and to all other legal rights. If the parent or guardian is going to be represented by legal counsel, then the parent or guardian should notify the superintendent in advance of the hearing. The hearing shall take place at a time and place designated by the school board and decision rendered.

All school board hearings involving students will be confidential.

PROCEDURES FOR ADVOCATES

After the principal notifies the parents or guardians of the suspension or recommendation for expulsion and the reasons for the suspension or recommendation for expulsion, if the parents or guardians feel that due process or discipline procedures have not been properly followed or if the parents or guardians feel there is pertinent information that was not considered, the parents or guardians may request the aid of an advocate and then request another meeting with the principal with the advocate present. There can be no more than one (1) advocate, and an advocate cannot be in lieu of the parent. If after the parent's or guardian's advocate meeting with the principal, the parents or guardians still have concerns about due process and discipline procedures being followed, the parents or guardians may then request a parent/guardian advocate meeting with the superintendent. This request will be made in writing by the parents or guardians and submitted to the superintendent's office. The Superintendent's Office will then notify the parents or guardians of the time and place of the parent/guardian advocate meeting with the superintendent. The parents/guardians' advocate meeting will not preclude any meeting before the District Expulsion Committee. The advocate is not considered legal counsel.

Definitions/Explanations of Terms

- A. Limited expulsion is the denial of school attendance through the end of the current school year.
- B. Unlimited expulsion is the denial of school attendance for a specific period of time beyond the beginning of the next school year or any permanent denial of school attendance.
- C. Long-term suspension is the denial of school attendance for any period in excess of ten (10) days during the current year.
- D. The age of relinquishing Youth Court jurisdiction is lowered from eighteen (18) to seventeen (17) when the offenses committed by the child would be a felony if committed by an adult. (MS Code §37-13-53).

CORPORAL PUNISHMENT (JDB) MS Code §37-11-57

As a matter of board policy, reasonable corporal punishment of a student is permitted as disciplinary measure in order to preserve an effective educational environment, which is free from disruption and is conducive to furthering the educational mission of the school board. The superintendent shall establish and enforce rules and regulation governing the administration of corporal punishment, which are consistent with the Wayne County School Board Policy HB 1182 prevents the use of corporal punishment with any student that has an IEP or a 504.

AFTER SCHOOL DETENTION

The Wayne County After School Detention (ASD) will be housed at the respective schools. The decision to place a student in ASD will be the responsibility of the school administration. Participation in extracurricular activities will be the decision of the supervising principal.

GANG RELATED ACTIVITIES (JCBB) MS Code §37-11-57, 38-41

Gangs, which initiate, advocate or promote activities that threaten the safety or well-being of persons or property in school or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, other accessories or manner of grooming, which by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation which such a group, presents a clear and present danger and is prohibited.

Any incidents involving initiations, hazing, intimidation, and/or related activities of such a group affiliation, which are likely to cause bodily danger, physical harm or personal degradation of disgrace resulting in physical or mental harm, is prohibited.

Where gang activities are suspected or confirmed, a complaint will be filed in accordance with the “Mississippi Street Gang Act” (MS Code §97-44-11). Any violation of this policy will result in disciplinary action by the school administration. The student/students involved in the violation shall be suspended and could be expelled from school. (MS Code§97-44-11)

PROHIBITED ORGANIZATIONS (JCDBA)

No student shall actively participate or wear clothing or other indications of membership in an organization, which advocates violence or hatred toward any group of students and other individuals, or an organization which either intends to or does disrupt the educational process through its purpose or actions.

WEAPONS AND EXPLOSIVE DEVICES (JCBE)(JCDAE)(JCDAE-2)(JCBH)

In accordance with the MS Code §37-11-18 (1972), any students in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handguns, other firearms or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property, shall be subject to expulsion for a calendar year.

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.

If any student violates this policy, the weapon will be confiscated, the Youth Court authorities notified, the parent’s guardians notified and the student suspended pending a hearing.

MS Code§97-37-17, creates a weapon-free school zone and includes the following language:

1. Describes a felony for any person to bring a gun/guns or dangerous weapons onto school property.
2. Describes a felony for causing a minor to bring a gun/guns or dangerous weapons onto school property.
3. Describes a misdemeanor for any person to bring certain weapons onto school property.
4. Describes a misdemeanor for causing a minor to bring certain weapons onto school property.

The Wayne County School District strictly forbids the possession or use of any type of fireworks on any school property or at any school event.

The Wayne County School District also considers the possession of fireworks on a school bus, on a school campus or at a school function dangerous and the student will be suspended for three (3) days. Any student detonating any fireworks on a school campus, on a school bus or at a school function will be suspended for six (6) days and may be arrested and/or expelled from school.

USE OF TOBACCO, DRUGS AND ALCOHOL (JCDA) (JCDAC)

Having in one's possession on school property or at school events, alcohol in any form, tobacco, tobacco paraphernalia, smokeless tobacco, electronic smoking devices or any illegal drug is prohibited. Use of, distribution of, being under the influence of, or any pretense related to use, distribution or being under the influence of any of the above-mentioned products is included in this prohibition. Use of legal substances in a way that causes intoxication or abnormal behavior is also included here. Students possessing or using alcohol, illegal drugs, or "look alike" drugs on school campus or at a school event will be suspended and reported to the police. The same consequence will apply to students who are under the influence of any of the above, exemplified by breath, conduct or other observable behavior.

MS Code§97-32-25 - This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000."

MS Code§97-32-27

1. **"Adult"** means any natural person at least eighteen (18) years old.
2. **"Minor"** means any natural person under the age of eighteen (18) years old.
3. **"Person"** means any natural person.
4. **"Tobacco product"** means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco or electronic smoking devices/vapes.
5. **"Educational property"** means any public school building or bus, public school campus grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth-section school land in lieu of land on which is not located a public school owned or operated by the state institutions of higher learning, the public community and junior colleges or vocational-technical complexes where only adult students are in attendance.

MS Code§97-32-29 – No person shall use any tobacco product or electronic smoking devices on any educational property as defined in Section 2 of this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows:

- a) For a first conviction, a warning;
- b) For a second conviction, a fine of Seventy-five Dollars (\$75.00); and
- c) For all subsequent convictions, a fine not to exceed One Hundred-Fifty Dollars (\$150.00) shall be imposed.

The possession or use of any and all tobacco products including electronic smoking devices by students, employees, patrons and visitors on school property, school buses or during any school-sponsored activity is prohibited. Any violation of this policy will result in disciplinary action. In accordance with House Bill 97-32-9, your child will be referred to the Wayne County Youth Court.

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which shall include notice of the date, time and location for hearing before the Justice Court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, “subsequent convictions” are for violations committed on any educational property within the State of Mississippi.

CARE OF SCHOOL PROPERTY (JCBD) (ECBA)

The walls in the building, the furniture in the classroom, library, cafeteria and the buildings and whatever they contain are provided at great expense by parents and taxpayers. Every student should refrain from defacing school property and should make every effort to encourage his/her friends and fellow students to care for school property. Remember, visitors form opinions about you, the student, by the condition of your school. Help the janitorial staff by placing all papers and waste in the containers arranged around the campus for this purpose. If at any time there is an area of the campus that needs special attention, please report this to the school custodian or to the administration.

Any student causing damage to the school property, either intentionally or through neglect on his/her party, will be liable for such damages. He may also be suspended from school. The parents/guardians of any student(s) causing damage to school property will be responsible for the cost of all replacements and repairs.

TRESPASSING (JDD) (JDE)

Trespassing is unauthorized presence on school property. Students who are suspended, recommended for expulsion, or expelled, but are on campus unaccompanied by a parent/guardian will be considered to be trespassing.

VANDALISM/GRAFFITI (JCBD)(EBCA)(ECBN)

Vandalism is intentional damage to school property, or to the property of others which is located on school property.

The Wayne County School District will not tolerate students writing on or otherwise defacing school buildings. Students guilty of this offense will be placed on the disciplinary ladder according to school

policy, and restitution will be required from the students and/or their parents/guardians. Additional penalties may be imposed by the principal involving non-participation in school activities for the offending student which may be carried over from year to year.

PERSONAL GOODS POLICY

Students will not be allowed to bring rolling backpacks on the school bus or school. This policy is initiated due to the possibility of student injury on the bus and in the school.

Below is a list of restricted items. The items listed are not all inclusive. The school administration will decide if other items are to be added to the list.

Alcoholic beverages	Gameboys/PSP/DSI	Noise-making devices
Any type of weapon	Gambling paraphernalia	Paint guns
Bandanas	Gang paraphernalia	Personal defense items
Bullets/cartridges	Gun caps	Playing cards/dice
CD's	Gun jewelry	Pornographic materials
Fingernail files	Incendiary materials	Sling shots
Electronic cigarettes/Vapes	Illegal drugs	Stink bombs
Head gear	Knives	Stolen property
Fireworks	Laser lights	Synthetic drugs
Firearms	Look alike drugs	Tobacco in any form
Metal picks	Metal picks	Toys/toy weapons
Water pistols	Matches	Walking canes

NOTE: Cameras will be allowed on approved school functions.

This list is not intended to be all inclusive. Any item that causes a disruption to the educational process in the determination of the Superintendent and/or principal will be considered prohibited. Students may also face suspension for bringing restricted items to campus, on a school bus or to a school sponsored event.

NOTE: Cell phones, tablets, laptops, SMART watches and other similar electronic devices may be brought to school but not openly displayed on school property during school hours unless used for academic purposes with permission from the teacher. Inappropriate use of cell phones, tablets, laptops,

SMART watches, or similar electronic devices will generally be handled as a Level 2 Violation. However, more severe punishment may be given according to the offense in the Assertive Discipline Ladder. For example, a student using a cell phone or other electronic device to produce or post pornography, to instigate a fight or to use the device for cyberbullying will be guilty of a Level 4 Violation.

Students who refuse to give a teacher, administrator or other staff member a cell phone, tablet, laptop or other electronic device when requested will be disciplined for a Level 3 Violation.

In the event a Personal Goods Item is brought on school property and is lost, stolen or damaged, the school will not assume any responsibility for the cost or repair of the item.

INTERVIEWS AND SEARCHES BY SCHOOL OFFICIALS (JCDA)

Students in the Wayne County School District have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board of Education must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search student's personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

School administrators and teachers have the right to interview students regarding their conduct and/or the conduct of others.

School administrators, with the assistance of other certified personnel, have the right to search vehicles, lockers and other personal belongings. Locker searches and other searches are to be conducted by at least two (2) members of the schools' professional staff.

INTERVIEWS AND SEARCHES BY LAW ENFORCEMENT OFFICIALS (JCDA)

Law enforcement officials may be called to the school at the request of the school administration. If the law enforcement officials find it necessary to interview students in the performance of their duties, the officials must first contact the school administration.

Prior to a law enforcement official (not to include the school security officers) interviewing a minor child, the school administrator will first inform the parents/guardians of the request. The parents/guardians will be asked to attend the interview. An adult representing the minor child must be present. If for any reason other than at the school administrator's request, a law enforcement official finds it necessary to remove any student from the school campus, the law enforcement official must sign a receipt stating that the student is in his/her custody.

Canine Searches

The district may at any time utilize canines to search vehicles, desks, lockers or school property, except possessions on a student's person, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted, which may then include the search of a student, at the direction of the principal, security guard and responding law enforcement personnel.

ALTERNATIVE SCHOOL (JCD) – K-8

The Alternative School for Middle School Students is a setting for at-risk students. Students in grades K – 8 will be placed in Alternative School by the principal of the school where the student attends. The principal will include information provided from the Behavioral Specialist, and the student's teachers in making this placement. The placement will be made according to the following guidelines:

1. The student has committed a Level 3 or 4 Violation and the principal has considered the severity and/or frequency of this violation and has applied other disciplinary steps for this violation before placing the student in Alternative School.
2. The student has committed a Level 5 Violation and has been recommended for expulsion. The District Expulsion Hearing Committee may recommend to the Superintendent that the student be placed in Alternative School.
3. The student is fourteen (14) years of age in the sixth grade or below or fourteen (14) years of age in the seventh grade and not passing, or the student is in the eighth grade and has failed two (2) or more years **“because the student has demonstrated a consistent pattern of disciplinary problems and a refusal to do his/her school work on a repeated basis”**.
4. Students may be assigned to Alternative School for the following reasons:
 - a. Students coming from treatment facilities;
 - b. Students assigned by Youth Court;
 - c. Students referred at parent/guardian request upon a documented need for placement due to school disciplinary/academic reasons; and/or
 - d. Students who enroll in the Wayne County School District who are coming from an Alternative School or similar program in another district.

Before a student is placed in Alternative School, the principal of the school where the student attends will meet with the student's parents/guardians to explain the reasons for placement. This meeting will be a due process meeting. The length of time that the student will be assigned to Alternative School and the procedures for Alternative School will be explained at this meeting. The Alternative School Principal may, in agreement with the principal where the student attends, release the student from Alternative School before they complete the length of time set at the time of placement. This early release will be based on the student's attendance, behavior and the completion of assigned school work.

DURATION OF ALTERNATIVE PLACEMENT

A student's initial placement in the alternative school shall be for up to 45 days. The principal will generally make a recommendation for the placement. The alternative school principal in consultation with the K – 8 principal may modify the placement if the student assigned meets the requirements. At an intake conference, the alternative school principal and counselor will meet with the student and their parent/guardian to explain the process. This meeting will be a due process meeting.

If a student withdraws from school while assigned to the alternative school, upon re-entering the student must return to the alternative school to complete the remainder of days assigned to that placement.

ALTERNATIVE EDUCATION EXIT CRITERIA

A student placed in alternative school cannot participate in extracurricular activities. Any student who is assigned to the alternative school on the last day of student attendance for the school year will not be allowed to participate in promotion ceremonies. In addition, students who are in alternative school will not be allowed to participate in extracurricular activities.

POLICIES – OTHER SCHOOL DAY ACTIVITIES

POLICIES RELATION TO OTHER SCHOOL DAY ACTIVITIES

Student Fees, Fines, Charges (JS) – MS Code §37-7-335

The Wayne County School Board authorizes the superintendent to charge reasonable fees, but **not** more than the actual cost, for the following:

- a) Supplemental instructional materials and supplies, excluding textbooks.
- b) Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation.
- c) Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events.

All fees authorized to be charged under this policy, except those fees authorized for section “C” above, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following:

- a) Applicants for hardship waivers will be kept in the strictest of confidence with all files and personal disclosures restricted from review from the general public.
- b) Pupils eligible to have such fee waived as a result of an inability to pay for said fees, will not be discriminated against nor will there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means.
- c) In no case shall any of this school district’s procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.
- d) The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized under section “C” above.

In no case will the inability to pay the assessment of fees authorized under the Fee Policy result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational advancement.

Students and the News Media (JRA) (KBB)

The school district will publish the name and/or picture of a student in school publications or school-related articles or include students in other school-related news media programs unless prior requests have been made by a student’s parent/guardian for exclusion of his/her child’s name or picture from such publications or news media programs. No news media are allowed on campus without approval of the superintendent or their designee.

Deliveries to Students/Teachers at School (EL)

NO deliveries of flowers, balloons or other gifts to students will be accepted at any school in the district. Teachers, faculty or staff may receive such items; however, such delivery must go through the office.

Distribution of Materials by Students (JO)

In order not to use the time of the schools, the pupils and the parents, the distribution of outside materials and communications to the homes through the pupils for non-school purposes will be kept to a minimum and confined to sources dedicated to the interests of students. Only educational materials approved by the superintendent and Wayne County School Board, or materials by organized groups sponsored by the Wayne County School Board will be distributed. No advertising of non-school related purposes may be done.

Visitors on Campus (KM)

Visitors to school campuses are defined as all persons except school employees and currently enrolled students on campus for official school business.

- a) Visitors must first obtain a pass from the principal's office immediately upon arriving on campus. The visitor must relinquish either driver's license or keys; these items will be returned to the visitor when they return the school pass. **No classroom visits or observations are allowed during instructional time.**
- b) Visitors who fail to secure written permission from the principal's office to be on campus may be referred to police officials.
- c) Students shall not bring siblings or their own children to school.

REGULATIONS PERTAINING TO SCHOOL BUSES

REGULATIONS PERTAINING TO SCHOOL BUSES

Students are reminded that riding the bus to and from school is a privilege and can be denied at any time the student's conduct dictates.

Mississippi Law #37-41-2 - Interference with operation of school bus; penalty

It shall be unlawful for any individual, other than a student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official to directly or indirectly interfere in any way with passengers ingress and egress or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the state board of education or the local authorities.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed Five Hundred Dollars (\$500.00), imprisonment in the county jail for a period of not to exceed six (6) months, or both. Any person under the age of seventeen (17) who violates any provision of this section shall be treated as a delinquent with the jurisdiction of the Youth Court.

STUDENT BEHAVIOR ON BUSES (JCBA) (JCDAD)

1. Students are expected to cooperate with the following regulations:
2. Students must be at assigned stops at loading time.
3. At no time are students to either touch the outside of the bus or place hands, heads, arms, legs or bodies out of the bus.
4. Immediately, upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination in the morning and bus debarkation-stop in the afternoon.
5. Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all directions of the bus driver.
6. Students may not leave the bus on its way to or from the school except at their designated stop.
7. Students are not to throw, sail, shoot or pitch objects inside the bus or outside the bus.
8. Students must sit in the seat assigned by the driver. Drivers have the option of delegating students to an assigned seat.
9. The bus must come to a complete stop before students try to enter or exit.
10. Loud talking and other loud noises are not permitted on the school bus.
11. Students are not allowed to damage any part of the school bus. Students will be held financially responsible for any damage done.
12. No beverage or food may be consumed on the bus.
13. Chewing gum is prohibited on the school bus.
14. Intentional littering on the school bus is prohibited.
15. Students must identify themselves properly when requested to do so by school bus personnel.
16. Vulgar language is prohibited on the bus.

17. Students will not fight on the bus or at the bus stop.
18. Students are not to molest or bother in any way (harass, intimidate or threaten) other students while waiting for or while riding on a school bus.
19. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden.
20. Students will not use, sell or possess drugs or alcohol on the school bus or at the bus stop.
21. Stealing is prohibited.
22. Smoking is prohibited while on the bus. Tobacco products/electronic smoking devices and vapes are not permitted on the bus.
23. Open defiance or open displays of disrespect or insolence toward a bus driver will not be condoned.
24. Other misbehavior as determined by the administration, including a pattern of repeated misbehavior, will not be permitted.
25. No objects may be carried on the school bus that may obstruct the view of the driver.
26. No student shall ride outside the bus on fender or in the stairwell.
27. No student shall cross a highway or road to get on or off a bus unless properly directed by the driver and if so directed, students should pass in front of the bus if necessary to cross a road or highway to mount or dismount the bus.
28. No student shall use the emergency exit for normal loading or unloading. This exit is to be used for emergency purposes only!
29. All students should be quiet when the bus is nearing a crossing of a railroad or highway.
30. Students may have electronic devices on the bus as long as ear buds are used and as long as there is no disruptive noise coming from the electronic device. Electronic devices are not allowed in open display on the campus during the school day unless used for academic purposes in the classroom.

Disciplinary Action for Misbehavior aboard School Buses will result in action according to the following discipline ladder:

Level 1 Violation

- A. The following misbehaviors will be considered Level 1 infractions:
- B. Using profanity or making vulgar gestures
- C. Making excessive noise
- D. Throwing objects, including paper
- E. Extending any part of the body or any article from the bus window
- F. Throwing or expelling any article or substance from a bus window
- G. Refusal to stay in assigned seat
- H. Eating and drinking on the bus
- I. Intentional littering
- J. Failure to follow driver's instruction or bus rules
- K. Gambling
- L. Refusal to give name upon request

Level 2 Violations

- A. The following misbehaviors will be considered Level 2 infractions:
- B. Ridiculing or cursing another person using extreme profanity or provocative language
- C. Initiating a fight by physical contact or verbal provocation
- D. Possessing, using or transferring tobacco products
- E. Physical harassment of a sexual nature
- F. Excessive or extreme disrespect to the driver
- G. Fighting
- H. Theft or damage of school or private property

Under routine circumstances an administrator managing the above Level 1, 2 and 3 infractions will apply the disciplinary steps listed below. However, depending upon the frequency and seriousness of the student's misconduct, the administrator may advance to any step in the procedure or may instead give one (1) to ten (10) days out of school suspension or recommend expulsion. The normal sequence, depending upon the circumstances, is as follows:

1. Warning and/or parent conference and/or corporal punishment
2. One (1) to ten (10) day suspension from bus and parent conference
3. Eleven (11) to twenty (20) day suspension from bus and parent conference
4. Recommendation of suspension from bus for remainder of school year

Level 3 Violations

The following violations are not only violations of school policy but also violations of state laws. Any driver who observes an unlawful activity shall notify an administrator immediately. The administrator shall notify the parents/guardians of the student committing the act and shall suspend the student for six (6) days and recommend the student for expulsion. Furthermore, the administrator shall notify the superintendent or his designee, and then the proper authorities shall be notified. Unlawful activities include the following:

- A. Felony theft or damage of school or private property
- B. Possession of a water gun or play gun
- C. Possession of a deadly weapon or any object that might be used as a deadly weapon
- D. Possession, sale or use of a controlled substance
- E. Aggravated or simple assault upon any person
- F. Rape
- G. Sexual battery
- H. Possessing, using or transferring alcohol
- I. Sexual misconduct

NOTE: Any incident aboard a school bus or at a bus stop will result in the same punishment as would be awarded in the classroom or at school.

General Reminder Concerning Safety Aboard the School Bus

While buses are moving, any incident that distracts the driver's attention is considered a major disciplinary infraction. Students involved in a major infraction, including fighting, may be subject to out-of-school suspension in addition to bus suspension at the discretion of the school's administration. Further, parents/guardians and students are reminded that the punishment sequence listed above is a minimum that may occur for each offense. School administrators may, in their judgment, administer more severe punishment if they feel that the situation or infraction warrants such action.

Riding Bus Other Than Regularly Assigned Bus

Students often make a request to be allowed to ride another bus to another location other than the regular bus going to the student's residence. **Such requests must be made by the parent/guardian in writing to school personnel prior to the student being allowed to board any other bus other than the bus that the student regularly rides.**

Transit Bus

Once students board a Wayne County School District bus, they must remain on the bus until they arrive at home or school.

OTHER SCHOOL RELATED POLICIES

DRESS/GROOMING POLICIES (JCDBA)

WAYNE COUNTY SCHOOL DISTRICT STUDENT DRESS CODE

This dress code outlines the only acceptable form of attire approved to be worn by students in this district.

The principal shall have the final decision about the appropriateness of the length/size of clothing. Appropriate is defined as that which properly covers the body and which is in good taste as determined by school administration. All teachers will monitor student dress and send those students who, in their opinion, are dressed inappropriately to the principal at the beginning of the day.

Any clothing or appearance styles that are deemed as a distraction by the administration will not be permitted. All clothing should be free of rips and tears. No holes are permitted in clothes. School designs on spirit shirts must be site-approved.

Each school may add one (1) color that is a unique color for their school. Colors will be set by the school administration with approval from the Superintendent.

WAYNE COUNTY SCHOOL DISTRICT

STUDENT DRESS CODE

<p style="text-align: center;"><u>Button-Up Shirts</u></p> <p>K – 12 solid color: White, Navy Blue or school choice. Oxford (Pointed collar) or Peter-Pan (rounded Collar) Long or short sleeves With or without pockets Only top button may be left unbuttoned No shirt can be worn as a jacket</p>	<p style="text-align: center;"><u>Knit Polo Shirts</u></p> <p>K – 12 solid color: White, Navy Blue or school Choice Plain front Collar: 2,3 or 4 button closure Only top button may be left unbuttoned Long or short sleeves With or without pockets</p>
<p style="text-align: center;"><u>Belts</u> (Required 5 – 12)</p> <p>Any color as long as belt or buckle is not Distracting or offensive If belt loops exist, belt is mandatory If belt loops are removed, the article of clothing is not permissible</p>	<p style="text-align: center;"><u>Pullover Sweatshirts</u></p> <p>Solid color: School colors, Navy, White and Gray No ruffles, pleats, lace, trim, etc. School/District-approved artwork in school colors Only; no other logos allowed Shirts must be worn over a regulation shirt</p>
<p style="text-align: center;"><u>Sweaters</u></p> <p>K-12 solid color: Navy Blue, white and school color Plain front: Cardigan or pullover Must be worn over a regulation shirt Scoop-neck, V-neck or Crew-neck Long sleeve or sleeveless</p>	<p style="text-align: center;"><u>Alternate Shirts</u></p> <p>Alternate color polos have been approved as follows: BFS – Black; BES – Royal Blue; CES – Maroon; WCS – Red; WRS – Kelly Green; WCHS – Orange</p>
<p style="text-align: center;"><u>Jackets/Coats</u></p> <p>NO HOODS No lights or sounds No trench coat-style jackets No shirt can be worn as an outer jacket</p> <p>**Monogramming is allowed to identify ownership</p>	<p style="text-align: center;"><u>Shoes</u></p> <p>No steel toe or composite toe shoes No house slippers No lights, music, wheels, spikes/cleats on shoes</p>

<p style="text-align: center;"><u>Walking Shorts</u></p> <p>Solid color: Khaki (tan) or navy; any brand Cuffed or un-cuffed; pleated or un-pleated With or without elastic (see “belt” section)</p>	<p style="text-align: center;"><u>Skirts</u></p> <p>Solid color: Khaki (tan); or navy Styles: Box pleat, kilt style, knife pleat, regular/ straight – no slits above the knee</p>
<p style="text-align: center;"><u>Pants</u></p> <p>Solid color: Khaki (tan), or navy any brand; cuffed or un-cuffed; pleated or plain front; with or without (see “belt” section) No pants below the waist line Capris that meet the above guidelines may be worn No sweatpants or drawstring pants for grades 9 - 12</p>	<p style="text-align: center;"><u>Rain Gear</u></p> <p>Rubber boots may be worn if weather permits</p> <p style="text-align: center;"><u>Head Gear</u></p> <p><u>No head gear will be allowed on the inside of the schools.</u> Skull caps/toboggans are allowable outside only when weather is cold. Headbands and scarves in school colors may be worn, no larger than 2”. No hair bonnets Examples: Bandanas, hats, head scarves, head wraps, Skull caps or toboggans</p>
<p style="text-align: center;"><u>Jumpers</u></p> <p>Solid color: Khaki (tan) or navy Styles: Round, square, V-neck, straight, A-line, pleated Polo style dress in khaki (tan) or navy</p>	<p style="text-align: center;"><u>Underclothing</u></p> <p>Undershirts may be black or any school color No logos or markings may be visible through or on Clothing. Proper underclothing shall be worn. No see-through clothing may be worn. No undershirts without an outside shirt may be worn. K-12: Solid white or school color turtlenecks may be Worn under shirts only – may not be worn alone Leggings/tights in white, navy, black or school colors May be worn under skirts, jumpers or dresses</p>
<p style="text-align: center;"><u>Note on Length</u></p> <p>Walking shorts, skirts, jumpers and dresses</p> <p>K – 12: Approximately knee length or longer K – 12: Skorts may be worn, approximately knee length or longer</p> <p>The principal shall have the final decision about The appropriateness of the length/size.</p>	<p>NO facial jewelry: nose rings, lip rings, etc.</p>

UNIFORM DRESS CODE COMPLIANCE POLICY 2019 – 2020

It shall be the policy of the Wayne County School District to create an atmosphere that is safe and unobtrusive for students to learn and teachers to teach. Since the enactment of the Uniform Dress Code, all students are to be in compliance. All students are expected to be in compliance on the first day of school. However, new students who move into this district may not be aware of the Uniform Dress Code. Once these students have legally enrolled, a grace period of seven (7) school days will be granted to these students to become compliant with the Uniform Dress Code. Once the grace period has concluded, these students will not be allowed on campus until such time as they become compliant with the Uniform Dress Code. After the grace period, every day missed, will be unexcused. During the course of the school year, all students are expected to be in compliance with the Uniform Dress Code. If any student comes to school not in compliance with the Uniform Dress Code, then the student's parent will be notified.

The following procedures will be enforced in the event a student is non-compliant with the Uniform Dress Code policy:

1st Offense: Students will be referred to the office and required to change into the correct uniform. Parent(s) /guardian(s) will be notified via phone or mail.

2nd Offense: Students will be referred to the office and awarded one (1) day or In School Suspension (ISS). Parent(s)/guardian(s) will be notified via phone or mail.

3rd Offense and Beyond: Students will be referred to the office and awarded two (2) day In School Suspension (ISS). Parent(s)/guardian(s) will be notified via phone or mail.

POLITICAL ADVERTISEMENTS OR PROMOTIONS (KJ) (GAHB)

Students and school staff cannot advertise or promote through clothing, petitions, posters, banners or any other means, a local or national political election during school hours.

EXTRA-CURRICULAR ACTIVITIES POLICY K – 8 (JT) (JTAC)

The Mississippi State Department of Education Commission on School Accreditation mandates that a school district may not allow a student to miss more than twenty (20) class periods for school-related activities in courses for which grades and/or units of credit are issued during the year, and students may not have more than five (5) absences in the same class period for school-related activities in courses for which grades are issued during the school year. In compliance with this standard, the school district will not grant permission for any student to participate in any school-related activity which would require an absence of five (5) per class and/or twenty (20) total class periods during the school year.

When required, students participating in extra and co-curricular activities must have on file at school written parent consent and liability waiver forms. In order to participate in any extra or co-curricular activity, the student must attend school for at least sixty (60%) percent of the day on the day of the scheduled activity.

Eligibility for tryouts and participation in student activities requires at least an average of 71 in four basic courses. **(Basic courses – Any subject that the student meets five (5) days a week).**

EXTRA-CURRICULAR PARTICIPATION

All students shall be afforded the opportunity to participate in multiple/overlapping athletic/extracurricular opportunities. Sponsors/Coaches will be responsible for communicating and working with one another in order to facilitate appropriate student access to practices and performances during multiple/overlapping activities.

ACADEMIC RULES FOR PARTICIPATION IN M.H.S.A.A. (JT)

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.

The most current policies on eligibility from the MHSAA and the Mississippi Department of Education for student participation will be followed when determining whether students are eligible to participate in extracurricular activities. These policies can be found on-line at the websites for the Mississippi High School Activities Association and at the Mississippi Department of Education. Additionally, any policies put in place by the Wayne County School Board will also be used in determining eligibility status. No student in the Wayne County Public School District shall be retained at any grade level for the purpose of extending eligibility for participating in athletics or other school activity.

CLASS OFFICERS

Members of each class will vote for their respective class officers. Any candidate for a class office must meet the following condition: The candidate must have earned an overall “B: academic average for the previous year

CLUB PARTICIPATION

Each school club has its own eligibility requirements for membership as determined by appropriate charters and school guidelines. Students should consult a club sponsor in order to obtain information about eligibility for membership.

REQUIREMENTS FOR CHEERLEADERS AND DRILL TEAM MEMBERS

Any student who wishes to participate in the cheerleader squad or the drill team must meet the requirements as set forth by the Mississippi High School Activities Association (MHSAA).

ENDORSEMENT OF EXTRACURRICULAR ORGANIZATIONAL POLICY REQUIREMENTS

Many extracurricular organizations have established their own policy statements by which participants must abide. These policy statements, as well as other organizations' policy statements approved by school administrators but not necessarily included in this handbook, shall be documents by which participation in those organizations will be governed. Revisions of any policy statement shall take effect upon their approval by organization sponsors and principal.

HOMECOMING COURT K – 8

1. The annual Homecoming Court shall be organized according to the following guidelines:
2. A candidate must pay the entry fee set by the Homecoming Committee by the announced deadline.
3. Students in each grade shall be represented by one class maid who shall be elected by each student in that grade casting one vote from the list of candidates. The student with the most votes shall be elected class maid.
4. One eighth-grade female shall be elected Homecoming Queen, and one eighth grade girl will be elected Student Body Maid. Each student shall cast one vote for Queen from the list of eighth grade candidates.
5. The eighth grade student with the largest number of votes will become Queen and the student with the second largest number of votes will become Student Body Maid.
6. If the Queen should become unable to serve, the Student Body Maid shall become Queen and a new Student Body Maid shall be elected.
7. The Homecoming Committee must approve escorts for the Homecoming Court.
8. Any candidate must have an overall "C" average to participate.
9. Any candidate cannot have failed the previous year.
10. Any candidate cannot have been suspended or expelled the previous or current school year.

EIGHTH GRADE PROM

There shall not be a school-sponsored Eighth Grade Prom. School property may not be used for any privately-sponsored Eighth Grade Prom.

MR. AND MISS FROM EACH SCHOOL (5 – 8)

1. The selection of Mr. and Miss [name of school] shall be organized according to the following guidelines:
2. Each candidate must have maintained at least a “B” average in each school subject taken in grades five through eight prior to election.
3. Each candidate must have attended his/her local school for at least his/her seventh and eighth grade years.
4. Each candidate must be a positive representative of the spirit of the school.
5. Each candidate must be an eighth grade promotion student.
6. Each candidate must have participated in school activities.
7. Any candidate cannot have been suspended or expelled the previous or current school year.

****** ALL SCHOOL ELECTIONS WILL BE BASED UPON POPULAR VOTE******

ACTIVITY SCHEDULE

On designated school days the school will operate an activity period schedule. The activity period will be used for club, class and homeroom meetings and for assemblies. Announcement of meetings at the activity period will be made in advance.

FUNDRAISING

An organization must receive prior approval from the principal and the superintendent before beginning any fundraising project. No student representing groups outside school will be permitted to conduct fund raising activities in the school. Students possessing candy or other items at school for sale to other students will be subject to placement on the discipline ladder.

Fundraising Guidelines

Any fundraising activity must be approved in advance by the principal. An organization must conduct its on campus fundraising activity during a period of ten (10) consecutive school days. No one can have a “Go Fund Me Account”, debit cards, checks, etc. Money has to be turned in every day and deposits must be made daily. If “Donors Choose” is used as a fundraiser, the principal must approve the fundraiser before initiation of the fundraiser. Money has to be turned in every day and deposits must be made daily. All organizations that have a fundraiser must complete a “District Fundraising Form.”

ACTIVITY FUND (DK)

School clubs and organizations will deposit all money and make requests for withdrawals through the office of the principal.

STUDENT SAFETY AND SERVICES

STUDENT SAFETY

Accident Procedure

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. No care beyond first aid, defined as the immediate, temporary care given in case of accidents or sudden illness, will be given.

Home telephone numbers, business telephone numbers and emergency telephone numbers must be furnished to the school.

All accidents must be reported on an Accident Report Form which will be maintained in the principal's office.

HEALTH SERVICES (JGFG)

Accidents

Minimum first aid will be administered and the school nurse, principal, teacher or designee will contact 911 to have the injured transported to a medical facility if further treatment is needed. In all cases where the nature of the accident or injury appears serious, every effort will be made to contact the parent(s) or other person listed on the emergency card.

At the beginning of the school year, each school will have the parent or guardian complete and sign the "Student Emergency/Service Card".

First Aid

Minimum first aid will be administered and the school nurse, principal, teacher or designee will contact 911 to have the injured transported to a medical facility if further treatment is needed. In all cases where the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent(s) or other persons listed on the emergency card.

No student who is ill or injured shall be sent home alone. A student who is ill or injured shall not be taken home unless it is known that someone is there to receive him/her.

Communicable Diseases (JGCC)

The law provides the school district with the power to exclude from school any student suffering from contagious or infectious diseases. Each staff member has the responsibility to observe students and notify the principal of any student suspected of having an infectious or contagious disease. Students with a temperature of 100.4 or greater should be kept at home and not return until fever-free for 24 hours. Students with the following diseases/infections must inform the school administration for assistance with procedures that must be followed before returning to school.

Disease	Exclusion from School
Chicken Pox	Until cleared by physician
German Measles	Until cleared by physician
Red Measles	Until cleared by physician
Mumps	Until cleared by physician
Hepatitis	Until cleared by physician
Mononucleosis	Until cleared by physician
Conjunctivitis (Pink eye)	Until cleared by physician
Impetigo	Until cleared by physician and under proper treatment
Pediculosis (Lice)	See "Head Lice" section
Ringworm	Until proof of treatment
Scabies	Until cleared by physician and under proper treatment
Influenza (flu)	Until cleared by physician
Staph Infection	Until proof of treatment or cleared by a physician; must Be kept covered at all times
Covid 19	Until days assigned for quarantine (per physician orders) and symptom free for 72 hours without medication

NOTE: The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease. A student with a temperature of 100.4 or greater should be kept at home and not return until fever-free for 24 hours.

HEAD LICE

1. If a student is suspected of having head lice, this student will be inspected by the school nurse or designee.
2. If a student in a self-contained classroom is found to have head lice/nits, all of the students in that classroom will be checked for head lice.
3. If a student is found to have head lice/nits, the parent/guardian will be contacted by phone to pick the student up from school for treatment with one of the treatment shampoos.

4. If unable to contact the parent/guardian by phone, a letter will be sent home with the student notifying the parent/guardian of head lice/nits.
5. The letter will contain written instructions for treatment of head lice/nits and home treatment for the parent/guardian to read and follow.
6. The student may return to school the following day, but **MUST** bring proof of treatment such as a label, box top from the shampoo bottle or note from parent/guardian stating which type of treatment was used.
7. The student will be rechecked for head lice/nits in 7 – 10 days from the first occurrence. If the student is still found to have head lice/nits, another note with written instructions will be sent home.
8. Again, the student may return to school the following day, but **MUST** bring proof of treatment such as a label, box top from the shampoo bottle or note from parent/guardian stating which type of treatment was used.
9. The student will be rechecked for head lice/nits again in 7-10 days from the second occurrence. If the student is still found with head lice/nits, a note will be sent home with the student stating that he/she may not return to school until he/she is free from all head lice and nits. This clearance must be made by the school nurse.
10. The school nurse shall conduct parent conferences regarding special requirements for care and treatment if needed.

MEDICAL CARE/STUDENT MEDICATION (JGC-R)

Absolutely no medication shall be transported by a child to or from school.

It must be transported by a parent/guardian only and registered with the school nurse or school personnel in the absence of the school nurse.

To promote safety of students, all medication should be administered to children at home by the parent/guardian whenever possible. When necessary, a principal may assign the school nurse or another person designated by the principal to administer medications and/or supervise self-administration to students under established conditions. Before any prescription/non-prescription medication can be administered to a student, the school administration must receive written permission from the student's parent/legal guardian. Students are **NOT** allowed to bring any narcotics to school.

All medication dispensed to students during school hours will be done in accordance with School Board Policy JGCD and in accordance with the prescription and the correct procedure (dosage, time, etc.).

All over-the-counter medications must be in the original container. Please do **NOT** send medication in envelopes or zip lock bags. Prescription medications must be in the original container with the student's name on it.

DRUG FREE SCHOOLS AND WORKPLACE

Section: G

Policy Code: GBRL

No Employee engaged in work in connection with the Wayne County School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state and federal law.

“Workplace” is defined to mean the site for the performance of work done in connection with the Wayne County School District. That includes any school building or any school premises: any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment in the Wayne County School District, each employee shall notify their supervisor of their conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

As a condition of employment in the Wayne County School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be nonrenewed or their employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

Medical Marijuana

This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, this school district:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
2. May refuse to hire, discharge, discipline, or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual’s impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

Denial of License

The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on

alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. 37-3-2(11)(c)

Suspension of License

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of *nolo contendere* to a felony, as defined by federal or state law. 37-3-2-(12)(d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. 37-3-2(13)(a)

ASTHMA INHALER AND INSULIN SUPPLIES

Schools recognize the importance of students being allowed to carry on their person an asthma inhaler or insulin supplies and epi-pens. Students may self-administer certain emergency prescription medications such as inhalers, insulin, glycogen and epinephrine while at school.

ALL STUDENTS WHO WILL BE CARRYING AN INHALER, INSULIN SUPPLIES OR EPI-PENS ON HIS/HER PERSON WILL NEED TO HAVE A MEDICAL FORM SIGNED BY HIS/HER PHYSICIAN AND PARENT/GUARDIAN. The form states the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler, insulin or epi-pen. The school is absolved from any responsibility in safeguarding the student's inhaler, insulin supplies or epi-pen. Students are to be instructed in the proper disposal methods of all insulin supplies.

Failure to follow these procedures will result in termination of prescription medication administration for the student at school. Questions regarding the administration of medication to a student should be directed to the school principal.

STUDENTS WITH CHRONIC INFECTIOUS DISEASES (JGCC)

The Communicable Disease Conditions and Return to School Guidelines as prepared by the Division of Epidemiology/Office of Community Health Services and Mississippi Department of Health shall serve as the guide of school attendance. A copy of these guidelines is on file at each school.

1. A student with a chronic infectious disease shall be removed from the classroom temporarily and until Wayne County School District's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.
2. Should it be determined by the School Board that a member of a student's immediate family or a person residing in the home of a student has a chronic infectious disease, and then a report shall be submitted by the

student's physician including any restriction or limitation stating the condition of the student with respect to the disease. A supplemental medical report of the student's present condition shall be submitted to the School Board every three months or as often as recommended by the school's medical advisor.

3. Should it be determined by the school's medical adviser that attendance poses no threat, the student shall be allowed to resume attendance at school, subject to whatever restrictions or limitations, if any, that the school's medical adviser shall recommend. The student's school attendance shall be reviewed by the school's medical adviser in consultation with the student's physician at least once every month to determine if continued school attendance poses any risk of transmission of such chronic infectious disease to others.
4. Should it be determined by the school's medical adviser that attendance at school poses a risk of transmission of such chronic disease to others, an appropriate alternative education program shall be established for that student which shall continue until Wayne County School District's medical advisor determines that the risk of transmission to others has abated and normal school attendance can resume.
5. The decision of Wayne County School District's medical advisor shall be final.
6. However, the Wayne County School Board may, in its discretion, rely on the student's physician's report and recommendation during any of the events listed in 1, 2, 3, 4 and 5 above as long as said physician is a qualified, licensed and practicing physician in the State of Mississippi.

Fire and Disaster Drills

Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher so that an orderly procedure will be followed during drills and actual warnings.

SERVICES

Food Services (JGHR)

The school district serves breakfast and lunch in all its schools. Well-balanced meals and healthy eating habits are an important part of every student's growth and development. We encourage students to begin their school day with breakfast and enjoy nutritious lunches in our cafeteria.

In accordance with Federal (USDA) guidelines, commercially prepared competitive food and drink items will not be distributed or sold one hour prior to or during the lunch periods and will not be taken into the cafeteria during lunch.

In accordance with federal requirements, the "Offer vs. Serve" policy is in effect for all students. This allows the student to select any three (3) of the five (5) food items offered on the menu. Students must choose at least three (3) of the five (5) components offered; however, selecting only three of five items does not relieve the student from paying the full price of the meal.

Students and adults cannot charge meals. Payment can be made daily or for a minimum of one school week or longer.

All students and adults are assigned meal account numbers to be used at the cashier point of sale station. The meal account numbers can be obtained from the cashier.

Student meals are administered through two options: the Free and Reduced Price Meal Option or the Community Eligibility Provision Option. Under the Free and Reduced Price Meal Option, all students will receive a meal application each year. It will be processed by the district to determine meal eligibility. Students new to the district must pay full price for meals until lunch application is processed for meal benefits. Lunch applications are available throughout the year. Under the Community Eligibility Provision Option, all meals served to students are free of charge. No lunch application is required.

SCHOOL AND COMMUNITY RELATIONS

SCHOOL COMMUNITY RELATIONS (LAB)

Community Members as Resources

The use of resource persons from the community in the classroom can be a valuable educational instrument. The Wayne County School District wishes the professional staff to be concerned with locating and contacting people in various areas of interest and expertise who might serve as resource persons in particular units of study. All requests to use such resource persons shall be cleared with the principal of the school.

School Volunteers

The Wayne County School Board believes that volunteers can make many valuable contributions to our schools. The Wayne County School Board endorses a volunteer program in the schools subject to regulations and safeguards. Suitable recognition of volunteer services shall be made annually.

Parental Involvement (Parent/Guardian Conferences)

Parent-teacher conferences should be arranged by appointment for the time set aside each day following the close of school or during the teacher's consultation period.

GUIDANCE AND SUPPORT SERVICES

GUIDANCE AND SUPPORT SERVICES (IDE) (IDDE)

Title I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to school districts and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state.

The basic principles of Title I state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting students' educational goals. For an entire school to qualify for Title I funds, at least forty (40%) percent of students must qualify as low-income. All Wayne County Schools qualify as Title I schools. Schools must use the funds to help students meet state academic standards in reading and math by supplementing the existing program. Among other expenses, schools may provide extra teachers, intervention programs, supplemental materials, technology and professional development.

Guidance Program

Guidance services shall be available for every student in the district. These shall be supervised at all grade levels by a staff member designated by the superintendent and shall include school psychological services, guidance services, testing services and in-service programs in guidance and psychological areas.

Guidance shall include aiding the student in discovering and measuring his/her capabilities, abilities and real interest; in helping him/her obtain adequate and accurate information about schools, courses, occupations and careers; and in helping him/her solve personal and academic problems. Students and parents will be encouraged to avail themselves of the help of guidance personnel.

Special Education for Children with Disabilities

A variety of programs in special education may be offered based on identified and approved student needs. Classes are provided for children with disabilities who have been evaluated and determined eligible for placement in a program. Students moving into the district should contact the Program Developer for Special Education for school assignment. These classes are provided in the Wayne County School District under the direction of trained and certified teachers of exceptional children.

Educationally Disabled Programs

These programs are for the educable mentally retarded and specific learning disabilities.

Gifted Education

The Wayne County School District serves identified intellectually gifted students in grades 2 – 6. The district follows all regulations and standards adopted by the Mississippi Department of Education for gifted education programs.

Referrals

Referrals are accepted by any person who feels a child should be screened. This includes parents, siblings, grandparents, friends, teachers, friends or self-referrals.

Teachers and/or parents are encouraged to refer to students who display some of the known characteristics of giftedness. These characteristics include: learns easily, quickly; original, unconventional; informed in unusual areas; resists routine and drill; good judgment; curious, etc. A more complete list of characteristics can be found in the Gifted Education Program brochure.

Identification and Assessment – Mass Screening

All first grade students in the district participate in mass screening. Students who score 90 in the percentile or above on the screener move forward in the identification and assessment process.

The district follows the assessment and identification process as outlined by MDE regulations. The district also follows the Federal Educational Rights and Privacy Act (FERPA), and parents are given copies of the basic tenets of this act. Once parental permission for screening is obtained, students are given both verbal and non-verbal screeners (objective assessments) as well as a norm-referenced scale of giftedness (subjective). These scores provide the basis for a comprehensive packet used by the psychometrist to select the final instrument for assessment. Students must achieve three scores at or above the 90th percentile on the screeners to advance to the final assessment. Students must achieve a 91st percentile score on the individual intelligence test to be identified as gifted.

Once students are identified as eligible, parents must sign a CONSENT TO PLACE FORM IN ORDER FOR THE STUDENT TO BE SERVED. Once obtained, students are eligible for their educational career. Although only a parent can sign the student out of the program, this committee can recommend removal if a student is not benefitting from the program. Should this occur, parents are notified and asked to sign the student out of the program. Should the parent not agree, they may ask for a hearing before the School Student Support Team (S-SST) who will issue a ruling on the matter. Either side may appeal this ruling to the District Student Support Team (D-SST). The decision of the D-SST is final.

Language/Speech Disabled

Students who are eligible for language/speech therapy are provided therapy by qualified therapists.

Visually Impaired Classes

Special Education for students with a verified visual disability is provided.

Physically Disabled Program

Students who manifest physical disabilities severe enough to require special programming to participate in regular school activities are served in this program.

Emotionally Disabled

Students who have been determined to be seriously emotionally disabled are served in this program.

Child Find Program

Child Find is a process required by the *Individuals with Disabilities Education Act* (IDEA) to **identify, locate and evaluate** all children from birth through 21 years of age who may have disabilities and may need early intervention or special education services. It is an ongoing process of public awareness activities and evaluations to ensure children with special needs can receive the help they need to succeed as early as possible.

Special Education Testing

Educational evaluations are provided for students at no expense to the parent(s) to determine the student's eligibility for placement in special education programs in the Wayne County School District. Referrals must be made through certified school personnel.

School Nurses

School nurses are assigned to all schools on a less than full time basis to offer health information and special health services for students who need them.

Homebound Program

The Homebound Program is for students who are required, because of illness, to miss school for extended long-term periods. As approved by the homebound coordinator, or for other reasons as approved by the Wayne County School Board for the education of students not in the normal academic program.

Multi-tiered System of Support

The Multi-tiered System of Support is a school-based process designed to identify students having difficulties that interfere with learning.

Partners for Education

"Partners in Education" is a process in which business and schools join to form a partnership for support and excellence.

CARES Transportation Policy: The school district calendar may vary somewhat from CARES school calendar. Parents should follow the Wayne County School District calendar approved by the school board. It is not safe for a Wayne County bus to transport students to Hattiesburg when the bus mechanics are not working and school is not in session in Wayne County.

The policy should include that if a parent chooses to transport his/her child to the private facility, the Special Education Program will reimburse them for their mileage expense at the current rate.

- **Students who attend CARES as their LRE will follow the Wayne County School District calendar due to the safety of the students and bus driver.**

Behavior Modification

Behavior Modification (Behavior Mod) is an alternative learning placement for students who have had difficulty adjusting to the regular classroom environment.

504

The Wayne County School District will not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or treatment or employment in its program and activities to the extent provided by law. The following person has been designated as the Section 504/Americans with Disabilities Act Coordinator, and will handle inquiries regarding the Wayne County School District's nondiscrimination policies, the filing of grievances and requests for copies of grievance procedures covering discrimination on the basis of disability:

Belinda Singleton, Special Services, SPED/ Telephone: 601-735-3811

ENGLISH LEARNER PROGRAM (EL)

The District follows the most current policies for serving EL students: Mississippi English Learner Guidelines: Regulations, Funding Guidance and Instructional Supports (December 2018). These policies can be found on the MS Department of Education website.

Understanding Mississippi English Learners

A number of terms have been used over the years to identify students who are non-native English speakers. At one point, these students were called English as a Second Language (ESL) student. This term was flawed because it did not acknowledge that some students learn English and another language simultaneously and that some students might already know two or more languages before learning English. During the era of the *No Child Left Behind Act* (NCLB), the term English language learner (EL) was often used to describe this population of students. The *Every Student Succeeds Act (ESSA) of 2015* brought a slightly different variation on the term, naming this population of students "English Learners." The reasoning behind this decision was the result of a belief that the word "language" was redundant since English is already recognized as a language. In some federal communications, the phrase limited English proficient is used. For the purposes of this document and the work of public educators in the state of Mississippi, the federal term English Learners (EL) will be used.

According to ESSA, an EL is defined as an individual:

- One who is aged three (3) through twenty-one (21);
- One who was not born in the United States or whose native language is a language other than English;
- One who is a Native American or Alaska Native or who is a native resident of the outlying areas; and
- One who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- One who is migratory and whose native language is other than English and who comes from an environment where a language other than English is dominant; and

- One whose difficulty speaking, reading, writing or understanding the English language may be sufficient to deny the individual:
 - * The ability to meet the State’s proficient level of achievement on State assessments;
 - * The ability to successfully achieve in classrooms where the language of instruction is English; or
 - * The opportunity to participate fully in society.

Enrolling and Identifying English Learners

Enrolling

When EL students and their families enter the United States, they must become familiar with their new country’s culture and customs as well as a new school system and its myriad structures, expectations and legal requirements. Children who are unaccompanied youth may also be adjusting to life in a new family or home environment. On top of these challenges, many EL’s may have had journeys to the United States that involved hardship and trauma.

Welcoming EL’s into a school community requires empathy and understanding of the unique challenges faced by these students and their families. It also necessitates an understanding of the benefits of creating environments that are inclusive, informing, welcoming and conducive to full participation and academic success for all students.

Every public school in the United States is required to provide a free and equitable education to all school-aged children who live within the boundaries of the local educational agency (LEA), regardless of immigration status. Several laws protect the rights of EL’s and their families, particularly during the enrollment process. These protections are provided because many EL students’ levels of transiency and lack of English proficiency make them a particularly vulnerable population.

Wayne County School District will enroll all students regardless of their or their parents’ or guardians’ actual or perceived citizenship or immigration status.⁷

When enrolling students, Wayne County School District will not request information from students or their parents or guardians in order to deny access to public schools on the basis of race, color or national origin.⁸

For example, Wayne County School District may require proof of residency, inquiring into students’ citizenship or immigration status or that of their parents or guardians, would not be relevant to establishing residency.⁹

Similarly, Wayne County School District may require students or their parents to provide proof of age, we may not bar a student from enrolling because he/she lacks a birth certificate or has records that indicate a foreign place of birth.¹⁰

Further, if Wayne County School District requests a student’s social security number, it must:

- 1) Inform the family that providing it is voluntary and refusal will not bar the child from enrolling in or attending school; and
- 2) Explain for what purpose the number will be used. Wayne County School District may not require families to provide a social security number to enroll in or attend school.¹¹

In general, Wayne County School District should review the list of documents we require for enrollment to ensure we do not unlawfully bar or discourage students from enrolling in or attending school.¹²

More information about the rights of all children to enroll in school is available in this Dear Colleague Letter on School Enrollment Procedures from the U.S. Departments of Education and Justice.

⁷ U.S. Departments of Education and Justice, Dear Colleague Letter: School Enrollment Procedures (2014), p.2, available at www.ed.gov/ocr/letters/colleague-201405.pdf. (referred to as Dear Colleague Letter: School Enrollment Procedures for the rest of this document).

⁸ Dear Colleague Letter: School Enrollment Procedures, p.2.

⁹ Dear Colleague Letter: School Enrollment Procedures, p. 2.

¹⁰ Dear Colleague Letter: School Enrollment Procedures, p. 2.

¹¹ Dear Colleague Letter: School Enrollment Procedures, p.4.

¹² Dear Colleague Letter: School Enrollment Procedures, p.2.

Identifying

Home Language Survey

A Home Language Survey (HLS) must be completed for each student registering for enrollment in a school in Mississippi. An HLS is a tool to be given to **all new entering students** and used to identify students who may not be proficient in English.

It is recommended by the U.S. Department of Education to include these questions to comply with federal law:

- Is a language other than English spoken at home:
- Is your child's first language a language other than English?
- What language did your child learn when he/she first began to speak/
- What language does your child most frequently speak at home?

If any response on the HLS indicates the use of a language other than English by the student or an individual in the home, then further assessment must be conducted to determine the student's English-language proficiency level.

The completed survey becomes part of the student's cumulative record and must be available for future reference.

The Placement Test for Instructional Placement

The LAS Links placement test must be conducted to determine the level of English proficiency and to facilitate appropriate instructional and program placement decisions. Potential EL students identified by the HLS during registration during the beginning of the school year must be assessed for English-language proficiency within thirty (30) calendar days of enrollment. Potential EL students who register after the beginning of the school year must be assessed within ten (10) school days of enrollment. The English Language Proficiency Test (ELPT) assesses the proficiency of students in all four language domains (i.e., speaking, listening, reading and writing). Those administering and scoring the placement test must be certified teachers and receive some level of training. The Wayne County School District Test Security Plan must describe who will administer and score assessments, and what training is required to ensure valid and reliable results. The student's placement test report must be placed in their cumulative record.

Parent and Family Notification

Any parent or guardian whose child is receiving or is eligible to receive EL services has the right to decline or opt his or her child out of any or all EL services. The Wayne County School District may not recommend that a parent or guardian opt a child out of EL programs or services for any reason. The Wayne County School District will provide guidance in a language parents or guardians can understand to ensure that they understand their child's rights, the range of EL services that their child could receive and the benefits of such services. This is to ensure that the parent or guardian's decision to opt out is informed and voluntary. Since Wayne County School District receives Title I-A funds, we must provide written notification to parent or guardians of their child/children recommended placement in an EL program within thirty (30) days of the start of the school year (or within ten (10) days for later arriving students). The notification must include all of the statutorily-required elements, including the right to opt out. The Wayne County School District will retain appropriate documentation to demonstrate that a parent or guardian knowingly and voluntarily opted his or her EL child/children out of EL programs or particular EL services. It is important to note that opting out of EL programs or particular EL services does not affect a student's ability to participate in any other programs or services, such as special education services.

Grading and Retention of English Language Learners (EL)

As students are working to learn English during the initial stages of language acquisition, it is a violation of their Civil Rights to retain them due to limited language proficiency. Under Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunities Act of 1974 (EEOA), schools must ensure that EL students are placed appropriately and can participate meaningfully and equally in educational programs. Districts are required to take steps to ensure that students are not retained solely because they are still in the early stages of learning English. Students who receive extensive language supports and classroom accommodations must have this information noted on their report cards, and accommodations must be shared with the families of EL students to ensure that they have an understanding of true academic performance in English language proficiency.

LAS Links recognizes five proficiency levels:

- Level 1 (Beginning);
- Level 2 (Early Intermediate);
- Level 3 (Intermediate);
- Level 4 (Proficient); and
- Level 5 (Above Proficient).

No failing grades may be given to EL's whose English proficiency is developing from Level 1 through Level 3. An EL cannot be penalized for his/her lack of English.

Wayne County School District will follow the following modified grading scale:

Kindergarten – 8th Grade:

1. Levels 1 – 3 (Beginning through Intermediate)
 - a. 61 – 100% Passing (with necessary accommodations and modifications)
 - b. Notation of "EL" on the report card
2. Levels 4 -5 (Proficient and Above Proficient)
 - a. Common criteria for assigning grade (with necessary accommodations and modifications)

- b. Notation of “EL” on the report card

9th Grade – 12th Grade:

1. Levels 1 – 3 (Beginning through Intermediate)
 - a. 61 – 100% Passing (with necessary accommodations and modifications)
 - b. Notation of “EL” on the report card
2. Level 4 – 5 (Proficient and Above Proficient)
 - a. Common criteria for assigning grades (with necessary accommodations and modifications)
 - b. Notation of “EL” on the report card

A Carnegie unit credit should be awarded to students in Levels 1 – 3 based on classroom modifications and accommodations for student success.

Legally, the district is required to accommodate the EL in a way that allows the student to benefit from the educational experience. The student cannot be penalized for his/her lack of the English language. A valid interpretation would mean that a student should never be given the grade of “F” when the student’s lack of success can be attributed to limited English proficiency. Experts in the field say that the average amount of time for attaining oral fluency is one (1) to two (2) years. However, English skills in reading and writing take an average of five (5) to seven (7) years; during this time the student may still be limited English proficient (LEP).

The experts in the field of English as a Second Language suggest that classroom teachers hold students accountable for material that is appropriate for their English language levels and educational background. Modifications of instructional methods and assessments are recommended for grade-level content material. (Possibilities include shorter tests, reading aloud, oral responses and pictorial responses, etc.)

Retention is generally not recommended for ELs’. It is crucial that a careful evaluation is made to be sure that lack of English language skills is not mistaken for poor achievement. Though the decision to promote or retain must be made on a case-by-case basis, any decision to retain an EL must be accompanied by extensive documentation demonstrating that appropriate accommodations and modifications were employed throughout the year to assure compliance with Federal requirements (May 25, 1970 Memorandum).

INTERNET ACCEPTABLE USE POLICY

INTERNET ACCEPTABLE USE POLICY

Wayne County School District

The Wayne County School District (WCSD) is pleased to offer to its students, faculty and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers to communicate and to collaborate with other individuals and groups and to significantly expand their available information base.

Overview

Internet access is coordinated through a complex association of government agencies and regional/state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and the President has signed into law, the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)]. CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety Policies. These Internet Safety Policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to minors" when minors are accessing a computer or the Internet. CIPA also requires that the Internet Safety Policy include monitoring of all online activities of minors, the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and Cyber-bullying awareness and response. Additionally, the policy must address all of the following:

- a) Access by minors to inappropriate material on the Internet and the World Wide Web;
- b) The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- c) Unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
- d) Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- e) Measures designed to restrict minors' access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

WCSD INTERNET TERMS AND CONDITIONS OF USE

The guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical and legal utilization of the network resources. If the WCSD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

A summary and/or implications statement appears in italics below each section.

All signatures at the end of this document are legally binding and indicate that the terms and conditions have been carefully read and their significance understood.

Monitoring of Network Use

All data transferred and/or transmitted over the WCSD network is monitored and recorded at all times. All data transferred or transmitted over the network can be tracked and identified and originating users can be held liable if their use of the network violates any established policy, regulation or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, digital photographs, music and other digital or electronic files.

Use good judgment in the types of materials that you access, store and use in your work.

School District Ownership

All data transferred over the district network or stored on any district-owned equipment/media is the property of the WCSD.

This includes any kind of file, data stream, graphic, document, music, photos, etc. Any personal items placed on district computers become property of the school district with possibly no chance of release or recovery.

Consequences of Policy Violations(s)

Any student or district staff, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and/or punitive actions will be identified and corrective and/or punitive actions will be taken. See **PROHIBITED ACTIONS** section which follows.

All users of the District Network are charged with reporting violations or misconduct, after having knowledge to their teachers, supervisors or Network Administrator(s) of which they have knowledge. Users who fail to report violations may be subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, suspension, termination and/or contact of law enforcement agencies.

No summary of implication statements necessary for this section.

Disclaimer of Liability

The WCSD disclaims all liability for the content of material to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use. The WCSD makes no guarantee that functions of services provided by its Internet access will be without error defects. The WCSD shall not be responsible for:

- a) Any damages a student or staff member may suffer, including, but not limited to, loss of data or interruption of services;
- b) For the accuracy or quality of information obtained from or stored on any of its network or client systems;
- c) Financial obligations arising through the unauthorized use of the systems; and/or
- d) Any actions or obligations of a student or staff member while accessing the Internet outside the public school system for any purpose.

While the district takes steps to protect users from inappropriate material, makes every attempt to intercept unlawful and malicious actions from affecting users and makes every effort to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the AUP SOA.

Those who use district equipment for personal use may incur liability for damages to themselves and not the district.

Filtering

The district uses an aggressive Content Filter and SPAM filter. Users acknowledge that content of e-mail and web pages delivered to the user is controlled by District Policy. However, users must also recognize that no system is perfect and that in the event inappropriate material is accessible, the district shall not be held liable.

The District uses a “closed system” for Internet usage, opening only known legitimate sites and upon requests by users, if approved. If one encounters a blocked page, then the user has the option to click on a link to request that a site be reviewed and/or may submit the entire URL via the District Helpdesk for review and, if approved, the site may be unblocked.

A constant, sincere effort to use the most advanced and wide-ranging appliances and machinery available is a goal of the district. However, there is nothing that can guarantee 100% block of offensive or inappropriate materials via the Internet or intranet.

E-Mail and Electronic Document Retention

All emails and electronic documents created and shared with others inside or outside the district in conducting district business should be saved in user-designated folders within the district's email client or folders on the user's computer.

Emails should be saved, or archived. Emails can contain attachments. Those should be saved as well. Any word processing (e.g., MS Word) document, text file (e.g., Notepad, Word Pad), slide show (e.g., MS PowerPoint, Adobe Flash), spreadsheet (e.g., MS Excel, Google Docs), graphics/pictures (e.g., .jpg, .gif, .tiff, .bmp) movies (e.g., .mov, .wmv, .mp3) should be saved.

Emails should be archived either to the user's computer or the district server. Archives may be saved as long as server storage is available and it is manageable, even after an employee resigns, retires or is fired from the district.

Any District employee who generates newsletters, memoranda, slide shows, graphics, etc., with their workstations, laptops or other computing machinery should also organize their computer's workspace (storage) using folders to store such electronic documentation.

Prohibited Actions

The following actions on the District Network are specifically prohibited, but are not limited to:

- Installing software without the approval of the school Instructional Technology Specialist (ITS) and school principal, or a Network Operations Center (NOC) Technician and the respective department director of district sites;
- Downloading any computer software application, utility, plug-in, or other such operations (re)configurators without ITS and principal approval;
- Creating, downloading, storing, sending or displaying offensive messages or pictures including, but not limited to pornographic or other sexually explicit material;
- Inserting, using or attaching non-approved disks, CD-ROMS or other media storage devices into or with computers;
- Assisting in the election or promotion of any person to any office, the opposition to any person for the same, or for any political issue that may arise;
- Using obscene, profane or vulgar language;
- Harassing, insulting, intimidating or attacking others;
- Engaging in any practice(s) that threaten the network and other technological tools and equipment;
- Violating copyright laws;
- Using the password of others to access the network or any other electronic information or telecommunications services;
- Accessing the documents, files, folders or directories of others;

- Using the network and telecommunications services for commercial promotion, product endorsement or advertisement;
- Using the network, electronic information, computer-driven software and telecommunications services for personal use, gain or convenience;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment or supplies;
- Conducting business other than that deemed academic in nature over the network;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or
- Violating this or other procedures and guidelines established and set forth by the district's administration regarding network services.
- Attempting to bypass network controls and filters.

The above listing is not all inclusive. It is merely a guide that lists the types of behaviors that are not acceptable for network use. The list will be amended from time to time.

Individual Building/Site Rules

Each school/site may have its own set of rules or procedures not inconsistent with district policy and procedures. Students, staff and faculty are expected to follow those rules or procedures as well.

Consult with your respective building's administrator/site director, etc. for rules beyond those discussed in this AUP information guide.

The procedures are the minimum. Schools/sites may implement additional rules, but cannot relax minimum district standards without the approval of the Superintendent and concurrence of the Director of Technology.

Use of Outside E-mail Clients and Stipulations for Using District E-mail Client as District Representative (Teachers, Administrators, Managers, etc.)

Use of "Internet Mail" by students, staff and faculty such as Yahoo mail, Hotmail and POP3 accounts provided by their "home" Internet service providers is not allowed at this time. Gmail is the only permitted email.

The District does block the use of non-Gmail Internet mail accounts, but any "OFFICIAL" communications, e.g., Teacher to Parent, Staff to Staff, must be via the district's wcsdms.com e-mail system. Teacher to Student/Student to Teacher email is **NOT** permitted. This includes, but is not limited to, teachers who guide extracurricular activities such as Clubs, Choirs, Bands, Athletics and the like.

*This means that any communications/correspondence you conduct as a representative of the Wayne County School District (teacher, principal, club sponsor, director, etc.) must be done using the Gmail wcsdms.com account. Refer to sections concerning **EMAIL & ELECTRONIC DOCUMENT RETENTION.***

Stipulations for WebSite Use as District Representatives (Teachers, Administrators, Managers, etc.)

Use of Non-District web sites to present information, classrooms, clubs or any other officially sponsored activities of the WCSD is prohibited. Any sanctioned activity must be hosted on either the District's Digital School Network web site, <http://WCSDMS.com>, the www.wayne.k12.ms.us website or any server in the wayne.k12.ms.us or WCSDMS./com domain (e.g., WCSD5.k12.ms.us, gallery. WCSDMS.com).

New teacher web sites must be constructed within the WCSD's Digital School Network portal.

Restrictions on Use of Personal Computers or Laptops within the District Network

- Use of personally owned equipment by students/staff/faculty will be evaluated on a case by case basis. User must first notify the NOC of such anticipated use.
- Any device that accesses the district network must be approved by the Information Systems Department and meet minimum standards with regards to anti-virus and spyware protection prior to use. This includes, but is not limited to, personal computers, notebooks/laptops, PDA's, music players, Internet capable phones and other devices.
- Devices that have configurations which degrade network capabilities, such as Internet access sharing, proxy servers, routing or peer to peer networking, must have those configurations disabled prior to connecting to the district network.
- Devices found to be in conflict with conditional network access or violate the configuration policy will be banned from district use. Students or staff members who act contrary to the restrictions above will be reported to their appropriate administrator for appropriate disciplinary action.
- Any personally-owned device that connects physically with the District Network (Cat-5/6 Cabling, Fiber optic Cabling, Wireless, or Bluetooth) must be inspected by NOC annually for compliance with the AUP. Personnel who use such devices shall inform NOC of their presence and make arrangements to have the devices inspected.

Guideline Procedure Changes

The WCSD reserves the right to change these guidelines/procedures at any time.

WAYNE COUNTY SCHOOL DISTRICT INTERNET SAFETY POLICY

Introduction

It is the policy of the Wayne County School District to:

- a) Prevent user access over its computer network to, or transmission of inappropriate material via Internet, electronic mail or other forms of direct electronic communications;
- b) Prevent unauthorized access and other unlawful online activity;
- c) Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
- d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act (CIPA*).

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet or other forms of electronic communications and access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Wayne County School District online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- a) Unauthorized access, including so-called "hacking", and other unlawful activities; and
- b) Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Wayne County School District staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the District Acceptable Use Policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Wayne County School District or designated representatives.

The Wayne County School District and its schools will provide age-appropriate training for students who use the Wayne County School District's Internet. The training will be designed to promote the Wayne County School District's commitment to:

- a) The standards and acceptable use of Internet services as set forth in the Wayne County School District's Internet Safety Policy;
- b) Student safety with regard to:
 - i) Safety on the Internet;

- ii) Appropriate behavior while online, on social networking Web sites and in chat room; and
- iii) Cyber-bullying awareness and response.
- c) Compliance with the E-rate requirements of the Children’s Internet Protection Act (CIPA).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it and will follow the provisions of the District’s acceptable use policies.

Adoption

This Internet Safety Policy was presented for official acknowledgment by the Board of the Wayne County School District at a public meeting.

***CIPA definition of terms:**

Technology Protection Measures

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in Section 1460 of Title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in Section 2256 of Title 18, United States Code; or
3. Harmful to minors

Harmful to Minors

The term “harmful to minors” means any picture, image, graphic file or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Sexual Act; Sexual Contact

The terms “sexual act” AND “sexual contact” have the meanings given such terms in Section 2246 of Title 18, United States Code.

Every member of the Wayne County School District is required to read the District’s Acceptable Use Procedures (AUP) and District Internet Safety Policy (DISP) once each school year and adhere to the procedures/policies contained therein. In addition, each member is required to complete a Statement of Assurance (SOA) that they have read, understood and will comply with the District’s Policies and Procedures.

