

Elementary Student/Parent Handbook
Grades K-6

2023-2024



1048 Grove Street

Wesson, Mississippi 39191

Elementary Office: (601) 643-2295

Elementary Office Fax: (601) 643-5838

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Dear Parents and Students,

I am eager and deeply committed to making a positive difference in the lives of your children. On behalf of the faculty and staff at Wesson Elementary, welcome to the 2023-2024 school year. This handbook is provided as an informative instrument to assist you in navigating your elementary educational experience. As in years past, we want this year to be the best. This can be accomplished if parents, teachers, and the school work together for the best interest of the students. In this handbook, you will find an abundance of information on operating procedures and rules for our schools and its students that will be helpful and informative. We ask for your cooperation in helping us carry them out. Please read the handbook thoroughly.

Parents, I look forward to working with you to ensure that your child has a successful educational experience. Please check the school website (www.copiah.ms) often to make sure that you are aware of all the events and opportunities here at WAC. Additionally, please make sure you are signed up for ActiveParent. ActiveParent provides detailed information about your child's academic progress, discipline, and attendance.

Students, as your principal, I look forward to working with you and making your school journey the best that it can be! As a faculty, we want to prepare you to become a lifelong learner, and we are here to assist you every step of the way. As you set your goals, take advantage of the many people around you who are looking for the chance to help you become the best version of yourselves. Make sure to use all the resources available to help you achieve success.

By focusing on a positive school culture, setting high standards for teacher performance, increased academic expectations for all students and engaging the community, it is our goal at WAC that all students are on track to be successful lifelong learners.

If I can ever assist you in any way, please feel free to stop by my office. Have a wonderful and successful year!

-Vanda S. Brister
WAC Elementary Principal

NON-DISCRIMINATION POLICY

It is the policy of the Copiah County School District not to discriminate on the basis of sex, race, age, religion, national origin, or disability arising out of the following statutes:

1. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. and its implementing regulation, 34 C.F.R, Part 100
2. Section 504 of the Rehabilitation Act of 1973, 20 U.S.C. 794 and its implementing regulation, 34 C.F.R Part 104
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq. and its implementing regulation, 34 C.F.R Part 106; and
4. The age Discrimination Act of 1975, 42 U.S.C. 6601 et seq. and its implementing regulations, 45 C.F.R Part 90.
5. The Americans with Disabilities Act of 1990.

The Copiah County School District does not discriminate on the basis of disability, including in admission or access to, or treatment or employment in, our programs or activities. Inquiries regarding compliance may be directed to Dr. Demarrio Brown, CTE Contact, 504 Coordinator, Copiah County School District, 254 West Gallatin Street, Hazlehurst, MS 39083, (601) 894-1341 or Jessica Dowd, Director of Personnel, Title IX Coordinator, Copiah County School District, (601) 894-1341, or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

PRACTICAL WAYS PARENTS CAN HELP WITH THEIR CHILD'S EDUCATION:

Parents play an enormous role in the academic achievement of their children! Children who do well in school have a secret weapon at home: **SUPPORTIVE PARENTS**. It goes without saying that you should take an active interest in your children, listen to them, tell them you love them, promote their self-confidence and help them learn to be responsible.

Listed below are suggestions from our elementary teachers which you can do to help your children become effective learners.

1. Check the homework folder nightly and return to school daily. Check for papers to be signed or notes from the school.
2. Take a few moments and inquire about your child's day. Ask your child what they did/learned at school daily and reinforce as needed.
3. Lead your child to be an independent learner and doer/thinker. Don't do homework for them. Check over your child's homework for mistakes.
4. Help your child become organized. Have a special place at home for them to keep their books/backpacks so that it can be easily reached in the morning rush to get to school and work. The day gets off to a much better start if they pack their backpacks the night before.
5. Be on time for school. No later than 7:45 a.m.
6. Give duties at home to teach RESPONSIBILITY. Also, make them responsible for turning in assignments on time and make sure they make up any work that is missed when they are absent.
7. **Monitor your children's academic progress.** Don't wait until report cards come out to check up on how your children are doing. Attend scheduled parent-teacher conferences to get acquainted with their teachers, and don't hesitate to contact teachers at other times to find out whether your children are keeping up with assignments.
8. **When there is a problem, work with the school on your child's behalf.** If your child starts to slip academically, make an appointment with the teacher to put together a plan for correcting the problem. Teachers appreciate parents who reinforce the importance of schoolwork, and your child will have a better chance of succeeding if you and the teacher agree on a strategy.
9. When sending money to school place it in an envelope or zip lock bag. Label with the purpose of the money.
10. Teach your child to respect themselves, others, and school property.
11. Make sure your child has needed supplies on a daily basis.
12. Make reading an everyday habit. Read to your child nightly and have them read aloud to you.
13. Make sure your child gets plenty of rest. You may need to curtail extracurricular activities to ensure that your child will have enough energy to perform optimally in school.

14. Allow your child to make their own decisions and choices in some area of their life. This strengthens **THINKING SKILLS**. Thinking skills are so very important in school, as well as everyday life. *"If I choose to do this, what will the outcome/consequences be?"*
15. Help your child develop good writing skills. Encourage neatness in writing, proper use of parts of speech and remembering to indent. Good writing skills will not only help your child be successful in school, but in their future careers as well. Insist on speaking correctly in the home, for this strengthens writing skills.

Set rules and expectations for your child and be consistent in enforcing and reinforcing these rules. Let them make the rules with you. This will help them understand citizenship and government.

WESSON ELEMENTARY **2023-2024 FACULTY AND STAFF**

Vanda S. Brister – Elementary Principal
Tommy Clopton – WAC Principal
Ginger Heard- Counselor
Aretha Butler- Secretary

Kindergarten

Kristin Beach
Kelly Delaughter
Carrie Smith

1st Grade

Amanda Cameron
Pat Middleton
Jennifer Strong

2nd Grade

Brandi Gremillion
Verneka Johnson
Heather McKenzie

3rd Grade

Amber Brinson
Jessica Farnham
Brittney Warren

4th Grade

Tammy Britt
Kimberly Hamilton
Penny Martin

5th Grade

Amanda Bergeron
Amanda Douglas
Kelsey Hux
Tori Titus

6th Grade

Nicky Cone
Joseph Shumaker
Mary Beth Smith
Morgan Tullis

Instructional Coach/Lead Teacher

Ann Shelby Smith

Resource

Susan Lee
Amanda Smith

Special Education

Susan Berch
Emma Dale
Anyana Dunmore
Angie Neely

Computer Science

Shae Coleman

Speech Pathologist

Robin Carpenter
Shelby Wilson

Librarian

Kendra Armistad
Becky Lockhart

School Nurse

Michelle Berch

Paraprofessionals

LaTondra Anderson
Denise Black
Debbie Earls
Brandi Heard
Scottye Lowery
Kathy Mullins
Carol Parsons
Jada Smith
Karen Sullivan
Rhonda Wilkinson

BUS DRIVERS/CAFETERIA STAFF/CUSTODIANS



Driver	Bus #
Kim Runyan.....	45-14
Brenda Howington.....	18-15
Ben Barner.....	32-09
Arthur Pendleton.....	23-15
Daphne Smith.....	19-16
Jennifer Crapps.....	49-17
R. L. Ward.....	10-09
TBD	41-12
Michelle Berch.....	15-13

Custodial Staff

Prentiss Butler
Melissa Costilow
Donald Durr
Sheila Peyton



Cafeteria Staff

Amanda Miller-Manager
Tammy Beall
Berlinda Carter
Debbie Davis
Shelly Lambright
Mary Hamilton
Kimberly Odom
Daphne Smith
Tammy Thedford
R. L. Ward

School Resource Officer

Andrew Leverette



Wesson School Calendar

2023-2024

AUGUST

- 1,2,3 Teacher Workdays
 2 Faculty and Staff ID Badges 8:00 a.m.
 3 **Meet the Teacher 6:00p.m. – 7:00p.m**
and Open House/ PTO Meeting
 3 **7th Grade Orientation**
 4 First Day for Students
 TBD **Begin K Universal Screener**
 TBD Beta Club Initiation Ceremonies
 TBD **Meet the Cobras 7:00 p.m.**

SEPTEMBER

- 4 **Labor Day Holiday – School Closed**
 TBD Ring Presentation, juniors
 TBD Juniors order rings
 8 **Progress Reports (1st Nine Weeks)**
 13, 14 School Day Pictures
 21 Make Up Picture Day

OCTOBER

- 4, 5, 6 **Nine Week Tests**
 TBD **Who's Who Pictures**
 9 **Fall Break**
 10 **Student Holiday/Teacher Workday**
 TBD College Fair
 13 **Report Card**
 19 Pageant Practice
 21 High School Pageant
 TBA Presentation of Invitations - Seniors

NOVEMBER

- TBD **Book Fair**
 TBD **Seniors Order Invitations**
 10 **Progress Reports (2nd Nine Weeks)**
 10 **Veteran's Day Program**
 11 Veteran's Day
 TBD Elementary Beauty Pageant
 20-24 **Thanksgiving Holidays**

DECEMBER

- TBD **Wesson Christmas Parade Dismiss @ 2:20**
 15,18,19 **Nine Week Tests**
 20 **Christmas Holidays begin**

JANUARY

- 3 Teacher Work Day/Student Holiday
 4 School resumes (2nd semester)
 15 **Martin Luther King, Jr. Holiday**
 26 Teacher/Parent Conference Day
 Student Holiday

FEBRUARY

- 9 **Progress reports (3rd 9 weeks)**
 TBD **African American History Program**
 TBD **ACT Statewide (11th Grade Only)**
 19 **Teacher/Student Holiday**

MARCH

- 6, 7, 8 **Nine Week Tests**
 11-15 **Spring Break**
 18 **School Resumes**
 21 **Spring Pictures**
 22 **Report Cards Go Out**
 29 **Holiday/Weather Day**

APRIL

- 1 **Holiday/Weather Day**
 12 **Progress Reports (4th 9 week)**

MAY

- TBD **Elementary Awards Program**
 TBD **Senior Awards and Recognition Night**
 TBD **Jr. High & High School Awards**
 TBD **Kindergarten Awards Program**
 17 **Graduation**
 22,23,24 **Nine Weeks Tests**
 24 **Last Teacher Work Day**
 27 **Memorial Day**

WESSON ATTENDANCE CENTER

2023-2024 Handbook

INTRODUCTION AND MISSION STATEMENT

The faculty, staff, and administration of Wesson Attendance Center would like to welcome you to the 2023-2024 school year.

Thank you for giving us the opportunity to work with your child this year. Let us assure you that we want your children to succeed in all their efforts, and to be happy, successful, and secure individuals.

Our Mission/Vision:

To provide educational opportunities that will enable students to become productive and well-rounded citizens in an ever-changing society.

Our Beliefs:

- Student learning is the chief priority for the school.
- A variety of instructional approaches should be used to support the different ways students learn, and students should be given opportunities to apply skills that are taught in meaningful contexts.
- Understanding that we live in a diverse culture, we view each student as a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect between and between students and staff.
- Students, teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-motivated, lifelong learners.

PURPOSE

The purpose of this handbook is to give parents and students a better understanding of WAC's school policies. This understanding between school and home offers the child a better opportunity to become a happier and more worthwhile citizen. An attempt has been made to make the directions in this handbook simple and clear to communicate better directions, which should be followed. Hopefully, this handbook will help improve communication between the school and home.

PARENT UNLOADING AND PICK-UP OF STUDENTS GUIDELINES

We take the safety and welfare of our students very seriously. Therefore, all areas of our student's lives are important to each of us. One of the areas that we pay close attention to is the loading and unloading of students. Since all of our students do not ride a bus, we have developed a plan for picking up and dropping off students in the morning and afternoon. Please read the following information, become familiar with it, and please follow the following guidelines as you drop off or pick up your child.

Morning Drop-Off

In the morning, students need to be unloaded no later than 7:30 a.m. and ready to go to class at 7:45. If your child is to eat breakfast in the cafeteria, it will be necessary for them to be at school by 7:30 if they are in grades 1-6. All students are expected to be at school by 7:45 each day. Please help us by having your child arrive on time each day. Parents or guardians who drop off students with siblings in grades K-6th and 7th – 12th or 7th – 12th **ONLY** are asked to drop the students off in front of the old gym and high school area. Parents who will drop off students in grades K-6th **ONLY** are asked to drop their children off in the elementary parking lot with the ladies on duty.

*Buses are loaded in the back of the school each day. Parents **are not** to drive to the rear of the school to pick up or drop off students. If the need exists to pick up a child, the parent must call the office and the child will be sent to parent pick up. Your cooperation in this matter will be appreciated.*

Afternoon Pick-up

In the afternoon those students in grades K-6th who do not ride the bus and are picked up by parents must be picked up in parent pick up in front of the school. Elementary students **who do not have** a sister or brother in grades 7th – 12th will be picked up in front of the elementary building **only**. When picking up students in grades K-6th, please enter the elementary parking lot from the east and exit through the west exit. Please stay close to the sidewalk and leave the outside lane open for exiting purposes. Those who pick up students are asked to line up along the road east of the building, on the north side of the road. Younger sisters and/or brothers will be picked up at the pickup point of the older sibling. The inside lane should be used for picking up and the outside lane should be used for exiting the pickup line if necessary. **STUDENTS CANNOT BE PICKED UP IN THE OUTSIDE LANE.** Parents are not to enter the pickup line from the west. Parents are expected to park along the north side of the road that will extend east towards the baseball field. Parents will not be allowed to walk up and get their child from the parent pickup line. **Parents will not be allowed to park along the side of the road and have their child walk to them.** Please help us protect your child by picking them up through the pickup line.

- **STUDENTS CANNOT BE CHECKED OUT THROUGH THE OFFICE AFTER 2:30 P.M.** •

Car Rider Safety

- All students should enter and exit the vehicle on the side closest to the sidewalk.
- Parents should not exit their vehicle at any time.
- Students should have all backpacks and instruments inside the vehicle. (not the trunk)
- Students should not unload near the yellow railing.
- Please wait for the ladies on duty to open the door for your child.
- Please do not pass the vehicle in front of you unless directed by school faculty.

End of Day Departure Procedure

If you are picking up both an elementary and a 7th-12th grade student or a 7th – 12th grade student only they should be picked up in the high school parking lot by the old gym and high school area. Please enter on the west and exit on the east. Please park in the south lane in the parking lot and leave the north lane (outside lane) open for exiting purposes.

Students in grades K-6th who will ride with an older brother or sister will wait for the brother or sister, with a teacher in the old gym.

Students in grades K-6th who ride bikes and/or walk will be held in the old gym until 3:15 when the buses and most cars have left campus.

This procedure for releasing students for pick up by parents is intended to make the end of the day departure of students safer and more organized. Please do not cut line by trying to enter the pickup area from the west and/or walk to the parent pick-up line to pick up your child. Please get in the pickup line and wait your turn. Students will be supervised in the front of the elementary building until picked up.

If someone other than yourself is to pick your children up, please explain the parent pick-up rules to them. Failure to follow these guidelines could require the Administrator to take the necessary steps to ensure the safety of all students. This will be dealt with on an individual basis for those not willing to follow the proper procedures. Please help us to ensure the safety of our children by following these guidelines.

I encourage you to be courteous and cooperative in this endeavor. Your cooperation will be greatly appreciated. If you have questions, please feel free to call or come in to the office.

TRANSPORTATION CHANGE: MESSAGES TO STUDENTS

Calls to make changes regarding the dismissal of your child, parent pick-up, or riding the bus, should be made NO LATER THAN 2:30 P.M. to allow us time to get the message to the teacher. *Any change in a student's regular parent pick-up or bus routine should be sent in writing to your child's teacher and will be approved through the elementary office.*

REQUEST FOR HOMEWORK

Request to pick up your child's homework assignments and books when they are absent from school should be made NO LATER THAN 10:00 A.M. This will allow us time to send the request to the teachers and will allow the teachers time to gather the materials and books and send them to the office. Assignments and books may be picked up at 3:00 p.m.

PARENT'S RESPONSIBILITIES

You, as a parent, can be a tremendous help to the administration, the staff, and your child by working with us and by expecting your child to follow the rules of the school. We want and need your support and cooperation. Our goal as school officials and parents should be to do what is best for the student. In addition to general encouragement and support of the student, teachers, and school, each parent/guardian/custodian is encouraged to do the following:

1. Help your child get to school no later than 7:45 each day.
2. Make certain that no days are missed from school without an excusable reason.
3. Provide all necessary learning materials such as pencils, paper, and notebooks, etc.
4. Encourage your child daily.
5. Get to know your child's teachers and work closely with him/her.
6. Show support for your school by attending functions such as PTO, athletic, and band booster organization meetings.
7. Help ensure the safety of your child by emphasizing these practices:
 - o Never leave school without permission.
 - o Never take drugs or medication that is not prescribed for them.
 - o Never accept rides or gifts from strangers.
 - o Come straight home from school.
 - o Abide by all school rules and regulations.
8. Encourage your child to help protect school property, to help keep school buildings and grounds clean.
9. In case of emergency call the school and ask office personnel to deliver messages.
10. Do not allow your child to bring dangerous weapons, firecrackers, or other disturbing or dangerous items to school.
11. Do not allow your child to bring visitors to school.
12. Please mark all personal belongings of your child in some manner.
13. Please do not deliver your child to the school before 7:30 a.m. and no later than 7:45 a.m. Please pick your child up by 3:20 every day. Teachers are not on duty before or after these times. We will not be responsible for students left at school before 7:30 a.m.
14. Give your child the assurance of knowing how they are going home each afternoon. Make the appropriate arrangements before the last minute, especially in case of bad weather.
15. A note regarding any medical problems your child has should be sent to the principal at the beginning of school or when the condition occurs.
16. Be aware of the dress code and insist that your child follows the dress code. (See page 24-25 for more detail.)
17. Drop your child off in front of the school each day or take them to the lobby and leave them each morning and pick them up at a parent pick-up in front of the school in the afternoon. Please help protect your child by not being in the halls and classrooms in the mornings and afternoons.
18. Do not go to a teacher's classroom without a pass from the office.

19. Come to a teacher-parent conference on request or schedule conferences when you have concerns.
20. Never say negative things about a teacher or administrator in your child's presence.
21. Get your child in bed at a reasonable hour; make sure they get plenty of rest and make sure they get a good breakfast each day.
22. Do not check students out of school unless it is an absolute emergency.
23. When checking students out of school during the school day, please report to the office and your child will be called to check out.
24. **Messages to students concerning parent pick up, etc. must be called in by 2:30 p.m.**
25. Parents are responsible for the supervision of their children at all times during athletic or school events. Students are expected to be seated while attending any school event.

NOTE:

- Students are not allowed to bring balls, bats, or other toys to athletic events.
- Students are not allowed to play ball behind the bleachers at Stone Stadium.
- Students are not allowed to play on the grassy hills at the end and sides of Co-Lin's Stone Stadium.

PARENT TEACHER CONFERENCE

In an effort to communicate with parents we welcome conferences set up between the teacher and parents. Many times, this is the only way for us to communicate. Below are some guidelines for parent/teacher conferences:

1. Please call and make an appointment with the office or via School Status. Parents who come to the school requesting a conference that has not been scheduled will not be allowed a conference until one is scheduled with the teacher.
2. Please try not to miss a conference if possible.
3. Please remember that conferences are aimed at trying to improve student performance or behavior. We are looking for solutions or conveying information not trying to lay blame.
4. Parents or guardians are expected to attend conferences that are requested by the administration or other school personnel.

****Parents or guardians must attend all conferences. No substitutes, such as grandparents or family friends, will be allowed.**

Failure to Attend: PENALTIES

Failure to attend school conferences and to cooperate in the implementation of the discipline policy constitutes educational neglect and may result in criminal charges, penalties, and/or referral to the Department of Human Services.

Parents may be liable for payments of damages resulting from destructive acts by a child against school property and/or person and for criminal fines for unlawful activity by a child on school property or at school related activities.

VOLUNTEERS

We appreciate any help that parents and other volunteers provide for our school. If you want to help in a classroom or another area of the school, please follow the listed directions:

1. NO volunteers will be used during the first three weeks of school, unless requested by the teacher with administrative approval.
2. Parents and others who volunteer must remember that they are here to support and assist, not to discipline, or take on staff members' responsibilities.
3. Anyone who wants to volunteer should contact the teacher or teachers whom they want to help or contact the office and let the principal know they are available for volunteer work.
4. Volunteers will be contacted by the teachers and advised when they are needed for assistance.

**Volunteers are contingent upon COVID-19 Regulations and administrative approval.*

STUDENTS' RIGHTS

1. **Right to Learn:** Students have a right to a public education and to a non-disruptive educational environment in which to learn.
2. **Equal Opportunity:** Students have a right to an equal opportunity to participate in school programs and activities. However, participation in extra-curricular activities is a privilege, which may be lost by misconduct, academic standing or other reasons provided by policy and/or law.
3. **Freedom of Expression:** Students have the right to express their opinion verbally or in writing as long as it does not disrupt the educational environment. This right includes student publications to the extent provided by law.
4. **Privacy:** Students' academic and other personal school records are confidential and can be inspected only by eligible students, parents/guardians, school officials, and others as permitted by law.
5. **Due Process:** Students have the right to due process as outlined by board policy and provided by law.
6. **Search and Seizure:** Students have the right to be free from unreasonable search and/or seizures, but anything on school property or at school-related events is subject to search if a reasonable suspicion exist or otherwise as provided by law and policy.

STUDENTS' RESPONSIBILITIES

1. Respect for authority including obedience to school rules and regulations and to the law.
2. Respect for the rights of others and for school and community property.
3. Regular attendance and meeting of school obligations.
4. Standards of personal conduct, which are reflected in socially approved behavior.
5. Acceptance of responsibility for own work and behavior.

ARRIVAL OF STUDENTS

School begins officially at 7:50 a.m. and is dismissed at 3:00. Students should not arrive at school before 7:30 a.m. Students who do arrive before 7:30 a.m. are expected to report to the Old Gym. Elementary students are expected to be in their homeroom no later than 7:50 a.m.

ATTENDANCE OF STUDENTS

***** School Attendance Law mandates that a student must be in attendance 63% of the instructional day to be counted as present*****

Since there is such a close correlation between attendance and learning, the Copleah County Board of Education believes that parents and administrators should join together in a cooperative spirit to assure that students attend their school every day they are physically able. Students are to bring a note from their parent or guardian stating the reason for the absence or tardy. Students in grades K-6 will give the note to the person on duty in the elementary lobby responsible for issuing admission slips. *(Below you will see an example of the note to send.)*

August 17, 2023

To Whom It May Concern:

Please excuse _____ absence from school or his/her tardy to school on Wednesday, August 16, 2020 because_____.

Signed_____

Students are to present their parent note on the day they return to school or no later than the second day they return. Failure to do so will result in the days missed being unexcused.

✱Please include a doctor's excuse when possible. This formal documentation is needed for future references in case there is a question about excused absences.

We urge the cooperation of each school staff member, student, and parent in reducing absenteeism. The following guidelines are issued in this regard:

1. Teachers and administrators should stress the importance of regular and prompt attendance by students. An accurate record will be promptly reported on a daily basis. Each teacher is responsible for maintaining an accurate record of tardies and absences for students assigned to him/her each period.
2. The principal shall serve or designate a person to serve as the Attendance Counselor for each school. This person will carry out the provision of the Comprehensive Attendance Program Act to ensure that all eligible children under age seventeen are attending school and make accurate and timely reports to the Attendance Counselor and Superintendent according to law.
3. The principal or his designee, using the guidelines below will determine whether an absence is excused or unexcused.

There are occasionally times when circumstances demand that students miss classes. Therefore, in an effort not to punish students for circumstances beyond their control, written excuses from a parent or guardian will be accepted for **four (4) absences per semester**. Four (4) parent notes per semester will be excused for any of the reasons listed under **Excused Absences** and/or for any unforeseen circumstance that may arise throughout the year. **Parents will be notified each semester in writing when his/her child receives his/her third PARENT NOTE.** Once a student has used his/her four (4) parent notes, the student will need to bring formal documentation, such as a doctor's excuse for any other absences that may occur. Failure to bring in formal documentation will result in the absence being unexcused, and the child will not be allowed to make up the work missed.

- *Students with chronic illnesses, such as asthma, diabetes, etc. may request a special exemption from the school principal.*
- *Formal documentation such as a doctor's excuse will not be counted as a parent note.*

Excused Absences

- A. Attendance at authorized school activity approved by Superintendent or Principal.
- B. Illness or injury (Physicians statement may be required.)
- C. Isolation of children by the State Board of Health, County Health Department, or school official.
- D. Death or serious illness of member of immediate family.
- E. Medical /dental appointment of child by prior approval of school administrator or in an emergency situation.
- F. Required presence of a child in a court proceeding.
- G. Religious observance with prior approval by school administrator.
- H. Valid Educational Opportunity with **prior** approval by school administrator

When a student is absent due to illness, one parent note will be sufficient for up to **two days**. Any illness or surgery requiring a student to be absent more than three days will require a doctor's excuse or administrative approval. Students will have **two days** to bring in the necessary documentation for an excused absence, whether it is the parent note, doctor's excuse, dentist excuse, etc. After two days, we will not be able to go in and change the "unexcused" absence to "excused". We understand that it is possible to forget to bring in an excuse when returning from an illness, but two days is sufficient time to bring in the necessary documentation.

Unexcused Absences

After reaching **four (4) parent notes** in a semester, a student will need to bring formal documentation, such as a doctor's excuse for any other absences that may occur. Failure to bring in formal documentation will result in the absence being unexcused, and the child will not be allowed to receive full credit for the work missed.

Parents will be notified in writing each semester when his/her child has used his/her third PARENT NOTE.

The school is required by law to report to the school attendance officer any student who has accumulated five (5) unexcused absences during the school year. Twelve (12) unexcused absences of a student during the school year can result in a petition being filed with the Youth Court charging the parents with the educational neglect of their child.

Parents will be notified in writing of their child's eighth and tenth unexcused absences.

ALL DAYS MISSED BY A STUDENT BECAUSE OF SUSPENSION WILL BE CONSIDERED UNEXCUSED.

SCHOOL BOARD POLICY AND EXCESSIVE ABSENCES

If a student accumulates **twelve (12) absences (excused or unexcused)** in a school year, they may be required to appear before an attendance committee appointed by the principal. The parent or legal guardian must attend this meeting. The students will be given the opportunity to justify their absences. Failure to satisfactorily do so will cause the student to be notified that **six (6) additional absences** could result in loss of credit for all courses in which excessive absences occurred. In the event a student exceeds the allowable number of absences and has extenuating circumstances (documentation), the student may appeal to the Wesson Attendance Center Principal or Assistant Principal.

An academic absence, one in which the student is representing Wesson Attendance Center, will not count as one of the twelve (12) absences requiring an attendance committee hearing.

CHECKING IN & OUT OF SCHOOL

Students checking in/out of school will be required to provide documentation as to the reason for checking in/out of school. Excused and unexcused policies remain the same for those who check in or out of school that apply for absences. Students may be checked out one of two ways as listed below:

1. Any student leaving school before the school day ends must be checked out through the office. Phone calls from a parent or guardian will not be sufficient without an administrator's approval. The parent or guardian **must** come to the office and check the student out. Class will not be interrupted to call a student to the office unless in cases of extreme emergencies. An elementary schedule will be sent home with each student to indicate times of class changes. Parents will not be allowed to go to the rooms and get students. If your child is going to be checked out by another person, that person's name **must** be on your child's emergency card or a written record must be given to the office to keep on file. No one will be allowed to check out a child without proper authorization in writing.
2. All students who check out early ***must leave the building and campus as soon as they have signed out. They are not to return to school and/or campus without prior approval, until school is dismissed.***
3. Students who are sick will not be able to leave campus unless accompanied by a parent or guardian or their designee listed on the student's emergency card.
4. Students may also leave school during the school day by having a written statement signed by the parent on file in the office of the principal (before 7:45 a.m.). The note must have the telephone number as to where the parent can be reached for verification. Any notes that are **FORGED** shall be subject to disciplinary action to that student whose name appears on the note to check-out.
5. In fairness to all parents, especially those who participate in Parent Pick Up, we ask that you as parents and guardians not park and run in to check your child out of school in order to beat the traffic. Students will not be allowed to be checked out after 2:45 p.m. unless in extreme emergencies.

*The Daily Bulletin will include the names of all students authorized to leave school and the time they are to leave. Students checking out must sign-out in the office upon leaving. Anyone leaving the school campus without signing-out will receive an unexcused absence and will be punished in accordance with school policy. Students must check out between classes. They will not be allowed to leave during class time.

Students will be counted absent from a class if they are not in class for at least one half of class period.

When a student returns to school after being absent, he/she will present his/her excuse to the principal or designee, located in the elementary lobby and the high school hall, who will give him/her admittance slip which will permit him/her to enter the classes from which he/she has been absent. The teacher of **each** class missed must sign the slip regardless as to when the student checks into school. The admittance slip will be taken up by the last teacher to check the slip and turned in at the office for filing. Excused absences will be granted for classes missed due to checking in/out based on guidelines set for by the Mississippi Department of Education (see page 13). Parent notes will be accepted for 3 absences due to checking in or out per semester when a student becomes ill but does not go to doctor.

MAKE-UP WORK

- Work in any classes missed due to being absent must be made up within the number of days equal to the number of days the student was absent. If work is not made up, a zero will be given for work missed provided that the work for the students' present was graded. **The responsibility for make-up work must be accepted by the student.** The teacher is not required to "push" the student to have the work made up.
- A student who is absent due to an extended illness or medical condition is encouraged to get his/her assignments and to do as much work as possible while absent from school. A timeline for making up missed work and tests will be set by administration, teachers, parents, and the student when the student returns to school. *The principal reserves the right to make the final decision on the timeline for make-up work when necessary.*
- Students who have an excused absence will not be penalized in their work provided they make up the work missed.
- Students who have an unexcused absence will not be permitted to make up work missed. Any exceptions must be approved by the principal.

** Students will be responsible for any work missed while on field trips. All missed work must be turned in the day following the student's return.*

ACTIVITIES AND SCHOOL ATTENDANCE*

Students must attend school for four academic periods to participate in or attend any school activity that day or night. If the absence occurs on the Friday before an activity or school event, scheduled for a Saturday, the attendance rule will apply. *Administration has the right to make exceptions, as they deem necessary.* This rule includes all school activities such as athletic contests and band trips. This rule applies to practice and rehearsal of any activity on the day or night of his/her absence. It will be the responsibility of the sponsoring teacher to see that students are in the clear. If a student does participate in violation of this regulation, the penalty will be a Level I consequence and the student will be asked to leave the activity. If a violation is discovered after the activity has taken place, the penalty will be double. Permission may be granted only in unavoidable cases.

TRUANCY

SKIP DAYS will not be honored, and the school will treat students as being truant. Parents and guardians may be requested to provide formal documentation such as a DOCTOR'S EXCUSE as proof of student's illness in order for the student to receive an excused absence.

- A. Students are considered truant if they are unaccountably absent from any class after having been on campus or leaving campus without proper authorization.

- B. Students who are truant will be referred to an administrator.

TARDY POLICY

Kindergarten-Sixth Grade

The practice of being prompt is considered by Wesson Attendance Center to be an acquired habit, which enhances student's ability to succeed in adult life. **Class begins at 7:50 a.m. each day.** Parents are expected to have students get to school on time. All students late to school must get a tardy slip from the office to enter class. Students who are late because of the bus must report to the office to be checked off the absentee list. Students who are not in the classroom and involved in the educational process cannot achieve at the same level as those who are present and involved. In addition, students who are tardy disrupt the educational process for all other students in the class. **Students who are not in their seats when the bell rings will be considered tardy to class.** Tardiness both to school in the morning and to class is considered harmful to the educational process. Each incident will result in the negative consequences listed below:

A maximum of three parent/guardian written excuses will be allowed per semester. These notes must be presented to the office upon arriving to school late. This note should allow for any unforeseen circumstances such as a flat tire, vehicle not starting, etc.

After three (3) unexcused tardies, parents will be required to meet with the Administrator before the child can attend class the following day. Students with 6 or more unexcused tardies may result in parents being required to have a conference with the Superintendent and/or Out-of-School Suspension for the student.

SCHOOL RULES

1. Students will be expected to do what they are instructed to do the first time asked by all adult employees of Wesson Attendance Center.
2. Students will walk in straight lines when in the halls.
3. Obey all rules in and outside the classroom (cafeteria, hallway, bathroom, playground).
4. No excessive noise in the hall.
5. Students cannot leave the classroom or assigned area without a pass.

PASSES

When it is necessary for a child to leave the classroom, the student will secure a pass from the teacher. Students finding it necessary to leave a regularly assigned place at any period during the day must secure a pass from the teacher. This pass will be handed back to the teacher upon return.

A student must have a written pass when:

1. He/She reports to the office.
2. He/She leaves a class for any reason.

CORRIDOR RULES

The hallways are crowded at times, thus creating a congested traffic problem. If you follow the simple rules dictated by common courtesy, confusion will be kept to a minimum.

1. Make a habit of walking on the right side of the hall.
2. Loud laughter, yelling, whistling, or any unnecessary noises are not permitted.
3. Do not use class changes to visit; students should move with specific purpose in mind and not stop to mingle.
4. Be considerate of classes that are being conducted.
5. Courteous exchanges between students and their fellow students are encouraged, but always remember where you are and your purpose for being there.
6. Do not run in the halls.
7. Students shall remove sunglasses, hats, hoods, and headwear when entering the school building.

Walking Student to Class: Kindergarten ONLY

Kindergarten parents will be allowed to walk their child to the foyer the first four days of school. After four days, **all** students are expected to say goodbye to their parents in the car rider line and they proceed independently to their classrooms at the direction of their teachers. Certified school personnel and staff are available to supervise the students in the hallway and give assistance when needed. It is our goal to develop independence and self-confidence in our students as quickly as possible.

If on infrequent occasions a parent may need to accompany a child to the classroom to help carry items such as refreshments for the class, he/she must sign in at the elementary office and secure the hall pass sticker.

STUDENT CODE OF CONDUCT

Students in the Copiah County School district should always conduct themselves in such a manner as to bring credit to the school and the community. It is the purpose of this school system to provide the best quality education for the students of the district. It is essential to this goal that an atmosphere conducive to learning be always maintained in all the schools of the school district. *It is essential that the policies and rules governing student conduct be understood and always followed without exception.*

I. RULES OF CONDUCT

- A. Students of the Copiah County School District are expected to conduct themselves at all activities in such a manner as to promote the development of the school district rather than prohibit it.
- B. A teaching situation, which is conducive to learning, must be always maintained. Therefore, any student whose actions make it impossible for the

teacher to devote full attention to the class will be sent directly to the principal's office.

The student will be given an opportunity to give his/her version of the situation. If the student is found to be guilty of the offense, the principal shall determine if it is a minor or major infraction. The guidelines entitled **ACTS OF STUDENT MISCONDUCT AND CONSEQUENCES** will be followed.

- C. Any student who uses vulgar language or gestures toward a teacher, or threatens, intimidates, or assaults a teacher, administrator, or other staff member will be subject to expulsion.
- D. Any student who starts a fight or other disturbance or who participates in one will be subject to disciplinary action as defined under **ACTS OF STUDENT MISCONDUCT AND CONSEQUENCES**. Obstructing the pathway of any employee or security officer (by gathering around a fight or in any other fashion) who is attempting to break up a disturbance will result in severe disciplinary action, and the student will be subject to expulsion.
- E. Section 37-11-18 of the Mississippi Code—Expulsion of student possessing controlled substance or weapon or committing a violent act on school property.

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion by the superintendent or principal from such school. Such expulsion shall take effect immediately subject to the constitutional rights of due process.

- F. It is the policy of the Copiah County School District that the use of profanity, cheating, stealing, and gambling can never be tolerated as acceptable behavior. Such offenses shall result in disciplinary action as defined under **"ACTS OF STUDENT MISCONDUCT AND CONSEQUENCES."**
- G. Radios, C.D. players, iPods, handheld video games, and /or sound producers and beepers or other electronic communication devices are forbidden on all campuses of the School District unless specifically requested or approved by the teacher in charge or approved by an administrator. No vehicles will be allowed to pass through campus or park on campus with loud disruptive, sound producing equipment. Administrative staff will assign penalties as deemed necessary.
- H. In compliance with state law, House Bill 641, possession, or use of tobacco in any form by anyone is strictly prohibited on all school grounds at all times. Violation of this law shall be considered a major offense.
- I. Public display of affection between students is strictly always prohibited on school grounds. Any type of sexual activity is strictly prohibited, and any violation thereof may result in participants being subject to expulsion.
- J. Proper dress, as determined by the principal, shall be always maintained.
- K. The possession or use of alcohol by any student of the Copiah County School District is strictly prohibited on any campuses of the School District. This policy

shall apply to all students during all the period of time that they are under and subject to the jurisdiction of this School District and while participating in or going to or from any school activity. Any student violating the provisions of this policy shall be subject to disciplinary action no less than that described for major offenses and possible expulsion depending on the circumstances.

- L. The above rules and regulations governing conduct shall also apply on buses of the Copiah County School District. Student cooperation is imperative to maintain order and discipline on school buses primarily from the standpoint of safety. Students who do not conduct themselves properly as set forth in such rules and regulations as may be formulated governing school buses will not be allowed to ride the bus. Violation of these rules and such other rules as may be formulated governing riding the bus may also result in some other disciplinary action. The bus driver is responsible to the School District for maintaining order on the school bus and for always ensuring maximum safety. He is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus. The principal of each school or their designee will be responsible for disciplining students reported to him by the driver.

II. DUE PROCESS

When a student is subjected to disciplinary action by means of suspension, the student will be afforded the safeguards of Due Process as required by the law. In all cases the student shall be given oral or written notice of the charges against him, and if the charges are denied, the student shall be given an explanation of the evidence the school officials have against the student, and the student will be given the opportunity to present his side of the case. The student shall be first told what he is accused of doing and what the basis of the accusation is. This accusation should normally precede disciplinary action. However, a student may be immediately removed from school if the student's conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, or damages school property. In such instances, the necessary notice and hearing should follow as soon as practicable after the removal of the student from the school.

SEARCH AND SEIZURE

Only an Administrator may search school property when they have reason to suspect that students have violated a school rule or law. Students' lockers, backpacks, purses, and other such items are subject to search without warning based upon individualized reasonable suspicion. Desks may be searched randomly without warning. Vehicles brought onto campus by or for the benefit of students may be visually searched randomly and the contents searched with reasonable suspicion, both without warning. Students may be subject to reasonable pat downs and required to empty pockets based on individualized reasonable suspicion when circumstances warrant such a search. In cases of emergency, students may be subject to strip searches in accordance with procedures approved by the District policy and law.

In the event that the search reveals the possession of items that may be prohibited by law, School Officials shall notify the law enforcement officials.

III. EXPULSION AND SUSPENSION

From time to time, it may be necessary to suspend or expel a student when other means of discipline do not seem to be effective or when the student poses a danger to other students. The following is a guide for the school administration to use during this process:

- A. Definition of Terms:
 - 1.) Suspension is defined as the denial of school attendance for any period of up to ten days during the school year.
 - 2.) Long-term Suspension is the denial of school attendance for any period more than ten days during the school year.
 - 3.) Expulsion is the denial of school attendance for a specific period beyond the beginning of the next school year or any permanent denial of school attendance.
- B. Students under suspension or expulsion or assigned to Alternative School for disciplinary reasons shall not trespass upon school campus operated by the Copiah County School District or enter any building owned or operated by the Copiah County School District except for a pre-arranged conference with a school administrator. In addition, students under suspension or expulsion or assigned to Alternative School for disciplinary reasons shall not attend any extracurricular functions on any campus.
- C. A student may be placed on suspension for committing any of the offenses set forth in the policy governing student conduct or for any other good cause as determined by the principal, assistant principal, superintendent of education, or other appropriate school administrator. Students may be expelled for committing any of the offenses set forth in the policy governing student conduct and discipline or for any other good cause as may be determined by the Copiah County Board of Education.
- D. Some examples of rules infractions, which could result in suspension or expulsion, are given in this policy and other policies related to discipline and in the student handbook at each school. Suspension and expulsion are options that the administration may use when it is deemed to be in the best interest of all students.
- E. In the event of a recommendation of expulsion, the Superintendent of Education shall arrange for a meeting of the Board of Education of Copiah County, Mississippi, to hear the matter. The Superintendent shall, as soon as reasonably possible upon receipt of a recommendation for expulsion, give such student and his or her parent or guardian any notices due which are consistent with federal and state Due Process requirements at least five days prior to any such hearing. The Due Process hearing shall be conducted within ten days of the notice of expulsion or long-term suspension, where possible, when such hearing is requested by the student, parent, or guardian. Such a hearing request must be made within five days after receipt or notice of the expulsion or long-term suspension. Said student shall remain on suspension until such hearing is held if, in the opinion of the Superintendent

of Education, the student's presence in school would be a disruptive influence to the educational process.

- F. The principal or his designee may suspend students for a period not to exceed five school days. The principal, with the approval of the Superintendent of Education, may suspend students for a period not to extend ten school days. A student facing suspension shall be given oral or written notice of the charges against him by the principal or his designee. If the student denies the charges, he shall be given an explanation of the evidence that the principal or his designee has against him and shall be given an opportunity to present his side of the story. In all cases of suspension, the parent or guardian of the student shall be notified in writing within twenty-four hours of such suspension, giving the reasons therefore.
- G. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. Under no circumstances shall a student be sent home during normal school hours unless a parent or guardian has been first notified. Anytime a student is suspended, a parent must be notified prior to the next day.
- H. Any suspension more than ten school days may be given only by action of the Board of Education, and then only after such student has been afforded notice, opportunity, of a hearing, and other procedural rights consistent with state and federal Due Process requirements.
- I. Students suspended from school must be accompanied by a parent or guardian when they return to school.
- J. Principals shall make a written report of each suspension to the Superintendent of Education including the name of the student, address, name of parent or guardian, and a statement of the reasons for the suspension including the date, time, and place.
- K. Special education students shall be controlled by applicable state and federal regulations. Before a special education student is placed in an alternative program, written prior notice for IEP revision is given to the parent, and the IEP committee will agree upon the services to be provided at this school. Before the disabled student is returned to his school, another IEP meeting is held.

If there is disagreement as to the appropriate placement of the disabled student, the student's parents will be notified in writing of their right to a SPEEDY impartial due process hearing.

The above regulations governing student conduct are given in the way of guidelines and shall not be a limitation on the right of a Principal, Superintendent of Education, or the Board of Education to initiate suspension, expulsion, or other disciplinary proceeding based on other grounds.

DRESS CODE

Since we are judged by our appearance, it is important that students learn proper grooming habits and take pride in dressing appropriately. The dress code is to serve as a guideline and not an all-inclusive list. The administration will have the final decision as to the appropriate dress.

1. Any style of clothing tending toward immodesty in dress is prohibited. (Halter tops or dresses, and sundresses with spaghetti straps)
2. Hair shall be groomed so as not to extend below the eyebrows and cover or obscure the eyebrows and cover or obscure the eyes or any part thereof.
3. Hair shall not be groomed in class.
4. Picks and combs shall not be worn in hair.
5. Appropriate footwear shall be worn; no house shoes/slippers or cleats.
6. **Leggings shall not be worn without a top that covers 2 inches below fingertips –all around (some tops are shorter in front than back – must be 2” below shortest part of shirt)**
7. All clothing designed to cover the upper part of the body must not expose any part of one's underclothing, must not show an indecent amount of one's chest (no cleavage) and must come below the belt line of the pants without having to be pulled down.
8. Cleanliness of both dress and body is mandatory.
9. Shirts shall be buttoned or zipped unless proper attire is worn underneath for layered effect.
10. Clothing with vulgar, indecent, or suggestive writing or symbols shall not be worn.
11. Clothing advertising tobacco, alcohol, and drugs shall not be worn.
12. Unless prescribed, sunglasses shall not be worn inside the building.
13. No clothing considered and designed as underclothing shall be worn as an outside garment.
14. Clothing (for example blue jeans) must not have holes *above the knee* that expose skin or any undergarment.
15. **No headwear should be worn inside the building or at recess without permission from principal. (This includes bandanas, caps, scarves, and hoods.) Persistent offenders will be disciplined more severely.**
16. Unacceptable outerwear for the lower part of the body includes bicycle/spandex pants. Sleepwear such as pajama-bottoms or pants/shorts with lettering across the seat are strictly prohibited.
17. Pants shall be worn above the hips, and extremes of any kind will not be tolerated. Students wearing their pants below their waist will be sent to the office. If the problem persists, the student will be required to wear all his/her shirts tucked in and a belt shall be worn for the rest of the school year and further action will be determined by the principal.
18. For students in grades 2-6 any article of clothing designed to cover the lower part of the body must come no higher than mid-thigh. This includes dresses, skirts, overalls, shorts, etc.
19. No heavy metallic chains will be worn.
20. Body piercing or tattoos that are considered distracting by the administration will not be allowed.

ELEMENTARY DISCIPLINE POLICY

Student Behavior Objectives

The Copiah County Board of Education believes that learning is enhanced when orderly conditions exist and where there is mutual respect between the teachers and students. Therefore, the behavioral objectives of our students will be:

1. No disruptions of a teacher's right to teach.
2. No disruptions of a student's right to learn.
3. Respect for self and others.
4. Respect for the property of others.
5. Respect for the safety and well-being of oneself and others.
6. Self-discipline and control.
7. Respect for the law as it relates to freedom of speech, assembly, and privacy.

These objectives shall be consistent throughout the Copiah County School District. In order to obtain the above listed objectives, the Board has directed the Superintendent and his staff to draw up guidelines for the district-wide disciplinary practices for the Board's approval and adoption.

Discipline Guidelines

1. Realizing that the best type of discipline is self-control, teachers should try to instill in each student the desire to be a good school citizen. Emphasis should be placed on what students are doing right and recognition and award given for good behavioral conduct.
2. Punishment for rules infractions should be fair and commensurate with the severity of the infraction. Generally the procedures as established under **Guidelines for K-3 and 4-6** should be followed. When other measures have been tried and have not resulted in corrected behavior, corporal punishment may be administered under the following safeguards:
 - a. The only type of corporal punishment permitted is paddling of the buttocks that does not result in physical harm to the student.
 - b. Paddling may be done only by a principal, the student's teacher (in the presence of the principal), or someone specifically designated by the principal.
 - c. A student cannot receive more than three licks when being paddled.
 - d. A student cannot be paddled more than once in a day.

NOTE: Students in K-6 whose parents refuse corporal punishment will be assigned to after-school detention for the first two offenses in a nine-week period and then suspended for future offenses in a nine-week period.

3. In all other instances staff members should keep their hands off students unless physical restraint is required to prevent harm to other individuals.
4. Discipline should be individualized. The Copiah County School Board of Education does not condone group or classroom discipline for the actions of one or two. It is the responsibility of the principal and the teacher to see that this provision is followed as intended.
5. As stated in the District's Code of Conduct Policy, appropriate State and Federal regulations will be followed regarding suspension/expulsion of a student with disabilities.

Classroom Rules

1. Students will be expected to do what they are told the first time asked.
2. Always show respect to others.
Do not use any part of our bodies or our words to hurt or harm any person, place, or thing.
3. Raise your hand to speak or get permission to leave your seat.
4. Be prepared for class.
 - a. Sharpen pencils or have pens out.
 - b. Have your books, paper, and/or homework on your desk.
5. Demonstrate responsibility, obey all school rules as outlined in the Student Handbook, and clean up after yourself throughout the school.

Guidelines for K-3

The discipline system for grades K through 3 will be based on a point system this year with rewards and consequences. Each teacher will have the same classroom rules, and all students will be expected to abide by the school rules set forth in these guidelines. (See classroom rules and school rules listed above.)

A student will receive a pin or check by their name for misbehavior. A student will receive a pin or check for a violation of any school rule or classroom rule. A student will receive 5 pins or checks for harassment, refusal to work or cooperate with the teachers or administration or fighting.

A pin or check may be removed when the teacher witnesses one positive behavior and the student demonstrates obedience to rules.

Consequences/Rewards

- 1st check or pin————Warning
- 2nd check or pin————Lose 5 minutes of recess
- 3rd check or pin————Lose 10 minutes of recess
- 4th check or pin————Lose 15 minutes of recess
- 5th check or pin————Referral to office

Rewards for receiving no more than three pins or checks during the week will be given on Friday at the teacher's discretion.

Principal's Discipline Menu for K-3

1. Conference or corporal punishment
2. Corporal punishment or in-school suspension
3. Afterschool detention
4. Afterschool work detail
5. Suspension from school***

*** Parent must come for a conference before the student can return to school

Guidelines for Grades 4 – 6

Students in grade 4-6 will abide by the classroom rules and the school rules listed above. Based on the severity of the offense and number of previous infractions, penalties for minor offenses will be one of the following:

1. Verbal reprimand by the teacher
2. Loss of recess (appropriate time for infraction)
3. Loss of entire recess or classroom detention
4. Referral to office

Principal's Discipline Menu for Grades 4 – 6

1. Conference or corporal punishment
2. In school suspension
3. Supervised work detail after school or after school detention
4. 3 days to 10 days out of school suspension ***
5. Alternative school placement ***

*** Parent must come for a conference before the student can return to school.

Grades K-12: Acts of Student Misconduct and Consequences

The acts of misconduct include behaviors in the classroom, on the school grounds, or any other times or places the school has jurisdiction.

Group I: Acts of Misconduct

- 1-1 Chewing gum
- 1-2 Profanity or vulgarity including gestures.
- 1-3 Disruptive behavior at school or school sponsored events
- 1-4 Harassment, intimidation, or threatening other students.
- 1-5 Public display of affection
- 1-6 Dress code violation (See Pages 23-24)
- 1-7 Leaving the classroom, cafeteria, or playground without permission
- 1-8 Other misbehavior as designated by the Administrator.
- 1-9 Leaving books on the tops of lockers, snack machines or in the halls

Group I: Consequences

1. Paddling or student conference
2. Work Detail
3. After school detention
4. In-school suspension 1-2 days

Group II: Acts of Misconduct

- 2-1 The possession or use of tobacco products in any form (House Bill 641)
- 2-2 Open defiance of administrators, teachers, or staff members
- 2-3 Profane, obscene, indecent, immoral, or seriously offensive language or gestures.
- 2-4 Vandalism including criminal damage to the school or the personal property of others (punishment includes restitution).
- 2-5 Fighting-physical conflict between two or more individuals
- 2-6 Initiating, inciting, or deliberately provoking a fight
- 2-7 Theft or possession of stolen property (restitution for stolen or damaged property must be made before student can return to school)
- 2-8 Leaving school without permission
- 2-9 Skipping class (See Truancy page 15)
- 2-10 Gambling
- 2-11 Use, possession, or delivery of fireworks

Group II: Consequences

1. In-school suspension for up to three (3) days * or corporal punishment.
2. Out-of-school suspension for 1-10 days with the possibility of recommendation for expulsion *
3. Alternative school *

*Parents must come to the school for a conference before student can return to school.

Group III: Acts of Misconduct

- 3-1 Assault on or the threatening of an administrator, teacher, or staff member
- 3-2 Possession, use or being under the influence of alcohol or look-alike substances of mind-altering chemicals, or drugs
- 3-3 Possession of or under the influence of any controlled substance
- 3-4 The use of a weapon, possession of a weapon, possession of and/or concealing a look-alike weapon
- 3-5 Participating in or causing a disturbance at school or school related activities-riot, gang fights, bomb threats, or similar disturbances. ****
- 3-6 Sexual harassment to include propositions, exhibitions, and /or touching in any improper or unacceptable manner.

Group III Consequences

1. Placement in the Alternative school program for a minimum of 90 days.
(Early Dismissal may be granted at the discretion of the principal)
2. Nine (9) day suspension with the recommendation for expulsion. The Copiah County School Board will determine the length of expulsion. ****

**Students referred to the office ten times in a school year may be sent to the alternative school for twenty days. After returning from the alternative school, if the student receives two additional referrals, the student will automatically be suspended for ten (10) days and a recommendation of expulsion will be made.

Excessive minor offenses will automatically move the student to a higher level. Failure to report to the assigned detention, reporting late, failure to stay busy on lessons, or creating any disturbance will elevate the punishment to a higher level.

When the Principal determines that alternative placement is necessary for behavior modification, it will be assigned as follows:

First Assignment: Twenty (20) days in alternative education.

Second Assignment: Number of days determined by the principal but not less than forty-five (45) days. Parent or legal guardian must attend conference with the student and principal or his designee.

Students will be subject to extended Alternative placement, suspension, or expulsion.

Third Assignment: Conference with superintendent or his designee. Subject to expulsion proceedings.

Any student who is assigned to the Alternative School for disciplinary purposes shall be considered on probation. Any infraction of the rules during this time will cause the student to be subject to further discipline procedures (extended time, suspension, or possible expulsion).

All students being considered for assignment to the Alternative School shall be provided due process, and the principal will notify parents. After hearing the evidence, the principal shall then determine the type of punishment, if any.

Any student assigned to the Alternative School shall be provided a curriculum of study which consists of one of the following:

- *Course work provided by Alternative classroom teachers is designed to ensure that the student has ample opportunity to keep up with the course work being provided in the regular classroom from which the student has been removed. Regular instruction will be provided in English, math, science, and social studies. The student assigned to the Alternative School will be responsible for contacting teachers in areas such as computer science, building trades, keyboarding, music, etc. for plans to continue work in those classes.*

Any compulsory school age child who becomes involved in any criminal or violent act shall be removed from the Alternative School and if probable cause exists, a case shall be referred to the Youth Court.

While in attendance at the Alternative School for disciplinary infractions, each student shall be counseled in detail about the student behavior objectives contained in this policy.

As a matter of reference, the following examples are given for major and minor infractions. This list is not intended as an all-inclusive list. Other examples may be found in the student handbook. Classification of the offense is the responsibility of the administrative staff.

Examples of minor offenses:

- Talking in class without permission
- Leaving seat without permission
- Eating in class
- Tardiness
- Running in the halls
- Leaving the classroom, cafeteria, and playground without permission

Examples of major offenses:

- Fighting
- Cutting class
- Stealing
- Destruction of property (personal and school)
- Profanity
- Possession of tobacco products

The Student Code of Conduct is also an integral part of this discipline policy. Also, each school has its own rules and regulations which are approved by the Copiah County Board

of Education. A copy of each of these will be given to every student, and parents are required by law to sign a statement verifying notice of the plan.

Section 37-11-53 of the Mississippi State Code sets forth the following responsibilities for parents and legal guardians:

A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public-school district:

- a. Shall be responsible financially for his or her minor child's destructive acts against school property or persons.
- b. May be requested to appear at school by an appropriate school official for a conference regarding acts of the child.
- c. Who have been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference.
- d. Shall be responsible for any criminal fines brought against such student for unlawful activity, as defined in Section 37-11-29 of the Mississippi code, occurring on school grounds.

Any parent, guardian, or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Three Thousand Five Hundred Dollars (\$3,500.00) (Section 37-11-29) defines unlawful activity as follows:

Possession or use of a deadly weapon

Possession, sale, or use of any controlled substance

Aggravated assault

Simple assault upon any school employee

Rape

Sexual battery

Murder

Violent act as defined in Section 43-31-605

Any Public-School district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) who maliciously and willfully damages or destroys property belonging to such school district. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain, and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including parents, for damages to which such minor or other person would otherwise be liable.

Section 37-11-18. Expulsion of student possessing controlled substance or weapon committing violent act on school property. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion (for a period of not less than one year) by the superintendent or

principal from such school. Such expulsion shall take effect immediately subject to the constitutional rights of due process.

Section 97-37-13. Deadly weapons: weapons and cartridges not to be given to a minor or intoxicated person. It shall not be lawful for any person to sell, give or lend to any minor under eighteen (18) years of age or person intoxicated, knowing him to be a minor under eighteen (18) years of age or in a state of intoxication, any deadly weapon, or other weapon the carrying of which concealed is prohibited, or pistol cartridge; and, on conviction thereof, he shall be punished by a fine not more than One Thousand Dollars (\$1,000.00), or imprisoned in the county jail not exceeding one (1) year, or both.

The Copiah County Board of Education strictly prohibits any weapons on school grounds carried personally or in a vehicle unless they are being carried by a Uniformed Officer or the Instructor of a Hunter Safety Program. Knives, Razors, Shotguns, Rifles, Pistols, BB guns, Brass or Metallic Knuckles, are examples of such weapons. This listing is given only for example and is not intended as a complete listing. THIS PROHIBITION APPLIES TO ALL PARTIES ENTERING SCHOOL PROPERTY.

Section 37-11-59. Failure of parent, guardian, or custodian to attend school conferences; penalty.

Any parent, guardian or custodian of a compulsory-school-age child who shall fail to attend a conference to which such parent, guardian, or custodian has been summoned shall be guilty of a misdemeanor and upon conviction shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).

BUS REGULATIONS

Well-equipped buses with trained drivers are provided for students entitled to transportation. Students are asked to cooperate with drivers in the safety and up-keep of the buses. Students who ride buses must abide by the rules and regulations. A student's conduct determines whether he/she will be entitled to transportation or not. The following policies apply:

1. When students leave school on a bus on a school trip, they must return on the bus unless they return with their parents.
2. No person other than students scheduled to ride, an administrator, faculty, or law enforcement official may obtain entry on a school bus unless the driver of said bus has written authorization from the principal or superintendent to permit such entry.
3. In the event a school bus has been involved in an accident, catches on fire, or any other emergency develops, an individual(s) may be permitted to enter the bus or assist students or the driver if assistance is needed.
4. Students must be at their assigned bus stop on time in the morning at the same time and not straggle one at a time from the house to the bus. The driver is required to stop but not required to wait unless the student is seen coming to the bus. The only exception is when the bus is early.
5. Students must be at the loading zone at school on time in the afternoons. Buses will leave promptly at 3:15. **Any student that is habitually late loading the bus will be warned to be on time. If this behavior continues, the student will not be allowed to board the bus.**
6. If you must walk to the bus stop where there are no sidewalks, face the traffic so that drivers can see you and you can see them.

7. Do not play on or near the road while waiting for the bus to arrive.
8. If you must cross the road to get on the bus, do not cross until the bus arrives.
9. If it is necessary to cross the road after being discharged from the bus, wait until the Bus Driver has given you the signal to cross the road. Always cross in front of the bus.
10. Wait until the bus comes to a complete stop before trying to load or unload.
11. Use the handrail while loading and unloading.
12. When leaving the bus after arriving at school, move away from the unloading zone to your assigned place as quickly as possible, but do not run.
13. Students shall not board or get off buses at any place other than his/her school and the regular boarding place near the student's home. In order to get off at any other stop, the student must have a signed note from a principal or the transportation supervisor.
14. No one except school students, drivers, and school officials are to ride school buses, except in the case of school employees who may ride by obtaining special permission from the school transportation supervisor.
15. Students shall not get on and off a bus while the bus is in motion, nor shall students be permitted to move from one seat to another.
16. Students who live on roads that have retraces shall get on at stops whereby it shall not necessitate crossing the road to get to the bus.
17. The bus driver is responsible for the safety and conduct of all students who ride the bus. He/she has the authority to assign each student a place to sit.
18. Students shall not eat or drink on the bus without express permission from the driver.
19. Tussling and or disruptive behavior and any other behavior distracting the driver will not be permitted.
20. Fighting, smoking, and the use of profane language will not be permitted on school buses. (Acts of misconduct and consequences of the handbook to be followed.)
21. Use of, possession of, and/or under the influence of alcohol and/or drugs will not be permitted on school busses. (Acts of misconduct and consequences of the handbook to be followed.)
22. Students riding the bus shall not use abusive, indecent, immoral, or seriously offensive language on the bus which includes gestures, propositions, or exhibitions. Any type of sexual activity is strictly prohibited, and any violation there of shall result in participants being subject to expulsion. (Acts of misconduct and consequences of the handbook to be followed.)
23. Public display of affection between students is strictly prohibited at all times on school grounds.
24. Throwing an object on the school bus will not be tolerated. (Examples: Shooting spit balls with rubber bands or with bobby pins.) (Step 2 or 6 on discipline ladder for school buses listed below)
25. Students shall not mar or deface school buses. Parents can, by law, be held responsible for this type of destruction and shall pay for damages. (Step 5 or 6 on discipline ladder for school buses listed below)

DISCIPLINE LADDER FOR SCHOOL BUSES

The following steps will be used for violations of bus regulations, with the exceptions of those that will be dealt with using the acts of misconduct and consequences that are in the handbook.

Step 1–Conference and parent notification with phone call or note.

Step 2–Corporal Punishment and parent notification with phone call or letter.

Step 3–Suspended from riding the bus for 3 school days. Conference with parent, student, and bus driver at school before student can return to the bus.

Step 4–Suspended from riding the bus for 5 school days. Conference with parents, student, and bus driver before student can return to school.

Step 5–Suspended from riding the bus for 10 school days. Parents must come to the school for a conference with the principal and the Transportation Director. (This infraction may result in loss of bus privileges for the remainder of the school year.)

Step 6–Suspended from the bus for the remainder of the school year. The principal in his discretion will make the decision he deems appropriate under the circumstances.

LOADING AND UNLOADING OF STUDENTS

Buses are loaded and unloaded at the rear entrance of the elementary building only. Parent pick-up will be in front of the high school building for 7-12 and in front of the elementary for K-6.

Parents who do not participate in our parent pick- up program will be requested to wait until all other students have departed campus before being allowed to pick up their child. (See pages 8-9 for guidelines on Parent unloading and pick-up of students.) Parents are not to drop off or pick up their children in the bus loading area in the back of the school.



K-12 GRADING SYSTEM

The average daily grade will count $66\frac{2}{3}\%$ of the nine weeks average. The average daily grade will be determined as follows.

Daily Work	66-2/3% (blue ink)
<u>Major Tests</u>	<u>33-1/3% (red ink)</u>
Average Daily Grade	100%

Daily work may consist of homework, class work, class participation, oral presentations, or other work as determined by the teacher. Homework should be used for evaluating student's strengths and weaknesses. Teachers are expected to grade the work assigned and record grades when appropriate. All daily work shall be recorded in blue ink in the grade book. A minimum of 12 grades will be recorded every 9 weeks for daily work.

The nine weeks average will be determined as follows:

Average Daily Grades	66-2/3%
<u>Nine Weeks Test</u>	<u>33-1/3%*</u>
Nine Weeks Average	100%

The average daily grade, nine weeks test*, and nine weeks average will be recorded in the appropriate column in the grade books. Adding the two nine weeks averages and dividing by two (2) determine the semester average. In all cases, a passing grade verification by the teacher indicates that the student has shown the required proficiency on all district core skills. All grades on report cards will be recorded as number grades. Teachers will use numeric grades on a daily basis in the grade books, on grade sheets, and on the permanent records. The following conversion will apply:

A=	90-100
B=	80-89
C=	70-79
D=	65-69
F=	64 - Below

* Does not apply to kindergarten.

NINE WEEKS TEST

NO TESTS will be given early for any reason. If a student misses their test, they will be allowed to make the test up when they return from their absence, provided the absence was prearranged and is excused. Students who miss the fourth nine weeks test must arrange with the principal to make the test up after school is out for the summer.

HONOR ROLL GRADES

Students doing outstanding work are listed on the honor roll as follows:

Superintendent's Honor Roll... (All A's)All grades range from 90-100

Principal's Honor Roll..... (All A's, B's) All grades range from 80-100

Honor Roll..... (All B's)All grades range from 80-89

REPORT CARDS

Report cards will go out every nine weeks at the end of the nine-week period. Those desiring a conference concerning these reports should contact the office. Report cards will not be given to someone other than the student, parent, or guardian. (Parents or Guardians must send written permission for someone else to pick up their child's report card.)

SCHOOL TERMS AND REPORT CARD DATES

<u>Beginning Date</u>	<u>Ending Date</u>	<u>Report Card Date</u>
Term 1: August 4, 2023	October 6, 2023	October 13, 2023
Term 2: October 11, 2023	December 19, 2023	January 26, 2024
Term 3: January 4, 2024	March 8, 2024	March 22, 2024
Term 4: March 18, 2024	May 24, 2024	To be mailed

PROGRESS REPORT DATES ARE AS FOLLOWS:

1 st 9 Weeks	September 8, 2023
2 nd 9 Weeks	November 10, 2023
3 rd 9 Weeks	February 9, 2024
4 th 9 Weeks	April 12, 2024

EXEMPTIONS

As per School Board Policy Students in grades 1-12 may be exempted from their fourth nine weeks test provided they have at least a 90 average for the year in each subject and have no more than five (5) total absences (excused/unexcused combined) for the year. Students eligible for exemption may take the nine weeks tests, and their grades will be determined as usual.

EXTENDED SCHOOL YEAR

To assist those students needing additional instruction, an extended school year may be offered in grades K-6 provided funds are available. Guidelines will be provided with end of the year report cards.

COPIAH COUNTY SCHOOLS PROMOTION-RETENTION

POLICY Grades K-6

To be promoted to the next grade, a child must demonstrate satisfactory performance at grade level on subjects required for promotion. Any exceptions to this rule must be due to specific learning situations, which have been addressed by the teacher, principal, and parent. The principal has the authority to make the final decision on the exception.

Kindergarten - Students are required to master all readiness skills. A list of these skills will be provided to parents at the beginning of school. Students not mastering these skills will not be promoted.

Grades 1 & 2 – Students must pass Reading, Language Arts (English and Spelling) and Math.

****Grade 3 – Students must pass Reading, Language Arts (English and Spelling), Math, and Science or Social Studies.**

A student scoring below the allowable achievement level as outlined by MDE in Reading on the established state assessment for 3rd grade will NOT be promoted to 4th grade unless the student meets the good cause exemption for promotion.

Grades 4-6 – Students must pass Reading, Language Arts (English and Spelling), Math, Science, and Social Studies.

Exceptions: Academic grades will not be used in gifted, handwriting, art, music, computer science, and physical education for grades 1-6. The grades S (satisfactory), N (needs improvement) and U (unsatisfactory) will be used for these purposes.

Extended School Year: Students who score below the 25th percentile will be required by the School Board to attend an extended school year session for reading or math. The students will be required to master the essential objectives from the Mississippi State Curriculum Framework. This program will be held as long as the resources are available.

ACCIDENTS

All accidents on the school campus should be reported first to the teacher on duty. All athletic accidents should be reported to the coach at the time of the accident. Parents will be contacted concerning any serious accidents which occur at school. If the parent cannot be reached, then 911 will be called.

ACCESS TO RECORDS

Parents and guardians may at any time request access to their child's cumulative record.

ASSEMBLIES

Assemblies are important functions in the life of our school. They provide valuable experiences and help promote unity and school spirit. In order for everyone to be comfortable and gain maximum benefit from these programs, the following procedures should be followed:

1. Student attendance is compulsory.
2. Students will sit in their assigned sections.
3. Students should maintain an orderly attitude, listen carefully to all speeches, and follow directions that apply to them.
4. Teachers will supervise the students during assemblies.
5. Students should show their respect and appreciation to speakers by applauding at the right time and refraining from un-sportsman-like and rude behavior.

BIRTH CERTIFICATES

Mississippi State Law requires that every student enrolled in public schools have a certified date of birth and a file or registration number recorded on his/her cumulative folder. Therefore, in any case wherein this has not been done, it will be necessary for said student to present a certified birth certificate.

CHANGE OF ADDRESS

If at any time during the school year you have had a change of address or telephone number, it is extremely important that you report it to your child's homeroom teacher. They will in turn report it to the office.

CHARACTER EDUCATION

The Virtues Project

The Virtues Project is a means to improve the culture of our school and to provide simple tools to make character education a natural part of the child's educational experience. Each week a virtue of the week is featured in grades K-6 and virtue vouchers are given to students "caught" demonstrating the virtue in an effort to reinforce positive behaviors.

AWARDS DAY

Students will be recognized for academic achievement at the end of each school year. Two separate Awards Day programs will be held for students in grades 1-3 and 4-6. Kindergarten will have their own program and recognition in the Spring.

Students in grades 1-6 will be given the following awards during the Awards Day program: Highest Average in Reading, Highest Average in Language Arts, Highest Average in Math, Highest Average in Science (grades 3-6), High Average in Social Studies (grades 3-6), Most Improved in Reading, Most Improved in Language Arts, Most Improved in Math, Most Improved in Science (grades 3-6), Most Improved in Social Studies (grades 3-6), (2) Most Dependable, Cobra Award (Best All-around Student – Girl and Boy).

Any other certificates will be presented in the classrooms.

GIFTED EDUCATION

Gifted Education classes are available for students in grades 2-6 who have been identified as Intellectually Gifted. A student may be referred by a teacher, administrator, counselor, parent, peer, self or any other person having reason to believe that the student may be intellectually gifted. Wesson Elementary will follow the State Regulations for Gifted Education Programs identification process.

FIELD TRIPS

All elementary teachers are encouraged to plan at least one field trip per year provided funding is still available at the district level. Students must turn in field trip money and permission slips signed by their parents or guardians before they are allowed to go on a field trip. All parents wishing to be a chaperone must pay applicable fees in advance. Parents are not allowed to ride the bus; therefore, they must follow the bus in their private vehicles. When a student leaves school on a bus on a school trip, they must return on the bus unless they have permission to return with their parents. Students will not be allowed to go on the field trip if he/she has received an unexcused absence on the day before the field trip.

Parents wishing to accompany a class on a field trip must understand that you are **not permitted** to bring younger or older siblings on a field trip. When you agree to go on a field trip, or when you choose to go, you are going to assist the teacher with supervision of the students. If you are dealing with your preschool child, you are not able to be of much assistance to the teacher. Furthermore, younger, or older "school-age" siblings need to be in class. They can enjoy the field trip planned for their class.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held periodically. Fire drills will consist of **ONE LONG BELL**. Students are to exit the building through the outside classroom door in an orderly manner and go to the place designated by the teacher.

Tornado or severe weather drills are signaled by the series of **THREE SHORT BELLS**. Students will go to the place in the halls designated by the teachers. Students must remain quiet and attentive during all drills.

FIREWORKS

Shooting or possessing fireworks on school grounds or in the school building is prohibited. Fireworks can be dangerous and constitute a fire hazard. Students caught shooting or in possession of fireworks will be suspended.

HEALTH RELATED SERVICES

Health services will be provided at school by Michelle Berch, RN Region 8 school-based nurse and Roberta Holloway, RN Title 1 school nurse. Copiah County Schools provides yearly hearing screenings for all 1st and 4th graders and yearly vision screenings for K-6th grades with the help of community agencies. Pediculosis (head lice) screenings will be done periodically throughout the school year. It is our belief that the school benefits when students are in the classroom. Our goal is to assess and treat illnesses within a nurse's scope of practice so that students may return to class for instruction. Parents will be notified as needed for dismissal if the student is deemed too ill to stay at school.

CONTAGIOUS DISEASES

Students with communicable diseases or infectious diseases (pink eye, impetigo, staph infection, chicken pox, flu, ringworm, etc.) known to spread by casual contact are considered a health threat to the school population. These students will be sent home and not allowed to return to school until the principal or nurse is provided with written approval by a physician or the condition is no longer considered contagious.

If your child is showing positive signs of a viral illness or contagious illness, please do not send them to school. Symptoms include the following: vomiting, diarrhea, fever, a rash, sore throat, etc. If the child has had fever, they must be without fever for 24 hours until they can return to school.

PEDICULOSIS (HEAD LICE)

Students found to have head lice or nits will be sent home and may not return until they are treated with the proper medication. A box top from the medication or a receipt from the store where the treatment was purchased must be sent to the nurse on the student's return to school. On the second occurrence, the parent must accompany the student to school, and anytime the nurse deems necessary thereafter. On the third occurrence, students must be treated through the Health Department, and parents must provide proof of such treatment to the office on the student's return to school.

MEDICATION POLICY

Medication can only be administered in accordance with district policy by the principal or his/her designee. The following guidelines must be followed:

- The parent must bring the medication to school with a written consent form signed by the parent and doctor. This includes over-the-counter medications as well.
- A medication Administration form must be on file in the principal/nurse's office. Medication will be returned home until the form is received.
- Upon administering the medication, the child's name, date, time, name of medication, and dosage shall be recorded.
- All medications (prescriptions or over the counter) MUST be in the original container bearing the child's name, the doctor's name, date of issuance, dosage, and time to be given. Medications received in zippered bags WILL NOT BE ALLOWED.

INSURANCE

School insurance is made available only during the first two weeks of the school year. An insurance selection form is given to each student on the first day of school. We encourage parents to carefully consider this insurance policy.

INTERNET POLICY

All students are required to have a parent or guardian signature on the Internet Acceptable Use Policy form located in the back of this handbook that must be on file with the student's homeroom teacher, the librarian, and their classroom teachers.

There will be no viewing of adult materials, no chat rooms, no ordering of products and no viewing of pornographic materials. The following are not permitted at any time:

- Entering areas which have been specifically forbidden.
- Sending, receiving, or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others,

If you are caught in violation of the above rules, you will lose your privileges to use the Internet, and this will be viewed as an illegal entry into unauthorized materials or programs. This is considered vandalism and punishment will be dealt with as stated in this handbook. A complete copy of the Internet Acceptable Use Policy is attached to the back of student handbook.

INVITATIONS

Parents who wish to hand out party invitations at school must extend the invitation to every student in the class.

LOST AND FOUND

All articles found in the building or on the school campus will be turned in at the principal's office where they will be kept until claimed or until the end of each semester.

MONEY-RAISING PROJECTS

All money-raising projects by any homeroom, club, or class must be approved in advance by the principal. It will be the responsibility of the homeroom teacher, club, or class sponsor to submit any proposed money-raising project to the principal.

Under no circumstances are any fund-raising projects to be conducted on Sunday.

TELEPHONE

The telephone at Wesson Attendance Center is strictly for school business. We do not allow the use of telephones except in the CASE OF EXTREME EMERGENCY. **Not having supplies is not an extreme emergency.** An administrator or designee must give permission for any telephone use at school. **Students are not to be allowed to leave class to use the phone.** *(If a student is sick, he or she accompanied by another student may go to the office to use the phone.)* Students are not to use CELL PHONES to call parents.

TEXTBOOKS

Textbooks are issued at the beginning of the year on a loan basis. Parents or guardians are requested to sign the textbook agreement form assuming full responsibility for their child's book and their care during the school year. A fine will be charged for the abuse of books. In case of a lost book, the list price must be paid before the report card will be issued.

Establishment of fees; hardship waiver policy** See complete copy of school board policy online. Section J Policy Code JS (also included in beginning yr student packet)

VISITORS

Parents and any visitors who come to the school must first sign in with the respective offices! All visitors must secure a hall pass which is to be worn visible on clothing. The only exceptions must be designated by the principal. This would apply to events such as Grandparents' Day, party days when parents are bringing refreshments to classrooms, etc.

Students who wish to bring visitors to school must first get permission from the principal's office. Students are not permitted to have visitors in the classroom during instruction time.

YEARBOOK/ANNUAL

The Wesson Cobra, the school annual, is a pictorial review of the year's activities. It contains pictures of school life, leadership, features club activities, and classes. The annual is published by students under the direction of a teacher/sponsor. The sponsor is selected by the principal. The staff is appointed by the sponsor with the approval of the principal.

RESIDENCY

By law, you are required to go to the school in the district where you live unless you have been released by your local school board and accepted by the Copiah County School Board. If it is determined that you are attending Wesson Attendance Center and do not live within the district and have not been released by your local board and approved by Copiah County, then you will not be allowed to stay in school at Wesson. Students that are living with a guardian must have legal documentation stating so. No student will be allowed to attend Wesson under guardianship of someone that is not his or her natural parent unless we have on file a copy of the legal documentation showing guardianship.

**The administration at Wesson Attendance Center has the right to revoke a student's out of district transfer for excessive discipline problems, tardies to school or class, and excessive absenteeism.*

A Detailed Residency Policy will be issued. Parents and/or guardians will be asked to sign a form stating that they have received and read the policy.

TRANSFER FROM OTHER SCHOOLS MUST HAVE:

1. Report cards with withdrawal form from the last school attended.
2. Verification of residence within the Wesson School District.
3. Parents or Guardian must accompany transfer students who are enrolling in order to furnish personal data.
4. Certificate of compliance of immunization.

No report cards will be issued to such pupils until a transcript of credits has been received from the school last attended.

All new students entering school will report to the record clerk for admission. After being admitted, their class placement will be worked out and they will be escorted to their new classroom.

WITHDRAWAL FROM WESSON SCHOOL

1. Report to the Records Clerk in the High School Office.
2. Obtain a withdrawal form from the office.
3. Clear all obligations with teachers, library, and office. Pick up a copy of the Textbook Agreement Form from homeroom teacher. Turn in books to each teacher on the last day of school attendance during that class period.
4. Have each teacher complete his/her portion of your withdrawal form.
5. Return the completed form to the High School office for the principal's signature.
6. Parents shall accompany students who wish to withdraw from school.

CAFETERIA

The cafeteria is operated in cooperation with the state and federal lunchroom program. The menus served each day will be a well-balanced meal. Each pupil will receive a plate lunch and a glass of Grade A milk. Free lunches or reduced lunch applications will be given to students on the first day of school when applicable.

Lunch and Breakfast Program

Our school cafeteria serves nutritious, well-balanced meals. The cafeteria begins serving breakfast at 7:30 each morning. Students are expected to follow rules of good behavior and demonstrate good manners while eating. Students must put all trash into the waste cans, or students may be required to clean the tables. The following policies should be followed:

1. Students are NOT to bring GLASS containers to the cafeteria.
2. Students who bring their lunches to school are required to eat in the cafeteria.
3. No food may be carried from the lunchroom without permission.
4. Students will not be allowed to charge for meals.
5. Students may pay for meals in advance.
6. Cafeteria cashiers will accept checks only for the amount of cafeteria purchases.
7. Federal guidelines state that extra food (except milk and ice cream) may be sold only to students who have purchased regular trays.
8. For a complete breakfast, students may choose up to four items, but must choose at least three items, not including dessert.
9. Students are expected to leave the tables clean each day. Failure to do so will result in consequences.

Prices for the 2023-2024 schoolyear will be as follows:

	<u>Lunch</u>	<u>Breakfast</u>
Visitor	\$3.00	\$2.00
Faculty/Staff.....	\$3.00	\$2.00
Students	Currently, all students enrolled in the Copiah County School district eat breakfast and lunch for free.	

BORROWING MONEY

Students who borrow lunch money from the cafeteria will be expected to return the money to the cafeteria the next day. A student who owes lunch money to the cafeteria may not borrow additional money until he/she has repaid the money owed.

** 7-12 students who do not repay lunch money may receive break detention until the money is returned.*

ACCELERATED READER PROGRAM

The Accelerated Reading Program is a supplemental reading program which is designed to promote reading. Each student's Reading teacher will set the requirements for their class. Please make sure that your child has met these requirements every nine-weeks.

Cell Phones/Digital Cameras/Communication/Photo/Video Devices

The usage of Cell Phones/Digital Cameras/Communication/Photo/Video Devices is not allowed on campus during school hours which are from 7:45 a.m. until 3:05 p.m. unless prior administrative approval has been granted for educational purposes only. In an attempt to utilize the educational opportunities that could be recognized by allowing students to use their cell phones as technological tools in the classroom, cell phone usage may be allowed in the classroom under the following guidelines:

1. Cell phone usage will be for instructional purposes only. Administrative approval will be required based on explicit instruction as outlined in weekly lesson plans. **Teachers will be held accountable for classroom monitoring.**
2. Cell Phone usage will not be allowed in hallways, cafeteria, gyms, or other areas on campus – **CLASSROOMS ONLY** with prior administrative approval.
3. Cell Phones will not be visible/audible in classrooms unless a teacher has requested that they be removed from their bags or belongings.

****Non-compliance of the above guidelines will result in the following consequences:**

1st Offense - the device will be taken up and kept in the office for 10 days beginning after the day it was taken up. Parents will be required to pick up the phone on the approved day – **NO WEEKEND CHECKOUTS** unless approved by administrator.

2nd Offense –the device will be taken up and kept in the office for 20 days beginning after the day it was taken up. Parents will be required to pick up the phone on the approved day. **NO WEEKEND CHECKOUTS** unless approved by administrator.

3rd Offense – *3 days out of school suspension* and the parent can pick up the device the last day of school or after 90 days whichever is greater.

Weekend checkouts are allowed with a check-out fee of \$10.00 per weekend that the phone is checked out. Checkouts can only be made by an adult that is listed on emergency card.

******* Videoing or capturing any image of a fight or any other inappropriate event can result in a suspension from 1-9 days and a 45-day placement in alternative school. The phone used in this action will be confiscated. Allowing someone else to post said images on their electronic devices can result in like punishment.

If a student does not return the same phone after a weekend check-out or initially refuses to turn in the phone to an administrator that he/she has been using outside of policy guidelines, that student will be assigned to ISS for open defiance. In addition to the days in ISS assigned for open defiance, the student will remain in ISS until the phone is collected. At this point, weekend checkouts are forfeited.



ADMISSION PRICES TO ATHLETIC EVENTS

Season tickets are only good for regular season home games and for adults only. Season tickets will be sold for all sports. Contact the Athletic Director for pricing if you are interested in purchasing a season ticket.

Pre-game tickets will be sold for all **HOME** games in each sport. The tickets will be \$1.00 less than the price of a ticket at the gate.

Varsity Football:

ADULTS/STUDENTS \$6.00

Varsity Basketball:

ADULTS/STUDENTS: \$5.00

Junior High Football

ADULTS/STUDENTS \$5.00

Junior High Basketball

ADULTS/STUDENTS \$5.00

Baseball

ADULTS/STUDENTS \$5.00

Junior High Baseball

ADULTS/STUDENTS \$5.00

Volleyball

ADULTS/STUDENTS \$5.00

Fast-Pitch Softball

ADULT/STUDENTS \$5.00

Soccer

ADULTS/STUDENTS \$5.00

NO SMOKING POLICY

According to State Law H.B.641, smoking is not permitted on school campus at any time.

In accordance with the annual notification of the asbestos management plan, a copy of a notification letter will be sent home each school year.

COPIAH COUNTY DEPARTMENT OF EDUCATION

TELEPHONE (601) 894-1341

FAX (601) 894-2634




RICKEY CLOPTON, SUPERINTENDENT

254 W. GALLATIN - HAZLEHURST, MISS. 39083

DATE: September 13, 2021

TO: Parents, Teachers and School Employees

FROM: Rickey Clopton, Superintendent 

RE: Asbestos Surveillance of All School Buildings

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in the Copiah County Schools.

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

A re-inspection of our school buildings is required every three years. Those re-inspections have been performed as required and a copy has been filed with the State Department of Education and a copy is maintained in the management plan for everyone's review.

A copy of the surveillance and re-inspection reports, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of the management plans for the district is maintained in the LEA Asbestos Designees's office located at 254 West Gallatin Street, Hazlehurst, Mississippi 39083. Any interested party should feel free to go to any of these locations to review these reports.

FERPA

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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 respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 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 great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for 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 record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- 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 (34 CFR § 99.31):
 - 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;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific 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.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

**Protection of Pupil Rights (PPRA)
Annual Notice to Parents**

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent or Refusal Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Copiah County School District
Protección de los derechos del alumno (Protection of Pupil Rights (PPRA))
Aviso anual para los padres

Estimado padre/madre/tutor:

El objetivo de esta carta es informarle sobre sus derechos con respecto a las prácticas del distrito en relación con encuestas, recopilación y uso de información de los alumnos con propósitos de marketing y ciertos exámenes físicos. Estos derechos incluyen los siguientes:

1. Se requiere su consentimiento antes de que los alumnos completen una encuesta que tenga relación con una o más de las siguientes áreas protegidas si la encuesta es financiada total o parcialmente por un programa del Departamento de Educación de los EE. UU. (U.S. Department of Education).
 - Afiliaciones o creencias políticas del/la alumno(a) o de sus padres;
 - Problemas mentales o psicológicos del/la alumno(a) o de su familia;
 - Comportamiento o actitudes sexuales;
 - Comportamiento ilegal, socialmente inaceptable, que implica su culpa o que sea humillante;
 - Juicios críticos de otras personas con quienes los encuestados tengan relaciones familiares cercanas;
 - Relaciones privilegiadas reconocidas legalmente, como con abogados, médicos o ministros;
 - Prácticas, afiliaciones o creencias religiosas del/la alumno(a) o de los padres, o
 - Ingresos, que no sean los exigidos por ley para determinar la elegibilidad para el programa.
2. Debe recibir aviso y tener la oportunidad de negarse a que su hijo(a) participe en:
 - Cualquier otra encuesta de información protegida, independientemente del financiamiento;
 - Cualquier examen o control físico exhaustivo que no sea de emergencia y que sea requerido como una condición de asistencia, realizado por la escuela o su agente, y que no sea necesario para proteger la salud y seguridad inmediata de un/una alumno(a). Las excepciones son para controles auditivos, de la vista o para detectar escoliosis (trastorno de la columna vertebral), o cualquier control o examen físico permitido o exigido por la ley estatal, y
 - Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los alumnos con fines de marketing o ventas, o para distribuirla a otras personas.
3. Puede revisar, previa solicitud y antes de su administración o uso, lo siguiente:
 - Encuestas de información protegida de los alumnos;
 - Instrumentos utilizados para recopilar información personal de los alumnos con propósitos de marketing, ventas o distribución, y
 - Materiales de instrucción utilizados como parte del programa de estudios educativo.

Cuando los alumnos cumplen 18 años o en el caso de menores emancipados (estado independiente) según la ley estatal, los derechos de los padres se transfieren a los alumnos.

El distrito ha adoptado políticas, a través de consultas con los padres, respecto a estos derechos. Estas políticas están relacionadas con disposiciones para proteger la privacidad de los alumnos durante la administración de las encuestas de información protegida y la recopilación, divulgación o el uso de la información personal para fines de marketing, ventas o por otros motivos de distribución. Los padres recibirán una notificación sobre estas políticas al menos una vez al año al comienzo de cada año escolar y después de cualquier cambio importante. Al comienzo del año escolar, el distrito también informará a los padres si ha determinado las fechas específicas o estimadas de actividades o encuestas, y les dará una oportunidad para que se nieguen a que sus hijos participen en una actividad o encuesta específica.

Para las actividades programadas después del comienzo del año escolar, los padres recibirán aviso razonable de las actividades y encuestas planificadas, y tendrán la oportunidad de negarse a que sus hijos participen en estas actividades y encuestas. A los padres también se les proporcionará una oportunidad para revisar cualquier encuesta correspondiente. A continuación, se encuentra una lista de las actividades y encuestas específicas contempladas por este requisito:

- recopilación, divulgación o uso de información personal con fines de marketing, ventas u otro tipo de distribución;
- administración de cualquier encuesta de información protegida que no esté financiada por el Departamento de Educación de los EE. UU., y
- cualquier examen o control físico exhaustivo que no sea de emergencia, como se describió anteriormente.

En caso de estar programadas en este momento, encontrará adjunto un aviso de "Actividades y encuestas programadas". Para su comodidad, también hemos adjuntado un formulario de "Consentimiento o respuesta de rechazo de los padres" que tiene que devolver a la oficina.

Para presentar una queja ante el Departamento de Educación de los EE. UU. sobre supuestos incumplimientos del distrito de los requisitos de la PPRA, comuníquese con:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605