



Dear Student, Parents/Legal Guardian:

The Webster County Alternative Program for Discipline handbook is designed to serve as a tool for familiarizing students, parents, and guardians with the Alternative Schools' established policies, rules, and regulations.

It is virtually impossible to write rules and regulations to adequately cover every detail on every subject. By using the official handbook, the Alternative School is attempting to eliminate as much confusion as possible, so the student and Alternative School's attention can be turned to educational pursuits.

If there are any questions or problems, please feel free to call the Alternative School for clarification or discussion of the regulations or rules. The Alternative School's number is 258-5921 Ext. 28.

Sincerely,

Laci Knight, Director of Alternative School  
Webster County Schools

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## STAFF

Laci Knight	Director
Spencer Austin	Counselor
Amir Hunt	Teacher - Mathematics
Judy Pittman	Teacher – Language
Tyler Gray	Teacher - Science
Linda Stewart	Teacher - SPED
Kenneth Wade	Assistant Teacher
Eric Marshall	Assistant Teacher

ALTERNATIVE SCHOOL TELEPHONE (662) 258-5921 Ext. 28

EMAIL: [lknight@webstercountyschools.org](mailto:lknight@webstercountyschools.org)

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## HOURS OF OPERATION

### **Webster County Alternative School**

7:30 a.m. – 3:00 p.m. Monday – Friday

Eupora students' arrival time is 7:45 a.m.; departure time is 2:53 p.m.

East Webster students' arrival time is 8:00 a.m.; departure time is 2:15 p.m.

Webster County Schools District Office

95 Clark Avenue

Eupora, MS 39744

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This form certifies that I have had the opportunity to read the rules, regulations, and policies as set forth by the Webster County School Board in the 2018-2019 Alternative School student handbook.

I have had the opportunity to read the absentee rules stated in the handbook as well as the resident requirements. I am also aware that additional rules, regulations, and policies may be adopted if deemed necessary.

Riding the school bus is a privilege. This privilege can be taken away for improper conduct and violation of the bus rules. I have had the opportunity to read the disciplinary policy for violation of bus rules.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Please sign and return this form. Failure to return this form could result in your child not being able to continue in this school.**

\_\_\_\_\_  
Student's Signature

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

\_\_\_\_\_  
Date

USER AGREEMENT AND PARENT PERMISSION FORM

Parents/Legal Guardians:

As a user of the Webster County Schools computer network, I hereby agree to comply with the rules stated in the Internet policy- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name: \_\_\_\_\_

Student Signature \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use- setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

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

Date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone # \_\_\_\_\_

The purpose of this handbook is to convey to students and parents information concerning the operation of the Webster County Schools. The Webster County School Board hopes that this handbook will help you to understand the rules, regulations, and policies of your school.

**BOARD OF EDUCATION**

- District 1: Mr. Bobby McMullen
- District 2: Ms. Rana Mitchell
- District 3: Mr. Jimmy Hood
- District 4: Mr. Scott Hollenhead
- District 5: Mr. Milton Davis

**COUNTY SUPERINTENDENT OF EDUCATION:** Mr. Brian Jones

The Webster County Schools are a county unit type of school system. This means that our school system is governed by an elected Board of Education from each of the five beats or units within Webster County. Those citizens serve on the Webster County Board of Education with an appointed County Superintendent of Education. The Board had adopted a policies manual, which is the legal basis for the operation of all Webster County Schools. The Webster County Alternative School for Discipline operates under these adopted policies. The portion which applies to you directly is Appendix J entitled “Students” and Appendix I entitled “Instructional Program.”

**SCHOOL CALENDAR**

The Webster County Alternative School will follow the same school calendar provided in the individual school handbooks.

**GENERAL SCHOOL RULES AND DUE PROCESS PROCEDURES**

The Webster County School System does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

Contact the principal at the numbers below for section 504, ADA, Title VI, Title VII, and Title XI if you feel you are being discriminated against.

Webster County Career & Technology Center	258-8206
East Webster High School	263-5321
East Webster Elementary School	263-8373
Eupora High School	258-4041
Eupora Elementary School	258-6735
Alternative School	258-5921 Ext. 28

Every effort has been made to make this handbook all-inclusive; however, if it becomes necessary, additional rules will be announced in the future.

### **Visitors**

Parents/Guardians are welcome anytime to visit their child at the Alternative School. However, to assure the safety of students, all visitors, including parents or guardians, must call the Alternative school office before arrival on campus. All visitors must sign in and out and state the reason for the visit.

### **Purpose**

To provide an educational program for Webster County School District students who have demonstrated by their behavior that they cannot function properly in the regular educational program and for students identified in MS Code 37-13-92.

Referrals to the Alternative School must be based upon a documented need for placement by the school, parent/legal guardian or custodian.

### **Student Placement**

The principal schedules a hearing with the district discipline committee that will make the decision to assign a student to the Webster County Alternative School. The district discipline committee is composed of administrators within the school district. An assignment will be for a length of forty-five (45) days.

Students who are assigned Alternative School must complete the total number of days assigned for the placement. Days absent, early dismissal, and late arrivals must be made up to complete entire Alternative School placement.

A student may be placed in the Alternative School without a hearing upon the request of the parent/legal guardian.

After a student is placed in the Alternative School, the student or parent/legal guardian may request regular counseling services.

The school shall provide counseling in regard to proper school behavior unless objected to in writing by the parent/legal guardian.

## **Reassignment From The Alternative School To The Regular Classroom Program**

During the seventh (7<sup>th</sup>) week of a student's assignment to the Alternative School, a committee will meet to evaluate the student's progress. This committee will consist of the Alternative School Administrator, the Alternative School Counselor, the home school Principal, and the home school Counselor. If a majority of the committee agrees, the student will return to the home school on a zero tolerance policy.

### **Assignment And Daily Activities**

Whenever a student has been reassigned to the regular educational program, the guidance counselor at the home school shall hold a conference with the student and his parent/legal guardian within five (5) school days after the student arrives on campus. The guidance counselor shall hold periodic conferences with the student to ensure the student can remain in the regular educational program. Documentation of all conferences shall be kept in the guidance counselor's office.

The alternative school student's teachers from their regular school will provide an Individualized Instructional Plan with assignments. All assignments will be sent to regular classroom teachers as they are completed for the teacher to grade and return to the alternative school. An IEP will be developed for each Special Education student assigned to the Alternative School, and it will follow mandated guidelines. Special Services will ensure that a qualified teacher is scheduled to work with these students.

Students will not be allowed to talk with other students while in the Alternative School classroom during their assignment. Students will begin work as soon as they enter the Alternative School each day. Work will conclude each day when the bell rings for them to be dismissed. Lunch will be provided in the room, and students will be responsible for keeping the room neat and clean. Constant supervision of students is required at the Alternative School. Students are expected to remain on task.

### **Transportation**

For the Alternative School students who are eligible to ride a bus, a bus will be provided to the Alternative School from East Webster. Eupora students will ride their regular bus if eligible. Any type of discipline problems on the Alternative School bus from East Webster or the regular bus route will result in the student losing all bus transportation privileges.

Upon arrival to the home school campus in the morning, students must follow these directions:

1. **East Webster High School/Elementary School:** Students are to go directly to the Alternative School waiting area or to the Alternative School bus. Students must not use this time to visit with other students. If a student is anywhere other than the Alternative School waiting area or the Alternative School bus, the student will lose all bus transportation privileges and the parent/legal guardian will provide transportation to the Alternative School.
2. **Eupora High School:** Students upon arrival to campus must go directly to the Alternative School. If a student is anywhere other than the Alternative School, the student will lose all bus transportation privileges; and the parent/legal guardian will provide transportation to the Alternative School. If the student drives to school and is visiting other students on campus, additional days will be added to their assigned total number of days.
3. **Eupora Elementary School:** Students are to go directly to the Alternative School waiting area or to the Alternative School bus. Students must not use this time to visit with other students. If a student is anywhere other than the Alternative School waiting area or the Alternative School bus, the student will lose all bus transportation privileges and the parent/legal guardian will provide transportation to the Alternative School.
4. Discipline problems on the Alternative School bus will be handled in the following manner:
  - a. First Offense- Five (5) day suspension from all buses
  - b. Second Offense- Ten (10) day suspension from all buses
  - c. Third Offense- Suspension from all buses for the remainder of assignment to the Alternative School
  - d. If a discipline problem endangers the safety of students and staff, the student may be suspended for the remainder of the school year for a first offense.

Upon arrival to the Alternative School, students will go directly to the Alternative School room. Students are **NOT** to be at any other place on the Eupora High School Campus. If a student loses his/her privilege to ride the school bus, parents/legal guardians will need to transport their student to the Alternative School no earlier than 7:20 a.m. and no later than 7:45 a.m. Parents may not check out students after 2:20 p.m.

### **Extra-Curricular Activities**

Students assigned to the Alternative School will **NOT** be allowed to **participate** in or **attend** any extra-curricular activities in the Webster County School District during their assignment. Students will also not be allowed to attend any extra-curricular activity in which a Webster County School is involved. This includes all ballgames (**home or away**), proms, beauty reviews, etc. Students may not participate in any sports or practice. **Violation of this rule will result in additional five (5) days for each infraction.** After a student completes his/her assignment, they may resume these activities.

## Attendance

All students will follow the approved district attendance policy.

When a student must be absent, the parent/legal guardian must call the Alternative School by 8:00 a.m. to report the absence and the reason. In order for the school not to inconvenience a parent/legal guardian at work, the parent must notify the school. If the parent/legal guardian does not notify the Alternative School, the Alternative School officials will first attempt to contact the parent/legal guardian at home. If the Alternative School official is unable to contact the parent/legal guardian at home, it will then be necessary for the school to contact the parent at their work place. The school must know where each student is at all times during the school day. **There is an answering machine at the Alternative School and you may call at any time day or night to report absences, as long as it is done by 8:15 a.m.** The Alternative School cannot accept a student calling for him/herself. **Parents/legal guardians must call!** The school will report absences to the home school as well as Youth Services if the student is on probation. Each unexcused absence will result in three (3) additional days being added. Each excused absence will be made up. A student will serve 45 days.

## Emergencies

The Alternative School operates on a CLOSED CAMPUS POLICY. No student assigned to this Alternative School is allowed the privilege of leaving early unless there is an extreme emergency. The parent/legal guardian first must call the Alternative School in order to notify the school of the reason for the student's need for an early dismissal or emergency leaving. The students will be permitted to leave the campus only if the parent/legal guardian comes to the school to pick up the student. One of the Alternative School's personnel will escort the student to the parent/legal guardian. In order to assure the safety and welfare of all students and personnel, the Alternative School doors are locked to prevent access from the outside, but allow students/staff to exit. A sick student will be released only into the custody of a person on the student's sign-out card. Students are not allowed to bring medicine to school. If a student has medication prescribed by a licensed physician, a parent/legal guardian must bring the prescription along with a statement from the doctor and directions. There will be no exceptions to this rule! The students are not allowed to make or receive phone calls. In case of emergency, Alternative School personnel will notify parents/legal guardians.

## **Lunch**

The Eupora High School Cafeteria will provide lunch. Students who qualify for free or reduced lunch will be served, and those who pay regular price will be allowed to purchase their lunch. Students will pay their money to the Alternative School Director who will in turn send the money to the cafeteria. Students will eat their lunch in the Alternative School. They will not be allowed to go to the cafeteria.

## **Student Conduct**

Personnel in the Alternative School will provide direct supervision at all times. Once a student is assigned to the Alternative School, discipline will be referred to the Alternative School until such time that the school terminates the student's right to attend school here. Good behavior is expected of every student enrolled at the Alternative School. This school is designed to give students who have been removed from the regular program an opportunity to stay in school and continue studies in the regular subjects. Therefore, it is a privilege for the student to attend this alternative program. At all times, a teaching atmosphere conducive to learning must be maintained. Any student who makes it difficult or impossible for the teacher to devote full attention to the class will be subject to expulsion.

Good citizenship is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights and privileges of others are not violated. Students are required to respect school authority and to conform to school policies, regulations and rules. Failure to comply with these rules and policies will result in additional days added to the assigned time or expulsion.

When students misbehave or violate school regulations, they will be subject to disciplinary action. Any student who starts a disturbance or fight (or who participates in one) on campus, in the classroom, or the bus, will be transported by the police to the police station and charges will be filed. Parents/legal guardian may pick these students up at the police station. Fighting will result in ten (10) additional days added to the students' assignment or expulsion. No student will be allowed to harass or intimidate another student or staff. Any student harassing or intimidating other students or staff will be charged with assault. Students must not touch or "fist" as they come near each other. When a student is expelled for fighting, law enforcement and youth services will be notified.

All students must refrain from the use of profanity or verbally abusive language while on this campus or bus. Insubordination and/or verbal abuse to teachers or staff will not be tolerated. Students who violate this rule will be assigned additional days and/or be subject to expulsion.

Any student who uses, sells, buys, or possesses illegal drugs or alcoholic beverages at school will be turned over to law enforcement and be expelled from school. **THE ALTERNATIVE SCHOOL IS SUBJECT TO THE USE OF DRUG DOGS TO ASSURE NO DRUG TRAFFIC IS TAKING PLACE.** Students are not allowed to use or possess tobacco or tobacco products on the school premises or school bus. Any student who is found with tobacco or tobacco products will be subject to additional days added to their assigned time. Students are not permitted to carry or otherwise have weapons including, but not limited to: guns, knives, box cutters, chains, etc. on a bus or any school campus. Any student who threatens to use a weapon or any object that could be harmful to another person will be turned over to law enforcement and expelled from school.

**THE ALTERNATIVE SCHOOL WILL CONDUCT METAL DETECTOR SCANS EACH DAY AS THE STUDENTS ENTER THE CLASSROOM.** Any student found in possession of drugs or weapons will be arrested and expelled from school.

### **Personal Appearance Regulations**

Students assigned to the Alternative School are required to dress for success. A student's attire should be appropriate for the school setting. The attire should be clean and uncluttered, should cover the entire body, and should be free of safety hazards.

A student's clothing and general appearance should not be the type that would cause a disturbance or interfere with the instructional program. Clothing should not be suggestive or indecent.

Students assigned to the Alternative School are not allowed to wear hairstyles, clothing, symbols, etc. associated with group/gang/cult membership. The Alternative School is a neutral zone; therefore, no group/gang/cult activity (behavior, dress, symbols, signs, language, and etc.) will be tolerated at this school since the students' attention must be turned to educational pursuits.

**All students assigned to the Alternative School must observe the following regulations:**

- Clothing is not to be suggestive or indecent
- Clothing and general appearance should not be of the type that would cause a disturbance or interfere with the instructional program
- Shoes must be worn at all times (no house shoes)
- Shoelaces, if worn, must not reflect group or gang colors. Shoelaces must be tied at all times
- Sunglasses are not allowed on campus or the bus unless a physician's written prescription is on file in the director's office
- No head coverings of any type are allowed. Any cap or head covering brought to the Alternative School will be confiscated and kept until the student's assignment in the Alternative School is completed.
- No see through clothing is allowed
- No clothing top shall be so low as to expose any part of the breast or an excessive part of the back
- Midriffs shall not be exposed
- Tank tops or muscle shirts shall not be worn
- T-shirts/shirts must be worn inside the trousers
- Hair must not obstruct a student's vision and should be well groomed.
- No holes in jeans above the knee will be allowed.
- Pants of any kind must not be too tightly fitted.
- Pants must be worn at the proper height around the waist. **NO SAGGING**
- No pajama pants or blankets will be allowed
- Overalls, if worn, must have all straps buckled at all times
- Belts are required and must be buckled at all times
- Gloves are not to be worn once inside the building
- Bandanas are not allowed to be worn or possessed
- Canes or walking type umbrellas are not allowed at school
- Jewelry is not allowed at the Alternative School
- Curlers in hair are not allowed
- Backpacks or large purses are not allowed. They will be stored in assigned lockers outside the Alternative School classrooms.
- Cell phones, ear buds, or any electronic devices will **NOT** be allowed inside the Alternative School classrooms.

\*The director of the Alternative School will make the FINAL judgment as to whether a student is properly groomed and dressed if there is any doubt left by these regulations. It is virtually impossible to write regulations that will cover every detail of proper dress. The school is trying to eliminate as much confusion as possible, so students can focus their attention on educational pursuits.

\*The rules and regulations listed above apply to all students who are assigned ISS days or Alternative School Placements.

\*Failure to follow the rules and regulations listed above will result in additional days assigned to serve in the Alternative School or Out of School Suspensions.

\*Any student who gets suspended from Alternative School must finish their days or placement when they are eligible to return to school.

\*The Alternative School Director has the authority to add additional days to serve or suspend a student from Alternative School for failure to adhere to the rules and regulations listed above.