

**\*\*\*PLEASE SIGN AND RETURN THIS FORM\*\*\***

## **HANDBOOK CERTIFICATION FORM**

Parents/Guardians:

This form certifies that I have had the opportunity to read and understand the rules, regulations, and policies as set forth by the Webster County School Board in the 2022-2023 student hand book.

These rules, regulations, and policies are based on the recommendations of parents, students, teachers, administrators, and board members.

- I have had the opportunity to read and understand 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.
- I understand that riding the school bus is a privilege and that this privilege can be taken away for improper conduct and violation of the bus rules. I have had the opportunity to read and understand the disciplinary policy for violation of bus rules.
- I apply for the right to use the library and agree to abide by the rules for visiting, taking care of books, and paying fines for damages or for lost book(s). I understand when I check out a book that I am responsible for it until I return it to the library.

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

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

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

\_\_\_\_\_  
Date

**\*\*\*ATTENTION\*\*\***

If at any time you move or obtain a new phone number, please let the EHS Office know immediately.  
We need up-to-date information, especially in case of an emergency.

\*\*\*PLEASE SIGN AND RETURN THIS FORM\*\*\*

**NETWORK AND INTERNET ACCEPTABLE USE POLICY  
AGREEMENT**

*I have read the “Network and Internet Acceptable Use Policy” found on pages 32-37 of this handbook. I understand and will abide by the stated acceptable use policy. I further understand that if I violate this policy in any way, my privileges may be revoked as well as school disciplinary action may be taken.*

\_\_\_\_\_  
User name (print)

\_\_\_\_\_  
User signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Expected year of graduation (*WCSD students only*)

*I, the parent or legal guardian of the above identified student, agree and understand the acceptable use policy.*

\_\_\_\_\_  
Parent/Guardian signature

**WEBSTER COUNTY SCHOOL DISTRICT**  
**EUPORA HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK**  
**2022-2023**

This handbook is property of \_\_\_\_\_

**Purpose of the Handbook**

This handbook is provided to keep students, parents, teachers, and school administrators informed concerning the rules, regulations, policies, and organization of the district. The handbook deals with most of the activities and programs offered. However, a handbook of this nature cannot be all-inclusive and students/parents are encouraged to contact school officials when questions arise. The personnel of the district hold to the philosophy that all students can be successful when there is a joint, cooperative effort between the school and home. Parents are encouraged to work toward that goal to better insure the success of the student as he/she progresses through the public education system.

This handbook represents the rules, regulations, and policies of the district. The Board of Education serves as the policy-making body. It is the duty of all teachers and administrators to apply policy. However, it must be remembered that while policy is not inflexible, there is a proper procedure to policy modification and arbitrary disregard for policy is not acceptable. In many cases, the rules and regulations set forth herein have been abbreviated due to space limitations. Full policy statements are contained in the district's policy manual located at each school and in the district office. The Board's adoption of this handbook makes the rules and regulations included herein policy. The Board of Education reserves the right to amend, or delete any and all policies as local conditions and practices may dictate.

WEBSTER COUNTY BOARD OF EDUCATION

Rana Mitchell, President of the Board of Education

James Mason, Superintendent of Education

Dear Parents/Guardians,

Please read this student handbook carefully with your son or daughter, then sign and return pages 3 and 4 to the school. Your cooperation will be appreciated.

Just as it is necessary in our democratic society to observe rules and regulations of government, it is also necessary to have rules and regulations in our school system. It is our desire that this handbook will answer questions you may have and be of assistance in helping avoid school problems.

We are very fortunate to have the excellent school facilities here at Eupora High School. We urge each individual to diligently strive at all times to help keep the facilities clean and attractive.

There will be many school activities throughout the year. We encourage and invite your participation in those activities best suited to your interests and abilities.

May we enter into this school year with a spirit of cooperation and dedication. If we can be of any service in any way, please feel free to call on us.

Adam Dillinger, Principal  
Eupora High School

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WEBSTER COUNTY SCHOOL DISTRICT  
2022-2023 SCHOOL CALENDAR

The school calendar has been devised to provide 180 days of classroom instruction for students plus 7 work days for teachers. Should inclement weather conditions or other unavoidable acts of nature necessitate the closing of the school district from the minimum school term of 180 days, the required make-up days will be scheduled from Holidays or the last week of May.

All personnel are requested to adhere to the approved calendar for the 2022-2023 school year in order to eliminate as much interference as possible with the instructional program. Determined efforts should be made by all administrative personnel to permit no encroachment on teaching and learning time by non-instructional activities and to permit no scheduling of major extra-curricular activities during major school district testing periods.

In-service for ALL Certified Personnel .....	August 1, 2, 3, 2022
and Assistant Teachers 8:00 a.m. – 3:00 P.M.	
Registration of Students and Beginning of Instruction.....	August 4, 2022
School Food Services Begin .....	August 4, 2022
Professional Development .....	August 22, 2022
Holiday.....	September 5, 2022
Progress Reports Issued.....	September 9, 2022
1st Nine-Weeks Tests.....	October 3-6, 2022
Professional Development.....	October 7, 2022
(Optional PD Flex Days.....	July 11-29, 2022)
Holiday.....	October 10, 2022
Report Cards Issued .....	October 14, 2022
Progress Reports Issued .....	November 11, 2022
Holidays .....	November 21-25, 2022
First Semester High School Examinations.....	December 16-21, 2022
Period 1,2 .....	December 16, 2022
Period 3,4 .....	December 17, 2022
Period 5,6 .....	December 20, 2022
Period 7.....	12:00 noon dismissal .....
First Semester Break .....	December 22, 2022- Jan. 6, 2023
Professional Development.....	January 9, 2023
Classes Resume After Semester Break .....	January 10, 2023
Report Cards Issued .....	January 13, 2023
Holiday.....	January 16, 2023
Progress Reports Issued .....	February 3, 2023
Professional Development.....	February 20, 2023
3rd Nine-Weeks Test.....	March 6-10, 2023
Spring Holidays .....	March 13-17, 2023
Report Cards Issued .....	March 24, 2023
Holiday.....	April 15, 2023
Holiday.....	April 18, 2023
Progress Reports Issued.....	April 14, 2023
Senior Graduation	
Eupora High School.....	Friday, May 19, 2023.....
	7:00 p.m.
East Webster High School... Sunday, May 21, 2023.....	
	2:00 p.m.
Second Semester High School Examinations.....	May 22-25, 2023
Period 1,2 .....	May 22, 2023
Period 3,4 .....	May 23, 2023
Period 5,6 .....	May 24, 2023
Period 7 .....	May 25, 2023
Last Day of School for Students .....	May 25, 2023
Teacher Work Day.....	May 25, 2023
Student Appraisal Reports mailed .....	May 26, 2023

Opening hour for EES is 7:55 AM  
Closing hour for EES is 2:45 PM

Opening hour for EWES is 7:30 AM  
Closing hour for EWES is 2:35 PM

Opening hour for EHS is 7:40 AM  
Closing hour for EHS is 3:00 PM

Opening hour EWHS is 7:40 AM  
Closing hour for EWHS is 3:00 PM

Unless otherwise indicated in the policies of the Board of Education or in the contract or agreement of employment, the workday for full-time personnel is eight hours in length, Monday through Friday.

The schedule for the Vocational Complex is as follows:

1st Block .....	7:45 AM – 9:55 AM
2nd Block .....	10:00 AM – 11:40 AM
3rd Block .....	12:15 PM – 2:00 PM

Nine Weeks Grading Periods

1st Nine Weeks: August 4 – October 6, 2020 .....	44 days
2nd Nine Weeks: October 11 – December 21, 2020 .....	47 days
	First Semester .....
	91 days
3rd Nine Weeks: January 10 – March 10, 2021 .....	42 days
4th Nine Weeks: March 20– May 25, 201921 .....	47 days
	Second Semester.....
	89 days

**DISTRICT DIRECTORY INFORMATION**

**Superintendent of Education and Board of Education**

*Superintendent of Education*  
James Mason

*Webster County Board of Education*  
Gaby Davis  
Marilyn Brown  
Jimmy Hood  
Eddie Allen  
Rana Mitchell

**District-wide Administrators/Coordinators**

*Assistant Superintendent*  
Sue Anne Boatman  
212 West Clark Avenue  
Eupora, MS 39744  
(662) 258-5921

*Special Education Coordinator*  
Raven Hawkins  
212 West Clark Avenue  
Eupora, MS 39744  
(662) 258-5921

*Technology Coordinator*  
Chris Shea  
212 West Clark Avenue  
Eupora, MS 39744  
(662) 258-5921

**School Directory**

**Eupora High School**  
65 Clark Avenue  
Eupora, MS 39744

Adam Dillinger, Principal  
Alex Rawls, Asst. Principal/AD  
Spencer Austin, Counselor  
Brad Gray, Asst. Athletic Director

(662)258-4041  
(662)258-4041  
(662)258-6561  
(662)258-4041

**Webster County Career and Technology Center**

Michael Adkins, Director (662)258-8206  
Kelly Powell, Counselor (662)258-8206

Jerry Vaughn, Auto Mechanics Instructor  
Amanda Brown, Health Sciences  
Dionne Wolf, Business Computer Technology  
Instructor

Walter B. Meek III, Forest Technology Instructor  
Paul Orr, Agricultural Mechanics Instructor  
Cindy Ellis, Student Services  
Teresa Whitaker, Teacher Academy

**Students who are attending the Webster County Career and Technology Center will need to bring this School Handbook with them when they attend vocational classes for the first day.** Webster County Career and Technology students will be held accountable for the rules, regulations and information in this handbook just as any student who attends a Webster County School.

**Academic Progress**

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

**Grading Policy**

- Tests.....45%
- Homework, Classwork, Projects etc.....30%
- 9-weeks test will be 25% of 9-weeks average
- Semester exam will be 25% of semester average

**Report Cards (Policy IHAB)**

Students will receive a report card four times per year. For the first three quarters, it is the student’s responsibility to take it home and give it to his/her parents. These must be signed and returned the next day. At the end of the year, report cards are mailed home. Note: Student report cards will be held if any fines, dues, or overdue books are unpaid or not returned.

**Progress Reports (Policy IHAB)**

Between report cards, you will receive a progress report describing outstanding work or a need to improve.

**Parent Conferences**

All parents are invited to schedule a conference to discuss your child’s progress. This is a very important way to communicate student’s strengths and areas for improvement. Conferences may be scheduled at any time during the school year but only before or after school or during that teacher’s conference period.

**Testing/Assessment (Policy II)**

During the school year, you will be given various tests, which will give us important information about your abilities, achievement, and interests. Tests show the individual progress you have made AND the ways that we can improve our instructional program.

**Promotion Requirements (Policy IHE)**

Grades 6-8: Students may fail only one subject and be promoted to the next grade, assuming that subject is not Language/English. Language/English must be passed to be promoted.

Grades 9-12: Students will be classified in grades 9-12 according to the number of units earned and the level of English completed as follows:

- Freshman: 0-5 credits with no English
- Sophomore: 5.5-10.5 credits with English I
- Junior: 11-16.5 credits with English II
- Senior: 17-up credits with English III



**Graduation Requirements (Policy IHF):**

Students must satisfy state and district graduation requirements by the graduation date in order to participate in the graduation ceremony. These requirements include:

\*Passing the Subject Area Tests (SATP) in Algebra I, English II, Biology, and U.S. History

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

**TRADITIONAL DIPLOMA OPTION**

Curriculum Area	Units	Required Subjects
English	4	• English I * English II
Mathematics	4	• Algebra I
Science	3	• Biology
Social Studies	3 ½	• 1 World History • 1 US History * ½ U.S. Government * ½ Economics * ½ Mississippi Studies
Physical Education	½	
Health	½	
Arts	1	
Career Readiness	1	
Technology or Computer Science	1	
Additional Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

**Requirements**

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

## ALTERNATE DIPLOMA OPTION

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

### Requirements

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

## Traditional Diploma Endorsement Options

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

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • 1 U.S. History • ½ U.S. Government • ½ Economics • ½ Mississippi Studies
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education approved national credential

## ACADEMIC ENDORSEMENT

Curriculum Area	Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet MS IHL college preparatory curriculum (CPC) requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for nonremediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One academic dual credit course with a C or higher in the course

## DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

### Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL CPC-recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One academic dual credit course with a B or higher in the course

### **Commencement Exercises (Policy IHF)**

In order to participate in commencement exercises, a student who is eligible for graduation must be present for practice as scheduled, and follow the directions given by the administration, or he/she will not walk in the ceremony.

\*During Commencement Exercises, students may ONLY wear school sponsored cords/ribbons

### **Graduation with Honors (Policy JN)**

Graduating seniors who have maintained an 85-92.99 academic average and credible citizenship records through the high school grades (9-12) will be honor graduates. Those graduating seniors who have maintained a 93-100 academic average will be special honor graduates. No student will be considered an honor graduate if he/she fails any subject in grades 9-12.

**Graduation with Honors and Special Awards (Valedictorian and Salutatorian), will be calculated after Semester 1 is completed during their Senior Year.**

### **Special Awards**

- *Valedictorian*: Student completing the IHL core curriculum and maintaining the highest four-year average in scholarship and attending that school in the eleventh and twelfth grade. Neither correspondence nor summer school courses will be calculated into this average. At least two advanced placement (AP) or dual credit/enrollment courses must be taken to qualify for this award.
- *Salutatorian*: Student completing the IHL core curriculum and maintaining the second highest four-year average in scholarship and attending that school in the eleventh and twelfth grade. Neither correspondence nor summer school courses will be calculated into this average. At least two advanced placement (AP) or dual credit/enrollment courses must be taken to qualify for this award.
- *Other Awards*: Students will be selected as set forth by the Awards committee.

Awards presented by local organizations are also offered at some schools. Copies for criteria for selection are available at each school in the principal's office.

### **Financial Obligations**

Students may incur financial obligations such as lost or damaged textbooks, workbooks, lab fees, and activity fees. It is their responsibility to pay all financial obligations by the end of each semester. Students who owe money at the end of a semester will not receive their report cards until they meet their obligations. Students unable to pay because of financial hardship should talk to the principal to set up a plan to help them meet their obligations. Report cards, diplomas, and/or transcripts will be held until all financial obligations are met.

### **Guidance Services**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, and help with home, school, and personal problems. Students wishing to see a counselor should schedule an appointment in the guidance office before school, after school, break, or during lunch.

### **Schedule Changes**

In order to make a schedule change, a student must first request a change in writing. Since prior planning was done to develop the schedule, changes in schedules will not always be granted. Schedules will not be changed after the first five days. Schedule changes will be made for the following reasons only:

- Repeating a class that has already been passed (unless repeating to raise the grade).
- Another course is needed for graduation.
- Student has been placed into an inappropriate level class or does not meet the prerequisite.

*Note*: Students must be enrolled in six classes each semester.

*Note*: Students should seriously consider the courses they select. Consult with counselors and teachers; talk with your parents. Changes after course selection cards are turned in will be made only for extenuating circumstances.

### Residency Requirements

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two (2) of the items listed below as verification of their address. Documents with a post office box as an address will not be accepted.

- Mortgage documents or property deed and filed Homestead Exemption Application form for that property.
- Apartment or home lease
- Utility bills (Electric, water, gas, trash)
- Driver's License
- Voter precinct identification
- Automobile registration

Student is living with legal guardian and a certified copy of the Court Decree, or petition if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.

### Supervision at Events

Students are under the supervision of school personnel at home and away events regardless of whether they travel to the event with school personnel or not must remain on Eupora side of the event. Students may be held accountable for things that happen while attending other contests not involving Webster County Schools.

## ATTENDANCE POLICY

Regular attendance and academic success go hand in hand. The Webster County School District requires students to regularly attend class sessions.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUED DATE:
ATTENDANCE, TARDINESS AND EXCUSES	JBD-WC RESCINDS: JBD	06-02-14 ISSUED: NEW
<p>Regular attendance and academic success go hand in hand. The Webster County School District requires students to regularly attend class sessions.</p> <p><b><u>Attendance</u></b></p> <p>Absences are recorded by class/period. Absence is defined as the student not being present for at least 30 minutes of the class/period. A student shall be allowed a maximum of 10 absences, including check-in and check-outs, excused by a parent note per one school year. A doctor's excuse must be presented if the 10 absences with parent notes have been used. Doctor's notes do not count for any of the parent notes and can be used at any time to excuse an absence. The student does not have to use the parent notes before they use a doctor's excuse.</p> <p>A written excuse (parent note or doctor's) must be given to school officials <u>on the day the student returns to school</u> in order for the student to receive an excused absence. A parent's note excusing an absence should include the date(s) the student was absent, the reason for the absence, the parent/legal guardian's signature, and a phone number where the parent/legal guardian may be reached during the school day. A student with an excused absence will be allowed to make up missed work with full credit. If a student receives an unexcused absence, he/she will not be allowed to make up any work that was missed and will receive a zero (0) for work that was missed, and may face further disciplinary action as deemed appropriate by the building level principal.</p>		

### College Days

Students who are classified as seniors will be permitted two excused college days during their senior year. These visits should be used during the months of September through April. Students wishing to make a college visit should submit **a request in writing one week prior to the scheduled visit**. In order for the absence to be excused, the student must present a signed college visitation form upon his return to school (Visitation forms are generally available on all college campuses). A college day absence will not count against exam exemption.

### Make-up Work

It is the student's responsibility to make up work that is missed. A student, who needs to make up work after an absence, must contact each of his/her teachers immediately upon returning to school to make arrangements for making up the work. If a student has received an assignment before the absence, the assignment is due the day the student returns to class.

All work missed during an absence must be made up within the time allowed by the "one day plus" rule. For example, if a student missed school on Wednesday, then all make up work will be due Friday, (1 day +1 day missed).

On school-sponsored trips, assignments should be secured ahead of time and are due on the day the student returns to class.

A student who receives out-of school suspension will not be allowed to make up any daily work missed. A grade of zero will be recorded for all assigned work missed during the suspension.

**Requests for assignments in advance will be honored to the extent that the teacher and the principal deem them appropriate. Advanced assignments will not be provided on material that has not been taught in class.**

### Exam Exemptions

Students in grades 6-12 may be exempt **first (Fall) semester exams if:**

- They have an A average with 3 or fewer absences in the course, or
- They have a B average with 2 or fewer absences in the course, or
- They have a C Average with 1 or fewer absences in the course, and
- Have no fines and have not been given any out of school suspensions

Students in grades 6-12 may exempt **second (Spring) semester exams if:**

- They have an A average with 6 or fewer absences in the course, or
- They have a B average with 4 or fewer absences in the course, or
- They have a C Average with 2 or fewer absences in the course, and
- Have no fines and have not been given any out of school suspensions.

Dual Credit courses do not follow the exemption policy.

A student has the option to take an exam if he/she feels it will improve his/her grade.

All absences will be counted except those that are school related such as choir/band trips, athletic contests, senior college days, etc. It is the student's responsibility to gather and provide documentation of school related absences. Suspensions will invalidate the privilege of exemption in all classes.

## II. EXCUSED ABSENCES

For the purposes of this policy, an absence shall be excused if it is due to one of the following valid excuses:



1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
2. Illness or injury which prevents the student from being physically able to attend school.
3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
5. A medical or dental appointment with prior approval of the superintendent or his designee, except in the case of emergency.
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
7. Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student's education.)
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee.

No absence shall be excused when it is due to suspension expulsion or other disciplinary action.

(NOTE: A District cannot legally assign a suspended student an unearned grade, i.e. a "0" for each day of the suspension, but the student may be assigned an unearned grade for work actually missed during a suspension. However, to avoid adopting a policy that would ensure a student's failure, the District may want to adopt a provision that permits or requires suspended student, who are not immediately placed in an alternative school program, to make-up work within specific deadlines.)

### **III. TARDIES**

Tardies to school caused by the following reasons shall be excused and not be recorded against a student:

1. School transportation or other school related actions.
2. Medical or dental appointments only if accompanied by a note from the physician, dentist or other medical staff on their office letterhead.
3. Illness of the student if accompanied by a valid statement or note from the parent, legal guardian or custodian.
4. Special circumstances such as natural disasters, weather, traffic accidents, or other causes acceptable to the building administrator.

Legal Ref:	Miss. Code Ann. 37-13-91 (1995)
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### **Student Tardiness (Grades 6-12)**

In order to promote the concepts of timeliness and responsibility in students, the following policy shall be followed in regard to tardiness:

- Students are expected to be in classes promptly. Students are not allowed to be out of class without the permission of the principal/assistant principal.
- Students are allowed sufficient time to pass from one class to the next and should not be tardy except in cases of emergency. In the event the student needs more than the specified time, the student should report to their class first and obtain the permission of the teacher.
- Unexcused tardies will result in disciplinary action.
- Work missed due to an unexcused tardy may not be made up.
- A student is tardy to school if the student arrives any time after the tardy bell for first period or after the student's first class begins. Any student who is tardy to school **MUST** report to the appropriate administrative office **BEFORE** going to his/her assigned class.
- Tardiness due to personal illness, illness in the family, death in the family, or other emergencies may be approved if a written note from the student's parent/guardian or the person responsible for bringing the student to school is presented at the time of arrival. Oversleeping, clock failure, missed rides, etc. will not be excused tardies. In all cases, the principal in charge of issuing the admittance slip may, in his/her absolute discretion, verify any such note
- Students in attendance for less than 30 minutes in a class period will be counted absent for that period.

School principals are authorized to determine appropriate management and disciplinary techniques to be used when students are tardy to school or classes.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass. It is important that students use the most direct routes to and from their destination.

**NOTE:** Passes are given to students for emergency use of the restroom, to the office, or on an errand for the teacher. Students will not be permitted to leave class without a pass.

### **Textbooks**

Responsibility for textbooks rests with the student to whom the book was issued. The student to whom it was issued must pay for lost or damaged books. Book covers should be used in order to protect the book from damage. Theft will not be accepted as reason for non-payment. Before graduating or withdrawing, all outstanding bills or fines from previous years must be paid.

## **TEACHER SUPPORT TEAMS (TST)**

Each school has a *Teacher Support Team* (TST), comprised of teacher from that school, which evaluate students and make ongoing recommendations about instructional decisions for students in grades Kindergarten through twelfth grade.

Teacher Support Team is a process to provide assistance to teachers in improving the academic and behavioral performance of students at risk. The team's purpose is to assist the classroom teacher to become more effective through finding and using resources. The process allows educators to help other educators improve student performance and well-being. The State of Mississippi has, through State Board of Education Policy IEI, required this process be developed and implemented in a consistent and effective manner.

Interventions are based on the general education curriculum and are conducted within the regular education classrooms.

The goals of Teacher Support Teams include:

- Maximizing individual student success in general education
- Screen students who may be in need of special education services
- Reduce the number of inappropriate referrals for special education
- Meet the needs of diverse learners
- Remove educational, or behavioral stumbling blocks
- To decrease disproportionality
- Early identification of students with disabilities

Teacher Support Teams implement a three-tier process.

- Tier 1 includes quality classroom instruction based on Mississippi Curriculum Frameworks
- Tier 2 includes focuses supplemental instruction
- Tier 3 includes intensive interventions specifically designed to meet the individual needs of students

### CAFETERIA PRICES

*Student breakfast:*  
Free for all students

*Student lunch:*  
\$3.00

### OFFICE PROCEDURES

#### Visitors

All visitors MUST sign in at the office. Due to supervision and insurance reasons, student visitors (including former students) are usually NOT allowed, unless the principal grants permission.

#### Medicine at School

In order to take medicine at school, there must be a doctor's medical form completed and on file in the office. Then, the student's medication is kept there and administered by school personnel.

#### Deliveries

The office will NOT deliver forgotten items, such as lunches, uniforms, homework, money, or school projects during class time. Students can stop by the office during break, lunch, and after school to check if any items have been dropped off for them. Please remember that parents are NOT allowed to deliver forgotten items to classrooms.

#### Insurance

Each student will have the opportunity of taking group student accident insurance. Soon after school begins each teacher will distribute information concerning the insurance plan. If the parent desires to have their child take the insurance, he may sign the proper forms and return the fee to the school. Any student who participates in an activity must have on file in the principal's office a copy of their insurance coverage including policy number. This must be on record in the office prior to their participation.

#### Telephone

The office telephone is to be used by students only in case of emergency. Please refrain from coming in the office and requesting use of the phone unless you do have a TRUE emergency.

#### Permission to Leave School

Before leaving school, students must be signed out by his/her parent or someone on your emergency card. Including parents, a total of four people may be included on your emergency card. (YOU WILL NEVER BE ALLOWED TO LEAVE SCHOOL WITH SOMEONE WHO IS NOT ON YOUR EMERGENCY CARD!) For your protection, anyone who picks you up may be asked to show identification. Then, when you return to school, you must check in at the office BEFORE going to class.

*Please write your name on all of your possessions and clothing and never bring valuables or cash in excess of \$10 to school. Webster County Schools is not responsible for any lost or stolen items.*

**Oath of Allegiance to the United States Flag**

Senate Bill 2321 states: "From and after July 1, 2002, the school boards of all public schools of this state shall require teachers to have all pupils repeat the oath of allegiance to the U S flag at the beginning of the first hour of class each day school is in session.

*"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."*

**WEBSTER COUNTY SCHOOLS DISCIPLINE POLICY**

The Board of Education and Superintendent of WCSD has taken a firm stand on five types of offenses. If you commit any of the five offenses, either on school grounds or at school-sponsored events, you will be disciplined within the guidelines listed below:

<b><u>County-wide Violations</u></b> <b>Non-discretionary Expellable Offenses</b>		
<b>INFRACTION</b>	<b>CONSEQUENCE</b>	<b>ADDITIONAL RESOURCES</b>
Bomb/Facsimile Possession or Bomb Threats	Suspension /Recommendation for Expulsion Notify Authorities	Policy JCDAE Weapons
Distribution of Intoxicants Drugs and Alcohol	Suspension /Recommendation for Expulsion Notify Authorities	Policy JCDAC Drugs and Alcohol
Firearms	Suspension/ Recommendation for Expulsion Notify Authorities	Policy JCDAE Weapons
Violent Physical Attack on a Staff Member	Suspension/ Recommendation for Expulsion Notify Authorities	Policy JCBE Unlawful or Violent Acts
Weapons Used to Cause Bodily Harm/Injury	Suspension/ Recommendation for Expulsion Notify Authorities	Policy JCDAE Weapons

**Webster County Schools Discipline Policy**

The cornerstone for the Webster County Schools discipline policy is that each student has the right to learn in an atmosphere free from disruption. It is therefore the responsibility of staff to help create a climate in the schools which students can mature educationally and emotionally as they gain knowledge, self-control, and self-confidence. Students are also expected to help take responsibility for their successful completion of high school by respecting others' rights to a safe and comfortable school environment.

**DISCIPLINE GUIDELINES**

The following guidelines clarify rules and regulations that are in effect in the Webster County Schools. The rules and regulations not only apply to student behavior while in the Webster County Schools, but also extend to any situation that may occur on the way to or from school or at extracurricular activities. During the first days of school, students will be asked to sign the student code of conduct saying that they understand what constitutes serious violations of the disciplinary portion of the Student Code of Conduct and the penalties imposed for such violations.

1. **Bomb Threats:** Students who are found guilty of possessing, fabricating, or planning the fabrication or execution of bombs, or any student found guilty of making bomb threats or of giving false information concerning the placement of explosive or destructive devices, will be suspended for ten days and *recommended for expulsion*.
2. **Drug and Alcohol Abuse:** Any student found to be under the influence of or in possession of a controlled, dangerous substance (including alcohol) will be suspended and referred to the proper authorities. Any student involved in the sale or distribution of drugs will be *recommended for expulsion*. Non-alcoholic beverages in bottles that look like those for alcoholic beverages are prohibited as well as items that are intended to resemble or be mistaken for illegal drugs. Use of any substance, legal or illegal, that is mind-altering, including glue, aerosol propellant, tea leaves, etc., will be treated with the same consequences as for use of illegal drugs.
3. **Firearms:** Any student carrying, possessing, handling, fabricating, using, or storing a firearm will be *recommended for expulsion*.
4. **Physical Abuse:** Students deliberately attempting to physically harm others will be suspended. A violent physical attack on a staff member will result in a *recommendation for expulsion*.
5. **Weapons:** Weapons are firearms, knives, brass knuckles, sticks, bats, and anything else which may be concealed and/or used as an instrument to hurt another person. Bringing facsimiles (model Uzis, water pistols, etc.) to school may result in a suspension and *recommendation for expulsion*.
6. **School Safety Act:** Foul profane, obscene, threatening, defiant, or abusive language, or action toward teachers or other school employees. Defiance, ridicule, or verbal attack of a teacher. The willful deliberate or overt acts of disobedience of the direction of a teacher or other school employees. *First offense: Out of school suspension. Second offense: Out of school suspension and behavior modification plan developed for student. Third offense recommendation for expulsion*
7. **False Fire Alarm:** Individuals who are responsible for false fire alarms will be prosecuted to the fullest extent of the law and pay costs of any damages and for fire equipment called to the scene. Students can also expect school-based disciplinary action of suspension and possible *recommendation for expulsion*.
8. **Electronic Communication Device:** Electronic communications devices are not permitted in school. Students with any communication device will receive a consequence and the device will be confiscated and must be picked up by a parent.
9. **Academic Dishonesty/Cheating:** Academic dishonesty or cheating is defined as using someone else's work, words, or ideas and passing it or them off as one's own (plagiarism); giving one's own work, works or ideas to another; engaging in computer piracy; copying from another student's paper or artwork; or talking during a test. Violations will result in a minimum action of loss of credit for the assignment, quiz, or test and may include removal from extracurricular participation, as well as parental contact.
10. **Closed Campus:** Students are not to leave the property at any time during the day unless they have acquired documented permission through the office.
11. **Damaging Equipment:** Any student found to have caused damage of a particular piece of equipment will be required to pay for its repair or replacement, be suspended, and possibly *recommended for expulsion*.
12. **Destruction of Property:** Deliberately defacing, damaging, or destroying school property or property belonging to others (graffiti is included) is considered Destruction of Property. Consequences will include payment for any damage done, suspension, and possibly *recommendation for expulsion*.
13. **Disruptive Classroom Behavior:** Any behavior, which detracts from the educational purpose of the class, will be disciplined.
14. **Eating in School:** Food is to be consumed in the cafeteria and outside only. **Consumption of food and beverages is prohibited in classrooms and on buses.**

15. **Fighting:** Fighting will not be tolerated on school property at any time. Students involved in fighting will be suspended.
16. **Forgery:** Forgery is the altering of a document in any manner or the signing of someone else's name to a document. Forging a document or possession of a forged document is a violation.
17. **Gambling:** Gambling, for monetary reward will not be permitted on school grounds.
18. **Insubordination:** Insubordination is failure to carry out a reasonable request from a member of the school staff.
19. **Intimidation and Extortion:** Intimidation and extortion is an act of frightening another person by threats or by deliberate physical contact such as pushing, tripping, and bumping, or by attempting to secure money or property through threat of physical harm.
20. **Littering:** Students are required to deposit all trash, including lunch items, in trash containers.
21. **Profanity and Obscenity:** Offensive language and actions considered obscene have no place in school or school-related activities.
22. **Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate oral, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:
  - When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances.
  - When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in school activities.
  - When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.
  - Sexual harassment committed by students against students or staff is inappropriate behavior and violates policies. If students believe that they are the subjects of sexual harassment, they should promptly report such incidents to their parents, a school administrator, counselor, or teacher.
  - Any student who violates the sexual harassment policy will be subject to disciplinary action. Depending on the severity of the offense, such action could include, but is not limited to counseling, corporal punishment, in-school suspension, out of school suspension, referral to alternative school, or expulsion.
23. **Still or Video Camera:** Still and video cameras are not permitted in the building unless they are being used for class assignment. business at the time in question is subject to trespassing laws.
24. **Theft:** Persons involved in stealing shall be suspended and responsible for restitution; police may be notified.
25. **Skateboards:** WCSD prohibits the use of skateboards on WCSD property.
26. **Tobacco Possession/ Vaping or Use:** One is considered to be smoking if observed in possession of a lit cigarette, e-cigarette, exhaling smoke, or found behind an obstruction from which smoke is observed. Student possession or use of tobacco, including chewing tobacco or snuff, is not permissible at school or at any school-related activity.
27. **Trespassing:** Any person found on school grounds that have no official, school-related
28. **Verbal Abuse:** Students who intimidate or insult another person by using vulgar, demeaning, or threatening language will be disciplined.
29. **Traffic Violations on School Property:** Student parking is a privilege, not a right! Seniors will be given preference.
  - Permits are required. Purchased the first week of school.
  - Multiple permits will NOT be issued for students driving more than one vehicle.
  - All vehicles must be registered with the school and properly display the decal.
  - The school is not responsible for damage to the vehicle or its contents.
  - There will be no driving over 5 mph. Reckless driving will result in the permit being revoked.

- Students are not allowed to move or return to their car during the school day.
  - Students must get out of car as soon as they arrive on campus.
30. **Violation of Testing Procedures:** Any student who violates the testing procedures set by the teacher will lose credit for that test.
31. **Bus Conduct:** Students must ride the correct bus and refrain from any unsafe or disruptive behavior. Violation may result in loss of riding

privileges. See Conduct on Mississippi School Buses.

32. **Cell Phones/Electronic Devices:** Devices will be allowed on campus. HOWEVER, cell phones should be turned off and remain out of sight at all times, unless permission is granted by the principal. If used during school without permission of the principal, cell phones will be confiscated and must be picked up by a parent after the fine has been paid. Phone use will only be allowed for school activities or emergency situations.

33. **Bullying / Cyberbullying:** p. 34 of handbook

### DISCIPLINARY MEASURES

The Webster County School District employs a variety of disciplinary measures in dealing with students who exhibit inappropriate behavior. The application of discipline is based upon, the age of the student, the form and/or seriousness of the misbehavior and other factors that allow for certain levels of discretion depending upon the circumstances. While sequential application of disciplinary measures is a goal, it should be clearly understood that school personnel have flexibility in the administration of discipline. The following listing of disciplinary techniques is not all inclusive; however, it does represent a compilation of typical alternatives used by the school in the disciplinary process. These techniques are not listed in sequential order nor is there any indication that these techniques are to be used in the order given.

- Teacher Report – Teacher contacts the parent or sends note to parents that denote inappropriate behavior in the classroom by the student. This is used to correct minor, inappropriate behavior.
- Verbal Reprimands/Warning Notes/Letters - Issuance of warnings concerning behavior.
- Conferences-Held with teacher, student, parent, administrator, counselor, etc. to discuss behavior and/or progress.
- Denial/Loss of Privileges - Includes, **but is not limited to**, loss of break time, participation in or attendance at extracurricular activities, loss of the privilege to bring vehicle on campus, etc. Administrators are authorized to determine the duration of the loss of privileges. They may assign a temporary loss or determine permanent removal, depending upon the circumstances.
- Detention - Assigned by administrators with appropriate arrangements. Student misbehavior and/or uncooperativeness will not be tolerated. Truancy, misbehavior, and/or uncooperativeness during the Detention assignment will result in the student being referred to an administrator for further disciplinary action.
- Counseling Services - Arranged as necessary with school counselors/district behavior specialist.
- Corporal Punishment - Only administered in the presence of a witness in accordance with the district's corporal punishment policy (Policy JDB).
- In-School Suspension (ISS) - Assigned by administrators with appropriate arrangements. Held during normal school hours.
- Out-of-School Suspension (OSS) - Assigned by school level administrators.
- Alternative School Placement/Assignment - In accordance with the district's alternative school program regulations. May be assigned by school administrators.
- Home Suspension – student is not allowed back on campus until a parent/guardian has met with school administration.
- Suspension and/or Expulsion from Bus Riding Privileges - For misconduct in connection with student transportation.

- Restitution - Requirement that the student/parent/guardian make financial restitution to the school/district. This may include, but is not limited to, acts of destruction to school property, vandalism, defacement of buildings, desks, lockers, etc. It may also include theft of school property, destruction/loss of textbooks or other instructional materials owned by the school and failure of a student to return fundraising obligations.
- Expulsion from School - Denial of the right to attend school or school activities in the district by the Board of Education.
- Performance of School Service - Assigning work tasks such as picking up paper, cleaning desktops, sweeping floors, etc.
- Other - Any other appropriate disciplinary technique(s) as determined.

**Students who are assigned to in-school-suspension, out-of-school suspension or the Alternative Program will not be allowed to participate or attend extra-curricular activities of any school in the district for the length of the assignment. Parents who wish their child to NOT receive corporal punishment (paddling) must come to the school to fill out the appropriate paperwork each school year. Students should inform school personnel that they are on the non-corporal punishment list before receiving punishment.**

### DISCIPLINE ACTION FOR MAJOR RULE INFRACTIONS

1. Assault on a school employee	OSS and/or recommendation for expulsion
2. School Safety Act – Foul profane, obscene, threatening, defiant, or abusive written or oral language or action toward teachers or other school employees. Defiance, ridicule or verbal attack of a teacher. The willful, deliberate or overt acts of disobedience of the direction of a teacher.	OSS and/or recommendation to the Alternative Program and/or possible recommendation for expulsion
3. Weapon possession or use, any attempt to carry or use a weapon on campus	OSS and/or recommendation to the Alternative Program or for expulsion
4. Possession, sale, use, transmission, or under the influence of alcohol, and/or any other type of controlled substance or substance intended to look like illegal drugs	Suspension, recommendation to the Alternative Program or for expulsion
5. Fighting or Acts of Violence on campus or bus	1 <sup>st</sup> Offense 3days of OSS, Alternative Program or Expulsion 2 <sup>nd</sup> Offense 5 days OSS, Alternative Program or Expulsion 3 <sup>rd</sup> Offense 10 days OSS and Alternative School or Expulsion *banning from extra-curricular events also possible
6. Stealing	1 <sup>st</sup> Offense – 2 Days ISS or CP/ restitution 2 <sup>nd</sup> Offense – 3 Days ISS / restitution 3 <sup>rd</sup> Offense – 3 Days OSS / restitution
7. Creating a Disturbance / Verbal, written, or physical Intimidation or Harassment	1 <sup>st</sup> Offense – 5 days of ISS and/or Alternative School and/or OSS and/or Expulsion 2 <sup>nd</sup> Offense – 10 days ISS and/or Alternative Program and/or OSS and/or Expulsion 3 <sup>rd</sup> Offense – Alternative Program or Expulsion
8. Sexual harassment or misconduct	1 <sup>st</sup> Offense – 3 Days OSS and/or Alternative Program 2 <sup>nd</sup> Offense – 5 Days OSS and / or Alternative Program 3 <sup>rd</sup> Offense – 10 Days OSS and/or recommendation for Alternative School
9. Profanity / Cursing / Vulgar language	1 <sup>st</sup> Offense – 2 Days ISS or CP



	2 <sup>nd</sup> Offense – 3 Days ISS 3 <sup>rd</sup> Offense – 5 days ISS
10. Refusal to accept teacher’s discipline	1 <sup>st</sup> Offense – 3 days ISS 2 <sup>nd</sup> Offense – 5 days ISS 3 <sup>rd</sup> or more offenses – OSS and/or Alternative Program
11. Vandalizing or defacing school, staff, or student property	OSS and/or recommendation for expulsion and/or Restitution
12. Gambling	ISS, OSS or recommendation for expulsion
13. Tobacco/ E-cigarette use or possession	1 <sup>st</sup> Offense – 3 Days ISS 2 <sup>nd</sup> Offense – 5 Days ISS 3 <sup>rd</sup> Offense – 3 Days OSS
14. Out of Place/Skipping Class	1 <sup>st</sup> Offense - Corporal Punishment or 2 days ISS 2 <sup>nd</sup> Offense – 3 days ISS 3 <sup>rd</sup> Offense – 5 days ISS 4 <sup>th</sup> Offense – OSS
15. Insubordination, Rude or disrespectful behavior towards a faculty or staff member	1 <sup>st</sup> Offense – 3 days ISS 2 <sup>nd</sup> Offense – 5 days ISS 3 <sup>rd</sup> Offense – 3 days OSS 4 <sup>th</sup> Offense – 10 days OSS and/or Alternative Program
16. Disturbing Class and/or Excessive Talking	1 <sup>st</sup> Offense – Corporal punishment or 2 day ISS 2 <sup>nd</sup> Offense – 3 days ISS 3 <sup>rd</sup> Offense – 5 days ISS 4 <sup>th</sup> and Over – OSS and/or Alternative Program
17. Not being prepared for class	1 <sup>st</sup> Offense – Break Detention or Corporal Punishment 2 <sup>nd</sup> Offense – 2 days ISS 3 <sup>rd</sup> Offense – 3 days ISS 4 <sup>th</sup> Offense – 5 days ISS 5 <sup>th</sup> or more offense – OSS and/or Alternative Program
18. Vehicle Misuse / Unauthorized Driving or Riding	1 <sup>st</sup> Offense – Loss of Driving Privileges for minimum of 5 days and up to the rest of the school year 2 <sup>nd</sup> Offense – 3 to 5 days ISS and loss of Driving Privileges for the rest of the semester or rest of the school year.
19. Electronic Devices, CDs, Cassettes, Cell Phones, Beepers, or PDAs	1 <sup>st</sup> Offense – Confiscation and held 1 week or \$25 fee 2 <sup>nd</sup> Offense – Confiscation and held 1 month or \$50 fee and 3 days ISS 3 <sup>rd</sup> offense – Confiscation, held 3 months or \$100 fee and 5 days ISS 4 <sup>th</sup> or more – Confiscation, held for 3 months or \$100 fee and OSS
20. Refusal to yield electronic device to administrator/teacher	1 <sup>st</sup> Offense – 5 days ISS 2 <sup>nd</sup> Offense – 10 days ISS 3 <sup>rd</sup> Offense – 5 days OSS
21. Habitual Violating of School Policy	Alternative Program or Expulsion
22. Acts Committed in the Community That Affect the Safety of Students and/or School Climate	Alternative Program or Expulsion
23. Dress Code Violations	1 <sup>st</sup> Offense – Warning 2 <sup>nd</sup> Offense – Corporal punishment or 2 days ISS 3 <sup>rd</sup> Offense – 3 days ISS 4 <sup>th</sup> Offense – 5 days ISS
24. Tardies (Start over each 9 Weeks)	1 <sup>st</sup> and 2 <sup>nd</sup> Tardy – Warning 3 <sup>rd</sup> Tardy and above – CP or 1 Day ISS
25. Leaving Campus without permission	5 Days ISS

26. Academic Dishonesty	2 Days ISS or CP
27. Bullying / Cyberbullying	1 <sup>st</sup> Offense – 2 Days ISS or CP 2 <sup>nd</sup> Offense – 3 Days ISS 3 <sup>rd</sup> Offense – OSS and/or recommendation for Alternative School
28. Public Display of Affection (PDA)	1 <sup>st</sup> Offense – 3 Days ISS 2 <sup>nd</sup> Offense – 5 Days ISS 3 <sup>rd</sup> Offense – 3 Days OSS
29. Horseplay	1 <sup>st</sup> Offense – Corporal punishment or 2 day ISS 2 <sup>nd</sup> Offense – 3 days ISS 3 <sup>rd</sup> Offense – 5 days ISS 4 <sup>th</sup> and Over – OSS and/or Alternative Program
30. Violation of Acceptable Usage Policy	ISS, OSS or recommendation for expulsion and loss of technology privileges

Bullying will not be tolerated in the Webster County Schools. Please refer to board policy JDDA in the board policy manual.

**School Violence/Threats Of Violence**

Violence or threats of violence or any other activity that disrupts the educational process and/or threatens the health or general safety of other students or staff **will not be tolerated**. The administration and school staff will take threats of violence seriously and violators will be dealt with swiftly and accordingly. Violent acts or threats of violent acts will not be viewed as pranks or "playing around" activities by students or others.

Further, students and staff have a duty to report any knowledge they may have regarding the threat of a violent act to school authorities. This includes, but is not limited to, reporting knowledge of verbal or written comments by an individual or group of individuals stating their intent to commit a violent act or knowledge that an individual is in possession of an item that is considered or could be considered a weapon.

**Controlled Substances**

Section 37-11-18, Mississippi Code of 1972, as Amended "Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances 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 educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the student's right to appeal to the local school board."

**Prohibition Of The Use Of Tobacco On School Property** (As Adopted by the MS Legislature General Session 2000)

The Mississippi Legislature acted during the 2000 Legislative Session to adopt and codify the following state law as recited under Sections 97-32-25, 97-32-27, and 97-32-29. In summary, these laws prohibit the use of tobacco by any person on certain educational property and to prescribe fines for violations thereof, and for related purposes. Educational property under this law means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any local school board, school, or directors of any public educational institution or during a school-related activity.

**CONDUCT ON PUBLIC SCHOOL BUSES**

Rules and regulations of the Mississippi Board of Education governing conduct upon public school buses as authorized by Section 37-41-1, Mississippi Code of 1972, as amended.

It will be the duty of passengers transported in school buses owned or operated by public school districts to conduct themselves in an orderly manner. The passengers shall abide by rules and regulations of the Mississippi Board of Education, and rules and regulations adopted by the boards of the respective school districts.

Public School Bus Disciplinary Guidelines

1. Pupil shall follow directions of the driver the first time given.
2. Pupil shall arrive at the bus stop before the bus arrives.
3. Pupil shall wait in a safe place, clear of traffic, and away from where the bus stops.
4. Pupil shall walk in an orderly line and avoid horseplay.
5. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
6. Pupil shall go directly to an available or assigned seat when entering the bus.
7. Pupil shall remain seated and keep aisles and exits clear.
8. Pupil shall exhibit classroom conduct at all times.
9. Pupil shall refrain from throwing or passing objects on, from, or into buses.
10. Pupil is permitted to carry only objects that can be held on his/her lap.
11. Pupil shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the bus.
12. Pupil shall refrain from eating and drinking on the bus.
13. Pupil shall not carry hazardous materials, nuisance items, and animals on to the bus.  
Exception: If the Individualized Education Plan requires a special needs student to use an animal, such as a seeing eye dog or monkey, for mobility purposes, then the assigned animal will be permitted on the bus.
14. Pupil shall respect the rights and safety of others.
15. Pupil shall refrain from leaving or boarding the bus at locations other than the assigned stops at home of school.
16. Pupil shall refrain from extending head, arms or objects out of the bus windows.
17. Pupil shall refrain from hitching rides via the bumper or other parts of the bus.

<b>DESCRIPTOR TERM:</b>  <b>Mandatory Drug Testing / Student Drug Testing Policy</b>	<b>DESCRIPTOR CODE:</b>  <b>JCDAC-WC-1</b>	<b>ISSUED DATE:</b>  <b>05-09-16</b>
	<b>RESCINDS:</b> <b>JCDAC-WC</b>	<b>ISSUED:</b> <b>06-23-14</b>
<p><b>MISSION STATEMENT:</b></p> <p>Webster County School District recognizes that drug abuse is a significant health problem for students, detrimentally effecting overall health, behavior, learning ability, reflexes, and the total development of each individual. Our stakeholders are determined to help students by providing another incentive for them to say “No”. It is critical that educators and parents continually seek ways to implement effective programs that provide the appropriate actions to address and foster a drug free environment in our schools. Drug abuse includes but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.</p> <p><b>DEFINITIONS:</b></p> <p><b>Drug:</b> Any substance considered illegal by Mississippi Statutes or which is controlled by the Food &amp; Drug Administration unless prescribed by a licensed physician and the misuse of legal drugs and medications.</p> <p><b>Activity Programs:</b> Any activity that meets the guidelines of the Mississippi High School Activities Association and /or sponsored by the Webster County School District. This includes all school sponsored academic, athletic/spirit and student groups.</p> <p><b>School Year:</b> From the first day of classes in the fall, unless the activity begins prior to the first day of</p>		

classes, in which event, from the first day of practice through the last day of classes in the spring.

**TESTING AGENCY:**

The district will choose certified medical personnel for the purpose of randomly selecting students consistent with the criteria set forth by the district, processing sample results, and maintaining privacy with respect to test results and related matters.

**PRESCRIPTION MEDICATION:**

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing coordinator to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive test".

**SCOPE OF TESTS:**

The drug screening samples will be tested for illegal drugs and the misuse of prescription drugs. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and /or consistency to a laboratory for testing and confirmation or non-confirmation.

**RANDOM SELECTION CRITERIA:**

All students who opt to participate in activity programs as previously defined and all students requesting driving privileges on campus will be entered into a pool for random selection.

**PROCEDURES FOR STUDENTS:**

**Consent:** Each student wishing to participate in any activity program and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as FORM A. No student shall be allowed to participate in any activity program or drive on campus absent such consent. Students not involved in activities or driving on campus may be allowed to participate voluntarily in the testing pool with a consent form signed by the parent. Parents may also request that their child be drug tested at the next available date at the parent's expense. (Form D)

**Student Selection:** In adherence to this policy, ALL students in activity programs may be subjected to drug testing at the beginning of the school year. In addition, random testing will be conducted a minimum of once each semester. Selection for random testing will be by lottery drawing from a "pool" of all students participating in activity programs and drivers in the district at the time of the drawing. A single test can be required by a principal from a student for reasonable suspicion. The superintendent or designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the agency selecting the students has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

**SAMPLE COLLECTION:**

Samples will be collected **within a two (2)-hour time period** on the same day the student is selected

for testing. **ALL** testing will consist of urine samples. If a student is absent on that day, the student may be tested upon the student's return to school. A student who is notified and fails to report immediately shall result in a positive screening, and will be subject to the actions specified below for a "positive test." If a student is unable to produce a urine sample, the student may be required to submit a hair sample. Students are responsible for any additional costs associated with hair sample testing. Otherwise, the student will remain at the testing facility until a sample can be produced.

**LIMITED ACCESS TO RESULTS:**

The results will be reported only to the superintendent and the District Drug Testing Review/Enforcement Committee. The District Drug Testing Review/Enforcement Committee shall consist of the high school principals and the superintendent. The committee will review **ALL** testing results. The committee will have the responsibility of contacting the athletic directors with positive test results and overseeing the procedures in the event of a positive test result.

**PROCEDURES IN THE EVENT OF A POSITIVE RESULT:**

Whenever a student's test result indicates the presence of illegal drugs or the misuse of legal or prescription drugs ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his/her designee, the student, the custodial parent or legal guardian, and the student's principal and head coach or sponsor. (Forms B,C,)

**FIRST POSITIVE RESULT:**

For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations, activities and driving privileges of Webster County Schools for a period of twenty (20) school days. For athletic/activity purposes the suspension will begin from the first regular scheduled contest in the sport the student participates (excluding jamborees, scrimmages, and classic games). If the twenty school days cannot be completed during one sports season, it will carry over to the next sport season the student participates. A student may practice or attend an organization's meetings at the discretion of the sponsor/coach but may not compete, dress out for competition, take part in a club's scheduled event beyond meetings or drive on campus. The student will be recommended for counseling; if any charge is incurred, it will be the responsibility of the parents. On day twenty one (21), the student will be allowed to be retested (at the expense of parent-guardian). If the retest results are found to be positive, this will count as the official second positive result. If the test results are found to be negative, the student will again become eligible for driving on campus, competitions, presentations, and activities relating to Webster County Schools. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian for the remainder of that school year.

**SECOND POSITIVE RESULT:**

A second positive result in the 24-month period following the first positive test will result in the student's suspension from participating in activities and driving on campus for 90 school days.

**THIRD POSITIVE RESULT:**

For the third positive result, the student will be suspended from participating in activities and driving on campus for the remainder of his/her enrollment with the school district.

**NON-PUNITIVE NATURE OF POLICY:**

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information

regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

**OTHER DISCIPLINARY MEASURES:**

By accepting this policy, the district is not precluded from utilizing other disciplinary measures set forth in the Student Handbook. Likewise, this policy does not preclude the district from following its disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug-related activities. If a student exhibits physical manifestations in which administration determines to be as a result of drug or alcohol use, the student will be subject to the consequences listed in the Drug and Alcohol Policy defined in the Student Handbook. A student will be referred to alternative school if he/she refuses or compromises the integrity of a drug test. If a student refuses or compromises the integrity of a drug test, he/she cannot participate in extracurricular activities including but not limited to sporting events, driving privileges, school plays, prom, and graduation exercises.

**School's Right to Search (Policy JCDA)**

- Students may be searched at school or at a school function pursuant to board policy.
- Lockers, desks, or storage places provided for student use are, and remain at all times, property of the school district. These areas and the contents therefore are subject to a random search at any time, pursuant to board policy.
- Students' vehicles at school or at a school function may also be searched pursuant to board policy.

**Appropriate Student Use of Computers and Internet**

Students in the WCSD have computer access to the Internet and electronic mail (E-mail). The internet connects thousands of computers all over the world used by millions of individuals. It offers access to electronic-mail communication, library, and government resources, public domain and shareware software, discussion groups, and other materials. New computer systems and resources are added daily to the online network. Students are introduced to appropriate internet use through computer courses and may receive further assistance and instruction in the library. Available precautions have been taken to restrict access to objectionable materials, however, on a global network; it is impossible to control all materials. Emphasis is placed on educational usage of electronic resources with the intent being students will access information that is valuable in the context of the school setting. The school is not responsible for computer use outside the school building. To establish an internet account in the WCSD, a student and his/her parent/guardian must sign a statement agreeing to the terms of use according to school policy. Students are expected to use the internet appropriately, following school guidelines. Misuse of the computer system will result in disciplinary action in accordance with the school discipline policy, with the possible termination of a student's account. The internet is an invaluable resource for students. WCSD students are fortunate to have access to this resource tool. To continue to use electronic resources, students are expected to cooperate completely with the faculty and staff, following guidelines as directed.

**NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)**

The Webster County School District recognizes the value of computer and other electronic resources to improve student learning and to enhance the administration and operation of its school. To this end, the Webster County School District encourages the responsible use of computers and computer networks, which include Internet usage, e-mail, web applications and other electronic resources in support of the mission and goals of Webster County Schools.

Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, the Webster County School District adopts this policy

governing the voluntary use of electronic resources, e-mail, and the Internet to provide guidance to individuals and groups obtaining access to these resources on Webster County School District -owned equipment or through Webster County School District -affiliated organizations.

## **RIGHTS AND RESPONSIBILITIES**

It is the policy of the Webster County School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of network usage. Within this general policy, the school site recognizes its moral obligation to protect the well-being of students in its charge. To this end, the Webster County School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining logs of Internet and/or e-mail activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Webster County School District -owned equipment and, specifically, to exclude those who do not abide by the Webster County School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Webster County School District reserves the right to restrict online destinations through software or other means.
5. The Webster County School District complies with the regulations of CIPA, the Children's Internet Protection Act H.R. 4577, by providing Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, the Webster County School District provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites.
6. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications and e-mail.

### **Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Webster County School District.
2. Although the Webster County School District will maintain an Internet filtering service, staff members will continue to monitor student use to prevent the access of objectionable sites.
3. Staff shall make reasonable efforts to become familiar with the Internet and e-mail use so that effective monitoring, instruction, and assistance may be achieved.
4. Staff shall exercise extreme caution in using any student and other staff member's likeness, picture, personal information, and/or original work of art, prose, or poetry for distribution through any electronic media within the Webster County School District.

### **User Responsibilities**

1. Use of any electronic media including the Internet and e-mail provided by the Webster County School District is a privilege that offers a wealth of information and resources for research.
2. Users agree to learn and comply with all of the provisions of this policy. Through the actual use of any network related service, the user warrants and signifies his agreement to any/all of the provisions of this policy.
3. Webster County School District recognizes the concept of "Free Speech" and individual privacy. The Internet, network, and e-mail services are owned and/or operated by the Webster County School District and reserves the right to exercise reasonable control over any electronic communication and/or publication

users may produce.

## **INTERNET**

The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks of local to global scope that are linked by a broad array of electronic and optical networking technologies. The Internet carries a vast array of information resources and services, most notably the interlinked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.

### **Guidelines**

1. All use of the Internet should be in support of educational and research objectives consistent with the mission and objectives of the Webster County School District.
2. Observe proper etiquette when using electronic communication and never publically display personal information.
3. Respect the legal protections for data and software provided by copyright and licenses.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite at all times.
6. From time to time, the Webster County School District will make determinations on whether specific uses of the network are consistent with the Acceptable Use Policy.

### **Unacceptable Uses**

1. Giving out personal information about another person, including home address or phone number is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal reasons shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others.
7. Malicious use of the network to develop programs that harass other users, or infiltrate a computer or computing system, and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware for use on the Webster County School District computers is prohibited.
10. Use of the network to access or process pornographic material, objectionable web sites, inappropriate test files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Webster County School District network may not be used for downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Webster County School District. Software, files, and/or licenses owned by Webster County School District cannot be transferred to staff or student personal or home computers. This violates the copyright laws.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is



- prohibited.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat/live chat), is prohibited unless specifically authorized by the system administrator or building administrator.

## **E-MAIL**

Electronic mail, most commonly abbreviated email or e-mail, is a method of exchanging digital messages. E-mail systems are based on a store-and-forward model in which e-mail server computer systems accept, forward, deliver and store messages on behalf of users, who only need to connect to the e-mail infrastructure, typically an e-mail server, with a network-enabled device for the duration of message submission or retrieval. Originally, e-mail was always transmitted directly from one user's device to another's; nowadays this is rarely the case.

### **Guidelines**

1. E-mail is provided by the Webster County School District and is NOT considered private. The Webster County School District can monitor and review any messages sent or received by the users as deemed appropriate by the system administrator.
2. Check electronic e-mail often to see if there are any messages.
3. To maximize server space, delete and empty trash for electronic mail messages when they are no longer required.
4. Respect the legal protections for data and software provided by copyright and licenses.
5. Take care not to express personal views that could be regarded as defamatory or libelous.
6. Always be mindful that e-mail use is a privilege, and the user is a representative of the Webster County School District.
7. Be aware that all electronic mail activity may be monitored and logged or scanned for viruses and/or offensive material.

### **Unacceptable Uses**

1. Do not send excessively large electronic mail messages or attachments. There is a size limit to messages and attachments.
2. Do not indiscriminately forward electronic mail messages to users and/or groups without knowing whether the group users wish to receive such messages. For example: these messages would be personal items sent to you such as recipes, quotes, pictures, stories, jokes, songs, and etc. These messages take up time and space and are not useful for the purpose and objectives of the Webster County School District.
3. Limit messages such as festive greetings or other non-work related items by electronic mail, particularly to several people.
4. Do not participate in chain or pyramid messages or similar schemes.
5. Do not represent yourself as another person.
6. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, discriminatory, or libelous.

## **PUBLICATIONS**

### **Acceptable Uses**

1. Make sure any web design is appropriate to the educational, administrative, or research objectives of the Webster County School District.
2. Any use of the Webster County School District name and/or school site names, likeness, pictures, graphics must have prior approval of the system administrator or building administrator.
3. Any use of staff or student likeness, pictures, graphics, art, prose, or poetry must have written permission before usage. Staff members must give their written signature permission while a student must give his/her written signature in addition to the parents written signatures before publication use.
4. The system administrator and/or building administrator will make the final determination whether any web item(s), which identify the Webster County School District, are appropriate for web publication before that publication occurs.

5. All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information.

### **Unacceptable Uses**

1. Do not publish personal information concerning staff or students. The only phone numbers, addresses, and/or locations allowed are those of the school site available to the public.
2. Staff and/or students are prohibited from publishing a website using the Webster County School District name and/or school site names, likeness, pictures, graphics without prior approval of the system administrator or building administrator.
3. Webster County School District recognizes the concept of “Free Speech”, however, staff and/or students are prohibited from publishing any work that that may be discriminatory, offensive, racists, threatening to district, school, staff, or other students. The final decision as to whether any work meets these criteria will be determined by system administrator and/or building administrator.
4. Right to “Freedom of Speech” will NOT allow staff and/or students to publish offensive materials through any Webster County School District electronic media. The final decision as to whether any work meets these criteria will be determined by the system administrator and/or building administrator.

## **BULLYING/ HARASSMENT/ CYBERBULLYING**

A safe and positive environment in school is necessary for students to learn and achieve high academic standards. Bullying/cyber bullying by an individual in the district directed toward another school district student or school staff member is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its pupils in a safe environment. Therefore, it shall be the policy of the Webster County School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

### **Definitions**

1. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student or staff member that has the effect of:
  - Physically, emotionally or mentally harming a student or staff member;
  - Damaging, extorting or taking personal property;
  - Placing a student or staff member in reasonable fear of physical, emotional or mental harm; or
  - Creating an intimidating or hostile environment that substantially interferes with educational opportunities.
2. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (including blogs) which has the effect of:
  - Physically, emotionally or mentally harming a student or staff member;
  - Placing a student or staff member in reasonable fear or physical, emotional or mental harm;
  - Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
  - Creating an intimidating or hostile environment that substantially interferes with educational opportunities.

### **Reporting Procedure and Investigation**

1. A student or school staff member shall report a complaint of bullying or cyber bullying, orally or in writing, to the principal or designee. If a parent initiates the complaint, the appropriate individual will follow-up with the student.
2. The principal or designee will gather the information to determine if the alleged bullying or cyber bullying conduct occurred. The building principal is encouraged to contact the Technology Department for assistance in the investigation. In the event the alleged bullying or cyber bullying did not occur during the school day or on school property, the administration has no responsibility to investigate the allegation.
3. After the information has been gathered, the building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline consistent with

the Student Code of Conduct and Board Policy to ensure that the conduct ceases.

### **DISCLAIMER**

1. The Webster County School District cannot be held accountable for the information that is retrieved via the Internet, network, or e-mail.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Webster County School District will not be responsible for any damages any user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's own risk.
4. The Webster County School District makes no warranties (expressed or implied) with respect to:
  - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information.
  - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the Internet, network, or e-mail.
5. All staff and students of the Webster County School District shall be responsible for abiding by the policies of this AUP. No signature is required to make this AUP binding on staff and students. The use of Webster County School District's electronic media denotes the user's agreement of responsibility. However, the Webster County School District shall make a concerted effort to inform staff and students of this AUP through such means as publications in student and staff handbooks, notices in all school offices, oral information from supervisors and/or teachers, and distribution of AUP copies.
6. Any staff or student who violates any of the AUP policies will be subject to disciplinary action, which may include but not limited to the loss of use privilege for the Internet, network, and/or equipment, loss of the e-mail account assignment, and/or any other disciplinary deemed appropriate by the Webster County School District authorities.

### **Dress Code (Policy JCDB)**

Your clothing and general appearance must be clean, safe, and appropriate for school. We expect everyone to follow good taste; do not come to school in any clothing which is disruptive or may make it difficult for you OR others to learn. It is the responsibility of parents, guardians and students to see that all students' dress is consistent with the school dress code.

In relation to student dress, the district's core values are as follows:

- Students should be able to dress for school in a manner that expresses their individuality as long as it does not interfere with the learning process and health and safety of themselves or other students; and
- Students should be treated equitably. Dress code should not create disparities or reinforce or increase marginalization of any individual or group.

### Minimum Dress Requirements

- Clothing must cover from the top of the shoulder and extend down to the top of the knee.
- Shirts and blouses must cover the shoulder and cover all undergarments.
- Rips or tears in clothing should be lower than the knee, and pants should be pulled up to the waist.
- See-through or mesh garments must not be worn without clothing underneath that meet the minimum dress code requirements.
- Tight fitting clothing must be covered with a garment that meets the minimum dress code requirements.
- Shoes must be worn at all times and should be safe for the school environment.
- Hats and head coverings are prohibited inside of buildings
- Piercings are limited to the ears.

### Additional Requirements

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, or drugs.

- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not display or imply political or fraternal organizations or campaigns.
- Clothing may not state, imply, or depict hate speech/ imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other protected classification.
- Apparel, jewelry, accessories, or any manner of grooming that by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates for illegal or disruptive behavior is prohibited.
- Any glasses worn should be prescription.

## ATHLETIC CODE

Athletics are completely voluntary programs. No student is obligated to take part in any athletic activity. Participation is not required for graduation, nor must the student have extra class credits for post high school training or educational programs. Because athletics are voluntary and because those participating represent the student bodies of the Webster County Schools, it is important that in order to participate the standards must be of the highest. The dignity of the school program is reflected through athletics, and the selection of candidates must be based upon school performance, attitude, conduct, cooperation, and an earnest and sincere desire to represent the student body in a manner which complements the school and community. Therefore, to enhance esprit de corps, prevent adverse public reaction, prevent dissension on teams, and for the general welfare of teams and participants, the following regulations governing dress, grooming, conduct and scholastics for pupils participating in and traveling to or from athletic activities are in effect:

1. **CONDUCT:** Classroom teachers may be requested periodically to verify that the participant is demonstrating acceptable citizenship. As representatives of Webster County Schools, athletes are expected to conduct themselves as responsible citizens at all times at other schools, on buses, and in restaurants, etc.

ANY ATHLETE WHO IS SUSPENDED FROM SCHOOL MAY NOT ATTEND PRACTICE AND/OR PARTICIPATE IN ANY CONTEST DURING THE SUSPENSION. ANY STUDENT REASSIGNED FOR DISCIPLINARY REASONS TO AN ALTERNATIVE SCHOOL IS NOT ELIGIBLE TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES UNTIL THE REASSIGNMENT ENDS.

2. **GROOMING:** Essentially, the student should be neat and clean in appearance.
3. **DRUG AND ALCOHOL USE OR POSSESSION:** It is the position of Webster County Schools that the unlawful possession or use of controlled substances or alcohol by students is harmful and wrong. Students who possess or use alcoholic beverages or controlled substances on or off school grounds will not be allowed to participate in athletic activities for the remainder of the year. Appropriate disciplinary actions will be taken as listed in the handbook.
4. **DRESS:** Clothing should be neat and clean. Only the official school uniform may be worn during a contest. The uniform may not be altered in any way. Refer back to the dress code for guidelines for appropriate attire.
5. **TRAINING:** Participants are to demonstrate acceptable standards of conduct and training at all times both in and out of season.
6. **DISMISSAL:** The head coach is responsible for holding a conference with the suspended participant to inform him/her of his/her standing within three days following a participant's suspension from that coach's sport

Any student athlete who begins a sport season and quits that sport will not be allowed to begin participation (practice, off season weights, etc.) in another sport until the sport that was quit has completed its entire season (regular season through playoffs).

7. **LETTERING:** At the beginning of the season, each coach shall provide each participant with a copy of the lettering requirements for his/her sport.

It is the responsibility of each head coach to give every candidate of his/her team a copy of the Athletic Code and review it at a squad meeting.

#### **Athletic Review Committee**

The Athletic Review Committee is made up of the Athletic Director, the principal, a counselor, and the head coach of the sport in which the athlete participates. Its purpose is to evaluate the athlete's attitude, conduct, and cooperation during a second or third violation of the Athletic Code. The Athletic Review Committee will also convene at the request of the Principal to review special situations involving athletes, to discuss procedures, and to ensure a quality athletic program in the Webster County School

### **ELIGIBILITY FOR ATHLETICS**

The Mississippi High School Activities Association sets the eligibility requirements for athletes and publishes these requirements in their handbook.

#### **Attendance of Students Participating in a School Activity**

Any student participating in an activity or practice is expected to be in school the entire day of the activity. Any exceptions to this rule will be made at the discretion of the principal. Students are also expected to be in attendance the day after school activities.

#### **Coach and Sponsor Expectations**

The student must comply with any additional rules and regulations set by the coach or advisor for that activity. Before the activity begins, the coach or advisor will inform the participants in that activity of all basic rules and additional expectations. However, it is still the student's responsibility to acquaint himself/herself with all applicable eligibility rules.

#### **Concerns Procedure**

When a parent or athlete has a concern regarding the Athletic Department, the parent or athlete should follow the following steps:

- Speak with the Coach
- If not satisfied, speak with the Athletic Director
- If not satisfied, speak with the Principal
- If not satisfied, speak with the Superintendent

### **CHEERLEADER INFORMATION**

Being a cheerleader is a leadership position that must be taken seriously. Should you choose to try-out and are fortunate enough to be chosen as cheerleader, you should understand that certain sacrifices will have to be made in order to maintain your job. A cheer constitution will be given to each cheerleading candidate. The constitution will contain more rules, guidelines and requirements set by the Cheer Coach, Principal and Athletic Director.

Listed below are the selection guidelines and requirements to fulfill prior to and after selection.

- Students in grades 8-11 of the current school year are eligible to try out for high school cheerleader.
- Students in grades 6-7 of the current school year are eligible to try out for junior high cheerleader.
- Candidates will try out before a panel of three (3) judges.

- Candidates with the highest aggregate scores will be selected for the team. The number of candidates selected for both high school and junior high cheerleaders will depend on the number of those trying out, which will be composed of no less than 10 and no more than 20 members.
- No student will be allowed to try out if she is guilty of a disciplinary charge which if the same as done by an adult, would be considered criminal.

To participate in cheerleading, each cheerleader must obtain a statement from a medical doctor that the cheerleader is able to perform all the routines and responsibilities of cheerleading. If after obtaining the statement and a cheerleader develops a medical condition or becomes pregnant, the cheerleader must inform the cheerleader coach of the medical condition or pregnancy and obtain clearance from a medical doctor so the cheerleader may continue performing the routines and responsibilities required of cheerleaders with specific instruction regarding any limitations. If a cheerleader is unable to continue performing the routines and responsibilities of cheerleading, the cheerleader will be removed from the team until the cheerleader is given medical clearance to resume the requirements expected of a cheerleader.

### **EUPORA HIGH SCHOOL BETA CLUB**

The Eupora High School Beta Club is composed of students in grades 9-12 who strive in effort and achievement to maintain a 90 or above (non-rounded) average of all subjects. The Constitution of the EHS Beta Club was ratified in the spring of 1993 and is on file in the office of the high school. This constitution may be viewed at any time by students, parents, or other staff members. This constitution will be considered a part of the Eupora High School Handbook and approved by the Webster County School Board.

### **EUPORA JR. HIGH BETA CLUB**

The Eupora Middle School Beta Club is composed of all students in grades 7-8 who maintain a “90” or above average on all subjects. This is a leadership-service club that provides an opportunity for individual and cooperative effort. It develops initiative and leadership, rewards merit and achievement, and is an asset to the school and community.

### **RULES FOR EUPORA HIGH SCHOOL HOMECOMING ACTIVITIES**

Under the direction of the Eupora High School Student Council, each class in Grades 6-8 will elect one (1) female and each class in Grades 9-11 will elect two (2) females to represent their class as homecoming maids. The senior class will nominate five (5) females as senior maids. Once a girl in grades 6-8 is elected homecoming maid, she will not be eligible again until the 9<sup>th</sup> grade. Once a girl in grades 9-11 is elected homecoming maid, she will not be eligible again until her senior year. Grades 6-12 will vote on the five (5) senior maids by secret ballot to select the homecoming queen. The ballots will be turned in to the Student Council sponsors and brought directly to the principal’s office for tabulation. The results will be announced at the proper time during the homecoming ceremony.

### **EUPORA HIGH SCHOOL CONSTITUTION**

We, the students of Eupora High School, in order to create a form of self-government, encourage a widespread interest in the various phases of student life, promote and develop a greater spirit among ourselves and insure the cooperation of school officials and do ordain and establish this constitution.

#### **ARTICLE I. NAME**

The name of this organization shall be the Student Association of Eupora High School.

#### **ARTICLE II. MEMBERSHIP**

All bona fide students (grades 6-12) shall be member of the Student Association. Members will have full voting privileges, the right to hold elected honors, members of Clubs, and attend special school functions.

#### **ARTICLE III. ORGANIZATION**

Section 1. The governing body of this association shall be called the Student Council. It shall be composed of a president, vice-president, secretary, treasurer, reporter, and two representatives from each class.

#### **ARTICLE IV. OFFICER ELIGIBILITY**

Section 1. All Student Council Officers and Representatives:

- A. Must have been enrolled at Eupora High School at least one semester prior to election
- B. Must be in Grades 10-12.
- C. Must have overall average of 85 or above for the year of election. The first semester will count three and the last semester grade will count one for each 9 week's term prior to election.

Section 2. The President

- A. Must have served on the Student Council prior to election.
- B. Must be a junior at the time of election.

Section 3. The Vice-President, Secretary, Treasurer, and Reporter.

- A. Shall have been in school for at least one semester prior to election.

Section 4. Representatives

- A. Those that run for a Student Council office and fail to win their election will by default become a representative of their class.

#### **ARTICLE V. DUTIES**

Section 1. The duties of this Student Council shall be:

- A. To sponsor national drives within our school
- B. To organize and supervise general and specific elections
- C. To create, authorize, and supervise and coordinate committees for specialized activities and services
- D. To hold open Student Council meetings during the year, the number set by Council
- E. To impeach and remove any member of the Student Council by three-fourths vote of the council
- F. To remove any member of the Student Council if absent from three meetings

Section 2. The duties of the president shall be:

- A. To preside over all council meetings and call meetings when they deem necessary, upon approval of the principal or faculty advisors.
- B. To attend all faculty meetings upon invitation.
- C. To see that the regulations of the school are executed faithfully and perform all duties pertaining to the office.

Section 3. The duties of the vice-president shall be:

- A. To assume the duties of the president in his/her absence or removal from office and aid him/her in all government business
- B. Act as chairman for the assembly program committee

Section 4. The duties of the secretary shall be:

- A. Take minutes of all meetings and keep a permanent record in the office and library where they shall be kept for a period of four years, also see the Constitution is kept up to date
- B. Post minutes of the Council meeting on the bulletin board
- C. Call roll at all meetings and perform all the duties pertaining to this office
- D. Shall be chairman of the project committee

#### **ARTICLE VI. MEETINGS**

Section 1. The Council shall hold two regular meetings each month – the date and place to be determined by the Council.

#### **ARTICLE VII. ELECTIONS**

Section 1. The procedures for Student Council elections shall be as follows:

- A. To qualify for candidacy for a Student Council office, one must acquire a list of fifty (50) names consisting of five (5) teachers and forty-five (45) students. This list must then be turned in and approved by the present sponsor of the Student Council.
- B. For any office without an interested candidate, a board composed of three (3) teachers and two (2) students will nominate candidates to run for the position or positions.
- C. During the week preceding elections, candidates may actively campaign with posters in areas designated by the administration. Candidates will make a speech to the student body, grades 6-11, on a date determined by the sponsors along with administration. Students who have paid class dues will vote.

#### **ARTICLE VIII. STANDING COMMITTEE**

Section 1. Such standing committees shall be created by the Executive Committee as may be required to promote objects of interest of the Association.

#### **ARTICLE IX. AMENDMENTS**

Section 1. This Constitution maybe amended by the following steps:

- A. The proposed amendments shall be presented to the administrative head for approval before the Council voting.
- B. The proposed amendment shall pass the Student Council by two-thirds majority vote with agreement of the sponsors.
- C. The proposed amendment shall then be posted and discussed by the students before the student body votes.
- D. The proposed amendment must then be passed by the majority vote of the student Body.

#### **BY LAWS**

#### **ARTICLE I.**

Section 1. All elections not contrary to school policy shall be conducted, directed, and ordered by the Student Council. All candidates for Student Council and all other elective offices within the Association shall have been a member of this student body at least one semester preceding elections. A student will not be permitted to run for or hold office in: Student Council, Mr. and Miss EHS, Mr. and Miss EJHS, Who's Who, Class Officers, Cheerleader or Mascot if during the current calendar or school year, he/she is found guilty of a disciplinary charge resulting in suspension from school or act committed, which if the same as done by an adult, would be considered criminal. These requirements are established to insure that students of the highest moral character are serving in our school's elective positions.

Section 2. All Student Council officers and representatives:

- A. Must have been enrolled at Eupora High School at least one semester prior to election
- B. Must be in Grades 9-11.
- C. Must have overall average of 85 or above for the year of election. The first semester will count three and the last semester grade will count one for each 9 week's term prior to election.

Section 3. Mr. and Miss Eupora High School

- A. Must have a scholastic overall average of 85 and above for all preceding years.
- B. Must be a four (4) year student attending the last two years at Eupora High School.

Section 4. Mr. and Miss Eupora Junior High School

- A. Must have a scholastic overall average of 85 and above for all preceding years.
- B. Must be enrolled at Eupora High School in the 7<sup>th</sup> and 8<sup>th</sup> grade.

Section 5. Who's Who (High School)

- A. At a date to be determined by the Student Council after a conference with the administration, the ninth, tenth, eleventh and twelfth grade classes will each nominate a student from their grade for each category.
- B. On a ballot containing all nominees from each class, the ninth, tenth, eleventh, and twelfth grade students will vote for one boy and one girl for each category.



- C. If a student does not receive a majority, a run-off election will be held for the two students with the most votes in each category.

Section 6. Who's Who (Junior High)

- A. At a date to be determined by the Student Council after a conference with the administration, the sixth, seventh and eighth grade classes will each nominate a student from their grade for each category.
- B. On a ballot containing all nominees from each class, the sixth, seventh, and eighth grade students will vote for one boy and one girl for each category.
- C. If a student does not receive a majority, a run-off election will be held for the two students with the most votes in each category.

Section 7. Class Officers

- A. Shall have a scholastic over-all average of 85 or above for the preceding year.
- B. Must be in good standing with all class obligations including dues.
- C. If no students in a category from among those nominated receives a majority, a run off shall be held between the two receiving the most votes

**SECTION 504 -- AMERICANS WITH DISABILITIES ACT -- NONDISCRIMINATION**

The Webster County School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The following person has been designated as the Section 504 /Americans with Disabilities Act Coordinator and will handle inquiries regarding the Webster County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

Raven Hawkins, Special Education Director, District Coordinator  
Name of Coordinator, Section 504/ADA

School District Name: Webster County School District  
School District Address: 95 Clark Avenue, Eupora, MS 39744  
Telephone:662-258-2854 Ext. 12  
Fax:662-258-8499

Corey Stidham, School Administrator, Coordinator  
East Webster High School  
195 Old Cumberland Road  
Maben, MS 39750  
662-263-5321

Kevin Powell, School Administrator, Coordinator  
Eupora Elementary School  
1 Naron Street  
Eupora, MS 39744  
662-258-6735

Jennifer Carver, School Administrator, Coordinator  
East Webster Elementary School  
230 South Street  
Mathiston, MS 39752  
662-263-8373

Adam Dillinger School Administrator, Coordinator  
Eupora High School  
65 Clark Avenue  
Eupora, MS 39744  
662-258-4041

Office for Civil Rights  
U. S. Office of Education  
1999 Bryan Street, Suite 1620  
Dallas, TX 75201

LEGAL REF.: Section 504 of the Rehabilitation Act of 1973

CROSS REF.: Policies IB - Instructional Goals

IDDF - Special Education Programs

JAA - Equal Educational Opportunities

Last Review Date:06/19/2017  
Review History:[1/1/1900][1/1/1901]

Adopted Date: 11/14/2016  
Approved/Revised Date: 3/20/2017

### **SECTION 504 PROCEDURES (STUDENTS)**

District: Webster County School District  
Section: I - Instructional Program  
Policy Code: IDDHB - Section 504 Procedures (Students)

#### **SECTION 504 PROCEDURES (STUDENTS)**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school system. To ensure the district's compliance with Section 504 as it applies to students with disabilities, the following procedures have been adopted.

1. If the district has reason to believe that a student has a disability that substantially limits a major life activity, the district shall conduct an evaluation of the student to determine whether the student, because of the disability, needs or is believed to need special education or related services. Regarding evaluation procedures, the WCSD will ensure that: (i) Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer; (ii) Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; (iii) Tests are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure). (iv) Students who have been provided special education and related services are periodically reevaluated. A reevaluation procedure consistent with the Individuals with Disabilities Education Act (IDEA) is one means of meeting this requirement. The district shall convene a team of people, including persons knowledgeable about the child, the meaning of evaluation data, and the placement options. The team shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. Regarding placement procedures, the WCSD will also ensure that information obtained from all such sources is documented and carefully considered (e.g., evaluation data). This meeting shall be convened within ten (10) days after the district becomes aware of the student's disability.
2. The team of people who are knowledgeable of the student's educational needs shall determine whether the student has a disability under Section 504 and whether that disability substantially limits a major life activity. If such a determination is made, the team must further determine (b) Appropriate Education. (1) For the purpose of this subpart, the provision of an appropriate education is the provision of regular or special education and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based upon adherence to procedures that satisfy the requirements of 34 C.F.R. 104.34, 104.35 and 104.36. If the student's parents disagree with the district's conclusion and recommendations, the parents shall be informed of their right to ask for an impartial hearing to decide the matter. Hearing requests shall be made in writing to the superintendent stating why the district's accommodations are not appropriate.
3. An impartial hearing shall be held within ten (10) days of receipt of the written request. The district shall obtain as a hearing officer an individual who is not an employee of the district and who is knowledgeable of Section 504. The parent and student may take part in the hearing and have an attorney represent them at their own expense. The district also may be represented by counsel.

4. Both parties (the parents and/or their representative and a representative of the district) shall be given the opportunity to present evidence. A tape recording of the hearing will be made by the district, a copy of which will be given to the parents.
5. The hearing officer shall make a decision within ten (10) days after the conclusion of the hearing. The decision shall be given in writing to the district's 504 coordinator and the parents.
6. If either party is aggrieved by the action of the Hearing Officer, an appeal may be taken to the board of trustees of the district at its next regularly scheduled meeting. The board, in its discretion, may allow a statement to be made by the parents and a representative of the district. The decision of the board shall be final.
7. The district shall publish its policy of nondiscrimination on the basis of disability and shall inform parents of their rights under Section 504, including the right to examine records relevant to their child, the right to an impartial hearing with representation by legal counsel at their expense, and the district's review procedure.

The Section 504 Coordinator for the district may be contacted at phone number \_\_662-258-2854 Ext. 12\_\_\_\_\_.

LEGAL REF.: Section 504 of the Rehabilitation Act of 1973

CROSS REF.: Policies IB - Instructional Goals

IDDF - Special Education Programs

JAA - Equal Educational Opportunities

Last Review Date: 06/19/2017

Review History:[1/1/1900][1/1/1901]

#### Procedural Safeguards Section 504 of the Rehabilitation Act of 1973

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U. S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance."

The Office for Civil Rights (OCR) enforces Section 504 in programs and activities that receive Federal financial assistance from ED. Recipients of the Federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of education institutions appear at 34 C. F. R. Part 104.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of non-disabled students were met.

It is the intent of the Webster County School District that parents of student who may have a disability under Section 504 be informed of their rights. A person with a disability is defined as a person who has a physical or mental impairment which substantially limits one or more major life activities, excepting disabilities that are transitory (6-months duration or less) and minor. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

You have the right to:

1. Have your child take part in, receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the District advise you of your rights under federal law.

3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations in the educational program and placement to allow your child an equal opportunity to participate in school and school - related activities.
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
6. Have your child receive special education and related services if he/she is found to be eligible under state or federal special education law or if he/she requires specialized services under Section 504.
7. Have evaluation, planning and placement decisions made based upon a variety of information sources and by persons who know your child, the evaluation data and placement/program activities offered by the District.
8. Examine all of your child's educational records and obtain copies of those records at a reasonable cost, unless the fee would effectively deny you access to the records. You also have the right to request an explanation and interpretation of your child's records. Should you disagree with the records maintained by the district for your child because you believe them to be inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request that they be amended. If the District refuses your request, you have the right to a hearing.
9. Request a meeting with the 504 Compliance Officer to review any concern over the actions of the District with respect to the identification, evaluation, educational programs, or placement of your child. This meeting is not required by law, but frequently can resolve concerns.
10. Request a mediation and/or an impartial hearing related to any decision or action regarding your child's identification, evaluation, educational program or placement. You and your student may take part in the hearing before an impartial hearing office and have an attorney represent you. Under certain circumstances, you may be entitled to an award of reasonable attorney fees.
11. Appeal the decision of the hearing to a court of competent jurisdiction.

Adopted Date: 11/14/2016

Approved/Revised Date: 3/19/2018

#### **SECTION 504 -- AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURES**

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504/ADA Coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504/ADA Coordinator shall meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step1 findings to the Superintendent. The complainant shall present his complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complainant in writing within ten (10) days of receipt of the written appeal.

3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal.

LEGAL REF.: Section 504 of the Rehabilitation Act of 1973

CROSS REF.: Policies IB - Instructional Goals

        IDDF - Special Education Programs

        JAA - Equal Educational Opportunities

Last Review Date: 06/19/2017

Review History:[1/1/1900][1/1/1901]

Adopted Date: 11/14/2016

Approved/Revised Date: 3/20/2017

## **WEBSTER COUNTY SCHOOL DISTRICT REFERRAL PROCEDURE FOR GIFTED STUDENTS**

The Webster county school district will serve students who are identified as intellectually gifted. All 1<sup>st</sup> grade and all referred 2<sup>nd</sup> – 6<sup>th</sup> grade students will be screened to determine eligibility for referral. The student identification processes are separated into six steps for Intellectually Gifted for students in grades 2 – 6. The six steps are: referral, (LSC) review, parental permission for testing, assessment, assessment report and the eligibility determination by the LSC.

### **Referral**

A student may be referred by a parent, teacher, counselor, administrator, peer, self or anyone else having reason to believe that the student might be intellectually gifted. The person initiating the referral shall sign the referral form and date it. District personnel shall collect the data required to satisfy the district's referral criteria. Once a referral form has been initiated, signed and dated, only the LSC or parents can stop the identification process.

### **Referral Criteria**

A student shall satisfy three of the following criteria at this level before moving forward in the identification process:

**NOTE:** A group screening measure will assist in identifying some students from underrepresented populations. However, a group screening measure shall not be the sole determining factor used to eliminate a student from the identification process at the referral stage.

1. group measure of intelligence (at the 90<sup>th</sup> percentile) that has been administered within the past twelve (12) months,
2. normed characteristics of giftedness measure with a score at or above the superior range,
3. normed measure of creativity with a score at or above the superior range,
4. normed measure of leadership with a score in the superior range,
5. achievement test scores with a score at or above the 90<sup>th</sup> percentile,
6. existing measure of individual intelligence with a score at or above the 90<sup>th</sup> percentile that has been administered within the past twelve (12) months, and/or
7. other measures that are documented in the research on identification of intellectually gifted students.

Each district shall establish the local minimal acceptable criteria on each measure used at this stage. Documentation of the measures and minimal acceptable criteria for each shall be maintained in a written document approved by the local school board. This document shall be distributed to district administrators, school counselors, and teacher and shall be available to parents at each school site.

### **LSC Review**

Once the referral data has been gathered, the Local Survey Committee shall review all the data and make one of the following recommendations:

1. Student satisfied minimal criteria on at least three measures and should move on to the assessment stage, or
2. student has not satisfied minimal criteria on at least three measures, however, the LSC feels that additional data should be collected, or
3. student has not satisfied minimal criteria on at least three measures and the identification process should stop.

### **Potentially Disadvantaged Gifted**

At this point district personnel shall make the decision as to the possibility that the student could possibly be eligible for consideration as disadvantaged gifted. If it is believed that the student might be disadvantaged, then the Potentially Disadvantaged Intellectually Gifted Checklist should be completed for possible use during the assessment process. The potentially disadvantaged gifted category makes provisions for certain factors that exist that may put the student at a disadvantage when inappropriate instruments are used during the assessment process.

### **Assessment**

Once the LSC has determined that a student should move forward to the assessment phase, district personnel shall review all data available on the student before deciding which measures are most appropriate to be used during assessment. After reviewing the information available, district personnel shall collect measures from at least three of the categories of assessment measures. A student shall satisfy minimal state criteria on measures from at least three categories before moving forward in the process. District may elect to set the local minimal criteria higher than the criteria stated in regulations. Test scores from other agencies will be considered for original or re-tests for the gifted program.

### **Parental Permission for Testing**

At this time, if parental permission for testing has not been obtained, district personnel shall obtain written parental permission for testing.

### **Phase I Assessment Criteria**

1. A full scale score at or above the 90<sup>th</sup> percentile on a normed group measure of intelligence.
2. A score at or above the superior range on a normed characteristics of giftedness checklist.
3. A score at or above the superior range on a normed measure of creativity.
4. A score in the superior range on a normed measure of leadership.
5. A score at or above the 90<sup>th</sup> percentile on a normed measure of cognitive abilities.
6. A score at or above the 90<sup>th</sup> percentile on total language, total math, total reading, total science, total social studies or the composite on a normed achievement test.
7. Other measures as approved by the SBE on the district's Gifted Education Program Proposal.

A student who has satisfied the minimal acceptable criteria on any three of the above measures shall move forward to the individual test of intelligence.

### **Phase II Assessment Criteria**

Once it has been determined that a student has satisfied minimal criteria on three measures from Phase I of assessment, the student shall move forward to the second phase of assessment, the individual test of intelligence. All individual tests of intelligence shall be administered by a licensed examiner. In no case will the examiner be related to the student being tested. The examiner shall review all available data on the student, whether or not it satisfies minimal identification criteria, and use that information to select the most appropriate test of intelligence. No more than one individual test of intelligence shall be administered to the student without an appropriate waiting period between administrations. The examiner shall provide a signed and dated report of the test administration to include testing conditions, scores on all subtests or subscales, and the strengths and weaknesses of the student. A student must score at or above the 91<sup>st</sup> percentile composite/full scale or the 91<sup>st</sup> percentile on approved subtests in order to satisfy eligibility criteria.

### **Potentially Twice-Exceptional Students**

Students who already have an eligibility ruling under IDEA and are being assessed for an intellectually gifted eligibility, and who did not satisfy the minimal acceptable criteria on the individual test of intelligence shall have their results reviewed by the LSC and a licensed examiner. If the student scores at or above the 91<sup>st</sup> percentile on the nonverbal scale, or who in the opinion of the reviewing committee would benefit from participation in the intellectually gifted program, the student may be granted a provisional eligibility for the intellectually gifted program for a period of one year. At the end of that year, the student's teacher of the gifted shall meet with the review committee to discuss the student's performance in the program. If the student has demonstrated success in the program, the LSC shall change the eligibility status from provisional to regular eligibility. If the student has not been successful in the program, the provisional eligibility shall be revoked.

### **Potentially Disadvantaged Gifted**

Students who have satisfied criteria on the Potentially Disadvantage Gifted Checklist who did not satisfy minimal acceptable criteria on an individual test of intelligence, but, who did not satisfy minimal acceptable criteria on an individual test of intelligence, but, did score at least the 85<sup>th</sup> percentile, may be administered one of the following additional measures to determine eligibility:

1. A test of cognitive abilities with a minimal score at the 90<sup>th</sup> percentile,
2. A group intelligence measure with a minimal score at the 90<sup>th</sup> percentile,
3. Place existing scores from the assessment stage into a matrix that the local district has had approved by the MDE.

Identification criteria, as approved by the SBE on the local district's Gifted Education Program Proposal must be satisfied for a student to be ruled eligible by the LSC for the intellectually gifted education program.

### **Assessment Report**

District personnel shall write an Assessment Report, which must contain the following components:

1. Student's name,
2. Name of at least three measures from Assessment Phase I that were used to determine the need to administer an individual test of intelligence.
3. Results of each measure,
4. Names of individual who administered or completed each measure and the date administered or completed,
5. Test behaviors for any individually administered test(s),
6. Interpretation of the results of each individually administered test(s),
7. Name of the person who administered the individual test of intelligence and date test was administered,
8. Qualifications of the individual who administered the individual test of intelligence,
9. Results of the individual test of intelligence to include scores on all subtests and identified strengths and weaknesses,
10. Names of the person responsible for writing the Assessment Report, his/her signature and position, and
11. The date of the Assessment Report.

### **Eligibility Determination**

Once the Assessment Report is finished, the LSC shall meet to review all data and determine if eligibility criteria has or has not been satisfied. The LSC shall rule that the student is or is not eligible for the intellectually gifted program.

### **Parental Notification**

District personnel shall notify in writing the parents of each student tested for the intellectually gifted program about the assessment results. District personnel shall offer to explain any of the results that parents have questions about. District personnel shall also notify parents in writing about their rights under the Family Educational Rights and Privacy Act (FERPA).

If at any step of this process, a student fails to achieve eligibility, the local school shall report the findings to the parent/guardian and deny entrance into the intellectually gifted class. (See Attachment F)

### **Retesting of Students**

Students who fail to achieve eligibility criteria and are again referred for the gifted program may be retested by the Webster County School District Psychometrist six months from the date of the original testing.

### **End of Year Assessment**

The LSC shall meet at least annually and reassess each student's participation in the gifted program. The student should remain in the program as long as progress is being made. If the committee determines the student should exit the program due to lack of progress and/or participation being unsatisfactory, the student's parents must be notified and given an opportunity to discuss the decision with district personnel before the student is removed from the program. Documentation of this meeting must be maintained and must include the name of the student discussed, a list of committee members presented and the date of the meeting.

### **Removal by Parent**

If a parent chooses to remove his/her child from the Gifted Program, the parent must sign a Request for Removal from Special Services Form. The child may be removed for the remainder of the semester or the remainder of the year. The child may not be reinstated until the beginning of the next semester or school year. Parents must sign a Request for Reinstatement of Special Services Form prior to reinstatement.

### **Gifted Grievance Procedures**

Grievance procedures have been established to settle, equitably, at the lowest possible administrative level, differences and issues relating to the gifted program. The grievance procedure is as follows:

- **Level I (Informal Procedures)**
  1. The aggrieved person (student, parent, guardian or employee) must first discuss his or her grievance with the building level administrator with the objective of resolving the matter informally.
  2. The aggrieved person and the building level administrator shall discuss the grievance with a view toward arriving at a mutually satisfactory resolution
  
- **Level II - Step One (Formal Procedures)**
  1. If as a result of the discussion between the aggrieved person and the building level administrator, the matter is not resolved to the satisfaction of the aggrieved person, the aggrieved person may, within five school days of the date of the meeting with the building level administrator, set forth his or her grievance in writing, directed to the building level administrator and shall specify the following:
    - a. The nature of the grievance;
    - b. The nature or extent of the injury, loss or inconvenience;
    - c. The remedy desired;
    - d. The results of previous discussions; and
    - e. Areas of dissatisfaction with decisions previously rendered.
  2. The building level administrator will consult with the Director of Special Education and shall communicate in writing his or her decision to the aggrieved person within five school days of receipt of the written grievance.
  
- **Level II – Step Two (Formal Procedures)**
  1. If the aggrieved person is not satisfied with the disposition of his or her grievance at level II, Step One, he or she may, within 5 school days of receipt of the building level administrator's written decision, present his or her grievance to the Superintendent.
  2. The Superintendent will review the written record and convene a hearing, no later than ten working days after the filing of the grievance, at which both the aggrieved person and the Gifted coordinator and the Director of Special Education may present testimony and documents relevant to the grievance.
  3. Witnesses may be presented and cross examined. Detailed minutes of the hearing will be made and kept; a copy of the minutes will be available to each party.
  4. Within ten working days of the hearing, the Superintendent will provide a written copy of his or her determination to both parties.
  
- **Level III – Step One (Formal Procedures)**



1. In the event the aggrieved person is not satisfied with the disposition of his or her grievance at Level II, Step two, he or she may request a hearing before the Board of Education.
2. The request shall be in writing and include copies of the original complaint, the minutes of the hearing before the Superintendent and the written determination of the Superintendent.
3. The request for a hearing before the Board must be made within ten working days of the receipt of the decision by the Superintendent.
4. The request for a hearing before the Board shall be submitted to the Superintendent.
5. The Board shall convene a hearing within thirty calendar days of receipt of the request at which the parties may present additional testimony and argument.
6. The aggrieved person may be accompanied by an attorney at this hearing.
7. The aggrieved person shall be given a written decision by the Board within five working days of the Board's hearing.

▪ **Level III – Step Two (Formal Procedures)**

1. In the event the aggrieved person is not satisfied with the disposition of the grievance by the Board he or she should contact the Mississippi Department of Education at [mdek11.org](http://mdek11.org) – Office of Curriculum and Instruction or call 601-359-2586.

**Last Review Date:** 06/19/2017

**AHERA Compliance**

MEMO TO: PARENTS, TEACHERS, AND SCHOOL EMPLOYEES  
 SUBJECT: 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 materials in these 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.

The three year re-inspection of our school buildings has been performed as required. A copy of the re-inspection has been filed with the State Department of Education.

Copies of the surveillance and re-inspection reports, along with a copy of the management plan, are located in the principal's office at each school. In addition, copies of all management plans for the district are maintained in the office of the Superintendent of Education located at 95 Clark Avenue, Eupora, Mississippi. Any interested party should feel free to go to any of these locations to review these reports.

**PARENTS' RIGHT TO KNOW**

Under the Every Student Succeeds Act (ESSA), parents have the right to request information on:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Sue Anne Boatman  
Director of Federal Programs and Curriculum  
Homeless Liaison, McKinney-Vento Act  
Foster Care Liaison & EL Coordinator  
Webster County School District  
95 Clark Avenue  
Eupora, Mississippi 39744  
662-258-5921

# School/Parent Compact

**Eupora High School** and the parents of the students participating in activities, services, and programs funded by Title I, Part A, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. The School/Parent compact is in effect during the current school year.

## School Responsibilities

**Eupora High School** will:

- Provide instruction to all students as prescribed by the laws of Mississippi, the regulations of the Mississippi Department of Education and policies of the *Webster County School District*. Remediation and enrichment will be provided to individual students as needed.
- Implement the Mississippi College and Career Ready Standards and other curriculum frameworks as prescribed by the Mississippi Department of Education and adopted by the *Webster County Board of Education*.
- Encourage parents to be involved in their child's learning through various opportunities offered at **Eupora High School**.
- Communicate with Parents regarding the academic progress of their child/children using various means of communication, i.e., telephone calls, e-mails, and/or written reports.
- Provide parents reasonable access to staff. Staff will be available for consultation with parents from before, during, and after school hours by appointment. Conferences during the instructional day will be schedule in a manner not to interrupt instruction.
- Provide parents opportunities to participate in their child's school activities outside of the classroom, i.e., PTO activities, etc.

## Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure homework is completed.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school promptly reading all notice from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being a part of the Title I, Part A advisory committee.
- Supporting district and school initiatives, which will enhance the educational opportunities for my child.

Parents play a vital role in the achievement and success of their child both in and out of school. Parent's positive role model as related to their child's education ensures the likelihood of the child's achievement and success.

Thank you for your interest and support of your child's school and education.

