

# The Walthall County School District

Walthall County, Mississippi



**SCHOOL**

**IMPROVEMENT ...**

for today's youth...

... tomorrow's future



STUDENT/PARENT HANDBOOK  
& DISCIPLINE MANUAL  
2021-2022

# Walthall County Schools

## Contact Information

### ***Administrative***

Wade Carney  
Superintendent of Education/  
Non-Discriminatory Practices ..... 601-876-3401

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Dorothy Atkinson  
Fixed Assets Coordinator .....601-876-0874

Angel Barnum  
Purchasing Clerk ..... 601-876-6981

Dr. Andy Brock  
Federal Programs Director/Title IX/ADA/  
Assistant Superintendent.....601-876-5687

Johnette Brock  
Secretary (Central Office) ..... 601-876-3401

Dr. Bradley Brumfield  
Supervisor of Instruction/Textbooks/  
Testing and Curriculum Coordinator/  
Assistant Superintendent.....601-876-3401

Beth Cowart  
CTE Director/Technology Coordinator .....601-222-1500

Julie Etheridge  
Special Education Sup/504/ ..... 601-876-6000  
Child Find Coordinator

Tina Ginn  
School Nurse ..... 601-876-6983

Danielle Hall  
Food Service Director ..... 601-876-6394

Marcy Hartzog  
Business Manager ..... 601-876-5650

Rusty Martin  
Transportation Director..... 601-222-1517

Robbie Puder  
Secretary (Federal Programs).....601-876-5687

Edwin Thompson  
Attendance Officer ..... 601-876-6980

Cindy Thornhill  
Accounts Payable Clerk ..... 601-876-0822

Aisha Washington  
Secretary (Food Service) ..... 601-876-6394

### ***Dexter Elementary School***

Kim Brumfield  
Principal ..... 601-876-3985  
Cafeteria ..... 601-876-6384

### ***Salem Attendance Center***

Vanessa Boyd  
Principal ..... 601-876-2580

Michelle Stinson  
Assistant Principal .....601-876-2580  
Cafeteria ..... 601-876-6385

### ***Tylertown Elementary***

Dr. Felicia Prince  
Principal ..... 601-876-3561  
Cafeteria ..... 601-876-3619

### ***Tylertown High School***

Dr. Ronald Morgan  
Principal..... 601-876-3370

Jeremy Harrell  
Assistant Principal .....601-876-3370

Jason Johnson  
Hall Monitor ..... 601-876-4813  
Athletic Director ..... 601-876-2372

Christian Graves  
Counselor ..... 601-876-4559

Joshua Tidwell  
Band Director ..... 601-876-4366

Dianna Ravencraft  
Alt. School Principal ..... 601-876-0177  
Cafeteria ..... 601-876-3545

### ***Tylertown Primary***

Robin Duncan  
Principal..... 601-876-2149

Dr. Pamela Johnson  
Assistant Principal .....601-876-2149  
Cafeteria ..... 601-876-2676

### ***Walthall County Career and Technology Center***

Beth Cowart  
Principal.....601-222-1500

### ***School Board Members***

Linda Metz  
District 1 ..... 601-876-4004

Bobbie Lewis  
District 2 ..... 601-876-3085

Delores Breland  
District 3 ..... 601-876-4473

Jerry Lane Holmes  
District 4 .....601-695-7235

Zachary Fortneberry  
District 5 ..... 601-303-0895

Conrad Mord  
Board Attorney ..... 601-876-2611

# Walthall County Schools 2021-2022 Calendar

August	2-4 5	Professional Dev. Days #1-3 School Begins
September	6	Labor Day Holiday
October	6-8 20 21-22	First Nine Week Exams Professional Dev. Day #4 Fair Holidays
November	22-26	Thanksgiving Holidays
December	15-17 17 20-31	Second Nine Weeks Exams 60% Day Christmas Holidays
January	3 14 17	School Resumes Professional Dev. Day #5 Martin Luther King Jr. Holiday
February	18 21	Professional Dev. Day #6 President's Day Holiday
March	9-11 14-18	Third Nine Weeks Exams Spring Break
April	15-18	Easter Holiday
May	23-25 25 26	Fourth Nine Weeks Exams 60% Day Professional Dev. Day #7

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**WCSD STUDENT HANDBOOK/DISCIPLINE MANUAL  
2021-2022**

TO: PARENTS/GUARDIANS OF WALTHALL COUNTY SCHOOL DISTRICT STUDENTS

On this date I received the Student Handbook/Discipline Manual for the 2021-2022 school year that includes the Walthall County School District Technology Handbook, Acceptable Use Policy, and Internet Safety Policy. This manual will inform me of discipline rules and procedures, student responsibilities, student rights, and the consequences that may result from student misbehavior both in the elementary and secondary school or while being transported thereto. The school encourages me to read and become familiar with the information contained in this manual and to assist school officials whenever possible with its enforcement. The goal of this policy is to provide a safe, orderly climate in which all students may learn and teachers may teach.

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

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**INTERNET PERMISSION**

I give permission for this student to access the internet and utilize online accounts set up by the district for school and instructional use.

\_\_\_\_\_ Yes \_\_\_\_\_ No

For students under the age of 13, Walthall County School District requires parental permission for the use of Google Apps for Education. Select YES to allow or NO to deny this student to have a Google Apps for Education account. ( This account allows the student to login to a Chromebook.)

\_\_\_\_\_ Yes \_\_\_\_\_ No

I give my consent and acknowledge that I have read and understand the video/audio conferencing and distance learning responsibilities section starting on page 26 of this manual.

\_\_\_\_\_ Yes \_\_\_\_\_ No

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT CHROMEBOOK USE**

I understand that the Chromebook, equipment, and/or accessories that WCSD has provided to this student are the property of the Walthall County School District. I agree to the terms and conditions in the WCSD Student Technology Handbook located in the back of this manual. I understand that I must immediately report any damage, loss, or theft of the Chromebook to WCSD personnel. In addition, I understand that I shall be held responsible for reimbursement for loss or theft of the Chromebook issued to this student. At this time, student chromebooks are under a three-year break/fix insurance policy; therefore, parents are not responsible for repairable damages. Parents/guardians are responsible for lost or stolen devices, unrepairable devices, chargers (\$25), and cases (\$25).

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Asset Number \_\_\_\_\_

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**EVERY STUDENT MUST RETURN A COPY OF THIS FORM**

The Walthall County School District Student/Parent Handbook 2021-2022



**WALTHALL COUNTY SCHOOLS**  
**814 Morse Avenue**  
**Tylertown, Mississippi 39667**

**Wade Carney**  
**Superintendent of Education**

**(Phone) 601-876-3401**  
**(Fax) 601-876-6982**

***Notice for Directory Information***

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Walthall County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Walthall County School District may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Walthall County School District to include this type of information from your child’s education records in certain school publications. Examples include school website, a playbill showing your student’s role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters or an institution of higher education, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

**If you do NOT want Walthall County School District to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 1, 2021.** Walthall County School District has designated the following information as directory information: student’s name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, awards, date and place of birth, major field of study, dates of attendance, grade level, and the most recent educational agency or institution attended. (**Note:** An LEA may, but is not required to, include all the information listed.)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian

<u>Child’s Name</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**PARENTAL OPTOUT INFORMATION FOR PARENTS OF ALL NINTH  
THROUGH TWELFTH GRADE STUDENTS**

Dear Parent:

Federal law requires each Local Educational Agency (LEA), upon request of a military recruiter or an institution of higher education, access to names, addresses, and telephone numbers of high school students. A parent may submit a request in writing to the LEA that such student information not be released without prior written consent of the parent.

If you wish to provide written consent prior to the release of this information you may use the below example and return it to your child's school. However, please be aware that if you choose not to return the form at this time, you may do so at any time during your child's school career. The request will be honored and it will be saved as a student record.

Sincerely,

Principal

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**PARENTAL REQUEST FOR PRIOR WRITTEN CONSENT**

You may complete the following if you do not consent to the release of your child's information - name, address, and telephone number - without first providing written permission to military recruiters and institutions of higher education that request this information. You must do so in writing and this is an example.

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

Student's Official Class: \_\_\_\_\_

Name of School: \_\_\_\_\_

I am requesting that my child's name, address, and telephone number NOT be shared with the below without my express written consent:

\_\_\_\_\_ Military Recruiters

\_\_\_\_\_ Institutions of Higher Education

\_\_\_\_\_ Military Recruiters and Institutions of Higher Education

Parent/Guardian: \_\_\_\_\_

Print Name

Signature

\_\_\_\_\_

Date

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# WALTHALL COUNTY SCHOOL DISTRICT STRATEGIC GOALS AND OBJECTIVES 2021-2022

## *MISSION*

*Teachers teaching. Students learning. Schools improving.*

## *VISION*

*Create a productive school culture for change that increases teacher effectiveness, improves student proficiency, and builds public confidence*

## *BELIEFS*

- *Education is our first priority and provides a foundation for life-long learning, critical and analytical thinking, problem solving, decision-making and respect for the individual.*
- *Literacy is essential to personal empowerment and civic responsibility.*
- *All students are capable of learning and benefit from a challenging curriculum with high standards and expectations.*
- *Children learn in different ways, and Walthall County School District has a responsibility to help all students maximize their potential.*
- *Effective teaching requires thorough content knowledge and pedagogical skills, careful planning, creativity, and implementation, with reflection.*
- *Classroom discipline and management are integral parts of instructional practice.*
- *Intellectual, social, physical and emotional development is essential to a student's education.*
- *Co-curricular and extra-curricular activities are important components of effective education.*
- *Cross curriculum integration is an important component of effective education.*
- *Parents are crucial partners in children's learning.*
- *Culture and community conditions influence children's learning.*

## **A FREE APPROPRIATE PUBLIC EDUCATION**

The Walthall County School District offers equal educational and employment opportunities on a non-discriminatory basis in compliance with the requirements of the following federal civil rights legislation: Title VI, Title IX, the Vocational Amendments of 1976 and 1979, Section 504 of the Rehabilitation Act of 1973, Public Law 94-142.

Further, the Walthall County School District offers equal educational and employment opportunities to all persons without regard to sex, race, religion, color, national origin, age, or handicap. The lack of English language skills is not a barrier to participation in any course. ESSA Law Section 112 (e) (3) (D) BASIS FOR ADMISSION OR EXCLUSION. A student shall not be admitted to or excluded from, any federally-assisted education program on the basis of a surname or language minority status.

The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Andy Brock, Title IX/ADA Coordinator, 807 Ball Avenue, Tylertown, MS 39667, 601-876-5687, [abrock@wcsd.k12.ms.us](mailto:abrock@wcsd.k12.ms.us) or Julie Etheridge, 504 Coordinator, 613-A Broad Street, Tylertown, MS 39667, 601-876-6000, [jetheridge@wcsd.k12.ms.us](mailto:jetheridge@wcsd.k12.ms.us). Any waste, fraud, and abuse complaints should be reported to the superintendent's office.

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## PARENT'S RIGHT TO KNOW

In accordance with the Every Student Succeeds Act (ESSA), parents have the right to know the following:

Each school in the Walthall County School District operates school-wide programs. Any ESSA required reports will be posted to the Walthall County School District's website.

### Annual Report Cards:

The Mississippi Department of Education and the Walthall County School District will disseminate to parents, schools and the public an annual report card with aggregate information, including student achievement (disaggregated by category) and graduation rates.

### Teacher and Paraprofessional Qualifications:

If you are the parent(s) of Title I, Part A student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- a. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- b. Whether the teacher is teaching under a provisional status through which State qualification or licensing criteria have been waived;
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To the extent practicable, Parent's Right to Know Notification will be provided in a language that parents can understand.

### Student Achievement:

The Walthall County School District will provide individual student assessment reports to parents providing individual information on the level of achievement of the parent's child in each of the state's academic assessments.

The Mississippi Succeeds Report Card is available on the Walthall County School District website. These reports are accessible at <http://www.wcsd.k12.ms.us>. Located under the DISTRICT INFORMATION heading is the link to Mississippi Succeeds Report Card with links to the State, District, and School Report Cards. The report card can also be accessed using the following direct link: <http://msrc.mdek12.org>

These reports show student achievement on State test, teacher qualifications, school improvement status, and other required federal data.

### Non-State Certified Teachers:

The Walthall County School District will provide to each individual parent timely notice if the parent's child has been taught for four or more consecutive weeks by a teacher who is not state certified.

To obtain any of the information listed above, please contact your school principal by phone, written communication or in person. The principal will provide the requested information within five (5) school days.

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## STUDENT ASSESSMENT

The Office of Student Assessment administers all state and federally mandated assessments for students in Mississippi's public schools. Parents may request information regarding any state or LEA policy on student participation, including parental rights to opt-out where applicable.

Assessments tell you about students' progress on the path to future success, whether that's the next grade or the next course. They measure what students know and can do based on learning goals for the grade or course.

The following is a summary of required statewide assessments for Mississippi students:

### Pre-K and Early Elementary Years

Students in pre-kindergarten through grade 3 are assessed periodically to determine what help they need to develop early literacy skills. Grade 3 students take a test at the end of the year to qualify for promotion to grade 4.

Pre-K Assessment (if school offers pre-K)

Kindergarten Readiness Assessment

Universal Screener - K-3

Mississippi Dyslexia Screener – Kindergarten & Grade 1

3rd Grade Reading Assessment (currently MAAP)

### Elementary and Middle School

The Mississippi Academic Assessment Program (MAAP) measures students' knowledge, skills, and academic growth in grades 3-8. Student progress is measured with annual tests in English Language Arts and Mathematics and Science in grades 5 and 8.

MAAP English Language Arts - Grades 3-8

MAAP Mathematics – Grades 3-8

Science – Grades 5 and 8

### High School

High school students take four subject-area tests, Algebra I, English II, Biology, US History, and the ACT in their junior year. If they are a CTE student, they take the C-PAS or national credentials test.

### Alternate Assessments

Students with Significant Cognitive Disabilities take the Mississippi Academic Assessment Program-Alternate (MAAP-A) in grades 3-8 and high school.

### English Learners

Students identified as English learners take the LAS Links English language proficiency assessment in grades K-12. The test is given each year until students become proficient English language speakers, readers and writers.

To learn more about a specific test, click on the program name on the right-hand navigation menu. Each program page includes a list of most frequently requested resources or documents on the right-hand side of the page.

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## EVERY STUDENT SUCCEEDS ACT (ESSA)

On December 10, 2015, President Obama signed the bipartisan Every Student Succeeds Act (ESSA), which reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA). The ESSA builds upon the critical work States and local educational agencies (LEAs) have implemented over the last few years. The reauthorized law sets high standards and contains policies that will help prepare all students for success in college and future careers. It prioritizes excellence and equity and recognizes the importance of supporting great educators in our nation's schools.

The full text of the ESSA is available at <https://www.gpo.gov/fdsys/pkg/BILLS-114s1177enr/pdf/BILLS-114s1177enr.pdf>.

In addition, the full text of the ESEA, as amended by the ESSA, is available at <http://legcounsel.house.gov/Comps/Elementary%20And%20Secondary%20Education%20Act%20Of%201965.pdf>.

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### SCHOOLWIDE TITLE 1 PROGRAM ELIGIBILITY

Our schools qualify to receive Title 1, Part A funds under the Elementary and Secondary Education Act (ESEA) as amended (2015) for this school year.

Our schools are eligible for the following:

Schoolwide Title I Program: Title I eligibility is based on the number of students in our school from low income families. School staff members work with input from parents and the community to develop a Schoolwide plan. The purpose of this plan is to improve our entire educational program.

We look forward to your involvement in school activities and your child's education. You will receive information throughout the school year to keep you informed about your child's academic progress and the progress the school is making toward helping all children meet high academic standards. You will also receive invitations to meetings to discuss the Title I Schoolwide Program, Title I activities, and be asked to assist in the development, revision, and implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

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### HOMELESS CHILDREN AND YOUTH

Homeless students in the district will have access to the education and other services needed to ensure that they have the opportunity to meet the same achievement standards to which all students are held. The district will provide written notification to parents concerning placement decisions. Parents have the right to appeal the decision at the school and district levels. The district will designate a liaison for students in homeless situations to carry out duties as required by the McKinney-Vento Homeless Assistance Act. Any child, who is homeless, is eligible for free lunch/breakfast. For review of the full Homeless Student Policy, please see the policy on the district website, or contact

your child's school. Link: [www.wcsd.k12.ms.us](http://www.wcsd.k12.ms.us)

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### ENGLISH LANGUAGE LEARNER PROGRAM (EL)

#### Philosophy

The Walthall County School District recognizes the need and the requirement to provide EL students with linguistic and academic instruction and support services to develop English language proficiency such that, over time, they progress through school at a rate commensurate with their native-English speaking peers. For review of the full English Language Learners Policy, please see the policy on the district website, or contact your child's school. Link: [www.wcsd.k12.ms.us](http://www.wcsd.k12.ms.us)

#### Identification

The Home Language Survey will be completed at the time of school enrollment, and this will identify EL students for EL Program Services. Students determined on this survey to be in need of EL services will be assessed for placement in the EL Program.

#### Assessment

EL students will be tested for English language proficiency within the first ten days following initial identification. This assessment will reveal individual students' strengths and weaknesses in order to plan the students' academic placement. This assessment will include four areas of language: understanding, speaking, reading, and writing in order to ensure the student's language needs are properly identified and addressed. Prior to placement, parents will be notified, through a form of communication that they can understand, of the student's placement in the EL program, the parent's right to visit the program, and the parent's right to withdraw the student from the program.

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### TITLE I FAMILY AND COMMUNITY ENGAGEMENT OVERVIEW

The Walthall County School District acknowledges the importance of parental involvement as a vital, integral part of the implementation of its Title I program. It is the District's goal to increase parental involvement at the district and school level.

For review of the full Parental Involvement Policy, please see the policy on the district website, or contact your child's school. Link: [www.wcsd.k12.ms.us](http://www.wcsd.k12.ms.us)

### Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Walthall County School District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The

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school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Walthall County School District to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Walthall County School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom infor-

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mation is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## Protection of Pupil Rights (PPRA)

### Annual Notice to Parents

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

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior,
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers; .
- Religious practices, affiliations or beliefs of the student or parents; or
- Income, other than is required by law to determine program eligibility.

2. You must receive notice and an opportunity to refuse to have your student participate in -

- Any other protected information survey, regardless of funding;
- Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, release, or use of personal

information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. You may review, upon request and before administration or use -

- Protected information surveys of students; .
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

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

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

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

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

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

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

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

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## Walthall County's Dress Code for 2021-2022 School Year

### Shirts

Oxford (pointed collar) or Peter Pan (rounded collar)  
Short or Long Sleeves  
Solid Color of White, Gray, or School Colors

#### **School Colors:**

Royal Blue or Gold-THS  
Green or Yellow-Salem  
Maroon or Gray-Dexter



### Knit Polo

Collar  
2 or 3 Button Closure  
Short or Long Sleeves  
Color - Same As Above  
No Trim  
School Emblem Okay  
Brand name logo-quarter-size only  
Polyester/Cotton



### T-Shirts

School T-shirt (school colors, white or gray only) with club activity logos only. (Sports, Band, Etc.)

### Pants

Any Brand  
Cuffed or Uncuffed  
Pleated or Unpleated  
(with or without elastic)

#### **Khaki**

The construction shall be of uniform quality, wash-n-wear, or permanent press fabric.



#### **Blue Jeans**

Holes or rips in blue jeans shall not be worn.

Belts must be worn if the garment has belt loops.  
(Grades 3 - 12)

No Corduroy or Cargo Pants  
No Tights or Leggings (except under skirt or dress for warmth)



### Shoes

Shoes or sandals shall be worn at all times; skating shoes or slippers shall not be worn. Shower shoes and flip-flops shall not be worn.

### Socks

Same color socks, no mix matching or layering

### Walking Shorts

Any Brand  
Cuffed or Uncuffed  
Pleated or Unpleated  
(with or without elastic)

#### **Khaki**

The construction shall be of uniform quality, wash-n-wear, or permanent press fabric.

Belts must be worn if the garment has belt loops.

The length shall be no shorter than 5" above crease of the back of the knee.

#### **No Corduroy**

No Cargo Shorts



### Skirts

Any Brand  
Khaki

The construction shall be of uniform quality, wash-n-wear, or permanent press fabric.

Belts must be worn if the garment has belt loops. (Grades 3-12)  
The length shall be no shorter than 5" above crease of the back of the knee.

No Corduroy

### Belts

Brown or Black  
No visible emblem or logo, etc.  
Mandatory 3rd Grade - 12th Grade if garment has belt loops

### Jumper - Dress

(K-4) V-neck Jumper Dress

#### **Khaki**

To be worn with required school shirt underneath.

The construction shall be of uniform quality, wash-n-wear, or permanent press fabric.



**For more specific dress code refer to page 11.**

## **REGULATIONS FOR GRADES K - 12 WALTHALL COUNTY SCHOOLS**

### **Introduction**

If any school is to function at its most appropriate and most effective levels, it must establish certain governing regulations and rules of conduct; and then, once these regulations have been adopted by the local school board, must operate under the aegis of this code with as much consistency as possible.

With this in mind, faculty members from throughout Walthall County have gathered together information we believe most parents want to know. These regulations have been read and approved by the Walthall County School Board and are presently in use in all county high schools.

### **Admittance of Students**

1. A student entering kindergarten must reach his/her fifth birthday on or before Sept. 1.
2. A student entering the first year of school must reach his/her sixth birthday on or before Sept. 1.
3. A new student to the district will not be allowed to enroll without a certified birth certificate (long form), (MS Code 6223-03).
4. All students in K-12 must acquire, from their doctors or the Walthall County Health Department, a MS Certificate of Compliance for immunization. The school will not enroll any student temporarily or even register a student unless this certificate has been obtained.
5. A student must be a legal resident of the Walthall County School District to be eligible for admittance. New proof of residency will be required each year. (A minimum of two for every student)

#### **Acceptable documentation**

Filed Homestead Exemption Application Form  
Mortgage Documents or Property Deed  
Apartment or Home Lease  
Current Utility Bills – May use two of the following: Gas, Elec. or Water (no Cell Phone Bill or Satellite TV)  
Current Driver's License or State/Gov. issued ID  
Current Automobile Registration  
DHS Paperwork  
911 Printout

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.

Student is living with an adult other than the parent or legal guardian, and the adult has provided a sworn affidavit stating his/her relationship to the student and that the student will be living in his/her home full time and fully explaining the reasons (other than school attendance zone or district preference) for this arrangement, and the School Board or its designee has made the necessary factual determination under II.1(c) (2) of the State Residency Verification Procedures.

Student's parent or legal guardian is a Certified/Instructional employee of the Walthall County School District. MS Code §37-15-31

6. All students transferring to Walthall County School District are required to present a report card or clearance form from the last school attended in addition to the above requirements. The only exception will be displaced students. The school should be advised of any known handicap, defect, or other special needs at the time of admittance.
7. If a child enrolls that is identified in one or more of these cat-

egories (Limited English Proficiency, Migratory Children, Children with Disabilities, Neglected or Delinquent, and/or Homeless), the school principal or his/her designee will notify the superintendent, special services director, and/or the federal programs to insure that appropriate, equitable services and resources are provided.

8. The school should be advised of any known handicaps, defects, or other special needs at the time of admittance to school.
9. Discipline records will follow students that transfer.
10. Parents or legal guardians must accompany the child to register new students.

(Policy JBC and JBCD)

### **Parents Who Bring Their Children to School**

Please time your child's arrival at school between 7:30 a.m. and 7:50 a.m.

**Children who eat breakfast at school should arrive no later than 7:45 a.m.** This should allow them enough time to eat and return to the classroom by 7:55 a.m. **Students who arrive after 8 am must be signed in by a parent or guardian.**

Please allow your child the independence of walking to his/her classroom by himself/herself.

### **Parent-Teacher Conference (By Appointment)**

Parents wishing to check on their child's progress should make an appointment with the teacher. We ask that you do this so that the teacher's time with his/her class will not be impaired by unscheduled interruptions and distractions.

Appointments may be made by phone or by a note from the parents to the teacher.

### **School Campus Visitations**

Anyone who comes onto any school campus for any purpose must first present himself or herself at the school office and must sign in and out and receive a visitor's pass if necessary. Visitors will not be allowed to contact students or teachers while they are in the classroom. If there is a need to contact a student or teacher, the office personnel will send word for that person to come to the office. Violators of this policy will be turned over to the police and will be subject to prosecution. This also applies to unsupervised students after school hours. (Policy KM)

### **Trespassing**

No unsupervised individuals will be allowed on school campuses after school hours. Violators may be subject to prosecution.

### **Changing Your Child's Regular Routine**

If you wish to change your child's regular daily routine (such as bus changes), a note from parent or guardian is required with a physical address of the new destination.

### **Parents Picking Up Children at the End of the School Day**

**Kindergarten-6 Building** Children who are regularly picked up by parents will be sent to the front of the building or other predetermined locations to wait. Parents arriving early should wait at the front of the building for their child.

### **Check-Out Procedure**

A student may be checked out of school during the day only by his or her parent or guardian, who must come to the office and sign the student out officially. Prior arrangements may be made with the principal in the form of a notarized statement listing the persons allowed to check the student out of school. These individuals must be adults. **Students must attend 63% of their instructional day to be counted present for the day.**

Students may be permitted to leave only at the end of a class period unless it is an absolute emergency. Students are not allowed to be checked out 30 minutes prior to school dismissal. If a student becomes ill at school, a parent, guardian, or designated person will be notified to come to the school and pick up the child at the principal's office.

All check-outs are for the remainder of the day. Students are not allowed to return to school after checking out unless they have a medical, court, or other school board accepted excuse. (Ref. page 11.)

**NOTE** Students who leave campus without permission will be suspended for three days.

***Students that are checked-out must leave the campus. Other emergency check-outs must be approved by the principal.***

### ***Off Campus Activities***

Parents and/or guardians must sign the parental consent to student educational activity and release from liability form in advance of any off-campus educational activity. (Policy JGFB-E)

### ***School Meals Program***

The Walthall County School Food Service is a self-sustaining operation. No funds from the Walthall County School District General Fund are used in the operation of the School Nutrition Services. School Nutrition Service receives reimbursement for student meals served from the federal government under the National School Lunch and Breakfast Programs, paid student meals, ala carte sales, government commodities, and adult paid meals.

The ultimate goal of the child nutrition program is to provide nutritious meals to all students daily at an economical price. Free and reduced meal programs are provided for eligible students. The Family Free and Reduced Price Meal Application, that requires only one form per family to be completed each year, is utilized in the Walthall County School District. Additional information regarding these programs may be obtained at the Child Nutrition Office at 601-876-6394.

Breakfast and lunch are available at all cafeterias. A variety of menu items are offered daily to encourage students to make healthy choices. The regulation which allows students to choose less than all of the food offered is known as "offer vs. serve". A minimum of three (3) food components at breakfast and lunch must be selected by students.

Advanced payments for breakfast and lunch meals may be made for the week, month or year. Payment is preferred on Monday or Tuesday. Payment for meals cannot be combined with other school expenses. Payments are accepted for meals and extra sale items sold in the cafeteria. Inquiries regarding student account balances shall be made to the cafeteria cashier. Refunds from advanced payments for students who withdraw from school will be made if a written request is submitted to the Child Nutrition Office by June 1. Students who withdraw must clear any debt owed in the cafeteria before leaving. Account balances, positive or negative, roll over at the end of each school year.

No charging privileges are allowed to anyone for regular meals or à la carte items at any time. Exceptions to this must have administrator's approval. If charges are not paid, extracurricular activities will be denied. (Policy JGHR)

State, federal and local competitive guidelines include the following:

- A. The sale or delivery on campus of any food including snacks for (1) hour prior to or during the regular school meal schedule is prohibited. This includes sales by

clubs or organizations on campus.

- B. A student may purchase individual items from the menu only if a full meal was purchased, with the exception of milk.

#### **CHILD NUTRITION PROGRAM MEAL RATES**

		<b>Reduced Rate</b>	<b>Full Pay</b>
<b>Breakfast:</b>	<b>Student</b>	<b>\$ .30</b>	<b>\$1.60</b>
	<b>Faculty</b>		<b>\$2.20</b>
	<b>Guest</b>		<b>\$2.20</b>
<b>Lunch:</b>	<b>Students</b>	<b>\$ .40</b>	<b>\$2.50</b>
	<b>Faculty</b>		<b>\$3.50</b>
	<b>Guest</b>		<b>\$3.50</b>

- C. Students who bring lunch from home may purchase milk products only. (This includes ice cream)

- D. Students may not bring carbonated beverages in original containers into the cafeteria.

**Students who wish to purchase more than one lunch or breakfast will be required to pay the adult price for the second meal.**

#### **CAFETERIA RULES**

- Refined table manners should be displayed
- All milk cartons must be removed from your table and the tray taken to the trash receptacle during your specified time.
- Talking is permitted in the cafeteria as long as it does not get too loud or excessive.
- Food or utensils dropped on the floor must be picked up.
- Failure to abide by the above code of conduct will result in immediate disciplinary action.

### ***Telephones***

No student is allowed to use the telephone without a written note from a teacher. Telephones in the school offices are reserved for official use by school personnel only. Students who become ill and wish to call a parent should report to the office so that office personnel may request that the parent pick the student up.

### ***Cellular Phones***

The school board and administration of Walthall County realize that cell phones serve as a disruptive and distraction for students during the school day. Therefore, cellular phones/devices are not to be seen nor heard, usage is prohibited except as stated:

The use of cellular phones/devices is permitted only to the extent and within the limitation allowed by the event or activity in which the student is attending or participating. The instructor, coach, sponsor, bus driver, or administrator will determine the guidelines for the cellular phone/devices possession and usage during specific events or activities.

Students who violate this policy and associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action. No student shall photograph, videotape, record or reproduce, via any audio or video means, another student or staff member while on school premises without expressed prior permission of administration.

- Cell phone use is a privilege. Continued disobedience of cell phone policy can result in a loss of cell phone privilege. Students shall be personally and solely responsible for the security of their cell phones and/or other electronic devices.

- No cell phones allowed at alternative school.

### ***Social Media***

While Facebook, Instagram, Twitter, texting, and other forms of social media are widely used, these forms of communication bear responsibility by the user. Threatening, gossiping, or interfering with a student or staff member has no place in a school setting. Each incident will be dealt with on an individual basis and may

result in consequences including but not limited to out-of-school suspension and/or referral to law enforcement officials. Also, if a student uses any form of social media outside of the school day that creates a disruption to the instructional environment, he/she is subject to appropriate disciplinary action.

### **Homework**

Homework is properly designed and carefully planned to meet a real need and has a definite place in the educational program.

Parents should set aside a definite time for children to practice reading, math, spelling, etc. and do any other assignments given by the school. This is an important pattern in responsibility to establish when children are young. Parents of very young children should also plan to read to their youngsters.

Teachers in all county schools have the right to assign homework within reasonable limits appropriate to the subject matter they are teaching. Parents who believe that their children are being assigned excessive amounts of homework should schedule a conference with the teacher.

Grade level teachers may coordinate scheduling of homework and tests. **Homework may count up to 25% of the 9 weeks grade.**

### **Supplies**

Please check periodically with your child to see if he/she continues to have all necessary supplies. Please replace supplies as they are needed.

### **Grading System**

The Board shall approve a method of evaluating and recording pupil progress to be devised by the administration and professional staff. The records and reports of individual pupils shall be kept in a form which will be meaningful to parents as well as teachers. The grading system shall be uniform at comparable grade levels.

Teachers will grade all papers, or if text requires student grading, teachers will recheck papers.

Teachers should record at least two grades a week for each student and a minimum of four test grades per nine weeks for grades 4th - 12th. These daily grades represent 85% of the nine-weeks term grade, and the nine-weeks test grade represents 15%. The two nine-weeks term grades averaged together determine the semester grade. The two semester grades averaged together determine the yearly grade. Numerical grades should be used for all averages (term, semester, and final grades). Daily grades may either be letter or numerical. Since the grade book is the determinant of disputed grades, the averages should be carefully computed.

The grade itself is only an indication of the progress the child is making at his instructional level. The "A" grade indicates exceptional progress. It is indicative that the child takes a great deal of initiative and pride in his school work. It must be difficult to earn. The "B" grade indicates better than average progress. Such work is good but not exceptional. The "C" grade is used to indicate average progress. A grade of "D" indicates little progress. A grade of "F" indicates the child is not responding satisfactorily. An "F" grade indicates that no advancement can be expected from this performance level.

**K-1st grade - Science and Social Studies will be taught using the Mississippi Curriculum Frameworks by integrating with Math and/or Language Arts subjects. This will be documented in lesson plans.**

### **Promotion and Retention of Students**

Walthall County students will be promoted or retained according to the following guidelines:

1. Kindergarten promotion requires: Mastery of 70% of the

objectives/learning targets for each standard set forth by the Mississippi Department of Education for English/Language Arts and Mathematics. If mastery in any area is not met, the decision to promote or retain shall reflect consideration of the child's level of social, physical, and mental development, as well as the student's level of achievement and shall include multiple standard measures.

2. Requires 65% success in:

- English/Language Arts and Mathematics in grades 1-8
- In one of these academic courses (Science or Social Studies) in grades 4-8

3. No extended school year for the purpose of pass/fail

4. All 3rd grade students must meet the requirements of the Literacy Based Promotion Act, which states that students completing 3rd grade must read at or above grade level in order to promote to 4th grade (Senate Bill 2437).

5. To obtain credit for a Carnegie Unit, the student must receive an overall grade of 65% or more for a course.

6. Carnegie Units required for high school grade placement are:

- 6 units.....10th grade
- 12 units.....11th grade
- 17 units.....12th grade

(Policy IHE)

### **Medications**

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and the parents/guardians have signed the Indemnity Agreement associated with this policy. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include:

1. Student's name
2. Diagnosis
3. Name of medicine
4. Method of administration
5. Time/s to administer the medicine
6. Amount of medicine
7. Date to discontinue or review administration of medicine
8. Physician's signature
9. Date

The parents/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from the pharmacy. When a student is on a regularly administered medication, that medication should be locked in the school office. (Policy JGCD and JGDCD)

### **Change of Address or Telephone Number**

It is necessary that parents notify the school immediately upon change of home address or telephone number.

### **Exemption from Physical Education**

If for any reason a child should not participate in the physical education program, a note from the parents must be sent to the school.

Prolonged or permanent exemptions from the physical education program may be granted only by the principal upon the recommendation of a physician.

### **Exemptions**

(1) For K - 6th grade, a 90 or above final average in every subject with not more than 10 unexcused absences.

(2) For 7th - 12th, a 90 or above final average in that class with not more than 10 unexcused absences.

(3) For K - 6th grade, perfect attendance for the year with an 80 or above final average in every subject.

(4) For 7th - 12th grade, perfect attendance for the year with an 80 or above final average in that class.

(5) Students will only be exempt for fourth nine-weeks exam.

(6) Any in-school or out-of-school suspension will nullify exemption.

### ***Extreme Weather Conditions***

If a severe weather alert is issued, such as a tornado warning, local Civil Defense officials will notify the superintendent. The superintendent then will notify the school with instructions which are applicable to the situation. Students will be retained in the school building until it is safe to dismiss them unless they are picked up by their parents. Students will not be allowed to use the telephone during severe weather alerts except in cases of emergency. Students who do not ride a bus should have previous arrangements worked out with their parents with regard to transportation during extreme weather conditions. Tornado drills are held in the school. When severe weather occurs during the night, listen to the local radio station for news on school closing. (Policy EBB EBBD)

### ***Parental Responsibilities***

Good discipline begins in the home. The parent is the child's first teacher. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes.

1. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official or attendance officer for a conference regarding acts of the child. Failure to attend discipline conferences scheduled by an administrator may result in a fine. (37-9-14)
3. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a school district who has been summoned by proper notification by an appropriate school official or attendance officer shall be required under this provision to attend such discipline conference.
4. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Section 37-11-29 occurring on school property.

### ***Wellness Policy***

The Walthall County School District believes that physical fitness and nutrition are important aspects in the overall development and education of students. To address this issue, the district has on file a wellness policy at each school that complies with all Mississippi Office of Healthy Schools guidelines. To find out the details of this policy, request a copy at the main office or any of the district's campuses. (Policy JG)

### ***Health & Safety***

#### **Ill & Injured Students**

The following procedure will be followed for students who become ill or are injured at school:

1. The student will be brought to the office, and the parent will be notified.
2. Emergency first-aid, if necessary, will be administered.
3. The student will be taken to the emergency room only if a life or death situation exists.

### **Contagious Diseases**

If during the school day a child in attendance is suspected of being infected with a contagious disease or condition, the parent will be called to pick up the child. Before the child is allowed to re-enter class, verification in writing by a doctor or health department official stating that the child may return to school must be submitted to the school office.

#### **Lice**

##### **Identification**

Head lice are crawling insects, usually less than one-eighth inch long. They live by stabbing a little opening in the scalp and sucking blood. Their feeding induces intense itching in the affected area.

Head lice usually prefer to live and multiply in the finer hair of the back of the head but may also be found in/on the eyebrows or other facial hair, caps, collars, scarves, sheets, and pillow cases.

Adult lice live about one month. During this time, the female lays white eggs (nits), cementing them to the base of hairs behind the ears and on the back of the person's neck.

##### **Diagnosis**

Diagnosis is easily confirmed by finding the lice or their eggs.

A close inspection of the suspected area can reveal small whitish eggs firmly attached to the hair shaft, hatched eggs, and the itchy red marks.

##### **Treatment**

Lice can easily be eliminated with proper medication and clean-up procedures.

When lice are found, treatment should begin as soon as possible. Treatment is nearly 100 percent effective.

Each infected person should take a hot soapy bath and shampoo with one of several special shampoos.

The infected person should sterilize all personal clothing, bed clothes, and bedding in hot water or by dry-cleaning.

If your child should require treatment, you will be notified by the school office. Proof of treatment (a shampoo box top, a note from you, or a note from your physician) should be presented to the teacher upon your child's return.

Your child will be readmitted to school immediately after treatment is judged to have been effective by school officials.

If a student is reinfected within a month, he will be sent home and not allowed to return to school until he/she has been examined by the school nurse and must be nit-free at that time.

##### **Prevention**

The tiny insects are transmitted from one person to another on combs, coats hung too close together, caps, scarves, and upholstered seats in theaters and public transportation.

To prevent lice infestation, children should never share combs, hair brushes, or other similar personal items. They should not exchange hats, scarves, or other clothing. Coats, wraps, and other clothing should be hung separately, especially in a classroom where lice have been diagnosed.

##### **Random Drug Testing Policy**

The Walthall County School District is dedicated to providing a drug-free learning environment. In an effort to protect the health and safety of students from illegal and/or performance-enhancing drug use and abuse, and to curtail the use of such drugs, the Walthall County School District Board of Trustees adopts the following policy for random drug testing of all students in grades seven (7) through twelve (12) who participate in extracurricular activities, co-curricular activities, or who seek a privilege for which a school permit is required (i.e., operating a motor vehicle on campus). A minimum of 10% of students must be checked throughout the school year.

**Consequences**

1. First positive test. The student will be suspended from participation in all extracurricular activities for 30 school days. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session.

2. Second positive test. The student will be suspended from participation in all extracurricular activities for 90 school days. The student and parent/guardian must attend regular counseling sessions provided by the parent/guardian from an outside source.

3. Third positive test. The student will be suspended from participation in all extracurricular activities for 180 school days. The student and parent/guardian must attend regular counseling sessions provided by the parent/guardian from an outside source.

4. Self referral. A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit a drug use test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy and will be required to retest as would a student who has tested positive.

5. Refusal to submit to a drug use test. If a participant student refuses to submit to a drug use test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy. (Policy JCDAB)

**Statement of purpose and intent**

Although the Board of Trustees, administration, faculty and staff desire that no student use illegal or performance-enhancing drugs, the authority to restrict use is limited. Therefore, this policy governs only the use of illegal and performance-enhancing drugs by students engaging or participating in activities identified above. This policy supplements and complements all other federal, state, and local policies, rules, and regulations regarding use and possession of drugs, including, but not limited to, policies, rules, and regulations regarding student searches, student conduct, and reasonable suspicion of use or possession of drugs. The purposes of this policy are as follows:

- To prevent injury, illness, and harm to students that may arise from illegal and/or performance-enhancing drug use.
- To offer students school activities free of illegal and/or performance-enhancing drug use.
- To undermine the effects of peer pressure by providing a legitimate reason for eligible students to refuse to use illegal drugs.
- To encourage eligible students who use drugs illegally to participate in treatment programs.

**Athletic Eligibility**

Participation in athletics is a privilege, not a right, and must be approved by the coach in each particular sport. A student is eligible for sports only if he or she has passed five (5) units during the previous grading period. The student must be enrolled in at least five (5) academic courses and have an overall 70 average in order to participate in any sport. Beginning at the end of fall semester of 2019-2020 school year, a student must not be failing more than one (1) credit during the previous semester period to be eligible to participate in any sport. Junior high students must have been promoted to the next grade. A certified birth certificate and a physical are required of any school athlete. All athletes are required to have injury insurance, either through the school or privately. Parents or guardians must complete all signed documents through Dragon Fly, an online software, as required by the MHSAA. (Policy IDFA)

**Class Rankings**

Juniors and seniors are ranked by grade levels in the following manner:

Yearly averages for each course shown on the permanent record are totalled and divided by the number of one-half (1/2) units listed. Whole-unit courses are weighted twice, two-unit courses four times, etc. Rankings are taken twice—just after the beginning of the second semester during both junior and senior years. Seniors are ranked again just prior to graduation. (Policy IHEA)

**University Entrance Requirements in Mississippi**

English .....	4 units
Mathematics.....	4 units
Algebra 1, Algebra IHI, Geometry and any one Carnegie Unit of comparable rigor and content	
Science.....	4 units
Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content.	
Social Studies.....	4 units
Mississippi Studies, Introduction to World Geography, World History, U. S. History, U.S. Government, Economics	
Arts.....	1 unit
Any one Carnegie Unit of visual and performing arts	
Advanced Electives.....	2 units
Any two Carnegie Units of Foreign Language (I & IHI); Advanced World Geography and a Foreign Language (I); or any combinations of English, Mathematics, or lab-based science courses of comparable rigor and content to those required above	
Computer Applications.....	1/2 unit
Pre-High School units	
Algebra I or first-year Foreign Language taken prior to high school will be accepted for admission provided the course content is the same as the high school course.	

**Dropping Classes**

1. The standard procedure for dropping an academic course will be as follows:
  - a. Secure a drop form from the school counselor.
  - b. Have the form approved by the principal.
  - c. Drop by the 6th day of school(no penalty) for one-semester class; drop by the 12th day of school for two-semester class; after this time a failing grade may be assigned.
2. Exceptions
  - a. Withdrawal from any course may occur without penalty or credit for medical reasons with school board approval.
  - b. For individuals with disabilities, schedules may be changed in accordance with current IEP.
3. No new course may be entered after the third week.

**Online Classes**

Walthall County School District partners with Edgenuity to provide online courses approved by the Mississippi Department of Education in order to provide students with access to a wider range of coursework, with more flexibility in scheduling, and with the opportunity to develop their capacities as independent learners. Students in grades 9-12 have access to online courses through Edgenuity. Priority is given to Juniors and Seniors in order to meet graduation requirements. Prior to registration for all online courses, each student must have approval from the school counselor, principal, and his/or parent/guardian. Costs for online courses may be covered by the district, if funds are available. If funds are not available, parents are liable for associated cost(s).

Online classes foster independent learning; therefore, the primary responsibility lies with the parent and student to ensure that work and timelines are met. The school counselor monitors grades and progress.

NOTE: Students enrolled in online courses are limited to earning two (2) Carnegie units of credit during the academic year and one (1) Carnegie unit of credit during the summer public school session.

### **Extracurricular Activities**

Each Walthall County School offers many extracurricular activities for students to participate in during the school year. Students will need to check with each sponsor for eligibility requirements.

### **Credit Recovery**

Credit Recovery has been defined by the Mississippi State Department as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. This policy does not apply for students retaking the class.

Walthall County School District has set up a credit recovery program to help struggling students graduate. Students must go through an application process and be approved by the administration before participation will be allowed. Students of grade 7-12 are eligible to apply.

#### I. Admission to and Removal from the Credit Recovery Program Application Process

##### A. Student must apply to the credit recovery program

###### STAGE I

1. The application must include the name of course to be recovered and recommendation from a teacher, counselor, and/or principal.
2. The application must include parental approval for participation in the credit recovery program.
3. The principal and/or counselor must verify minimum criteria for participation.
4. The principal and counselor must approve the credit recovery course and verify approval of parent for participation in program.
5. Once application is made and criteria verified, the application is approved or disapproved. (If disapproved, justification of disapproval is indicated.)

###### STAGE II

1. If approved for credit recovery, a timeline for completion is established.

##### B. Timelines will be set for the completion of the credit recovery class.

1. A student who fails to make an effort to start the credit recovery course within 5 days of the established timeline will be counseled by the counselor.
2. A student who fails to make an effort to start the credit recovery course within 8 days will be counseled by the principal.
3. A student who fails to make an effort to start the credit recovery course within 10 days may be removed from the program.
4. A student who fails to complete the timeline established on the application will be removed from credit recovery, unless a waiver is given for special circumstance by the administration.

##### Establishment of minimum criteria

A student must have made a grade no lower than 10 points below the established minimum criteria for passing in the course her or she is attempting to recover; or in extenuating circumstances, permission may be granted by the principal.

##### Eligibility

1. Students who have already received credit for a course are not eligible for credit recovery.
2. Students shall take no more than one credit recovery

course per semester, for no longer than a 9-week period. The 9-week period starts when the student begins credit recovery. Exception to this rule may be given at the discretion of the administrator.

#### II. Instruction

The Walthall County School District will use Compass Learning Odyssey software and/or teacher-made materials. The district will provide training from the software company for the teachers and facilitators. Credit recovery will be offered after school and during school as resources permit. Credit recovery will not be allowed in SATP courses if the student did not pass the state test in those courses. Student work will be checked on a regular basis.

#### III. Content and Curriculum

The Compass Learning Odyssey curriculum/online software and/or teacher-made materials used by Walthall County School District for credit recovery are aligned with the Mississippi Curriculum Frameworks and/or Common Core State Standards. These options have been approved by the Walthall County School District for credit recovery. The objectives for each course will be individually selected for the student by the Compass Learning Odyssey curriculum/online software or by a committee. The committee will be a minimum of three people: a counselor, an administrator, and an administrator designee.

#### IV. Grading

1. The student may receive only a score of 65% on any credit recovery course. Upon completion of the course a grade of 65 will be recorded for the course and it will be noted on the transcript.
2. Grading of the individual objectives is through the use of post tests of the individual modules of Compass Learning Odyssey/online software and/or teacher-made materials. A grade of 65 must be achieved on the module for the objective to be considered mastered.  
\*If the module does not have a module post test, then a completion of the lesson will fulfill the 65% criteria.
3. When a student completes the credit recovery requirements, a report will be submitted to the counselor as documentation of student completion of modules. The report will be put in the student's cumulative report and grade will be noted on transcript.

### **Early Graduation**

To qualify for early graduation, a student must have a 3.0 overall G.P.A. Only the principal can approve early graduation for a student. Parents desiring for their child to graduate before the regularly scheduled time must schedule a conference with the principal and must present proof that attending fewer than four years of high school is in the child's best interests. They must then complete a request form detailing which courses are to be taken online or by correspondence. State requirements allow for no more than one (1) unit toward graduation to be taken by correspondence.

### **Emergency Procedures**

Procedures to be followed in the event of fire, earthquake, bomb threat, or tornado alert should be posted in each classroom. Fire and tornado drills will be held at regular intervals. Evacuation routes and emergency bus schedules are on file in the school offices. A teacher at each school serves as the school's civil defense officer and directs all emergency procedures.

### **Gifts Brought to School**

Flowers and gifts delivered to the schools will be kept in the school office until the end of the day when the student will be notified to pick them up. Flowers and gifts cannot be brought on school buses. Permission for delivery of flowers on Valentine's Day must be

obtained from the principal. Florists may present cards to the students for whom gifts have been ordered, and the school office will see that they are informed.

### Grade Levels

6 units .....	10th grade
12 units .....	11th grade
17 units .....	12th grade

### Grading Scale

The following grading scale is used in Walthall County Schools, grades 1-12: (See page 3 for Kindergarten Promotion) (Policy IHA)

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

#### Other Course Placement

Students entering grades 7, 8, and 9 with a 69 or below and/or scoring in the bottom 25% on a state test may be assigned a compensatory class in math.

Students entering 9th grade with a 69 or below and/or scoring in the bottom 25% on a state test may be assigned a compensatory class in Language Arts.

### Graduation Requirements

In addition to current Mississippi Public School Accountability Standards, Walthall County School District will adhere to the following State Board of Education policies regarding graduation requirements:

- 3801 – Subject Area Testing
- 3802 – Policies for Carnegie Unit Credit
- 3803 – Assessments Required for Graduation
- 3804 – Additional Assessment Options for Meeting End-of-Course Subject Area Test Graduation Requirements

### Graduation Options

#### Begins with incoming freshmen of 2018-2019

The Traditional Diploma is for all students. Student may earn the following endorsements to be added to the traditional diploma: Career and Technical Endorsement, Academic Endorsement, and/or Distinguished Academic Endorsement.

Students should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.

#### Traditional Pathway Option

Curriculum Area	Carnegie 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	
Additional Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### Endorsement Options

#### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie 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	Carnegie 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 • 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	
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 Mississippi IHL college preparatory curriculum (CPC).
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency sub score).
- Earn two additional Carnegie Units for a total of 26.
- 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	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I + two (2) additional math courses above Algebra I</li> </ul>
Science	4	<ul style="list-style-type: none"> <li>Biology I + two (2) additional science courses above Biology I</li> </ul>
Social Studies	4	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	8	<ul style="list-style-type: none"> <li>Must meet 2 advanced electives of the CPC requirements for MS IHLs</li> </ul>
<b>Total Units Required</b>	<b>28</b>	

### Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency sub score.
- Earn four additional Carnegie Units for a total of 28.
- 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

**Graduation Ceremony:** Inappropriate behavior will not be tolerated. Possible consequences may include the holding of diploma and/or the performance of community service.

### Gun-Free Zone

The law prohibits the use or possession of any kind of firearm within one thousand (1000) feet of school property. Anyone found with a gun on his or her person within one thousand (1000) feet of any county school property other than 16th section land will be prosecuted to the fullest extent of the law.

### Hall Passes

Students should be in the halls only at the beginning and close of school and during class changes, except for morning break when they may purchase drinks and snacks from the vending machines. Students in the halls during class time must have passes. When changing classes or moving through the halls at any time, they are asked to keep to the right and to exercise common courtesy. Running and shouting are not permitted in the halls. Trash containers can be found at intervals, and students are asked to deposit all trash in them and not on the floor. All students should vacate the school within 15 minutes of dismissal unless under the supervision of a teacher.

### Lockers

As long as individual lockers are available, each student will be assigned his or her own. Students are not to move their books and belongings into lockers other than the ones to which they have been assigned without permission from the counselor or principal. It is recommended that students install key or combination locks and that they refrain from storing valuable possessions or money in their lockers. During years when there are not enough lockers for each student to have his or her own, students will sometimes be asked to share; but locker numbers will still be assigned by the counselor or

principal. Mississippi law provides for unannounced searches of lockers on school campuses. **NOTE:** The school is not responsible for lost, stolen, or damaged items.

### Mandatory Enrollment

Mississippi state law requires that a student remain in school through his or her sixteenth (16th) year of age. The maximum age limit for regular school enrollment is twenty (20). A student may remain in school until his or her twenty-first (21st) birthday.

### Certification of School Attendance

In accordance with Section 63-1-10, Mississippi Code of 1972, any applicant for a driver license under eighteen years of age must submit with the application documentation from the appropriate authority that the applicant is in compliance with Section 63-1-9(g), MS Code 1972, as amended. Any applicant must be in good standing with the school for a minimum of 30 days and must be present at school on the day of the request.

### Student Parking

The school district provides transportation to and from school for all students. While coming to school in your own vehicle is permissible, it is a privilege, not a right, and should be treated as such. Vehicles parked on school property are subject to being searched at any time without prior warning. Parking decals must be purchased for \$5 in order for vehicles to be parked. To obtain a parking decal, the student must present a valid driver's license and proof of insurance. If needed, decals can be purchased for additional vehicles. Vehicles illegally parked will be towed at the owner's expense. Any student who uses or allows another student to use his/her vehicle for illegal, immoral, or other purposes inconsistent with the rules of the school will be denied the privilege of parking a vehicle on campus.

The following offenses may result in a loss of driving privileges:

- Tardies - late to school (See consequences for tardies below)
- No decal
- Reckless driving
- Any other violation as deemed by the principal

Consequences for tardies (3 times late to school)

1st offense - 3 days loss of driving privileges

2nd offense - 5 days loss of driving privileges

3rd offense - 45 days loss of driving privileges

4th offense - loss of driving privileges for remainder of year

### Off-Limits Parking

#### Tylertown High

Students may not park on High School Drive, Gullidge Drive, or the access road on the west end of the football stadium.

#### Vocational Center

Students are not allowed to bring vehicles to the Vocational Center. Any exceptions must have prior approval from building principal and vocational director.

**NOTE:** Any student violating parking procedures may lose parking privileges.

### Pre-Registration & Schedule Changes

Students in grades 8-11 are required to pre-register in the spring to request courses for the upcoming school year. The offering of elective courses and the number of sections of all courses needed are determined by the number of requests for those courses. Students receive a pre-registration packet with an attached course request form, which must be signed by the parent or guardian. Tylertown High School students must also complete a numbered grid sheet, which will allow the course requests to be programmed into the curriculum center's computer. Every reasonable attempt to honor the

students' course requests will be made. For that reason, once the parents have signed the course request form, no schedules will be changed without the written approval of the principal. Duplications of courses or unscheduled periods will, of course, be amended without question.

### **Progress Reports**

Students will receive report cards every tenth week or the week after completion of term examinations. At the mid-point of each term (4 1/2 weeks), students who are failing a particular course will receive a deficiency report. **SENIORS: Parents/Guardians of seniors will be notified at the end of the 1st semester and end of the 3rd nine weeks of those in jeopardy of failing.**

### **Special Services**

Exceptional programs are designed to enhance students' skills and knowledge which will make it possible for the student to develop his/her individual skills and capabilities. The following exceptionalities are served in the Walthall County School District:

- Autism
- Deaf-Blind
- Developmentally Delayed
- Emotional Disability
- Hearing Impairment
- Intellectual Disability
- Language or Speech Impairment
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Traumatic Brain Injury
- Visually Impaired

The student must be evaluated before determining eligibility for services. A request for an evaluation may be made by any source who has knowledge of or interest in a child ages birth through twenty-one (21) and suspects that child may have a disability. This referral can be verbal or written and made by parents, teachers, Teacher Support Team members, representatives of other public agencies, or any other person with knowledge of the child. The request must be forwarded to the Special Services Office the same day or the next morning that is a school day. When a verbal or written request for an initial evaluation is made, the Multidisciplinary Evaluation Team (MET) composed of the parent, the child (if appropriate), and qualified professionals must be convened within fourteen (14) calendar days to review the request including all pertinent existing documentation. The public agency must invite the parent to attend; however, if the parent is unable to attend, the MET team must proceed. Based on the review of documentation, the MET team will either determine that there is sufficient evidence to suspect that the child may have a disability or that there is insufficient evidence. If there is sufficient evidence, then an initial comprehensive evaluation will be conducted. If there is insufficient evidence, then the MET may refer the child to TST for focused supplemental instruction or interventions using the Three Tier Instructional Model to promote the child's success in the general education curriculum. If the child is already in the Three Tier process, the MET may determine that the process should be continued. If parents, teachers, or administrators have any questions regarding the referral process, they should contact Julie Etheridge, Director of Special Services, at 601-876-6000. The Walthall County School District will adhere to all state and federal regulations and/or mandates regarding individuals with disabilities (IDEA Reauthorization 2014).

### **Child Find**

Walthall County School District participates in an ongoing

statewide campaign to locate, identify, and evaluate individuals from birth through 21 who are suspected of having a disability. The information is gathered from parents and other agencies. The information is obtained and disseminated in accordance with the Family Rights and Privacy Act and EHAB. When the information obtained warrants a referral, the Child Find Director accesses and monitors the referral-to-placement procedures. If you have questions concerning the district's Child Find procedures, please contact Julie Etheridge, Special Education Director at Special Services Dept.; 613-A Broad St.; Tylertown, MS; 39667; telephone (601) 876-6000.

### **Project Challenge**

Project Challenge, Walthall County School District's Gifted Education Program, serves children in grades 2-6 who have been identified as having high intellectual abilities. For grades 7 - 12, Walthall County School District offers honor courses and dual enrollment courses for high intellectual abilities. The Walthall County School District is committed to the motivation and guidance of gifted students through enriched, quality education based on the identification of their strengths, weaknesses, and interests. To fulfill this commitment, the gifted education program is dedicated to utilizing teaching strategies that broaden the student's scope of knowledge while providing independent study skills that will enable them to become life-long learners. 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. Students must qualify at each step of the sequential referral process to be eligible for gifted services. For more information, call (601) 876-0176.

### **Textbooks/Fees**

Textbooks are the property of the schools and are considered on loan to the students. Students are liable for books that are lost or damaged and must make compensation. Report cards may be held until compensation is made for lost or damaged textbooks. Other action may be taken by the principal as deemed necessary.

Damaged books will be assessed by dividing the replacement cost of the book by the number of pages in the book. Damaged covers will be assessed \$5. Severely damaged books will be total replacement cost. Failure to pay fines may result in holding report cards, and all extra-curricular privileges may be denied. (Policy ICFA)

#### **Lost Textbooks**

1st year.....	Replacement Cost
2nd year.....	80% cost of book
3rd year.....	60% cost of book
4th year.....	40% cost of book
5th year.....	20% cost of book
Every year, thereafter, will be assessed at approximately 20% cost of book. Minimum fine is \$5.	

### **Withdrawals & Transfers**

On the day the student plans to withdraw from school, a parent or legal guardian should pick up a withdrawal form from the principal or counselor, and the student should have the teacher acknowledge upon the form (1) that the book has been returned, (2) the student's accumulate average for that grading period, (3) the teacher's and principal's signature, and (4) clearance signature from food services. The completed form should then be returned to the office. The parent or legal guardian will receive two copies. One should be returned to the counselor, and the other copy to the new school for enrollment. (Policy JBCD)

### **Early Checkout Policy & Procedures**

Juniors and seniors who work at outside jobs may check out daily to go to work. Students must have prior permission from the princi-

pal and must check out through the school office. Students who have failed their subject-area tests are not eligible for early checkout.

### ***Begins with incoming freshmen of 2018-2019***

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

### ***Notification of Asbestos***

In compliance with U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the 3-year reinspection was performed on July 15, 2016, on each of our school buildings for asbestos containing building materials. AHERA and NESHAP regulations were substantially met. The results of the reinspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours.

### ***Student Surveys***

Student surveys may be conducted periodically in order to determine student opinions, preferences, habits, and needs. Information gained from these surveys will not be used to intimidate a student or a group of students, but it will be used for planning and developing an improved educational program for the Walthall County Schools.

## ***DISCIPLINE PROCEDURES (K - 12)***

The Board of Education of the Walthall County School District recognizes the need for an organized disciplinary system which supports teachers' efforts to teach and addresses the growth of positive student attitudes and behaviors.

Therefore, the administration of the Walthall County School District is charged with the development of a defined, systematic approach to school discipline to be submitted to the Board. This policy, when adopted, shall be applied consistently throughout the school district. (MS Commission of School Accreditation, Standard 14). This policy shall include but not be limited to the following:

- a. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
- b. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child;
- c. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
- d. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such

student for unlawful activity occurring on school grounds or buses.

Participation in extracurricular activities is a privilege, not a right. Participation may be denied for disciplinary reasons, misconduct, or fees owed.

All infractions of the school code of conduct that result in a suspension will be served in in-school suspension except for Level C fights, Level C Racial Slurs, or any Level D or E offenses.

### ***Behavior Support Services***

- 5 Discipline Points - Place student in TIER 2 for behavior
- 10 Discipline Points - Place student in TIER 3 for behavior
- 15 Discipline Points - Refer student to District Discipline Committee

### ***Alternative School***

An alternative school program will be maintained and operated in connection with the regular school program. This program is for, but not limited to, the following categories of compulsory school age students:

1. Any compulsory-school-age child who has been suspended or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct;
2. Any compulsory-school-age child referred to such alternative school based upon a documented need for placement in the alternative school program by the parent, legal guardian, or custodian of such child due to disciplinary problems;
3. Any compulsory-school-age child referred to such alternative school program by the dispositive order of a chancellor or youth court judge, with the consent of the superintendent.
4. Any compulsory-school-age child who becomes involved in any criminal or violent behavior shall be removed from such alternative school program and, if probable cause exists, a case shall be referred to the youth court.
5. Students transferring from State Training School may be placed in Alternative School.
6. Any compulsory school age child referred to such alternative school program by the dispositive order of the chancellor or youth court judge, with the consent of the superintendent of the child's school district.

### ***Alternative Rules:***

1. Booksacks, backpacks, purses, etc. are not allowed.
2. Jewelry shall not be worn.
3. Jackets must be removed when entering the building.
4. Students may not attend any school activity or be on any school campus other than the alternative school.
5. No cell phones allowed.

### ***Alternative School***

Alternative School placement may occur when the total number of days suspended equals 9 for level D behaviors. Assignment to Alternative School for a 9-week period or more may occur when the total number of points or days suspended is equal to or exceeds 15 or if placed by School Board, superintendent, or discipline committee. Assignment to Alternative School must be fulfilled prior to returning to the regular education system.

Once a student accumulates 9 suspended days while in alternative school, the student and his/her guardian will be called before an Alternative School disciplinary committee. This committee may include the superintendent or his designee, the alternative administrator or his designee, suspending administrator, home school principal, and/or the alternative teacher.

Consequences of Alternative Disciplinary Committee meeting:

1. Referral to School Board for possible expulsion

2. Extended time in Alternative School
3. Student will be reviewed after 67% of time served.
4. Return to Alternative School until student accumulates 15 suspended days (A School Board hearing will result at this time.)
5. Referral to Youth Court
6. A combination of the above (Policy JCD)

### **Damage to School Property**

Any public school district shall be entitled to recover damages in an amount not to exceed \$20,000, plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) who maliciously and willfully damages or destroys property belonging to the school district. (Policy EBCA)

### **Student Conduct**

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

The principal may discipline in accordance with the guidelines in the Student/Parent Handbook & Discipline Manual. A student who violates one or more of the following specific standards of conduct while on school grounds or during a school sponsored or school related activity: **37-9-71**

1. Causes, or attempts to cause, damage to school property; or steals, or attempts to steal, school property of value; 37-11-19
  2. Causes, or attempts to cause, damage to private property; or steals, or attempts to steal, private property;
  3. Causes, or attempts to cause, physical injury to another person;
  4. Possesses, or transmits, any firearms, knives, explosives, or other dangerous objects;
  5. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco or intoxicant of any kind;
  6. Continued disobedience or persistent defiance of proper authority; 37-11-43
  7. Behavior which is detrimental to the welfare, safety, or morals of other pupils. 37-11-1
- Copies of these rules shall be posted in a prominent place in each school and distributed to each student.

LEGAL REF.: Mississippi Code as cited above; and 37-7-301 (3);  
Gloss v. Lope, 419 U.S. 565 (1975);  
Inglorious v. Wright, 97 S. Ct. 1401 (1977);  
Tinker v. Des Moines Community School District 393 U.S. 503 (1969)

### **Verbal/Physical Assault**

State law specifies that assault on a teacher, bus driver, or any other school employee will carry the same penalty as an assault upon an officer of the law. Any student or adult who assaults a school employee on school grounds or in the presence of students may be prosecuted to the full extent of the law.

### **Student Involvement in Decision Making**

The Board believes that students, in keeping with their level of maturity, should be given a role in the development of procedures, rules, and regulations which affect them. Their partic-

ipation in decision making is part of the educational process.

The Board shall consider student opinions in established policies, particularly in those areas affecting student programs, privileges, and responsibilities.

Students are welcome at Board meetings and will be granted privileges of speaking in line with such privileges extended to the general public.

Appropriate to the age of the students, classes or school organizations, including student councils, may be formed to offer practice in self government and to serve as channels for the expression of student opinions.

### **Dress Code (Students)**

#### **Statement on Dress**

Good learning situations depend on the best possible behavior and attitude of the student. Students are encouraged to take pride in themselves and to strive to meet public expectations. Students should be neat and clean, thus reflecting favorably on themselves and the school.

Safety, health, and individual dignity provide the basis for any dress code. If clothing is disruptive to the learning situation, or if it is embarrassing to others, steps will be taken to deal with the individual student.

It is believed by the administration that parents/legal guardians, as well as teachers, should recognize the main purpose of public education is to provide an education for the students that will allow them to become useful citizens in our society. Thus, any disruption or concern caused by the student as a result of dress would call for appropriate disciplinary action by the school authorities. Teachers may at any time counsel with students about attire that may not be acceptable. When there is any doubt that students are not meeting the standards of dress, the principal or his designee will render the final authority. (Policy JCDB)

#### **Specific Dress for Males**

1. Shirts shall not be unbuttoned below the top button. (Second button from the top.)
2. No see-through or sheer shirts or pants will be allowed.
3. All shirts must be long enough so that no skin shows between the pants and shirt in normal positions.
4. Tank shirts and undershirts are not to be worn as outer garments.
5. Walking shorts may be worn. The length shall be no shorter than five (5)-inches above the crease of the back of the knee. Shorts must be hemmed! No rolled shorts! No shorts with fringe.
6. Pants or shorts showing undergarments or with holes that show skin or undergarments shall not be worn.
7. No hats, head scarves, earrings, rollers, sunglasses, or anything deemed inappropriate by administration. A hooded garment may not be worn inside the building. A bandana may not be worn in any way!
8. Clothing advertising alcoholic beverages or drug culture, clothing with obscene language or gestures, or clothing of any suggestive nature shall not be worn.
9. Shoes or sandals shall be worn at all times; skating shoes or slippers shall not be worn. Shower shoes and flip flops shall not be worn.
10. Shoes so designed shall be appropriately fastened.
11. Belts shall be buckled.
12. Suspenders, when worn, shall be worn over the shoulders and attached to the pants or shorts.
13. All facial hair shall be neatly groomed at all times.
14. Any apparel considered too abbreviated shall not be worn.
15. Excessively tight clothing shall not be worn.

16. No fraternity/sorority jerseys or shirts shall be worn. LEGAL REF.: S37-11-39, MISSISSIPPI CODE.
17. Pants and shorts shall be worn at normal waist with a belt. No sagging pants shall be worn.
18. No chains attached to wallet.
19. Body piercing ornaments may not be worn.
20. No pajama apparel.
21. Excessively long shirt tails shall not be worn unless tucked in. (Deemed by the principal)
22. No layering or mismatching of colors will be allowed (including socks).
23. Outer Garments are considered jackets or coats, not long-sleeve shirts.

### Specific Dress for Females

1. Dresses and skirts shall be no shorter than five (5)-inches above the crease of the back of the knee. Pants, shorts, and skirts shall be worn at normal waist.
2. Shorts may be worn. The length/split shall be no shorter than five (5)- inches above the crease of the back of the knee. Shorts must be hemmed! No rolled shorts. No shorts with fringe. (No Daisy Duke-type shorts, etc., shall be worn.)
3. Pants with holes that show skin or undergarments may not be worn.
4. Clothing shall not be excessively low in front or back; dresses shall not be backless.
5. No skin shall show between the pants/skirt and the blouse at any time or in any normal position.
6. Bras must be worn.
7. Halter, midriff, or tube tops are not to be worn.
8. Blouses or shirts with large openings under the arms which permit skin or undergarments to show are prohibited.
9. No hats, head scarves, rollers, sunglasses, or anything deemed inappropriate by administration. A hooded garment may not be worn inside the building. A bandana may not be worn in any way!
10. Clothing advertising alcoholic beverages or drug culture, clothing with obscene language or gestures, or clothing of any suggestive nature shall not be worn.
11. Shoes or sandals shall be worn at all times; skating shoes or slippers shall not be worn. Shower shoes and flip flops shall not be worn.
12. Shoes so designed shall be appropriately fastened.
13. Belts shall be buckled.
14. Suspenders, when worn, shall be worn over the shoulders and attached to the pants or skirt.
15. Any apparel considered too abbreviated shall not be worn.
16. Excessively tight clothing shall not be worn.
17. No fraternity/sorority jerseys or shirts shall be worn. LEGAL REF.: S37-11-39, MISSISSIPPI CODE.
18. No shoulderless or strapless tops shall be worn.
19. No see-through or sheer shirts or pants will be allowed.
20. No chains attached to wallet.
21. Body piercing ornaments may be worn in the ear only.
22. No spaghetti type straps shall be worn.
23. No pajama apparel.
24. Excessively long shirt tails shall not be worn unless tucked in. (Deemed by the principal)
26. Pants and shorts shall be worn at normal waist with a belt. No sagging pants shall be worn.
27. Scarves must be school colors.
28. No layering or mismatching of colors (including socks).
29. Outer Garments are considered jackets or coats, not long-sleeve shirts.

**NOTE** The only exceptions to the above guidelines will be in classes such as physical education, drama, athletics, cheerleaders, CTE classes, etc., where a specific wearing apparel is designated. Prior approval by the instructor and principal will be necessary. This applies to the day of the event. All athletes must be appropriately dressed after the athletic activity. Students are not allowed to wear any garment with racial or gang overtones (example Malcolm X, KKK, trench coats, etc.) or any other symbols which will cause disruption or indicate disruptive behavior.

ANY APPAREL CONSIDERED BY THE PRINCIPAL OR HIS DESIGNEE TO BE TOO REVEALING OR INAPPROPRIATE SHALL NOT BE WORN. STUDENTS MAY BE SUSPENDED FROM SCHOOL IF THEY FAIL TO ABIDE BY THE GUIDELINES ABOVE.

### Attendance, Absences, & Excuses

**Students must attend 63% of their instructional day to be counted present for the day. If a student has 20 consecutive absences, he/she will be dropped from school and the attendance officer will be notified.**

Successful student achievement in school depends on regular attendance. The school is scheduled for educational development; therefore, absence and tardiness are detrimental to individual performance as well as to the school.

The school shall administer attendance regulations in accordance with state and local adopted policies.

If a student has more than five (5) days absent during a nine-week period, the student is in jeopardy of failing the subject. After this five (5) days of absence, the Attendance Officer and the parent or guardian will be notified. **CREDIT MAY BE WITHHELD FOR A COURSE IN WHICH A STUDENT HAS MORE THAN SIXTEEN (16) UNEXCUSED ABSENCES FOR THE SCHOOL YEAR AND MORE THAN EIGHT (8) UNEXCUSED ABSENCES FOR THE SEMESTER COURSE.**

Board approved absences:

1. An absence is excused when the absence results from the compulsory-school-age child's attendance of an authorized school activity with the prior approval of the superintendent of the school district or his designee. Such activities may include field trips, athletic contests, student conventions, musical festival, and any similar activity.
2. An absence is excused when isolation of a compulsory- school-age child is ordered by the county health officer, by the State Board of Health, or appropriate school official.
3. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family member of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers, and sisters, including stepbrothers and stepsisters. Three (3) days maximum for local.
4. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if such child is a party to the action or under subpoena as a witness.
5. The parent or guardian will be responsible for maintaining and presenting documentation for Board approved excuses to the principal when a student has failed a course due to missing more than eight (8) days for a semester course or more than sixteen (16) days for a year's course. Appeals may be made to the School Board.
6. Principals have the authority to accept or reject written notes.

In cases of extreme nature, the School Board will be the final authority. **A letter will be sent to parent or guardian after five**

**(5) days absence for a one-semester course or after ten (10) days for a two-semester course. The letter will state that only school board approved excuses will compensate for the limits listed above.**

The day a student returns from an absence, for any reason, such as a school trip, sickness, death in family, etc., the student must contact each teacher for makeup work. Time permitted for work to be made up shall be the same as days missed not to exceed three (3) days to make up a test. No student may represent the school in any activity on a school day that he or she has been absent/suspended on the day of such participation. The principal has the discretionary power to make exceptions for emergency absences.

Teachers are required to enter all absences into SAM immediately after the beginning of the school day. In departmental classes, teachers are expected to enter absences into SAM each period.

Students assigned out-of-school suspension will have those days counted as absences. It is the suspended student's responsibility to obtain his/her class assignments for the appropriate number of suspended days. This work must be completed and turned in to the teacher within 2 days of the student's return to school. This work will be graded by the individual instructor, circled in red in the grade book, and will become a part of the student's daily average. If the

work is not done, a zero (0) will be given and will be averaged in with the other daily grades when averages are figured. A maximum of three (3) days is allotted to make up any test. Students must attend a minimum of nine (9) weeks in order to qualify for exemptions.

**NOTE** All students, **K-12**, must adhere to the attendance, absences, and excuses policy. (Policy JBD)

### ***Demonstrations & Strikes***

The Board is responsible for providing an appropriate educational program for the children of school age in the district.

The right of a child to attend school and receive a suitable education is determined under state law. The Board will not tolerate any disruption or interference through violence, vandalism, seizure of any area of school property, sit-ins, walkouts, or other methods of disruption that violate this right. (Policy GBQA)

LEGAL REF.: MS Code, 37-13-1; *Timker v. Des Moines*, 393 U.S. 503 (1969); *Goss v. Lopez*, 419 U.S. 565 (1975)

### ***School-to-School Transportation***

Misbehavior of students being transported to and from the Vocational Center or Dexter will be handled according to "Level of Behaviors" listed on pages 10-14.

## ***STUDENT BULLYING***

The Walthall County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is a certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the interest and welfare of the pupils and teachers of such as a whole.

The Walthall County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the Walthall County School District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior. The Walthall County School District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The Walthall County School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying or harassing behaviors. The procedures should be appropriately placed in district personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Walthall County School District defines "reasonable actions" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Ref: SB 2015; Miss, Code Ann. S 37-7-301(e) Walthall County School District

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## *Walthall County School District Student Bullying Procedures*

Students and employees in the Walthall County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing, and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

### I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

### II. Procedures for Processing a Complaint

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form, available on the district website, which shall include the name of the reporting person, the specific nature and date of the misconduct, the name of the victim of the misconduct, and the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent, and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their child. The district official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the district. The parties will have an opportunity to evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the district official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

## LEVEL A

These behaviors are usually minor infractions that should be managed by the teacher at the classroom level. However, if a Level A behavior is of a continuous nature, a major nature, or if the teacher's actions are unsuccessful in correcting the misconduct, then a Level A misbehavior may be, at the principal's discretion, upgraded to a Level B misbehavior. (Teachers submit Form 3) (Principals Form 2)

**NOTE** *A reasonable effort must be made by the classroom teacher to contact the parent before level A misbehavior is sent to the principal to be upgraded to level B.*

### K - 2

#### Actions

- Leaving playground without permission
- Using bathroom on playground
- Throwing any objects
- Excessive noise in classroom, hall, or cafeteria
- Littering
- Not obeying posted rules

#### Consequences

Assertive discipline plan or other approved discipline plan

### 3 - 12

#### Actions

Behavior which includes but is not limited to

- Tardiness
- Attending class without appropriate materials
- Improper dress
- Cheating
- Disrespect to students
- Off limit parking
- Disruptive conduct in class or halls (yelling, playing, running)
- Littering or loitering in the halls
- Sleeping in class
- Taunting, teasing, picking, etc.
- No gum
- Other behavior deemed by the principal to fall under Level A

#### Consequences

Teacher's classroom discipline plan (assertive or other)

### Principals' List of Behaviors

#### Tardies

##### K - 2

Principal will determine.

##### 3 - 12

Tardies will be dealt with as follows. These procedures should be documented at each occurrence:

##### STEP 1

**1st Offense:** Warning

**2nd Offense:** Principal-Student-Parent Conference

**3rd Offense:** One-day suspension or corporal punishment

**4th Offense:** One-day suspension or corporal punishment

*Additional Tardies will be a continuation of 4th Offense.*

**NOTE** *For perfect attendance and exemptions, three tardies is considered one absence; therefore, a student who receives 3 tardies is not eligible to receive perfect attendance or be exempted from exams. (K-12)*

#### Improper Dress (K - 12)

**1st Offense:** Notify principal and contact parents

**2nd Offense:** One-day suspension or corporal punishment (Maximum penalty)

#### Cheating (K - 12)

**1st Offense:** Zero on test and notify the principal

**2nd Offense:** Zero on test and conference with principal for possible upgrade to Level B

#### Upgrade Level A to Level B

A student exhibits continuous misbehavior and consequences given by the classroom teacher have failed to correct the misbehavior. A conference with the principal will be held at which the principal will determine if an upgrade from Level A to Level B is appropriate. The teacher will submit a record of classroom management procedure for this student to the principal. (Form 3)

Principals' list of Level A behavior and a consistent series of consequences will be used by every teacher to correct this misbehavior. Other Level A behavior and consequences are posted and determined by the classroom teacher. Principals will exercise authority to designated Level A behavior or consequences whenever necessary.

Students who are suspended at the end of school will be required to take all exams on the last exam day. If suspended days exceed the number of days remaining in the school year, summer work days will be given. If work days are not completed, the student will begin the next school year in alternative school.

Parental contact must be a step in the teachers' assertive classroom discipline plan.

## LEVEL B

These behaviors are either (1) of a more serious nature than Level A misconduct or (2) Level A misconduct that, due to the frequency of the behavior or ineffectiveness of the teacher's action, have been upgraded from Level A. Misbehavior classified or upgraded to Level B requires intervention by the principal. Students exhibiting Level B behavior shall be referred to the office by teachers for administrative action and may result in the involvement of law enforcement authorities. Record of action is to be maintained. (Teachers submit Form 3) (Principals K-2 Form 1) (3-12 Form 2)

### K - 2

#### Actions

- Gambling
- Sexual Advances (improper touching)
- Destroying school property
- Spitting at, or on, someone
- Obscene gestures
- Profanity
- Indecent exposure
- Fighting
- Strong-arm tactics
- Theft
- Flagrant disregard of authority
- Other behavior deemed by principal to fall under Level B

#### Consequences

- 1st Offense:** Principal/parent/student conference and/or suspension/corporal punishment  
**2nd Offense:** One-day suspension or corporal punishment  
**3rd Offense:** One-day suspension or corporal punishment  
**4th Offense:** Two-day suspension  
**5th Offense:** Two-day suspension

### 3 - 12

#### Actions

The following offenses will result in automatic suspension. Corporal punishment is not an option for the following offenses:

- Igniting fireworks
- Water guns or toy gun or any liquid propulsion device
- Falsifying information, not giving correct name, etc.
- Petty theft (Less than \$50)
- Vandalism (Less than \$50)

Corporal punishment is an option for behavior which includes but is not limited to

- Profanity – spoken or written
- Gambling
- Improper driving on campus
- Refusing to take required test
- Improper gesture (obscene) directed at student
- Improper physical contact – kissing, embracing (hugging), holding hands
- Disrespect to teacher or staff
- Fireworks on campus (possession)
- Fighting - physical aggression with licks passed; provok-

ing a fight, verbal harassment, repeated taunting, encouraging people to fight. No less than one (1) day suspension or corporal punishment.

- Any student involved in fighting, promoting fighting, and/or congregating around a fight shall be subject to disciplinary action. Students that are congregating around a fight will be charged with encouraging a fight and will fall under the guidelines listed in level B of this handbook. Cameras and faculty members will be utilized to identify those watching a fight. Students should seek the nearest faculty member as quickly as possible when a fight begins and remove themselves from the situation entirely.
- Students will not be allowed to possess pagers, radios, tape players, cards, dice, lasers, electronic devices, cd's, players, permanent markers, etc. on their person.
- Gang-related activities (symbols, signs, etc.)
- Unauthorized use of computer equipment and internet services (minor infraction)
- Other behaviors deemed by the principal to fall under Level B

#### Consequences

- 1st Offense:** Parent or guardian conference and/or suspension, if required  
**2nd Offense:** One-day suspension or corporal punishment (1 point)  
**3rd Offense:** One-day suspension or corporal punishment (1 point)  
**4th Offense:** Two-day suspension  
**5th Offense:** Two-day suspension

**NOTE** Once a student is upgraded from a Level A to a Level B that student will remain on the Level B track regarding suspension and corporal punishment. Petty theft or vandalism damages must be paid.

A school board hearing may occur after an accumulation of 15 suspended days/points.

## LEVEL C

These behaviors are of a more serious nature than Level B. Students exhibiting Level C behavior shall be referred to the office by teachers for administrative action and may result in the involvement of law enforcement authorities. Record of action is to be maintained. (Teachers submit Form 3) (Principals K-2 Form 1) (3-12 Form 2)

### K - 2

#### Actions & Consequences

Principal will determine.

### 3 - 12

#### Actions

Behavior which includes but is not limited to

- Skipping class
- Out of designated area
- Refusing to take state tests
- Indecent exposure - yourself or another
- Possession of a chemical defense device such as mace
- Strong-arm tactics
- Theft (\$50 - \$299)
- Leaving campus without permission
- Flagrant disregard of authority (Extreme cases)
- Vandalism (\$50 or more) pay damage, plus suspension
- Inappropriate intentional physical sexual harassment
- Fighting - physical aggression requiring separation which may result in an injury that may require treatment and/or deemed of a serious nature by the principal
- Falsifying documentation turned into the school office.
- Unauthorized engaging of fire alarm (3 day suspension and 40 work hours)
- Unauthorized use of computer equipment and internet services (major infraction)
- Racial slurs with intent to cause emotional distress
- Smoking or possession of tobacco products
- Vaping or possession of vaping products
- Bullying/Cyberbullying
- Any social media/technology use deemed by the principal that causes a disruption during the school day.
- Other behavior deemed by the principal to fall under Level C

Proper law enforcement officials will be notified and charges may result.

#### Consequences

**1st Offense:** Three day in-school suspension and parent conference except for the following:

- Racial Slurs - may result in 3 days out-of-school suspension
- Level C Fight - 3 to 5 days out-of-school suspension as deemed by the principal.

**2nd Offense:** Same as 1st offense

**3rd Offense:** Same as 1st offense

A School Board hearing may occur after 15 suspended days/points.

## LEVEL D

- **Disruptive behavior** is defined as conduct that is so unruly, disruptive, or abusive that it seriously interferes with a school teacher's or administrator's ability to communicate with students in the classroom, with students' ability to learn, or with the operations of a school or school related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles, or at school related activities.
- **Habitually disruptive** student refers to the action of a student who has caused disruption in a classroom, on school property or vehicles, or at a school related activity on more than two (2) occasions during a school year and which was initiated by the student and required the attention of school personnel to deal with the disruption. No student shall be considered habitually disruptive before the development of a behavior modification plan by the principal, teacher, and parent.

### K - 2

#### Actions & Consequences

Principal will determine.

### 3 - 12

#### Actions

Behavior which includes but is not limited to

- Obscene gesture directed at teacher or staff.
- Foul, profane, obscene, threatening, defiant, or abusive language or action toward teachers or other school employees.
- Other behavior deemed by the principal to fall under Level D.

**Proper law enforcement officials will be called when necessary.**

#### Consequences

**1st Offense:** Three-day suspension and parent conference.

**2nd Offense:** Three-day suspension and a behavioral modification plan. A psychological evaluation will be performed on students younger than thirteen (13) years of age.

**3rd Offense:** Three-day suspension and may be placed in alternative school.

**NOTE** All suspensions will result in a parent/guardian contact upon the student's return to school.

MS School Safety Act of 2001 shall include policies and procedures recognizing the teacher as the authority in the classroom. Subject to the approval of the principal, a teacher may remove a disruptive student from the classroom to the office of the principal or assistant principal.

The behavior modification plan may include the following option: As an alternative to suspension, with the approval of the teacher and principal, the parent may attend class with the student for a specified period of time.

The IDEA and Section 504 would preempt and supersede any conflicting state law provisions.

## LEVEL E

These behaviors are of a more serious nature than Level D. Administrative action is required and proper and shall result in the involvement of local law enforcement authority or other agencies or organizations. Record of action is to be maintained. (Teachers submit Form 3) (Principals Form 2)

### Actions

State law states that 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, MS Code of 1972, shall be subject to automatic expulsion by the superintendent or principal from such school. Such expulsion shall take effect immediately subject to the constitution rights of due process. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion.

Level E behavior includes but is not limited to

The following acts of misconduct are considered major and the student will automatically receive Level E. The parent or guardian will be notified by certified letter and by telephone within twenty-four (24) hours. The discipline committee will determine the consequences. The parent or guardian may appeal the decision to the school board. "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from public or private school, college or university, whether the person is an adult or a minor.

1. Prescription drugs, illegal drugs, and/or alcohol
  - a. selling or distribution
  - b. unauthorized use
  - c. unauthorized possession
2. Arson (The willful and malicious burning of any part of a building or its contents)
3. Simple Assault or Battery upon a Walthall County School District employee (The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the doing of some act which creates a well-formed fear in the other person that violence is imminent; the actual unlawful and intentional touching or striking of a district employee against his or her will, or the intentional causing of bodily harm to district employee)
4. Aggravated assault upon a student by a student
5. Possession of Firearms or Other Deadly Weapons (A weapon is defined as any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge bomb, grenade, mine or powerful explosive on educational property. A weapon is further defined as any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property, and any imitation weapons.)

The Walthall County Board of Education recognizes that the possession of pistols, firearms or other weapons on school premises or at school functions by persons other

than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors and guests, and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons. In addition to Board decision, a report will be filed with youth court.

6. Students who cause, encourage or aid another individual to possess, use, or transfer a weapon or controlled substance
7. Bomb Threat (Any such communication directed at school district employee, shelter direct or indirect, which has the effect of interrupting the educational environment or creating a safety hazard or unsafe situation.)
8. Explosives (Preparing, possessing or igniting on school district property explosives likely to cause serious bodily injury or property damage.)
9. Sexual Acts (Acts of sexual nature including, but not limited to battery, intercourse, attempted rape or rape.)
10. Aggravated Battery (Intentionally causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.)
11. Inciting or Participating in Major Student Disorder (Leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.)
12. Theft or vandalism exceeding \$300, replacement cost plus. (Ref.: Code 37-111-19)
13. Breaking and entering, pay for damages plus
14. Possession and use of chemical weapon such as mace, pepper gas, etc.
15. Gang-related fights
16. Unauthorized use of computer equipment and internet services (extreme major infraction)
16. Any other offense which the principal may reasonably deem to fall within this category (Level E)

**For all Level E offenses, law enforcement authorities will be contacted and charges may result.**

### Consequences

1st Offense: Will be determined by discipline committee

**NOTE** The IDEA and Section 504 would preempt and supersede any conflicting state law provisions.

## ***Alcohol Use/Drug Abuse by Students***

Aware of the community problem of alcohol and drug abuse, the Board recognizes that the use of alcohol, narcotic drugs, depressants, and other controlled substances illegally and/or inappropriately constitutes a hazard to the positive development of students. Accordingly, the following measures shall be taken:

1. Programs may be established to bring about student awareness and understanding of the dangers inherent in the use of alcohol and controlled drugs; 37-13-37; 37-13-39; 37-13-41;
2. If needed, emergency health and safety care for those students under the active influence of drugs at schools or in connection with any school activity will be made available;
3. School officials will provide close cooperation with parents or guardians of students suspected to be illegally involved with controlled drugs. Parents shall be notified and a conference with them shall be arranged when suspicion of drug abuse in any form (use, possession, or distribution) appears sufficiently founded. This shall be a time when school officials may work with parents or guardians without involving law enforcement agencies and without taking disciplinary action;
4. The use, possession, or distribution of alcohol and illegal drugs on school property or in connection with any school activity is prohibited. Violation of this prohibition shall result in a parental conference. When violations involve controlled drugs, the police will be notified. The student will be suspended and may be recommended for expulsion. (Policy JCDAC) LEGAL REF.: Mississippi Code, as cited above.

## ***Carrying Weapons***

Students may not carry on school property a knife, blackjack, a metal pipe or pole, firearms or any other weapon, device, or object which may be used to inflict bodily harm, nor shall they carry or display a firearm in the area immediately adjacent to a school. LEGAL REF.: Tinker v. Des Moines, 393 U.S. 503 (1969); 37-7- 301 (3); 37-9-71

## ***Corporal Punishment***

As a matter of Board policy, reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the Board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment which are consistent with the following requirements:

1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences, and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
2. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and condition of the student; the type of instrument to be used; and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
3. Corporal Punishment in lieu of suspension is equivalent to points. These points are counted toward the accumulation of points/days for a school board hearing.
4. Corporal punishment will be witnessed by certified employee. Corporal punishment may be administered by the school

principal, assistant principal, or a teacher, and in the presence of another certified district employee. Corporal punishment shall be administered in the principal's office, or other such place out of view of other students, and designated by the principal. A maximum of five (5) licks will be applied. (Policy JDB)

## ***Detention of Students***

Students may be detained by teachers only when a definite and productive purpose may be achieved through its use. A teacher who wishes to detain a student outside school hours must notify the student's parent or guardian prior to the detention taking place. (Policy JDC)

LEGAL REF.: Tinker v. Des Moines, 393 U.S. 503 (1969)

## ***Interrogations & Searches by School Officials Searches***

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search a student's personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school. Dogs, metal detectors, and/or video cameras may be used by the Walthall County School System.

Lockers shall be opened or other searches conducted by not less than two members of the professional staff. (Policy JCDA)

## ***Interrogations***

School administrators and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist. (Policy JCAA)

LEGAL REF.: In re Gault, 87 S. Ct. 1428 (1967); Tinker v. Des Moines, 393 U.S. 503 (1969); Terry v. Ohio, 392 U.S. 1 (1968)

## ***Student Suspension***

The Board delegates to a principal, or his designee, the authority to suspend a student from school for violation of any school rule or for any other act of misconduct or insubordination for a period not exceeding nine (9) consecutive school days. Any suspension in excess of nine (9) days will be assigned by the superintendent with documentation provided by the principal.

Where the principal did not witness the misconduct or other violation, he shall make an investigation and gather the facts, making written notes.

Upon completing his investigation, he shall call the student before him and advise the student that he proposes to suspend the student for a specified number of days, not to exceed nine (9) consecutive days, advising him of the charges. If the student admits the charges, no further hearing is required. If the student denies the charges, the principal shall explain to the student the evidence known to school authorities and permit the student a reasonable opportunity to state his version of the facts. The principal need not call witnesses, either to sustain or oppose the charges, although he may do so if in his discretion he so desires.

Within twenty-four hours after a student has been suspended for a class or school, the principal shall notify, in writing, the parents or legal guardian of the student, giving the reasons for such suspension and setting a time and place for a conference with the parents or legal guardian to be held within three (3) days of the date of suspension. A copy of the letter shall be placed on file in the principal's office to be available to the superintendent and/or the Walthall County School Board.

Following the conference, the parents or legal guardian may appeal the suspension to the Board or its authorized agent.

If the immediate suspension of a student is necessary, prior

notice and a hearing are not required. However, the notice must follow within twenty-four (24) hours and the hearing within seventy-two (72) hours. Immediate suspension may be necessary in cases where the continued presence of the student will endanger life or property or materially disrupt the educational process.

If the superintendent deems the offense of such gravity as to require suspension for a longer period than nine (9) days (such as Level E offenses), he shall cause a written notice of the charges to be prepared, stating the time and place of the hearing, the names of the witnesses and a brief summary of the evidence relied upon, the punishment which the superintendent proposes to administer, and advise the student that he may request school authorities for the attendance of witnesses and/or the production of records and evidence. The School Board hearing will be held before the expiration of the suspension imposed by the superintendent.

Out-of-school suspension shall be construed to prohibit a student from entering the school, or school grounds, except for a prearranged conference with an administrator, attending any day or night school functions, or riding a bus.

Each school principal shall give written rules of conduct to all students each year. LEGAL REF.: Mississippi Code, k 37-7-30 (e) and (o); Goss v. Lopez, 565 U.S. 565 (1975); Tinker v. Des Moines, 393 U.S. 503 (1969)

### ***Student Expulsion***

The Board may expel a student for conduct that disrupts the educational process or endangers the health or safety of the student, his or her classmates, or school personnel.

Prior to final action, the Board and its administrators must follow the requirements of due process.

1. The district must forewarn the student of the type of conduct that will subject him or her to expulsion through written and posted rules and regulations.
  2. The district must give the student accused and his/her parent or guardian written notice of the charges against the student and the nature of the evidence supporting those charges.
  3. The district must inform the student in writing where and when the hearing will take place at least three (3) days prior to said hearing.
  4. The district shall inform the student of his or her procedural rights prior to the hearing.
  5. The Board shall conduct a hearing in accordance with the basic principles of due process. (Policy JDE)
- LEGAL REF.: Mississippi Code, 37-7-301 (e) and (o); *Linwood v. Board of Education*, 463 F. 2d 763 (7th Cir.); *Jackson v. Dorrier*, 424 F. 2d 213 (6th Cir. 1970); *Goss v. Lopez*, 419 U.S. 465 (1975); *Wood v. Strickland*, U.S. 95 S. Ct. 992 (1975); *Tinker v. Des Moines Community School District*, 393 U.S. 503 (1969)

Students suspended 9 days from the alternative school will be sent before the School Board for possible expulsion.

**If a student has been accepted into the Walthall County Youth Court Arbitration Program, participation in the program will be considered as an alternative to suspension/expulsion or other punishment by the school district and referral to the Youth Court. Students provided the opportunity to avoid suspension/expulsion or other punishment through participation in the Arbitration Program must successfully complete all program requirements or face the possibility of suspension/expulsion or other punishment by the school district and referral to the Youth Court as a consequence of failure.**

### ***Due Process***

When a student is confronted with disciplinary action, the Board and its administrators shall afford him or her the safeguards of due process as required by applicable law.

1. Parents and/or guardians of a student who may, or has been

suspended, dismissed, or expelled shall have the right to a due process hearing before the School Board of Education and shall be provided a proper form for requesting such a hearing.

2. Notices shall be given, pursuant to the requirements of the student handbook to parents and/or guardians of students who have been or may be suspended and/or expelled of the right to a due process hearing. The notice shall explicitly state the maximum disciplinary action which may be taken at that hearing.
3. A student advocate will be permitted to attend student suspension/expulsion hearings of the Walthall County School Board of Education at the option of the student and/or his or her parents/guardian(s), unless said persons are represented by counsel at the hearing.

In any case, the student must be made fully aware of his or her rights and must be given an opportunity to present his or her side of the case. (Policy JCAA) LEGAL REF.: Mississippi Code, 37-7-301(e); 37-9-71; and *Goss v. Lopez*, 419 U.S. 565 (1975); U.S. Constitution, Amendment XIV; *Wood v. Strickland*, U.S. 95 S. Ct. 992 (1975)

### ***Complaints & Grievances***

The Board realizes that there may be conditions in the school system that need improvement and that students should have some means to effectively express their concerns which will be considered and handled with fairness.

Student's complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate. Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parent or guardian to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
  2. If the matter remains unresolved, the student or his/her parent or guardian, or the teacher, may bring the matter to the principal's attention for his consideration and action;
  3. The student may also bring the matter to the class officers or the student council for possible presentation to the principal;
  4. If the matter is still unresolved, it may be brought to the superintendent for his consideration;
  5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board.
- (Policy KL-R) LEGAL REF.: 1972 Education Amendments, Title IX; 45 CFR Part 86; 1964 Civil Rights Act, Title VI 1973 Rehabilitation Act Section 504; 45 CFR Part 84

### ***Hearing Procedure***

Students who are suspended or expelled from school have the right to appeal such action to the Board provided they follow the proper procedure. In the case of suspension, notice, in writing, shall be sent to the parent or legal guardian giving reason for such suspension and setting a time and place when the administrator shall be available for a conference with the parents or guardian. The conference will be set within three days of the suspension. After the conference, the parent or guardian may appeal the suspension to the Board or its authorized agent.

In the event a principal recommends to the Board of Education that a pupil be expelled, the parent or legal guardian will be notified, in writing, of the time and place of a hearing either before the Board or a person or committee designated by the Board. At the hearing, the parent or legal guardian shall have the right to legal counsel and to all other legal rights. If the hearing is held by any authority other than the Board, the right to appeal the decision to the Board is reserved to either party. The hearing shall take place within fifteen days of written notification at a time and place designated by the Board, and a decision shall be rendered within ten days of the hearing. The action of the Board

may be appealed to the proper court.

Hearings for students will be confidential, and the student may be represented by legal counsel and by parent or legal guardian. (Policy JCAA) LEGAL REF.: Tinker v. Des Moines, 393 U.S. 503 (1969); Goss v. Lopez, 491 U.S. (1975)

### **Bus Conduct**

Eligible students will be given the following school bus rules and regulations at the beginning of the school year.

Student cooperation is imperative. Students who do not conduct themselves properly as set forth in the rules and regulations will not be allowed to ride the bus. Severe student behavior on the bus can also result in suspension or other disciplinary action.

The school bus driver is responsible to the school district to maintain student order and to insure maximum safety at all times. Therefore, he is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus.

The school principal will be responsible for disciplining students reported to him by the driver. Questions and inquiries regarding discipline should be directed to the school principal.

If students arrive at school prior to 7:30 A.M., it is the parent or guardian's responsibility to insure that school personnel are present and aware that the child is on the school campus.

School buses are not to unload students prior to 7:30 A.M.

Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Director.

**RULES AND REGULATIONS OF THE STATE BOARD OF EDUCATION GOVERNING CONDUCT UPON PUBLIC SCHOOL BUSES AS AUTHORIZED BY SECTION 37-41-1, Mississippi Code 1972, AS AMENDED**

It shall 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 State Board of Education and by rules and regulations adopted by the boards of the respective school districts. (Policy JCDAD)

Pupils while riding a school bus shall not

1. Smoke or use intoxicants
2. Fight or tussle
3. Strike or threaten bus driver
4. Use profane language or make vulgar gestures
5. Carry deadly weapons
6. Make excessive noise
7. Throw objects
8. Commit any other act of improper conduct

### **Instructions to Pupils who Ride School Buses**

#### **Loading and Unloading**

1. Be at your assigned loading zone on time.
2. Exercise extreme caution getting to & from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to complete stop before trying to load & unload.
10. Use the hand rail while getting on and off the bus.
11. If possible, wear white or light colored clothing or carry a

flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.

12. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately ten feet ahead of the bumper.

#### **While on the Bus**

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, large articles, weapons).
5. Do not smoke or use profane language.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver and safety patrol.

REF: Pupil Transportation Guide, 1988

### **Discipline on School Buses**

When a fight or any other incident that may require disciplinary action occurs on a school bus, the bus driver will complete and sign a "Bus Conduct Report" and turn it in to appropriate principal at the first opportunity.

The principal will complete and sign the report and maintain the form for future reference. Bus drivers are cautioned to report all students involved in the incident. Principals, together with the transportation director, will investigate each incident thoroughly. When the investigation is complete, principals will deal firmly and quickly with offenders on an equal basis and notify the transportation director and parents of reason and period of time the child is denied privileges to ride the bus.

The Board recognizes the need for the utmost care in providing a safe, comfortable, and cost-effective transportation system for all students.

This Board authorizes the following actions for fighting, abuse of other students or driver, or violation of safety procedures.

Routinely, the principal is responsible for the discipline of students for infractions that occur on a school bus. However, if timing, infraction or other conditions warrant, the transportation director and/or superintendent may cause the removal of student from a bus in accordance with the guidelines outlined above.

Action taken under the school bus section of this policy is in addition to any other discipline action authorized in other board policies, such as the student discipline section of this policy.

#### **Grades K-2**

Students in these grades will be disciplined by the principal; withholding bus riding privilege is an option.

#### **Grades 3 - 12**

##### **Minor Infractions**

Minor infractions will result in a conference between the principal, student, and bus driver, with parents being notified by the principal.

##### **Major Infractions**

Major infractions may result in bus privileges being denied for the year. Fights or any other major disruption deemed by the principal will result in no less than 45 days off the school bus.

#### **Disciplinary Actions for Minor & Major Infractions Listed Below**

- 1st Offense:** Three (3) days removal of student from bus (grades 3-12)
- 2nd Offense:** Five (5) days removal of student from bus (grades 3-12)
- 3rd Offense:** Removal of student from bus remainder of school year (grades 3-12)

# Student Technology Handbook

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## Walthall County School District 1:1 Device Program

The mission of the 1to1 program in the Walthall County School District (WCSD) is to create a collaborative and equitable learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The Walthall County School District will establish collaborative professional learning communities based on integrative professional development for teachers, so that this program will enhance classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, Walthall County School District staff and community members will all play key roles in the development of effective and high quality educational experiences.

### Device Purpose

The Walthall County School District is supplying each student with a device. This device is property of the Walthall County School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The device allows student access to Google Apps for Education, educational webbased tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing.

### RECEIVING YOUR DEVICE:

#### District Owned/Issued Device

Devices will be distributed during registration at the beginning of the school year. Parents/Guardians and students MUST sign and return the WCSD Device Agreement before the device will be issued to the student/students. This Technology Handbook outlines the procedures and policies for families to protect the device investment for the Walthall County School District. Devices will be collected at the end of each school year.

#### **Probationary Student Privileges**

To protect the assets of the Walthall County School District, identified students will be required to turn in their device to their teacher at the end of the instructional day for a period of two weeks unless otherwise specified in the Acceptable Use Policy.

Students who will be included as probationary will be the following:

- All newly arriving students to the Walthall County School District (Students who were not enrolled in the district at the end of the previous semester)

- Students with poor attendance records (Students who have 10 absences in 3 or more class periods during the present or previous semester)
- Students who have violated the Acceptable Use Policy during the current or previous semester

### RETURNING YOUR DEVICE:

All district owned device must be returned following the guidelines posted in respective buildings.

- Students leaving the Walthall County School District must return district owned devices to the designated technology support person at their respective school.
- Any device not returned will be considered as stolen property and law enforcement agencies will be notified.

### TAKING CARE OF YOUR DEVICE:

Students are responsible for the general care of the devices they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the designated technology support person of the school of attendance as soon as possible so that they can be taken care of properly. Do not take devices owned by the Walthall County School District to an outside computer service for any type of repairs or maintenance.

### 1. General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never transport your device with the power cord and/or headphones or earbuds plugged in. Never store your device in your carry case or backpack while plugged in.
- Students should never carry their device while the screen is open.
- Devices must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the devices.
- Vents CANNOT be covered.
- Devices must have a Walthall County School District tag on them at all times and this tag must not be removed or altered in any way. The removal of tags will result in disciplinary action with the student handbook and other applicable District policies.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged devices for use each school day.
- If your device is in need of repair, please bring it to the building designated technology support person as soon as possible.

### 2. Carrying Devices

- Transport devices with care.
- Device lids should always be closed and tightly secured when moving.
- Never move a device by lifting from the screen. Always support a device from its bottom with lid closed.
- Use of the protective case provided by the Walthall County School District is required.

### 3. Screen Care

**The Device screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the device when it is closed.
- Do not store the device with the screen in the open position.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth.
- Be cautious when using any cleaning solvents some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

### USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day.

In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device.

Students must be responsible to bring their devices to all classes, unless specifically advised not to do so by their teacher(s).

Students are required to carry their devices at all times while at school.

### 1. Devices left at home

- If parent/guardian is unable to bring the device to school, the student will have the opportunity to use a loaner device from the classroom teacher if one is available.
- Repeat violations of this policy will result in loss of take home privileges.

### 2. Devices under repair

- Loaner Devices will be issued to students when they leave their devices for repair.
- Students using loaner devices will be responsible for any damages incurred while in the student's possession. Student will pay full replacement cost if the device is lost or stolen.

### 3. Charging your Device

- Devices must be brought to school each day fully charged.
- Students need to charge their devices each evening.
- Repeat violations of this policy will result in loss of take home privileges.

### 4. Backgrounds and Password

- Guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures may not be used as a screensaver or background. Use of these types of media will result in disciplinary action.
- Take care to protect your password. Do not share your password.

### 5. Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

### 6. Printing

- Digital sharing of documents is encouraged. Printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

### 7. Account Access

- Students will only be able to login using the wcsd.k12.ms.us account.

### MANAGING & SAVING YOUR DIGITAL WORK WITH A DEVICE

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents and other files in the cloud.
- With a wireless Internet connection, you can access your documents and files from any device, anywhere and at any time.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the Walthall County School District, or graduating, students who want to save any of their work to a personal Gmail account.
- Graduating Seniors will have until July 1 to transfer data. On July 1, all graduates' and completers' accounts will be deleted.

### OPERATING SYSTEM ON YOUR DEVICE

#### 1. Updating your Device

- When a device starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. Weekly checks should be performed to ensure the device is running the current version of the Chrome operating system.

## 2. Virus Protections & Additional Software

- With defenseindepth technology, the device is built with layers of protection against malware and security attacks.
- All files must be stored in Google drive, so there's no need to worry about lost homework.

## 3. Procedures for Restoring your Device

- If your device needs technical support for the operating system, all operating system restorations will be handled by the technology department.

### RESPONSIBLE USE

Responsible use guidelines for internet, electronic media, and communication apply to all Walthall County School District devices. These guidelines shall be adhered to by all students, faculty, staff, and administration.

#### 1. General Guidelines

- Devices are in compliance with the Children's Internet Protection Act (CIPA).
- Devices and/or district owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to material classified as pornography, obscene, or harmful to minors.
- The display of any kind of sexually explicit image or document on any WCSD system is a violation of state and federal law. Explicit depictions of or electronic transmission of explicit depictions of minors is a federal offense. Authorities will be notified immediately if district personnel become aware of the possession or transmission of explicit depictions of minors. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Walthall County School District.
- WCSD reserves the right to block any sites that WCSD, in its sole discretion, determines to be objectionable or inappropriate.
- Students are responsible for their ethical and educational use of the technology resources of the Walthall County School District.
- Access to the Walthall County School District technology resources is a privilege and not a right. Each employee, student and/or parent is required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software such as viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and result in disciplinary action in accordance with the student handbook and other applicable District policies.
- No employee or student may use WCSD internet facilities or devices to download or distribute pirated software or data.
- No employee or student may use the WCSD internet facilities or devices to propagate any virus, worm, Trojan horse or trapdoor program code.
- Each employee or student using the WCSD internet

facilities shall identify himself or herself honestly, accurately and completely, when setting up accounts on outside computer systems.

#### 2. Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all device equipment is the property of the Walthall County School District.
- If you inadvertently, regardless of whether that site had been previously deemed acceptable by any screening or rating program, access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report the site to your teacher or other school personnel.
- Employees are reminded that it is inappropriate to reveal confidential information, and any other material covered by the Family Educational Rights and Privacy Act. Employees releasing such confidential information, whether or not the release is inadvertent, will be subject to the penalties provided in existing WCSD policies and procedures.

#### 3. Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Board policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution and/or disciplinary action by the Walthall County School District.
- The WCSD retains the copyright to any material posted on the internet and/or network by any employee and/or student in the course of his or her duties or required coursework.
- **CYBER BULLYING IS A VIOLATION OF DISTRICT POLICY AND STATE LAW AND WILL NOT BE TOLERATED!** Please report any cyber bullying activity to the school and/or district administration immediately.

#### 4. Email and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, or abusive.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/ received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

#### 5. Consequences

- The student, in whose name a system account and/or device hardware is issued, will be responsible at all times for its appropriate use.
- Noncompliance with District policies, including those contained in this Handbook, will result in disciplinary action.

- Electronic mail, network usage, and all stored files and the device itself shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- The Walthall County School District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

#### 6. At Home Use

- The use of devices at home is encouraged.
- Device care at home is as important as in school, please refer to the care section.
- Transport your device in the school district provided case.
- School district supplied filtering will be provided for use with devices outside of school district buildings.
- All Walthall County School District Acceptable Use Policies are to be followed at home while using a WCSD owned device.

### PROTECTING & STORING YOUR DEVICE

#### 1. Device Identification

Student Devices will be labeled in the manner specified by the Walthall County School District. Devices can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Devices are the responsibility of the student. Take good care of it!

#### 2. Account Security

- Students are required to use their wcsd.k12.ms.us domain user IDs and passwords to protect their accounts and are required to keep those passwords confidential.

#### 3. Storing Your Device

- Students in grades (912) are encouraged to take their devices home every day after school, regardless of whether or not they are needed.
- Devices should not be stored in a vehicle for security and temperature control measures.

#### 4. Devices Left in Unsupervised Areas

- Under no circumstances should devices be left in an unsupervised area.
- Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, computer labs, unlocked classrooms, and hallways.
- If an unsupervised device is found, notify a staff member immediately.
- Unsupervised devices will be confiscated by staff. Disciplinary action may be taken for leaving your device in an unsupervised location.

### REPAIRING/REPLACING YOUR DEVICE

**As this time, student chromebooks are under a three-year break/fix insurance policy; therefore, parents are not responsible for repairable damages. Parents/guardians are responsible for lost or stolen devices, chargers, and cases.**

#### 1. Device Repair Costs (If device does not have insurance)

- First damage occurrence: Fair market value to repair or replace the device.
- Second damage occurrence: Fair market value to repair or replace the device and possible loss of take home privileges.
- Third damage occurrence: Fair market value to repair or replace the device and loss of take home privileges.
- Fourth damage occurrence: Fair market value to repair or replace the device.
- Lost or Stolen: Fair market value to replace the device.

A police report is required if stolen.

#### 2. Fair Market Value:

The Walthall County School District determines fair market value using the following formula:

1st Year.....	Replacement cost
2nd Year .....	80% cost of device
3rd Year.....	60% cost of device
4th Year.....	40% cost of device
5th Year or older.....	20% cost of device

Power Adapter + Cord.....\$25.00

District Assigned Case.....\$25.00

The Walthall County School District reserves the right to charge for the entire replacement cost if negligence is determined.

### DEVICE TECHNICAL SUPPORT

Technical support will be available in the WCSD through the Technology Department. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner devices
- ALL REPAIRS must be completed by WCSD TECHNOLOGY Department

### DEVICE FAQ's

#### Q. What is a Device?

A. Devices are mobile devices designed specifically for cloud computing. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to WiFi, the device is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience, without all the time-consuming, often confusing, high level of maintenance required by typical computers.

#### Q. How are Devices managed?

A. Each device we provide to students will be a managed device. Members of Walthall County School District's Technology Department. will maintain devices through the G Suite for Education console. As such, the school can preinstall web applications as well as block specific web applications from a centralized management console.

#### Q. Can the Device be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web.

B. Users can complete some tasks in an "offline" mode.

#### Q. Do Devices come with Internet Filtering Software?

A. Yes. Devices will come with internet filtering software.

#### Q. Battery life?

A. Devices have a rated battery life of 6.5 hours. However, we do expect for students to charge them each evening to ensure maximum performance during the school day.

### VIDEO/AUDIO CONFERENCING

- During video/audio conferences, students and sometimes members of the student's household may be visible/audible to other participants (students and RSCD staff) in the conference session using available technology. It is also possible that others in the participant's household may see or hear the participants.
- The video conferencing may take place via Zoom or some other platform or service.
- WCSD, its officers, agents, employees, students, assigns, and licensees (collectively referred to as "WCSD") is not responsible or liable for the content of the communications delivered via video conference. Further, WCSD makes no promises or guarantees as to

the availability, quality, or security of the video conferencing service or the content delivered.

- Participation in the video conferences is strictly voluntary.
- In the course of the video conference, WCSD may collect information about the Student, including but not limited to name.
- WCSD may in its sole discretion, but is not required to, record any such video conferences.
- WCSD has the absolute right, permission, and license to record Student's likeness and/or voice as used in any video conference with still photography, film, videotape, digital recording or storage device and to edit such still photographs, film, videotape, or digital files at WCSD's discretion, and to use, reproduce, display, and/or distribute, and/or to make derivative works from any of them for educational purposes.

Video/Audio Conferencing consent by parents/guardians waive any right to inspect or to approve the still photographs, films, videotapes, digital files or presentations or the editorial or printed matter that may be used in conjunction therewith. It further waives any claim that they have or may have with respect to the eventual use to which any of the aforementioned materials are or may be applied. Such still photographs, films, videotapes, or digital files may be used at WCSD's sole discretion, with or without student's name, alone or in conjunction with any other material of any kind or nature.

The parental consent and release is intended to be as broad and inclusive as is permitted by the laws of the State of Mississippi and any applicable federal law, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

### **Distance Learning Responsibilities**

Student Expectations:

- Students will use proper and polite language when communicating with teachers and classmates.
- Students will continue to follow the rules outlined in the WCSD Student Handbook.
- Students will be respectful of their teacher's time and work to the best of their ability while meeting with their teacher.
- Students will respect the digital privacy of themselves and others.
- Students must be appropriately dressed while participating in video conferencing.
- Students must be seated at a table/counter with minimal distractions in the background (no lying in bed, on the couch, etc.)
- Students must stay muted until the teacher chooses to unmute them.
- Students must follow any other guidelines during video/audio conferencing set forth by his/her teacher.

Parents:

- Parents or caretakers will assist students with the distance learning platform determined most appropriate during the session.
- Parents or caretakers will assist students with finding a quiet place in the home for students to work with teachers with minimal distractions.
- Parents understand that teachers are instructed to record all of their scheduled video/audio conference sessions
- For the duration of any video/audio conference, regular school rules and consequences will apply. In the event of inappropriate behavior, a student may be removed from a conference or future conferences and disciplinary action may be taken.

- Parents will provide consent via email to accept the terms of the distance learning agreement, and may revoke their consent at any time.

## **Technology Acceptable Use Policy (AUP)**

### **INTERNET ACCESS**

Walthall County School District (WCSD) provides the privilege of internet access to district faculty, staff, students, and official guests. Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Walthall County School District, its officers, Board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the WCSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions.

WCSD will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through any WCSD user's internet account.

Access will be restricted as required to comply with the Children's Internet Protection Act. Web browsing may be monitored and records retained to ensure compliance.

Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit an unblock request through the filtering system.

Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the internet is at the user's own risk. Walthall County School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the internet.

### **WCSD NETWORK RULES**

•The person to whom a WCSD network account is issued is responsible at all times for its proper use.

•Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with WCSD and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law.

•Any district employee who uses the WCSD network inappropriately is subject to disciplinary action, including dismissal.

•Under no conditions should a WCSD network user give their password information to another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them.

•Schools may supplement any provisions of the Walthall County School District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the WCSD AUP.

•Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.

•Any non-standard software that is needed to perform a specific job function shall be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it will be disabled.

### **ACCEPTABLE USES OF TECHNOLOGY (not all inclusive)**

A responsible user of the technology will:

- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.

- Treat school resources carefully and alert staff if there is any problem with their operation.

- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

- Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.

- Use district technologies at appropriate times, in approved places, for educational pursuits.

- This is not intended to be an exhaustive list. Users should use their own good judgment when using WCSD technology.

#### **UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)**

A responsible user of the technology will NOT:

- Violate any state and/or federal law (i.e., copyright laws).
- Use profanity, obscenity, or other language that may be offensive to others.

- Make personal attacks on other people, organizations, religions, or ethnicities.

- Create, access, download, store, or print files, images, or messages that are sexually explicit, obscene, or that offend or degrade others. The WCSD administration invokes its discretionary rights to determine such suitability.

- Disrespect the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.

- Transmit student information without the written permission of the parent/guardian.

- Forward personal communications without the author's prior consent.

- Use the WCSD internet for commercial purposes, for financial gain, for personal business, to produce advertisement, for business service endorsement, or for religious or political lobbying.

- Destroy or alter the files of another user.

- View, take or delete the files of another user.

#### **USE OF OUTSIDE EMAIL CLIENTS & STIPULATIONS FOR USING DISTRICT EMAIL CLIENT AS DISTRICT REPRESENTATIVE (Teachers, Administrators, Managers, etc.)**

Use of personal "internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" internet service providers is allowed.

The Walthall County School District does not block use of internet mail accounts, but any "OFFICIAL" communications, e.g., teacher to parent, teacher to student, staff to staff, must be via the district's e-mail system. This includes but is not limited to teachers who guide extracurricular activities such as clubs, choirs, bands and athletics.

Employees and students are to use the district email account for educational purposes or district business only. Providing the district email address to anyone for other purposes, such as using it as return address for a non-business related web site for the purpose of limiting SPAM in one's personal email account, is prohibited.

#### **FILTERING**

An internet filter is in place for Walthall County School District. This filter is a critical component of the WCSD network aiding the district's compliance with The Children's Internet Protection Act (CIPA) allowing valuable online internet access while restricting access to specific unwanted material in the following categories including but not limited to: Pornography, Gambling, Illegal Drugs, .....Online Merchandising, Hate Speech, Criminal Skills, Alternative Journals, Other Undesirable Content

This filter is updated multiple times daily. Filtering is not a 100% accurate way of preventing access to inappropriate sites. Inappropriate sites are added to the internet daily. Every effort is made by the district to ensure that students do not access inappropriate material.

Attempts to bypass the school internet filters are in violation of this acceptable use policy and will be subject to disciplinary action including denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school's disciplinary policy, and state or Federal law.

#### **WORKSTATION MONITORING**

All data transferred and/or transmitted over the WCSD network may be monitored at any time. The district user sending any data or receiving solicited data, in violation of any established policy may be held liable for the data. Legal authorities shall be notified if the activity is in violation of local, state or Federal laws.

Any data stored on district owned equipment or in G Suite for education cloud storage for WCSD accounts is the property of the WCSD and may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E- mail, text documents, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the administration of the school.

#### **TECHNOLOGIES COVERED**

WCSD may provide access to the internet, a desktop or mobile computer, other computing devices, videoconferencing equipment, email, and many other technology-related equipment and capabilities.

The Acceptable Use Policy applies to district-owned technology equipment utilizing the WCSD network, the WCSD internet connection, and/or private networks/internet connections accessed from district-owned devices at any time.

This AUP also applies to privately-owned devices accessing the WCSD network, the WCSD internet connection, and/or private networks/internet connections while on school property or participating in school functions or events off campus.

This document covers all currently available technologies as well as those implemented in the future.

#### **EMAIL**

Employee and student WCSD email is the property of WCSD. It is the responsibility of the employee and student to maintain this email account appropriately. Employees are not to use their district email account for personal communications.

Google Apps for Education (GAFE) is an important tool utilized by teachers and students. GAFE may include the use of a district student email account which is managed by the school. The use of GAFE is governed by the district's Technology Acceptable Use Policy.

#### **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the WCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or other device they are using might be infected with malicious software, they should alert the technology department immediately. Users should not attempt to remove the malicious software themselves.

#### **ONLINE ETIQUETTE**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that, among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the

user never intended.

### **PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the internet should be appropriately cited, giving credit to the original author.

### **PERSONAL SAFETY**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks and should carefully safeguard their personal information and that of others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, or parent if using the device at home).

### **CYBER BULLYING**

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users shall not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create a hostile school environment for the targeted individual.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities may be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

### **SOCIAL MEDIA**

The Walthall County School District has a policy that addresses Social Media, which applies to all employees and students. By signing the Acceptable Use Policy, users are acknowledging they have read and agree to abide by the Social Media guidelines. See WCSD Policy GABBA Social Media.

### **LIMITATION OF LIABILITY**

WCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While WCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

WCSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the WCSD network.

The nature of the internet filter is that all web traffic may be viewable by the filtering company. We whitelist local and national banks, but make no guarantee that the bank being used is whitelisted.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the Walthall County School District's Acceptable Use Policy before internet or network access will be allowed. (I)-R)

## **INTERNET SAFETY AND CYBER BULLYING POLICY**

It is the policy of Walthall County School District to:

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

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

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

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

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

### **Inappropriate Network Usage**

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

Prevention of inappropriate network usage includes:

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

### **Education, Supervision and Monitoring**

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives. The Walthall County School District or designated representatives will provide age-appropriate training for students who use the Walthall County School District internet facilities. The training provided will be designed to promote the Walthall County School District's commitment to:

- a) The standards and acceptable use of internet services as set forth in the Walthall County School District's Internet Safety Policy;
- b) Student safety with regard to:
  - Safety on the Internet;
  - Appropriate behavior while on online, on social networking web sites, and in chat rooms; and
  - Cyberbullying awareness and response.
- c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the appropriate personnel will document that the student has received the training.

LEGAL REFERENCE: USAC; CHILDRENS INTERNET PROTECTION ACT

