



# Winona Secondary School

## **Student Handbook 2022-2023**

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**Donna Bishop**

**Principal**

**Michael Guttuso**

**Assistant Principal**

**Philip Harville**

**Assistant Principal**

**Veronica Helms**

**Director, Winona Career and Technical Center**



**Winona-Montgomery Consolidated School District**

**Working Together, Moving Forward, Creating Opportunities for  
Student Success and Dynamic Futures**

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Mr. Jeff Davis, Transportation Director  
Mr. Wesley King, Technology Director  
Mrs. Veronica Helms, Athletic Director  
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2022-2023 WMCS D Board of Trustees

President - Jill White  
Vice-President - Nora Dunn  
Secretary - Brandye Brannon  
Member - Chase Denoon  
Member - Dr. Katherine Hughes

**Principal's Message**

*Welcome to the 2022-2023 Academic Year at Winona Secondary School! I hope that you are excited about the opportunities that lie ahead of you this year. Our job as the WSS administration, faculty and staff is to serve as guides, mentors, and leaders who will help you along the way. Together, we will have fun, learn from and with each other, change each other's lives, and make our school and community even better. You, as the student, play a vital role in creating a positive and safe environment in which to live and learn. Please let us know how we may assist you. I wish you the very best on your journey to a high school diploma!*

*Sincerely,*

*Donna Bishop*

### **Mission Statement**

The Winona Secondary School's mission is to provide, in a safe and challenging environment, the diversified educational experience by which all students may develop into citizens equipped to make responsible choices and significant contributions in the global society of the 21st century.

### **Beliefs**

- Learning is the chief priority for the school.
- All students can learn.
- Students learn best when they are actively engaged in an appropriate, meaningful, challenging learning process.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- The cultural diversity of students should be recognized and appreciated.
- Students learn in different ways and should be provided with a variety of instructional approaches to support and accommodate individual learning styles and needs, including, but not limited to, the needs of exceptional students (e.g. special education, limited English proficiency, talented and gifted, etc.).
- Students need to demonstrate not only essential knowledge and skills, but also the ability to solve problems and produce quality work.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement of the expectations for their learning.
- A safe, orderly, well-disciplined environment promotes student learning.
- Students, teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

### **Accreditation**

The Winona-Montgomery Consolidated School District Schools are accredited by the Mississippi Commission on School Accreditation.

### **Non-Discrimination Policy**

The Winona-Montgomery Consolidated School District does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits. Rana Mitchell, Assistant Superintendent/504/ADA Coordinator/Title IX Coordinator, 218 Fairground, Winona, MS 38967, 662-283-3731, has been designated to handle inquiries and complaints regarding the non-discrimination policies of the Winona-Montgomery Consolidated School District. The Winona-Montgomery Consolidated School District is an equal employment employer.

### **The School Board**

The governing body of the Winona-Montgomery Consolidated School District is the Winona- Montgomery Consolidated School District Board of Trustees whose duties include establishing policy for the school district. This board has discretionary judgment concerning each policy related to the school district and reserves the right to alter any policy they deem necessary or make exceptions to any policy when it is in the best interest of a student.

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## Winona Secondary School

### Regular Bell Schedule 2022-2023

7:15	Students may Enter the Building
7:40	1 <sup>st</sup> Bell
7:45-8:40	1 <sup>st</sup> Period
8:43-9:36	2 <sup>nd</sup> Period
9:39-10:32	3 <sup>rd</sup> Period
10:35-11:28	4 <sup>th</sup> Period
11:28-12:58 11:31 Tardy Bell	5 <sup>th</sup> Period & Lunch 1 <sup>st</sup> Lunch 11:28-11:53  2 <sup>nd</sup> Lunch 12:00-12:25  3 <sup>rd</sup> Lunch 12:33-12:58
1:01-1:54	6 <sup>th</sup> Period
1:57-2:49	7 <sup>th</sup> Period

### Pep Rally Bell Schedule 2022-2023

7:15	Students may Enter the Building
7:40	1 <sup>st</sup> Bell
7:45-8:40	1 <sup>st</sup> Period
8:43-9:32	2 <sup>nd</sup> Period
9:35-10:24	3 <sup>rd</sup> Period
10:27-11:17	4 <sup>th</sup> Period
11:17-12:35 11:20 Tardy Bell	5 <sup>th</sup> Period & Lunch 1 <sup>st</sup> Lunch 11:17-11:42  2 <sup>nd</sup> Lunch 11:44-12:08  3 <sup>rd</sup> Lunch 12:10-12:35
12:38-1:27	6 <sup>th</sup> Period

1:30-2:20	7 <sup>th</sup> Period (2:20-2:49 Pep Rally)
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### **Breakfast/Lunch Procedures**

- Students will go to the cafeteria to eat breakfast before going to their 1st period class. No food will be taken from the cafeteria and no outside food will be brought into any of the buildings for breakfast, including the cafeteria.
- The cafeteria breakfast line will close at 7:40 A.M. to ensure all students arrive at class on time. Noone will be admitted into the cafeteria after 7:40 A.M.
- Teachers will orientate students about proper conduct while in the cafeteria and in the outside eating picnic area. This should include procedures for excessive noise, table manners, proper disposal of trays, locations to sit, walking to and from the cafeteria, , etc. These procedures will be taught the first week of school and will therefore be expected to be followed after they are taught.
- All students must accompany their class to lunch whether they plan to eat or not. No student has permission to go to any other place on campus during their lunch time.
- Bells will dismiss students from the cafeteria at the assigned times. Students are to go straight to and from the cafeterra according to the bell schedule. It is important that each class take only the scheduled time period for lunch. Teachers are not authorized to give their class or individual students extra time. Any student who is late returning to class will be dealt with according to routine tardy/truancy policy, unless prior approval has been given by the teacher to accommodate an emergency.
- Each teacher on duty is responsible for supervising students at all times during the lunch period.
- No competitive food items may be sold on campus or consumed in the cafeteria one hour prior or during the lunch period.
- Students are not allowed to use the microwaves or ice machine in the cafeteria.
- No student is allowed to remain in the classroom, supervised or unsupervised, during the lunch time.
- Cell phones, Smart Watches, chromebooks and any other electronic devices are not permitted at lunch.
- Water will be provided in coolers for students to access as well during lunch.
- No food deliveries (including Door Dash) will be accepted for students. Any student receiving food deliveries over any fences on campus will be disciplined.
- Water in water bottles is the only thing allowed in the classrooms. Carbonated drinks nor coffee are allowed in the cafeteria or in classrooms for students during the school day.

### **Academic Exemptions**

- Grades 7-12 students may be exempted from their final exam in a subject with the appropriate average and number of absences. No other exemptions will be allowed. Absences are counted by class period. School related activities are not considered absences.
  - ☐ Students may be exempt from final exams in 1 credit courses with yearly average of:
    - Perfect Attendance and a "C" average (72-79)
    - 80-89 No more than 3 absences
    - 90-100 No more than 6 absences:
  - ☐ Students may be exempt from final exams in 1½ credit courses with yearly average of:
    - Perfect Attendance and a "C" average (72-79)
    - 80-89 No more than 2 absences
    - 90-100 No more than 3 absences
  - ☐ Any student who scored Advanced or Proficient on the prior year's state test may be awarded two (2) additional absences towards the exemption policy

- ☐ Any student who scores a composite score 20 or above on the ACT may be awarded two (2) additional absences towards the exemption policy
- ☐ Any student who is present every school day in October and November will receive two (2) additional absences towards the exemption policy.

**\*NOTE: Any student may choose to take the exam upon request regardless of exemption status.\***

### **Achievement Day Awards**

- **Academic Award-** These awards are chosen by the subject area teachers. Selection is based on the highest scholastic average and ability to master subject area content.
- **Beta Award-** Recipients must be active members of the Beta Club. Awards are presented in grades 9 - 12 to the student having the highest academic average for the school year.
- **Scholar Award-** Students receiving this award must have no grade on the report card lower than 90 for the first semester average and third nine -week period.
- **Presidential Academic Fitness Award-** This award is presented in grades 6, 8, and 12. Students must have a cumulative average of 90 for grades 7 and 8 and 90 for grades 9- 12.
- **Star Student Award-** The Star Student is a graduating senior who has an ACT score of 25 or above and a minimum GPA of 93. The ACT must have been taken prior to December 31st, and only ACT scores on file in the high school office may be considered. Academic grades from grades 10 - 12 may be used to determine the average. Only the following subject areas may be used: English, foreign language, mathematics, science, and social sciences.

### **Activities and Clubs/Organizations**

The district offers football, baseball, basketball, track, softball, soccer, tennis, volleyball, cross country, archery, dance, cheer, band, and choral. Athletes and coaches will comply with the current rules and regulations of the Mississippi High School Activities Association.

Upon entering the 9th grade for the first time, a student shall be eligible for competition on high school athletic/activity teams for four consecutive years if they meet MHSAA eligibility requirements. A separate activities handbook with more in depth rules and regulations will be given to those WSS students participating in said activities and athletics.

WSS Clubs/Organizations offered are the Skills USA, HOSA, Technology Student Association, Educators Rising, National Art Honor Society, Student Council, Mu Alpha Theta, Beta Club, Fellowship of Christian Athletes, and Super Scholars. Membership requirements will be given by the club/organization sponsors at enrollment times.

### **Admissions:**

The Winona-Montgomery Consolidated School District strives to provide a quality educational program for all students living within the school district and attending the public schools. A free and appropriate education is provided for students between the age of five (5) and twenty-one (21). In accordance with state law and local school board policy, the following procedures are required for students to enroll in Winona-Montgomery Consolidated School District.

#### **Basic Enrollment Requirements:**

1. The parent or legal guardian must accompany a new student to school for the initial enrollment.
2. The parent or legal guardian must provide the following documents before enrollment can be complete:
  - a. Proof of residence in the Winona-Montgomery Consolidated School District- (any two (2) of the following may be used as proof of residence):

- i. current utility bill showing parent/legal guardian's name and address;
    - ii. car tag receipt;
    - iii. rent receipt or lease agreement;
  - b. copy of PERMANENT RECORD from the previous school
  - c. Student's BIRTH CERTIFICATE AND SOCIAL SECURITY CARD
  - d. IMMUNIZATION RECORD
  - e. copy of COURT-ORDERED LEGAL CUSTODY DOCUMENT if student does not live with a parent
3. Complete online registration by first creating an ActiveParent account with the school secretary and then complete the rest of the registration process online.

### **Student Registration**

1. Students entering grades 7 - 12 will be registered by the school counselor or other school personnel during designated registration periods.
2. Students entering Winona-Montgomery Consolidated School District for the first time or re-entering after attending a different school must provide the above-mentioned documentation.
3. Students requesting admission to Winona Secondary School must have attended an accredited school the previous year. Students who study through tutorial correspondence schools, home study programs not accredited by the State of Mississippi, and private schools not regionally accredited must follow the procedure as outlined below.

**Home School and Private Schools Transferees-** In accordance with the Mississippi State Department of Education's policy, students who wish to attend homeschool must register through an accredited homeschool agency and complete the required paperwork with the school attendance officer. Students who desire to enter Winona Secondary School after attending homeschool and private schools not regionally accredited must follow the procedure as outlined below:

- Students in grades 7 and 8 must produce official grades from the educational agency of their last attendance. The student will then be given a standardized exam (TABE) and must score on-grade level to be placed in that specific grade.
- Students in grades 9 - 12 must produce official grades in each course taken at the previous educational agency. The student must also take the first and second semester exams from Winona Secondary School and obtain a passing grade on the exam in each course for which a Carnegie unit is desired.

4. **Legal Guardians-** A Mississippi law went into effect on January 1, 2021 (MS Senate Bill #2828, Article 2, Section 201) that states that persons with temporary guardianship will no longer be allowed to enroll minor children in a school district. **The law requires that a guardian of a minor child be declared by appointment of the court.** Be advised, this law will end our ability to enroll students using temporary guardianship documentation. Due to the new state law, the school district has no flexibility and cannot register a child who does not have court-appointed guardianship documents. Please make sure to acquire the necessary court documents if you have not done so already.
5. **Permanent Enrollment-** A student is declared to be permanently enrolled when all of the above requirements have been met and a copy of the permanent record has been received from the previous school district.

### **Asbestos Surveillance of All School Buildings**

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos



management plan, which would include documentation of any changes of asbestos-containing material in the schools. To provide continuing management of the asbestos in our schools, all asbestos-containing materials (ACM) are inspected every 6 months by an engineering firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan. The three-year inspection of our school buildings has been performed as required. A copy of the re-inspection has been filed with the State Department of Education. A copy of surveillance and re-inspection reports, along with a copy of the management plan is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the Superintendent's office, 218 Fairground Street, Winona, MS 38967. Any interested parties should feel free to go to any of these locations to review these reports.

### **Attendance:**

A. **Mississippi Law-** The Mississippi Legislature recognizes the importance of education and the importance of children being in school. In keeping with the spirit of the law and recognizing that a student cannot gain a good education without attending school on a regular basis, the Winona-Montgomery Consolidated School District has established high standards for attendance and absences as reflected in the following policy of the Winona Montgomery Consolidated School Board:

- According to Mississippi Code section 37-13-91 which defines Compulsory School Attendance, all children between the ages of 6 and 17 must attend school each day. By Mississippi Law, the only absences that can be excused by the principal or his/her designee are those listed below.
- Section 37-13-91 states that an absence may be excused only when it is demonstrated to the satisfaction of the Superintendent, principal, or his/her designee that conditions are sufficient to warrant the compulsory-school-age child's non-attendance.
- Days missed from school due to disciplinary suspension SHALL NOT be considered an "excused" absence under the provisions of the law.
- Each of the following shall constitute a valid excuse for temporary absence of a compulsory-school-age child, provided satisfactory evidence of the excuse is supplied in writing to the school principal or his/her designee by the parent or guardian of the student. The written excuse must accompany the student upon returning to school following the absence.

### **B. Excused Absences Defined**

An absence is excused when the absence is due to:

- the student's attendance of an authorized school activity; (This applies only when the student is a participant in the activity and travels as a group/team member with the sponsor/coach. This does not include going to the event as an observer only.)
- a personal illness or injury which prevents the child from being physically able to attend school;
- an order by the county health officer, the State Board of Health, or appropriate school official;
- the death or serious illness of a member of the immediate family. The immediate family members shall include children, spouse, grandparents, parents, brothers, and sisters;
- a medical or dental appointment where an approval of the principal is gained prior to the absence, except in the case of emergency;
- a required court appearance if the student is a party to the action or under subpoena as a witness;
- in observance of a religious event to which the parents adhere. The approval of such

absences is within the discretion of the principal and must not be of such duration as to interfere with the education of the student.

- Excuses such as “needed at home, out of town, driving family members for medical appointments, hunting, school clothing not available, etc.” do not fall within the bounds of the law. The compulsory attendance law does not allow for absences other than those listed above. Therefore, unless the reason for an absence falls within the legal bounds listed above, the student's absence will be unexcused according to state law. No absences may be excused when any student's absences, suspensions, or expulsion circumvent the intent and spirit of the compulsory attendance law. Under special conditions, the Superintendent, principal, or his/her designee may grant an excused absence.

### **C. Attendance Requirements**

- **Attendance Policy-** Students are allowed twenty (20) absences in a two-semester class and ten (10) absences in a one-semester class. **A student who misses more than 20 days in any two-semester class will be subject to failure unless the additional days missed are due to an extended/chronic illness that is certified by a physician. The same is true for when a student misses ten (10) days in any one-semester class.** Parents may ask for an attendance committee to review a student's record of absences.
- Of the twenty (20) absences allowed for a two-semester class, ten (10) of the absences may be excused by a written note from a parent or legal guardian for the year (5 parent notes are allowed per semester). Of the ten (10) absences allowed for a one-semester class, five (5) of the absences may be excused by a written note from a parent or legal guardian. The remaining absences may be excused only by a note from a physician, dentist, or government agency.
- After the tenth (10th) absence in a two-semester class or after the fifth (5th) absence one-semester class, the parent or legal guardian must meet with the principal or designee to create an attendance plan for the child and sign a “Statement of Awareness” acknowledging that he/she is aware of the absences and understands the penalty for any further absences.
- **A student who has a passing average in a class but exceeds the maximum number of absences will be subject to failure.** Under certain circumstances the student and parent may be requested to appear before an attendance committee, who will recommend pass or failure depending on the circumstances surrounding the absences.
- Students who miss school because they are representing the school at a School-sponsored function, event, or activity will not be counted as absent. Therefore, this type of absence will not count against their attendance record.
- Graduating seniors who take their “college day” will be given an excused absence, provided they follow the procedures outlined in this student handbook.
- **After 5 unexcused absences and the following: 10, 12, 15, and 20 unexcused absences,** the student has failed to comply with the school attendance policy and, as a result, the child will be referred to the Compulsory School Attendance Officer. (The absences being unexcused and the student being truant.)

### **D. Extended Illness/Chronic Illness**

- An extended illness is defined as any illness that causes a student to be confined in the hospital or at home for a period of time that exceeds ten (10) days.
- Chronic illness is defined as a recurring or ongoing illness that causes a student to be confined in the hospital or at home periodically throughout the school year causing the

student to exceed the maximum absences allowed. Pregnancy is not considered an extended/chronic illness.

- In order to qualify for excused extended/chronic illness days, the student and his/her physician must complete the "Extended Illness" request form which can be obtained from the high school office. This form must be completed within five (5) days after the onset of the extended illness.
- Any student who is absent more than fifty (50) days shall be retained and will receive no credit for courses taken but shall have the right of due process to the School Board should there be a need. A parent/guardian who desires to appeal to the School Board must submit a written request to the Superintendent one week prior to the board meeting in order to be placed on the agenda. The parents will be notified of the board's decision within 72 hours after the board renders its decision.

#### **E. Homebound Instruction**

- A student whose absences are the result of an extended/chronic illness may receive an additional thirty (30) days of homebound instruction in addition to the twenty (20) absences discussed above.
- No student may remain on the homebound program for more than thirty (30) days unless certified by Special Education.
- All homebound students must have written verification from their physician stating the necessity for homebound instruction.
- Homebound applications can be obtained in the principal's office and returned to the principal's office when completed. The application will be submitted to the Superintendent for school board approval. The physician's statement must be attached to the application when submitted to the principal for approval.
- Applications must be obtained within the first five (5) days of an extended/chronic illness in order to process the application.
- Homework and class assignments will be turned into the office on a weekly basis, and the student's parent is responsible for obtaining assignments from the office and returning them to the office for grading purposes.
- Upon returning to school, it is the responsibility of the student to discuss all makeup work with the teacher and make arrangements to take all tests that were missed and make up all classwork missed.
- All homebound students must personally report to the principal for an admission slip in order to re-enter school.

#### **F. Procedure for Returning to School After Absence**

- Upon returning to school after an absence for any reason, the student must report to the office between 7:15 a.m. and 7:40 a.m. to turn in an excuse to enter class;
- The student must have a written note signed by a parent or legal guardian stating the reason for the student's absence even when the parent accompanies the student back to school.
- The Medical excuse should contain:
  - Student's Name
  - Date of the absence
  - Does not require a parent/guardian signature, but verifications of medical excuses will be left to the discretion of the principal.)
  - WMCS D nurse excuses are considered an excused absence that day only when the child is sent home due to symptoms and do not need a parent signature
- The Parent/Guardian's written excuse should contain:
  - Student's Name

- Date of the absence
- Reason for the absence
- Parent Signature

- The student will be marked in SAM as excused or unexcused, where teachers may view their status.
- Parent notes for absences older than three (3) school days will **NOT** be accepted.

#### **G. Monitoring of Attendance**

As required by law, the following monitoring system will be used:

- All absences will be recorded by the classroom teacher each period;
- Parents will be notified of a student's absence on a daily basis through the school communications system;
- When a student accumulates ten (10) absences in a two-semester class (5 in a one-semester class) the parent must meet with the principal and create an attendance plan and sign a "Statement of Awareness" acknowledging that he or she is aware of the absences and understands the penalty for absences in excess of 20 (10). These statements will be maintained in the student's files.

#### **H. Checking Out During the School Day**

- Any student who checks out of school during the school day must be signed out in the principal's office by a parent, legal guardian, or other adult on the student's checkout list.
- If the student leaves class from the Career and Technical Center, they must sign out in the Career and Technical Center office as well as in the high school principal's office unless they will return to the Career and Technical Center before their class is over.
- Either a parent or a guardian must come to the school to pick up the child or make personal arrangements with the principal the day before the absence is to occur.
- If the student returns to school during the day, he/she must return to the main office and sign in. **The only reasons for a student to re-enter school that will be accepted are medical, dental, orthodontics, sickness, or legal reasons, with written documentation.**
- A photo id may be requested to verify identification. Winona Secondary reserves the right to deny someone from checking out a student if that person is not on the student's checkout list.
- The person checking a student out must report to the school office. Under no circumstances is a student to be taken out of school without official clearance. It is important that parents comply with the school's policy of preventing unauthorized removal of a student from school. The students' safety may well depend on strict adherence to this policy.
- According to the Mississippi Department of Education, a child must attend school minimum of 330 minutes of instruction per day; therefore, it is imperative that early checkouts are limited to emergency situations only. A calendar is provided in the front of this handbook to assist parents in making timely appointments.

***Early check-outs are strongly discouraged.***

***Any student checking out of school will not remain on campus after checking out unless he/she has the permission of the administration.***

***All calls to parents/guardians due to a student's sickness or other emergency must be made***

***from the nurse's office, unless approved by an administrator. The parent/guardian contacted must speak to a school official before a student can check out and receive an excused early withdrawal.***

## **I. Perfect Attendance**

Students with no absences and no late check ins or checkouts are considered to have perfect attendance. For the purpose of defining "perfect attendance", the term "absence" refers to both excused and unexcused unless such absence is for attendance at an authorized school activity with the prior approval of the principal.

## **Bullying/Cyberbullying Policy**

The Winona-Montgomery Consolidated 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 an actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his/her person or damage to his/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 off school property and 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 is a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.
- The WMCS D will make every reasonable effort to ensure that no student or school employees are subjected to bullying or harassing behavior by other school employees or students. Likewise, the district will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against the victim, witness or a person with reliable information about an act of bullying or harassing behavior.
- The 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 WMCS D Board of Trustees directs the Superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedure should be appropriately placed in the district personnel policy handbook, 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 behavior. Furthermore, the WMCS D defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

## **Cyberbullying**

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures/images, social media postings, including blogs through the district's computer network and the internet, whether access on campus or off campus, during or after school hours. In the situation that cyberbullying originated from a non-school computer, but is brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be disruptive of the educational environment or a detriment to students and staff. Administration may, in its discretion, contact law enforcement or other appropriate authorities. Such acts could include, but are not limited to, a felony or act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct. Any disciplinary action pursued by the district shall be in accordance with the student's appropriate due process rights. The School Board directs the Superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors.

### **Procedure for Processing Student Complaints of Bullying or Harassing Behavior**

Students and employees in the Winona-Montgomery Consolidated 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 the 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.

- **Definition-** 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.
- **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 not later than five (5) calendar days after the alleged act or acts have occurred. the school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, 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. At the conclusion of the investigation, if deemed appropriate by the investigating district official, parents will be notified of the nature of the complaint involving the student. The district official will arrange a meeting 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 submit 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 officials, 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, on or before the next regularly scheduled meeting of the Winona-Montgomery Consolidated School District Board of Trustees, 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. When it has been determined that a student or group of students have been involved in bullying or harassing of a student or group of students as defined by the Winona-Montgomery Consolidated School District student bullying policy the following steps will be taken:

- a. On the first occurrence of such bullying or harassing behavior, a parent conference will be held, and/or a three (3) day out-of-school suspension will be administered to the student or students.
- b. A student or group of students involved in a second bullying or harassing incident will be suspended for five (5) days and a parent must come to the school to get the student back in school. The parent will be made aware of the consequences should a third act of bullying or harassing behavior occur.
- c. Should a student or group of students be involved in a third bullying or harassing incident, the student or students will be suspended and sent to the Alternative School. Should he/she be involved in a fourth incident, he or she will be suspended permanently from the Winona-Montgomery

## **Bus Transportation**

Mississippi Code (37-41-3) states that persons of legal school age attending a public school and who live one (1) mile or more from the school are entitled to free transportation to and from school. Along with the privileges of free transportation come personal responsibilities on the part of those students riding the buses:

- Students must conduct themselves properly while riding the bus or forfeit the privilege of free state transportation.
- Only water is allowed on the bus. There will be no other food, drink, chewing gum, tobacco, or illegal drugs permitted on the school bus.
- The driver of the bus must give his undivided attention to the safety of all the students on the bus; therefore, if the driver has to be driver and disciplinarian at the same time, the safety of the students is at risk. Therefore, students are required by law to maintain an orderly form of discipline while on the school bus.
- The driver is responsible to the school district to maintain order and ensure maximum safety at all times; therefore, he is authorized to instruct students as to proper conduct and safety while they are on the bus as well as maintaining control of students.
- Should a discipline problem arise on the bus, the driver must report the incident to the principal who will discipline the student as stated below. A parent will be notified of disciplinary action.

### **Transportation conduct penalty:**

**1st offense:** three (3) days bus suspension

**2nd offense:** ten (10) day bus suspension

**3rd offense:** thirty (30) day bus suspension

**4th offense:** bus suspension for remainder of the school year or 60 days whichever is greater

### **● Loading and Unloading**

1. Use Extreme Caution in getting to and from your assigned bus stop.
2. Look in both directions before stepping from behind parked cars.
3. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
4. Do not play on or near the road well waiting for the bus to arrive.
5. Never walk on the road when there is a sidewalk or pathway.
6. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
7. Wait until the bus comes to a complete stop before trying to load or unload;
8. Use the handrail while getting on and off the bus.
9. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus.

### **● 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.
3. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
4. Keep your head, hands and anything else in your possession inside the bus.



5. Do not bring unauthorized articles on the bus. (i.e. pets, combustibles, large articles, weapons)
6. Do not smoke or use profane language.
7. Do not fight or scuffle.
8. Be courteous to and follow the instructions of your bus driver and bus monitor.
9. No eating, drinking, or gum chewing on the bus.
10. Do not wear caps or headgear while on the bus.

- **Parents:** Teach students to be on the alert for all dangers, and explain the possible consequences for not obeying the above rules. Riding the school bus is a privilege. This privilege can be denied pupils by suspending them from the bus for improper conduct.
- During the school year, any and all children that ride school buses in the Winona-Montgomery Consolidated School District will be picked up and dropped off only at the address listed on the bus permission form. Due to bus overload, other accommodations cannot be accepted. School bus permission forms must be returned within ten (10) days from the beginning of school to avoid a child being removed from the bus. If there is a change of residence at any time during the school year or if there is a new enrollee, a new bus permission request form must be completed and two (2) proofs of residence attached. The bus permission request form and the two (2) proofs of residence must be brought by the parents to the Winona Secondary School office before the child can be delivered to the new address.

### **Cameras and Video**

Cameras have been installed at the high school for safety purposes. Cameras are located inside and outside of the campus facilities. School administration and district personnel may review recordings to aid in the investigation of student misconduct and violations of the Student Code of Conduct. Recordings may be viewed by authorized personnel only.

### **Care of School Building and Grounds**

Beauty and practical use of school property depends upon the care given to them. Students should be taught responsibility for both private and public property. The care of furniture, books, school buses, and all other school properties must be considered a public responsibility. Any student destroying or defacing school property will be subject to disciplinary action. The custodial personnel strive to keep the grounds as nice as possible, but student cooperation is needed. After consuming soft drinks, milk, and other refreshments, students should place all trash in the trash cans. Restrooms are prepared for student use daily. Paper towels and liquid soap are available. Experience has shown that loitering in restrooms leads to damage. Students should respect the rights of other students by following these rules:

- Do not put objects in lavatories.
- Put only toilet tissue in toilet bowls.
- Do not write on walls, dividers, or doors.
- Do not loiter, or push, in restrooms.

### **College Days and College Visitations:**

- **Requirement** -A student must have taken the ACT in order to be eligible to take a College Visitation Day.
- Each eligible senior is given two (2) excused absences from school to visit colleges, talk with a recruiter, and tour the campus. When a senior decides to take a college visitation day, the following procedure should be followed:
- Go to the counselor's office and request that an appointment be made with the college recruiting office for a campus tour.

- This request must be made at least one (1) week prior to making the visit.
- The counselor will give the student a “College Visitation” permission form, which is to be taken home for a parent's signature. The form is then carried to the high school office for an excused absence.
- The student is to request a Verification of Visit form from the college recruiter to verify that the visit was made. This form is to be carried to the high school office the day the student returns to school as verification of the visit.
- Students will be given an unexcused absence if the “College Visitation” permission form and the “Verification of Visit” forms are not turned in to the principal's office on time.
- **April 30th is the deadline for taking a college visitation day.**

### **College Entrance Exams**

Students must acquaint themselves with the deadlines for the ACT or SAT. Colleges have deadlines for applying for admission and financial aid. It is essential that college-bound seniors test early enough to meet these deadlines. The counselors will make every effort to furnish students with all information. However, it is the student's responsibility to familiarize themselves with each school's admissions policies and procedures that they are interested in attending after high school. Some out-of-state colleges and universities require the Scholastic Aptitude Test (SAT). Counselors have information and applications for these tests. It is the responsibility of the student to register for the test. The American College Test (ACT) is required of all students who will attend a state-supported institution. The ACT is given in October, December, February, April and June for a fee. See your school counselor to see if you qualify for waivers. The P.S.A.T. National Merit Scholarship Qualifying Test is given and is available to first semester juniors for a fee. See a counselor if you are interested in taking the P.S.A.T. All Juniors will take the ACT in February of their junior year as a state mandated requirement. This is given free to Mississippi juniors during a school day on campus.

### **Correspondence Courses**

- Like summer school, correspondence study falls under the guidelines of the Mississippi State Department of Education. In order to meet and maintain accreditations standards, the following procedures will be followed in allowing students to take a correspondence course:
- Students will be allowed to take a maximum of one (1) unit of credit through correspondence study to be counted toward graduation. (STD 3-5.1)
- Students who feel the need to take a correspondence course should first discuss the matter with the counselor. Permission must be obtained from the principal in order to enroll in correspondence study, and all correspondence courses must be obtained from an approved university in the state. (STD 3-17)
- Students may not take a correspondence course in any designated subjects that require state testing. This includes Algebra 1, Biology 1, English II, and U.S. History since 1877. The only exception would be if the student takes one of the above-named courses, passes the state test, but fails the course at the local level.
- All correspondence course work, lessons and tests, must be completed and mailed by July 15th in order to receive credit for the upcoming school year.
- Correspondent study is not available for students in grades 7 and 8.

### **Course Prerequisites for grades 9-12 courses:**

There are several courses taught at the secondary level that require course prerequisites. Courses requiring prerequisites are as follows:

- **Accelerated English 9,10, & 11-** A student must have a minimum yearly average of 90 or above in the previous English course prior to enrolling in the Accelerated English classes. A student must maintain an average of 85 in Accelerated English to enroll in Accelerated English again the following year.
- **Honors English 12/Dual Credit English Composition I & II-** A student must have a cumulative B average in high school courses, a 17 on the English subtest of the ACT, and 18 or above overall on the ACT, and may not COMPASS test into the class.
- **Foreign Language-** A student must have a minimum yearly average of 85 in the previous year's English class before enrolling in a first-year foreign language class as a junior. To enter a foreign language class as a freshman or sophomore, a student must have a yearly average of 90 in the previous year's English class.
- **Algebra I-** In order to qualify for placement in Algebra I as a 9th grader, a student will have to earn at least 60 points in a rubric that consists of his/her 8th grade yearly average in 8th grade math, his/her score on the mathematics section of their eighth grade MAAP. A detailed explanation of this placement procedure is available from the Winona Secondary \School Guidance Department.
- **Biology I-** In order to qualify for placement in Biology I as a 9th grader, a student will have to earn at least 80 points in a rubric that consist of his/her 8th grade yearly average in science and his/her score on the language arts section of their 8th grade MAAP. A detailed explanation of this placement procedure is available from the Winona Secondary School Guidance Department.
- **Chemistry-** A student must have passed Algebra II or be taking Algebra II concurrently with Chemistry.
- **Advanced Physical Fitness-** In order to be enrolled in Advanced Physical Fitness, one must be a member of an athletic team.
- **Dual Enrollment College Algebra-** A student must have a minimum 19 math subscore on the ACT.
- **Health Sciences-** A student should have successfully completed Algebra I and Biology I or be taking those courses concurrently with Health Sciences.
- **Art and Music-** Interested students must audition for the art and music programs. Audition dates are set during the spring of each year before curriculum selection takes place. Only students who successfully meet all audition requirements will be allowed to enroll in art and music.

### **Course Requirements**

- A minimum basic curriculum of twenty-eight (28) Carnegie units (credits), which include all required graduation courses for students choosing the general education program and for students choosing a college preparatory program, shall be provided at the secondary level. All courses allowed for graduation credit shall meet the requirements as outlined in the "Approved Courses for Secondary Schools of Mississippi" from the Mississippi State Department of Education. In addition to the basic curriculum of 28 units, the curriculum shall be enriched with additional curriculum offerings to enhance the educational opportunities of students attending Winona Secondary School who have the desire to attend college (STD 3-2.3).
- Only courses listed in the "Approved Courses for Secondary Schools of Mississippi" shall be included in the curriculum offering of this school district. Should there be a need to include subjects in the local curriculum not represented in the state approved list of courses, approval from the Commission on School Accreditation will be sought prior to including the course in the local curriculum (STD 3-2.3).
- All students at the secondary school will be in class seven (7) periods daily and must be enrolled in a minimum of six (6) academic classes.

## **Course Selection**

The Winona-Montgomery Consolidated School District is committed to providing a diversified curriculum that will meet the needs of all students whether they are going to college or going directly into the workforce. Therefore, in order to keep this commitment, a wide range of courses is provided to help students meet graduation requirements, college entrance requirements, and at the same time provide elective courses for personal satisfaction.

1. All students in grades 9 -12 are provided a Curriculum Selection Guide listing all available courses at Winona Secondary School. Students are provided three (3) curriculum options and suggestions for completing the options
2. In the early spring, all students in grades 6- 11 are permitted to select their subjects for the next school year. The counselors meet with all students in these grades before courses are selected in order that students will understand all graduation requirements, college entrance requirements, and the elective courses available to them.
3. The parents and students are encouraged to discuss curriculum choices individually with the counselor prior to making their final decision. The parent or guardian's signature is required to approve their child's course selections each year. This is done in February or March.
4. In keeping with the guidelines of Title IX all students are assured of equal access to any course offered in the curriculum. Counselors are available at all times to advise students and parents as to what subject students need to take in order to meet graduation requirements or for entering the world of work.

## **Disruptive devices (such as Fireworks, Water Guns, Noisemakers, etc.)**

Because fireworks are considered dangerous, they are not to be brought to school or to any school function. Noise-making devices, water guns, and other destructive devices which may be considered offensive or disturbing to the educational process or not to be brought to school or to school functions.

## **Dress Code and Grooming**

The dress code applies to all students on school-sponsored trips and all school days including review and examination days. Teachers may at any time counsel with students about attire that may not be acceptable. When adhering to the standards of dress, the principal or his/her designee will render the final authority. Since it is impossible to address in the handbook every dress and grooming style, it will be left to the discretion of the administration to determine whether or not a student is willfully disobeying the spirit of the policy. In that case, a student's individual situation will be addressed by the principal.

- **WMCS D School Standardized Dress Code-** Students in grades K-12 attending Winona-Montgomery Consolidated School District will be required to wear school standardized dress. The specific clothing styles and colors have been approved by the WMCS D Board of Trustees and are listed in the following pages of this handbook. Students not wearing an acceptable standardized dress will be placed in In-School Detention (ISD) or be given appropriate punishment. Students not complying with the school dress code may be sent home unexcused.
- **Clothing-** The length of clothing shall be no shorter than the middle of the knee or the bend of the leg. The fit of all clothing from the knee up should be loose enough to allow for freedom of movement in the garment without stretching the material. All clothing should be neat, clean, and of proper fit. There will be no "drooping" pants. Coats and other clothing must be worn right side out and should not be reversed for any reason. Bandanas of any kind, blankets, pajamas, or undershirts worn as outer garments are never permitted on the school grounds. The building

principal has the right to make the final decision on any questionable clothing.

- **Hair and Mustaches-** Hair must be well-groomed and not a distraction to the educational process. Designs in hair and eyebrows are considered inappropriate at school and are not allowed. Neatly trimmed mustaches, goatees and beards are permitted. No picks or combs are to be worn in hair.
- **Accessories-** No caps, hats, headbands or other headwear including large headbands with bows or logos are to be worn on school campus or school buses. All belts, etc. must be fastened appropriately. Sweatbands, rollers, scarves, sunglasses, and any other headwear that may interrupt the educational process shall not be worn on school campus or school buses. All shoes including sandals must be enclosed in the back or at least have a factory attached strap to secure the shoe on the foot. No students shall wear house shoes, bedroom slippers, or flip-flops to school. Shoes with laces must be laced and tied, and shoes with velcro must be fastened. Croc type shoes must be worn with the strap on the back of the foot.
- **Jewelry-** Piercings that cause a distraction to the educational process or pose a threat to the individual or others shall not be worn by students. Decorative mouthpieces shall not be worn by any student. \*\*\* **NOTE: Some athletic events may require all jewelry to be removed.** \*\*\*

**WINONA-MONTGOMERY CONSOLIDATED SCHOOL DISTRICT  
Standardized Dress Code 2022-2023  
(WMCS D Board approved July 19, 2022)**

Clothing meeting the standardized dress code for Winona-Montgomery Consolidated School District may be purchased from a vendor of the parent's choice and must be worn at all times during the school day unless a change is authorized by the building principal for special occasions.

Standardized dress must be neat, clean, in good repair, and the correct fit. Over sizing, drooping, low-rise hip huggers, and skin-tight apparel are not acceptable dress patterns. All standardized dress code shirts with buttons must be buttoned appropriately, and shirts must be tucked inside the lower garment. Neck scarves and ties are not part of the standardized dress code. No head coverings of any type will be allowed including hats, caps, bandanas, and sunglasses. No fabric should have holes, patches or be frayed. No leggings.

Clothing must not have any logos, emblems, store brands, insignia, expressive messages or embellishments other than the approved school logo on the upper left chest area. If an article of clothing is purchased with a name-brand logo on the garment, that logo must be removed or covered with the approved school logo.

It is not expected that students will purchase every item of clothing that has been approved. Students have the choice of selecting from the approved options. If a parent or student is uncertain whether an item will meet the standardized dress code policy requirements, please consult this document and/or seek the advice of the school principal.

**SHIRTS:**

- **POLO SHIRT:** Must have collar. Long or short sleeved. Solid only - red, gray, black, or white.
- **OXFORD SHIRT:** Must have collar. Long or short sleeved. Solid white only.
- **PETER PAN COLLAR BLOUSE:** Long or short sleeved. Cotton or blend. Solid white only.
- **T-SHIRTS & UNDERSHIRTS:** May be worn under the regular standardized dress clothing. No tank tops. Undergarment sleeves may be no longer than the top shirtsleeve unless the undergarment sleeve reaches to the wrist. Solid only - red, gray, black, or white without print or graphics. Shirts worn under a zipped up jacket must be a school dress code shirt. The principal has the authority to require the student to show the shirt under the jacket for approval.

**Added 2020-2021 - ALL WMCS D Students are allowed to wear WMCS D Tiger spirit, team, and club shirts on any school day.**

**PANTS, SHORTS, and CAPRIS:**

- Students in grades 4-12 – Clothing must have belt loops.
- Students in K-3 only - May wear elastic waistbands with or without belt loops.
- For all students - No cargo or other outer pockets. Must be cotton twill, cotton blend, or denim. No knits. It is not acceptable for leg bottoms to be frayed, slit, or rolled up. Shorts must be no shorter than two inches above the knee.
- Solid - khaki, navy, black, or blue jeans. Jeans should be dark shades of blue only and solid in color. Back pockets may be plain or with stitching (limit of 2 colors of stitching).

**SKIRTS, SKORTS and JUMPERS:**

- Students in grades 4-12 - Skirts and skorts must have belt loops and/or attached fabric belts.
- Students in grade K-3 - Elastic waistbands with or without belt loops are acceptable.
- For all students - Flat or pleated front. Must be no shorter than two inches above the knee. Must be cotton twill or cotton blend. No knits.
- Solid only- khaki, navy, or black.

**POLO DRESSES (K-6 only):**

- Polo dresses for girls in grades **K-6 only**. Must be no shorter than two inches above the knee.
- Solid only - red, gray, black, or white.

**TIGHTS:**

- Solid only - white or black.

**SWEATERS and VESTS:**

- No trim. Solid only - red, gray, black, or white.

**SWEATSHIRTS:**

- No trim. Must be worn over uniform shirt or spirit shirt.
- No hood.
- Pullover or zipper front.
- Solid only - red, gray, black, or white.
- Exception: School spirit sweatshirts as directed by the principal.

**Added 2020-2021** Students are allowed to wear WMCS D Tiger school spirit, team, and club sweatshirts without hoods and solid colored sweatshirts without hoods in the school colors of red, black, gray, or white on any day.

**POLAR JACKETS and VESTS:**

- No trim. Polar, fleece, nylon, etc.
- Pullover or zipper front.
- Solid only - red, gray, or black.

**JACKETS AND COATS:**

- No trim. May have a zipper or button-style front.
- Plain collar. May not have a fur collar. No hood.
- No longer than mid-thigh in length. No trench coats.
- Solid only - any color.

**Added 2020-2021** Students are allowed to wear coats and jackets with hoods. Students are not allowed to wear the hoods on their heads in any school building under any circumstances. If the student has to be told repeatedly to remove his/her hood, the principal has the authority to prohibit that student from wearing a jacket with a hood to school for the rest of the school year. It will be a Level 2 infraction or higher.

### **BELTS:**

- Students in grades 4-12 - Must wear and fasten a belt with slacks, shorts, capris, skorts, or skirts which must have belt loops.
- Students in grades K-3 only - May wear clothing with elastic waistbands with or without belt loops that may be worn with or without belts. If they do wear a belt, it must adhere to the following guidelines.
- For all students - Length shall not exceed the buckle by more than six inches. May be plain or braided. Made of leather, synthetic leather, or plain fabric. Buckles must be plain standard buckles. Belts cannot have elaborate designs, logos, brands, or store labels of any type. No chains on belts or wallets. Solid only - black, brown, or khaki for all grades are acceptable.

### **SHOES:**

- Must tie, buckle, Velcro or slip on.
- All slip-on shoes, including sandals, must be enclosed in the back or have a strap to secure the shoe on the foot. Shoes shall be properly tied, if applicable.
- Boots may be worn with all articles of clothing with the exception of shorts.
- No house shoes, flip-flops, shower shoes, or steel-toed boots.

**Apparel, jewelry, accessories, tattoos, or manner of grooming that by virtue of its color, arrangement, trademark or any other attribute denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.**

**DISCLAIMER:** Due to changes in styles, it is virtually impossible to identify specifically every aspect of clothing and accessories; therefore, the district reserves the right for the school principal to make personal judgements concerning the dress code and student dress as necessary including garments that vary from the dress code that are considered part of a team uniform.

### **CONSEQUENCES:**

#### **Winona Elementary School (PreK-6)**

- 1st Offense: Letter of reminder (warning) sent to the parent from the principal with the requirement that it be signed and returned the following day. The student must call parent to bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)
- 2nd Offense: Telephone call by the principal to the parent. The student must have a parent bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)
- 3rd Offense: The parent will be required to attend a conference with the principal. The parent should bring appropriate attire or the student should wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)
- 4th Offense: One (1) day in ISS (In-School Detention). The student must call parent to bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)
- 5th Offense: One (1) - two (2) days in OSS (Out of School Suspension).

**\*\*\*Subsequent Offenses: OSS and parent/guardian conference with administration.\*\*\***

#### **Winona Secondary School (Grades 7-12)**

If a suitable replacement piece is available in the school closet, the student will change into it. If there is nothing available for the student.

1st Violation:	Verbal Warning
2nd Violation:	1 day After-School Detention (ASD)
3rd Violation:	2 days of ASD
4th Violation:	2 days of ASD

5th Violation: 1 day of In-School Detention (ISD)

6th Violation: 2 days of ISD and parent conference to determine next steps

- Upon enrollment during the school year, a student will have 3 school days in which to comply with the dress code.
- Students will be allowed to change clothes during classes involving physical exertion or extreme movement. Sponsors/Principals will approve appropriate clothing for each class. Students will be allowed to wear this clothing ONLY in the approved classes.
- If any activity occurs during the last period of the day, students may not leave class area out of clothing that meets the dress code policy until all school buses have left campus. (If riding a bus home, clothing that meets the dress code policy must be worn before boarding bus.)
- Students will stay in clothing that meets the dress code policy until events begin such as performances, pep rallies, or games. If event ends during the school hours they will need to change back into clothing that meets the dress code policy. (For example, cheerleaders, football players and band members who wear something other than clothing that meets the dress code policy to a pep rally will change into their pep rally uniform 10 minutes prior to the scheduled event then change back into clothing that meets the dress code policy within 10 minutes of the conclusion of the event.)

All faculty and staff shall dress to a standard, which is equal to, or above the minimum levels of uniform dress required for students.

### **Dropping A Course**

- Students are discouraged from dropping courses after the 5th day of the semester. Students may not drop a course after the 5th day without principal approval.
- Students dropped from a course due to health reasons, teacher recommendations, or circumstances beyond the students control will be withdrawn from the class with no penalty assigned.
- Failure to properly add or drop a course may result in a grade of "F" for the course. Permission to add or drop a course must be granted by the guidance office.

### **Dual Credit Courses**

Students who take Dual Credit courses are simultaneously enrolled in Holmes Community College and in Winona Secondary School. Upon completion of each Dual Credit course, the student will receive both a high school Carnegie Unit and 3 college credit hours. The grade earned and Carnegie Unit are documented on the Winona Secondary School transcript while the college credits earned are documented on the Holmes Community College transcript as well. Dual Credit courses offered at WSS currently are English Composition I and II and College Algebra. Class is held on the Winona Secondary School campus with WSS instructors certified to teach college level courses.

### **Dual Enrolled Courses**

Students who take Dual Enrolled courses are enrolled in Holmes Community College while still in high school. Upon completion of Dual Enrolled courses, the student will receive college credits and a Carnegie unit. College credits are documented on the Holmes Community College transcript and the high school transcript. Dual Enrolled courses may be included in the student's schedule and monitored by a WSS staff member in a designated location on campus or can be evening classes at HCC in Grenada or summer school classes at HCC in Grenada. The dual enrolled course is taught online by a Holmes Community College staff member, however. Principal approval is required to take a dual enrolled course.

### **English Language Learners Program (EL)**

WMCSd recognizes the need and the requirement to provide EL (English Learner) 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. To ensure educational efforts are consistent district-wide, the following requirements will be met:

- Language minority children are entitled to attend school, regardless of their ability to produce a



- birth certificate, social security number or immigration documents
- Language minority children will be placed within one year of their age-appropriate grade level.
- Language minority children will not fail a subject nor be retained in a grade because they do not speak English.

The Home Language Survey is completed at the time of enrollment and this will identify potential EL students for EL program services. Students determined on this survey to be in need of EL services will be assessed for possible placement in the EL Program. EL students will be tested for English Language proficiency within the first 30 calendar days at the beginning of the school year. If a student enrolls after the beginning of the school year, the student will be assessed within 10 days of enrollment. This assessment will reveal individual student's strengths and weaknesses in order to plan the student's academic placement. The 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 parental right to withdraw/refuse participation in the program.

## **Extracurricular Activities Policies**

### **No Pass- No Play Rule**

Because participation in extracurricular activities should be a privilege rather than a right, the Mississippi High School Activities Association has established guidelines that all schools and students must follow in order to participate in school activities governed by the association. For a student to be eligible to participate in organized activities such as sports, the student must meet the following minimum scholastic requirement at the end of each semester:

#### **Students in grades 9-12:**

- Students in grades 9-12 are eligible when they meet the following minimum scholastic requirements at the end of a semester and at the end of the year.
- High school students must achieve a 2.0 grade point average to be eligible the second semester. All classes will be used to compute GPA. Points will be assigned as follows: A-4, B-3, C-2, D-1, F-0. Consequently, a two-credit course will double points and a semester course will halve them.
- Any student that does not have a 2.0 first semester average is not eligible the second semester.
- At the end of the school year the same formula will be used to determine eligibility for the next school year. In addition, students must pass three of their four core courses for the year. These are defined as English, Math, Science, and Social Studies.
- A student who is not eligible first semester can become eligible by having a 2.0 GPA at the end of the first semester. The student can only use this route to eligibility once during their school career.
- Students failing to meet eligibility requirements may attend summer school. If a student attends an accredited summer school and passes a class, this course will replace the failed course and the new GPA will be calculated.

#### **Students in grades 7-8:**

- Students in grades 7 and 8 will have their GPA calculated in the same way as high school students.
- A student that does not earn a 2.0 GPA at the end of the first semester is not

eligible for the second semester.

- Students must earn a 2.0 GPA and passed four of their five core courses to be eligible the next year. Core courses are English, Math, Science and Social Studies.
- All first-time 7th graders are considered to be eligible.

### **Local School Policy**

The Local School athletic program will follow the guidelines as provided by the MHSAA as well as established local guidelines. In order to provide and maintain a quality extracurricular program, the following guidelines will be followed: Athletes may play a total of four (4) years from the time they enter the ninth grade; Because of the limited number of students attending Winona Secondary School and the variety of sports offered, students must be allowed to participate in any sport of their choice. No student will be forced to make a choice between participating in one sport over another. A student who quits one sport during the season while that sport is in progress may not participate in another sport until the season is over for the sport he/she quit except by mutual consent of coaches, principal and the Superintendent. In order for a student to participate in an extracurricular activity, the student must attend at least five (5) of the seven (7) periods on the day of the activity. If the absence occurs on a Friday, the student-athlete cannot participate until the next Monday. This policy extends to all extracurricular activities. The administration reserves the right to waive this rule in extenuating circumstances.

### **Federal Program Surveys**

The Winona-Montgomery Consolidated School District receives federal funding from several programs. Included in these programs are technology grants, Schools to Careers grants, Title I, Title IV (Safe and Drug-Free Schools and Communities) and Title VI. As a means of evaluating the effectiveness of these programs, the federal government requires that each district conduct surveys including students, teachers, and community members

### **Field Trips**

The Winona-Montgomery Consolidated School District permits local field trips. All out-of-area field trips will still require separate parental permission. Participation in field trips is considered a privilege rather than a right, Winona-Montgomery Consolidated School District has established guidelines that students must follow in order to participate in field trips.

- All students must conduct themselves as they would during regular school hours and are subject to the same code of conduct and punishment while on field trips as they are while at school.
- Students must submit a parent permission form with a signed release statement in order to participate in any field trip.
- A student's disciplinary and academic record may prohibit participation in school-sponsored field trips. Students with four (4) or more reprimands or ANY suspensions will not be permitted to go on a field trip.
- Students will not be able to participate in a field trip if they have missed the following amount of days by the end of each nine weeks:
  - 5 unexcused absences by the end of the 1st 9 weeks period
  - 10 unexcused absences by the end of the 1st 9 weeks period
  - 15 unexcused absences by the end of the 1st 9 weeks period
  - The administration reserves the right to approve participation due to extenuating circumstances.
- No student is allowed to go on a school field trip in his/her private vehicle.

### **Food Deliveries to Students at School**

Food deliveries are not permitted for students. These items will not be accepted at the office.

## **Gambling**

Gambling will not be permitted at school or school functions by students.

## **Gangs and Gang Activities**

Gangs, which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school property, or which disrupt the school environment, are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, other accessories or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and are prohibited. Any incident involving initiations, hazing, intimidation and/or related activities of such a group affiliation, which are likely to cause bodily danger, physical harm or personal degradation of disgrace resulting in physical or mental harm, is prohibited. Where gang activities are suspected or confirmed, a complaint will be filed in accordance with the "Mississippi Street Gang Act" (MS Code§97-44-11). Any violation of this policy will result in disciplinary action by the school administration. The student/students involved in the violation shall be suspended and could be expelled from school (MS Code§94-44-1).

## **Grade Classification**

Grade classification will be updated only at the beginning of the school year.

Freshman- successfully complete 8th grade

Sophomore- 6 credits (Including English I)

Juniors - 13 credits (Including English II)

Seniors - 19 credits (Including English III)

## **Grading:**

Grading Period: The school year consists of four (4) nine-week grading periods.

Grading Scale: The grading system at Winona Secondary School is based on the following scale:

A 90-100 Superior

B 80-89 Excellent

C 72-79 Average

D 65-71 Poor

F 64 and Below Failing

## **Grading Reports for Parents**

All parents/guardians have an ActiveParent account and can see their child's grades on that site at any time during the school year.

- **Progress Reports:** Progress reports will be sent out the 5th week of each nine-week period. Each student will receive a progress report for each subject he or she is taking. The student is responsible for taking the progress report home to the parent.
- **Report Cards:** Report cards will be sent at the end of each nine-week period. Parents will be notified through the news media, student handbook calendar, and school sign when report cards and progress reports are to be sent out. Any student who alters any report card or progress report will be suspended until such time that his/her parents or legal guardian returns to school with the student for a conference with the principal.

- **Averaging Grades:** So that students and parents are fully aware of the averaging process, the averaging method is explained below:

The **nine weeks average** is obtained as follows:

- The daily average will count one fourth ( $\frac{1}{4}$ ). (Homework, unassigned quizzes, class participation, etc.)
- Scheduled unit and/or chapter tests will count one half ( $\frac{1}{2}$ ).
- The nine weeks exam will count one fourth ( $\frac{1}{4}$ ).

The **semester average** will be determined by averaging the two nine weeks grades;

The **yearly average** is determined by averaging the first semester average and the second semester average.

- **Rank in Class and Weighted Courses**

Rank in Class (RIC) Is a method of determining the academic comparison of students who are in the same grade. RIC is determined by the numerical grade-point average beginning with the highest average and going to the lowest average. RIC is important since honor students are determined by the rank in class. The valedictorian is the number one honor student in the senior class, and the salutatorian is the number two honor student in the senior class.

In order not to penalize students for taking the more difficult courses, a weighted scale is utilized in determining the grade point average (GPA). A weight of 1.05 is used to determine the average for the following courses which are considered to be "weighted courses" and to be advanced college preparatory classes: Accelerated English III & IV, Chemistry, Physics, Algebra III, Calculus, Honors U.S. History and any class designated an honors class. Other courses may be added at the discretion of the school administration. All course averages will be weighted prior to their being placed on the cumulative record, and weighted courses will be noted on the permanent record.

Courses may not be retaken to improve grade point average.

## **Graduation Requirements for Seniors:**

### **A. Minimum Requirements - Traditional Diploma**

Students who meet the standards for a regular diploma will complete the following requirements. Students will be made aware of these requirements beginning with their 8th grade year and continuing through their senior year.

1. Complete a minimum of twenty-four Carnegie units.
2. Satisfy the graduation requirements adopted by the local school board (STD 3.5)
3. Successfully complete the following state-mandated courses:
  - a. 4 units of English
  - b. 4 units of Mathematics (must include Algebra I and one math class higher than Algebra I)
  - c. 3 units of Science (1 must be Biology I)
  - d. 3  $\frac{1}{2}$  units of Social Studies (Mississippi Studies, World History, U. S. History, Economics and U. S. Government)
  - e.  $\frac{1}{2}$  unit of Health
  - f.  $\frac{1}{2}$  unit of Physical Education
  - g. 1 unit of Fine Arts
  - h. 1 unit of Computer Applications
  - i. 1 unit of College and Career Readiness

4. Successfully pass the following state-mandated tests: Algebra 1, Biology 1, U.S. History, and English II Multiple Choice.
5. MS State Board Policy 3804 provides approved options for students to meet these high school end-of-course subject area test graduation requirements through approved alternate measures. See the school counselors for more information.
6. Students who pass the state-mandated subject-area test but failed the course will repeat the course but will not be required to retake the state test. Students who pass the course but fail the state-mandated subject-area test will be required to take the subject area retest on a state scheduled date. The student may be required to audit the course until the test is passed.

### **B. Graduation Requirements for Early Graduation as a Junior**

Early graduation involves the completion of all high school academic requirements in less than a traditional four-year program. Any high school student who will complete the number of Carnegie units and other existing standards required by both the state and the district prior to completing eight (8) semesters of high school work may petition to graduate early. The student must submit the "Early Graduation Request" form to the principal at the end of the student's Sophomore year. The Board authorizes the Superintendent to establish administrative procedures consistent with this policy. A student's plan may be terminated at any time due to academic, behavioral, or attendance issues.

### **C. Enhanced Graduation Requirements**

Enhanced graduation requirements are required for all students planning to enter as a freshman at one of the eight state-supported universities in Mississippi: Alcorn State University, Delta State University, Jackson State University, Mississippi State University, Mississippi University for women, Mississippi Valley State University, University of Mississippi, University of Southern Mississippi. Admission requirements for students entering a state-supported university are available in the counselor's office.

### **D. Diploma Requirements For Special Education Students**

Special Education students have the option of choosing between two types of diplomas. The student and his/her parents/legal guardian will meet with a representative of the Special Education department prior to the student entering the ninth grade to determine the type of diploma the student will seek. The student's IEP will reflect the diploma choice. The following diploma choices are available to Special Education students:

1. Regular Diploma: Special education students graduating with a regular diploma will be required to complete the same requirements as any other student graduating from the school district. This includes obtaining a passing score on all state-mandated subject-area tests.
2. Alternate Diploma: Special education students who choose to receive a modified diploma will complete their IEP each year. The modified diploma will state, "This student has successfully completed an "Individualized Education Program". This diploma will certify that the student has completed at least 12 years of school. The diploma may not be used for purposes that require a high school diploma or its equivalent, such as entering a junior or senior college, or certain branches of the Armed Forces. (MS Code 37-16-1 1) (STD 3-5.3)

### **E. Graduation Ceremonies and Practice**

Winona Secondary School's formal graduation ceremony is limited to honoring seniors who have successfully completed the above prescribed graduation requirements. Any

student who fails to meet the graduation requirements shall not be permitted to participate in the graduation exercises. Seniors who complete graduation requirements at the end of the summer will be awarded a diploma at that time. Students must pay all dues and fines before they may participate in the graduation ceremony.

- All Seniors must be present and on time for all graduation practices. If any senior is not present for practice, he/she will not be permitted to participate in the ceremony. Exceptions must have prior approval from the principal.
- College Visitation days must be completed before **April 30th** during the student's senior year.

## **F. Honor Graduates**

Many students recognize early in their educational career that high school grades and outstanding scholastic achievement are goals worth achieving. These students sacrifice time and effort to attain these goals and should be recognized for their special efforts. Those students who worked diligently during their high school years to maintain a high level of achievement will be recognized as Honor Graduates

### **Definitions:**

- **HONOR GRADUATES WITH DISTINCTION**- Those students who have a grade point average from 90 to 92 for all four years of high school;
- **HONOR GRADUATES WITH SPECIAL DISTINCTION**- Those graduates who have a grade point average of 93 and above for all four years of high school.

### **All honor graduates will be entitled to wear the “graduation gold” as follows:**

- **Gold Cords**- those seniors who have an overall four-year average of 90 and above;
- **Gold Stoles**- those seniors who have been active members of the Beta Club all four years of high school;
- **Gold Tassels**- those seniors who have been active members of the Beta Club for three semesters, with one semester being their senior year.

### **Qualifications:**

- All honor graduates must have an average of 90.00 (89.50) or above. Early graduating juniors may qualify for Honor Graduate status, however, they will be recognized as an early graduating junior and will not be qualify for any speaking roles during the graduation ceremony. They will be seated at the end of the Honor Graduate row during the ceremony to be recognized for their accomplishments as well.
- **Valedictorian**-The graduating senior (8 semesters) having the highest grade point average for grades nine through twelve and who is entitled to receive a regular academic diploma.
- **Salutatorian**- The graduating (8 semesters) having the second-highest grade point average for grades nine through twelve and who is entitled to receive a regular academic diploma.
- All honor graduates including Valedictorian and Salutatorian will be determined after grades for the third nine-week reporting period are submitted. Grades included in the averaging process will be the first and second semester averages in each subject for grades 7 - 11 in which the student received or attempted a Carnegie unit, the first semester average in each subject for grade 12, and the third nine weeks average in each subject for grade 12.

### **Other Items for Seniors:**

- Any student designated as a graduation speaker must be enrolled in the senior class of Winona Secondary School at the beginning of the senior year. All speeches must be approved by the principal and school official responsible for graduation before the speeches are delivered at the commencement ceremony. A student who alters his/her speech after final approval is granted, for the purpose of stating personal, political, religious, or other opinions must appear before the WMCS School Board before the diploma is granted. The WMCS School Board reserves the right to make special requests of the student prior to issuing the diploma.
- Students entering Winona Secondary School during their senior year will be entitled to be an Honor Graduate (excluding Valedictorian and Salutatorian status), although they were not students of WSS all of their high school years.
- Any student named as Valedictorian or Salutatorian must be enrolled in the senior class of Winona Secondary School at the beginning of the senior year. The Board of Trustees of Winona-Montgomery Consolidated School District may, under extenuating circumstances, grant an exception. Any student or parent/guardian who wishes to be granted such an exception must present in writing a request to the Board no later than the regular April board meeting explaining why he/she feels an exception should be granted.
- **Fifth Year Student** Any student who is classified as a fifth-year high school student and can graduate with a minimum of three credits may return to school for those classes only. These classes will be arranged as close to the beginning of the day as possible.

### **Head Lice**

The principal shall notify the county Health Department of receiving problems of head lice if the student has had head lice on three (3) consecutive occasions during one school year while attending school or if the parent has notified the school officials of the student having head lice on three (3) consecutive occasions as determined by the school nurse, public health nurse or physician. The school principal or administrator shall not allow the student back to school until proof of treatment is obtained.

### **Health and Wellness Policy**

The Winona-Montgomery Consolidated School District adopts a school wellness policy with the commitment to nutrition, physical safety, comprehensive health education, marketing and implementation. This policy is designed to effectively utilize school and Community Resources and to equitably serve the needs and interest of all students and staff. Staff wellness is also an integral part of a healthy environment.

### **Health Services for Students**

#### **Accidents**

- Minimum first aid will be administered and the school nurse, principal, teacher or designee will contact 911 to have the injured transported to a medical facility if further treatment is needed. In all cases where the nature of the accident or injury appears serious, every effort will be made to contact the parent/guardian or other persons listed on the emergency card.
- At the beginning of the school year, each school will have the parent/guardian complete and sign the "Student Emergency/Service Card".

### **First Aid**

- Minimum first aid will be administered and the school nurse, principal, teacher or designee will contact 911 to have the injured transported to a medical facility if further treatment is needed. In all cases where the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian or other persons listed on the emergency card.
- No student who is ill or injured shall be sent home alone. A student who is ill or injured shall not be taken home unless it is known that someone is there to receive him/her.

### **Communicable Diseases**

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

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

***NOTE: The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease. A student with a temperature of 100.4 or greater should be kept at home and not return until fever-free 24 hours without fever-reducing medication.***

### **Immunization**

No minor child shall be allowed to enroll or to attend any school without a valid Mississippi Immunization Certificate Form 121.

### **Medications**

When medication is to be given at school, the following guidelines must be followed:

- ☐ A permission note signed by parent/guardian should accompany any medication along with a doctor's order each school year.
- ☐ The permission slip should list the name of the medication to be given, the amount to be given, and the time to be given.
- ☐ Medication (prescription and over the counter) is to be labeled with the child's name and in the original container.
- ☐ All medications should be dropped off with the office staff first thing in the morning.  
**Absolutely no medication shall be transported by a child to or from school. It must be transported by a parent/guardian only and registered with the school nurse or school**



**personnel in the absence of the school nurse.**

- ☐ Children diagnosed with asthma, diabetes or severe allergic reactions may keep their inhalers/epipen/insulin supplies with them with the approval of the school nurse and a written doctor's order each school year stating the child can carry it on their person. Students may self-administer certain emergency prescription medications such as inhalers, insulin, glycogen and epinephrine while at school. **ALL STUDENTS WHO WILL BE CARRYING AN INHALER, INSULIN SUPPLIES OR EPI-PENS ON HIS/HER PERSON WILL NEED TO HAVE A MEDICAL FORM SIGNED BY HIS/HER PHYSICIAN AND PARENT/GUARDIAN.** The form states the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler, insulin or epi-pen. The school is absolved from any responsibility in safeguarding the student's inhaler, insulin supplies or epi-pen. Students are to be instructed in the proper disposal methods of all insulin supplies. Failure to follow these procedures will result in termination of prescription medication administration for the student at school. Questions regarding the administration of medication to a student should be directed to the school principal.

These guidelines promote safety for all students in the school system. Students may be given medication only upon written authorization from the parent/legal guardian and doctor. Any medication must be prescribed to the student by a physician each school year. Students will be required to remember when medication is to be taken. The district assumes absolutely no responsibility for any matters resulting from a student's taking or refusing to take medication.

### **Homeless Children**

When a child is determined to be homeless as defined by the Stewart B. McKinney Act, the district shall consider and take enrollment action that is in the best interest of the child. The district will ensure that homeless students are not stigmatized nor segregated based on their homeless status. A student verified as homeless will be enrolled immediately in the school area in which they are actually living. If the student should remain in the school of origin, transportation will be provided to and from the school.

### **Honor Roll**

In order for our students to be recognized for their academic achievements, a list of honor students will be published at the end of each nine week period in the local newspaper. Students with all A's will be on the all A honor roll and students with all A's and B's will be on the A/B honor roll.

### **Illegal clubs and organizations**

Student clubs or independent organizations for public school are illegal as outlined by their definition in section 37-11-37 of the school code for the state of Mississippi. Section 3711-39 of the school code reads "any public high school fraternity, sorority, or secret society organization as defined in section 37-11-37 is hereby declared to be inimical to public free schools and therefore illegal." According to section 37-1143 of the Mississippi code, the school board is fully authorized to suspend or expel any student who is a member of such organizations as stated above.

### **Indecent Exposure/Sexual Activity on Campus or School-Sponsored Trip**

Any student who willfully exposes himself/herself to another student or to a teacher will be punished according to the severity of the situation. Any student who engages in sexual activity on campus or on a school-sponsored trip will be punished according to the Code of Conduct infraction chart.

### **Internet rules**

No student will be allowed to use a school computer until an "Acceptable Use Policy Agreement" has been signed by the parents/guardian and is on file in the school district. Any student found using a school computer without a signed acceptable use policy agreement will be suspended for one day. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school

hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that the files stored on district servers will always be private. During school, teachers of younger students will guide them toward appropriate materials. Outside the school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

- Users are expected to abide by the generally accepted rules of network etiquettes. These include, but are not limited to:
  - Be polite;
  - Use appropriate language;
  - Do not reveal your personal address or phone number or the address or phone number of students or colleagues;
  - Note that electronic mail (email) is not guaranteed to be private. Administrators who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities;
  - School apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited;
  - Students will tell their teacher or other school employee about any message they received that is inappropriate or makes them feel uncomfortable;
  - Students are responsible for the use of their individual laptops/district email account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
- The following are not permitted:
  - entering areas which have been specifically forbidden;
  - attempting to bypass network controls and/or filters;
  - sending or displaying offensive messages or pictures;
  - using obscene language;
  - harassing, insulting, or attacking others;
  - damaging computers, computer systems or computer networks;
  - violation of copyright laws;
  - using others passwords;
  - trespassing and others folders, works or files;
  - intentionally wasting limited resources;
  - employing the network for commercial purposes;
  - installing/downloading any computer software;
  - violating copyright laws.
- Sanctions
  - Violations may result in loss of access privileges;
  - Additional disciplinary action may be determined at the building level in line with the existing practice regarding inappropriate language or behavior;

- Illegal activities are strictly forbidden;
- When applicable, law enforcement agencies may be involved

### **Leaving Campus**

- No student may leave school at any time during the school day without permission of a principal or without following proper procedures.
- Any student leaving school without permission of a principal will be considered truant.
- Any student who arrives on campus early must remain on campus. Should any student arrive on campus early and leave, the student will be considered truant and shall be suspended regardless of the time he/she arrives back to the campus.

### **Leaving Class**

- Students assigned to a class will be expected to remain under the supervision of their teacher for the entire period. No students are to be dismissed from class unless there is an emergency.
- Hall passes are required any time a student leaves class for any reason.
- Students will also be required to sign in and out of class with the hall pass. The sign in and out form should include the following information: student's name, time student leaves the class, time student returns to class, nature of the emergency and signature of student.
- Students are not to work for another teacher unless approved by both teachers first and then approved by administration.
- Only one student will be allowed out of class on a hall pass unless there is an emergency and someone needs to accompany the student.

### **Liability procedure**

Winona Secondary School staff members are on duty from 7:15 a.m. to 3:15 p.m. Therefore, Winona Secondary School assumes no responsibility for students who arrive on campus prior to 7:15 a.m. For students who are dismissed at the end of the regular day (2:49 p.m.), Winona Secondary School assumes no responsibility for those students who remain on campus after 2:49 p.m. For students who stay for after-school tutoring, the school's responsibility for those students ends at 3:45 p.m. In regard to students who remain on campus to participate in an official school-sponsored activity, the school's responsibility ends at the conclusion of that activity. After arriving on campus, no students are allowed to leave campus until dismissed or until they are checked out by parents or guardians. Winona Secondary School accepts no responsibility for students that leave campus during the school day without following prescribed checkout procedures.

### **Lockers**

Lockers are provided for some students in the Career and Technical Center and in athletic programs and are made available for storing clothing and equipment for those classes. All students must be aware of the following policy:

- All personal effects must be placed inside the locker and not on top;
- Students are discouraged from keeping any valuables such as jewelry or money in a locker. Should a student place any valuables in a locker and the valuables are lost, the school will assume no responsibility for replacing the lost articles.
- If at any time the school officials suspect drugs, alcohol, dangerous weapons, etc in a locker, the school, by law, is entitled to search the locker without informing the student. Should the need arise, the school may also request the police department to search any locker or set of lockers with the aid of the police dog.

### **Lost and Found**

Lost and Found items are kept in the office; unclaimed items are donated to charity at the end of the school year.

## **Make-up Work/Tests**

The following standards are required for all make up work:

- The student is totally responsible for initiating any and all make up work with the teacher who will set the time for the makeup work to be done;
- In all cases of makeup test, the maximum time allowed to make up a test will be equal to the number of days absent unless special permission is granted by the principal;
- Any student who is present on the day a test is assigned is responsible for taking the test on the day he/she returns to school unless new material was introduced during the absence and/or the teacher gives special permission for delayed testing. Also, any work assigned prior to an absence is to be turned in or completed the day the student returns to school unless there is an extenuating circumstance;
- Any type of makeup work not completed during the specified time limit will be assigned a grade of "0" and averaged accordingly;
- All nine weeks test must be completed by the student prior to the time that grades are posted, unless special consideration is granted by the principal;
- All semester exams must be completed during the scheduled examination time frame, unless special permission for delayed testing has been granted by the principal of the school. Students who skip exams without approval of the principal will be given a "0" for the exam grade and grades averaged accordingly;
- In any unusual circumstances, the principal and the classroom teacher may grant special permission for a student to take his/her examination on an alternate date.

## **Meal Charge Policy (WMCSD Policy Effective 7/1/2017)**

### **Purpose**

The purpose of this policy is to establish consistent meal account procedures in Winona-Montgomery Consolidated School District cafeterias as per USDA regulations effective July 1, 2017. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive interactions with the staff, students, parents, and guardians.
- To encourage parents or guardians to assume the responsibility of meal payments.
- To promote self-responsibility of the student.

### **Scope of Responsibility**

1. Food Service Department: Responsible for maintaining charge records and notifying parents/guardians of outstanding balances as frequently as needed, and also notifying Central Office of balances delinquent over 30 days.
2. School District: Responsible for supporting the Food Service Department in collection activities.
3. Parent/Guardian: Responsible for immediate payment.

### **Policy**

- A la carte items- A la carte items are not part of the USDA free/reduced lunch program and must be paid for with cash in hand or on the child's account. A la carte items will not be

allowed to put a student's account in the negative.

- Free lunch status students- Free lunch status students will receive lunch and breakfast every day. Free lunch status students are not allowed to have a negative balance due to a la carte purchases.
- Reduced and full paying students: If a student with a reduced or paying lunch status charges a meal, the collection process will begin immediately. Upon charging their first meal, an account statement will be sent home to the parent or guardian of the child to notify them of the negative account balance. A member of the Food Service staff may also reach out to parents or guardians via phone call or email to inform them of the negative account balance. Notifications regarding subsequent charges will be given to parents or guardians as needed until the negative balance is paid in full. A student with a reduced or paying full status will be allowed to charge a maximum of ten (10) meals in their account before further action in the collection process will be taken. Once the account cap of 10 meals has been reached, an alternate reimbursable meal of the manager's choice will be provided for the student at a cost of \$1.25 for lunch and \$0.75 for breakfast. If a student does not have cash in hand to pay for their alternate meal, their account will be charged for it. Food Service staff will make reasonable efforts via email, text, call, and or send letters home via mail or by the child to keep them informed of their child's account information. Payments may be made in the cafeteria on the serving line or brought to the school office. Beginning the second week of May, the Food Service program must start to close the books for the school year. No new meal charges to an account with a negative balance will be accepted. Students must call home or borrow money from the office to purchase their lunch.
- Negative balances not paid prior to the end of the school year will be given to the Superintendent and school board for appropriate action to include:
  1. Delay the issuance of report cards and class assignments until the balance is paid in full.
  2. Prohibit the student from participating in future fee-based programs until balance is paid in full.
  3. If a senior has a negative balance at the first of May, the administration may prohibit the student from participating in senior activities and graduation exercises.

## **Refunds**

Student accounts with a positive balance at the end of the year will roll over into the new school year. Refunds may be requested by sending a letter to Betty Forrest, FSA, Winona-Montgomery Consolidated School District, 301 Fairground Street, Winona, Mississippi 38967, or via email to [bettyforrest@winonaschools.net](mailto:bettyforrest@winonaschools.net). Parents may also choose to donate the unused funds to unpaid balances at the end of the school year by sending an email to the address listed above or by calling 662-283-1007. Unclaimed funds must be requested within six months. These funds then become property of WMCS D Food Service. This is in reference to withdrawn students and graduated students. All parents are encouraged to fill out a lunch application. These applications will be available at registration and also throughout the year in the Child Nutrition office and in WMCS D cafeterias. (Board Approved 07-18-2017)

## **Merit Program**

- Recognition is given at the end of each year to students who have earned thirty (30) or more merit points in grades 9 -12. The points may be accumulated over four (4) years.
- To be recognized as a merit graduate, a student must have 120 merits. Academic merits are based on 1st semester and 3rd nine weeks averages. Athletic and activity merits are based upon finishing the season or activity. The student must have been enrolled at Winona Secondary School all of the 1st semester in order to receive merit points.

- Recognition is given to students who have achieved academically and who have participated in extracurricular activities, bringing credit to themselves and to the school. Students may receive merit points for academics, annual, athletics, band, cheerleading, archery, class representative, clubs, public relations events, school-sponsored contests, art, choir, and university camps as outlined on the merit form.
- All rules and regulations of the merit program are outlined on the merit forms that are available to students in the back of this handbook.

### **Outside Food and Drink Policy**

All outside food and drink must be consumed before entering the school building. No outside food or drink will be allowed in the building. The only exception will be water.

### **Parent Conferences**

In accordance with state law, a school administrator may request a parent or legal guardian to come to the school for a conference related to student behavior or academic problems. Any parent/legal guardian who refuses to attend a parent conference when requested by a school administrator is subject to a court appearance and a \$250.00 fine (MS law 37-11-53,2b). A parent/legal guardian may request a parent/teacher conference to discuss their child's academic or behavioral problems. Teachers will not be called from their classes for an impromptu parent/teacher conference. The office will provide parents with contact information as needed.

### **Parent Involvement Policy and Compacts**

The Winona-Montgomery Consolidated School District has adopted the Parent Involvement policy and Parent/Teacher compacts. Copies are available in the principal's office and the Federal Programs Coordinator's office. Copies are available to parents upon request.

### **Parents' Right to Know**

As a parent of a student in the Winona-Montgomery Consolidated School District, 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 teachers, and it requires us to give you this information in a timely manner if you asked for it. Specifically, you have the right to ask for the following information about each of your child's teachers:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- The bachelor's degree measure of the teacher and any other graduate certifications or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- If you would like to receive any of this information, please call the principal of your child's school.

### **Personal Property**

Any student who destroys the personal property of anyone (accidentally or intentionally) will be required to replace or reimburse the person the value of the object destroyed.

### **Pledge of Allegiance**

From and after July 2, 2022, the school boards of all public schools of this state shall require teachers to have all pupils repeat the oath of allegiance to the U.S. flag at the beginning of the first hour of class each day school is in session. Any student or teacher who objects to reciting the oath of allegiance shall be

excused from participating without penalty. (Senate Bill 2321)

### **Prohibited Items**

This list is not intended to be all inclusive. Any item that causes a disruption to the educational process in the determination of the Superintendent and/or Principal will be considered prohibited. The school administration will decide if other items are to be added to the list. Students may also face suspension for bringing restricted items to campus, on a school bus or a school sponsored event. Possession of the following items on school property is prohibited, but not limited to:

alcoholic beverages, handheld gaming device, paint guns, any type of weapon, gang paraphernalia, personal defense items (mace, pepper spray), bandannas, drug paraphernalia, pillows/blankets, head gear, incendiary materials, playing cards/dice, illegal drugs, pornographic materials, cigarette lighters, knives, radios, laser lights, stolen property, tobacco in any form, electronic smoking/vaping devices, look alike drugs, synthetic drugs, fingernail files, matches, toys/toy weapon, firearms, metal picks, walking canes, fireworks, noise-making devices, water pistols

### **Promotion/Retention Policy for 7th and 8th Grade Students**

Students in grades 7 or 8 who failed **ONE** academic subject (Math, English, Science, or Social Studies) will be retained in the same grade for the following year.

### **Publicity**

The Winona-Montgomery Consolidated School District releases information and photographs to the press, school web page, and through other media (including the school annual) regarding student achievements in all facets of school activities. This information includes but is not limited to such items as the honor roll, senior rosters, scholastic/organizational/athletic accomplishments, and participation in conferences.

During the course of the school year, copies of the senior rosters are requested by college recruitment officers, community businesses, and military personnel. In order for Winona Secondary School seniors to be given the opportunity for competition, a list of graduating seniors will be forwarded to the persons making the request. Should any graduating senior or a parent/legal guardian of a senior desire that the senior's name be omitted from the senior list, please contact the Guidance Office at 662-283-1244 within the first month of school or within a week after the initial enrollment for new students entering during the school year. This release does not apply to student records protected by the Family Education Rights and Privacy Act

### **Right of Search**

- A. The school recognizes the right of students to privacy and security against arbitrary invasion of their personal property. The school board maintains the position that the 2 school must be kept safe for all persons concerned. Therefore, school officials may institute a search if there is reasonable suspicion that the search will reveal evidence that the student's behavior has violated or is violating the law or the school policy.
- B. School officials are not required by law to obtain a search warrant to carry out searches independent of the police and other law enforcement officials. School officials are within legal rights if a search of students is required. The school reserves the right to conduct a periodic search of lockers, vehicles, or personal property at regular intervals if the administration deems it necessary. If it is deemed necessary, any school official has the legal right to search a student's property if the student is suspected to have drugs, weapons of any type, or any other articles considered a safety hazard to the school. Student property shall include, but not be limited to, purses, bookbags, pockets, clothing, bags and vehicles parked on or near campus.
- C. Searches based upon "reasonable suspicion" may include, if school authorities think advisable under the circumstances, a frisk or pat-down of student clothing. Frisk or

pat-down searches should be conducted by a member of the same sex as the student and in the presence of another staff member and at all times in private where practical (except in exigent or emergency type circumstances).

- D. At no time should school officials conduct a search which requires a student to remove more clothing than his shoes or jacket unless the student consents verbally or unless in the discretion of the principal there exists an emergency constituting a threat or danger to the health, welfare or safety of the student, other students or staff or faculty. If school authorities are convinced that a more intrusive search is required to expose contraband or potential weapons, they should advise the proper law enforcement agency and/or the student's parents, when practical, as soon as possible, of the grounds for their suspicion and conduct the search either with police participation or parental consent, if practical, under the circumstances.

**E. POLICE NOTIFICATION**

- (a) Student searches which disclose evidence of school misconduct, policy or school rules violations, but not criminal misconduct, should be treated according to applicable school board policies or local school rules or procedures regarding expected conduct.
- (b) In the event that a student search discloses evidence of unlawful activity, the principal shall report such activity or acts to the appropriate law enforcement officials as required by law. If law enforcement officials are notified, the student's parents should be advised of this fact as soon thereafter as possible or practical as law enforcement may direct.

## **Rights of Student Privacy**

Student educational records are confidential documents. However, parents may review their child's record upon request. Parents may contact the guidance counselor or the principal for an appointment (MS Law 37-11-53,3a,b). The family educational rights and Privacy Act (FERPA) [20 U.S.C. 1232g; CFR Part 99] is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. Students to whom the rights are transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions [34 CFR 99.31]
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on the behalf of the school;
  - Accrediting organizations;



- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, “directory” information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Sales, Fines and Fees**

In order to minimize the effort to collect money from school sales, fines for such items as lost or damaged textbooks, and fees such as band fees or workbook fees, the following guidelines have been adopted:

- The school is authorized (Attorney General opinion 1-18-2000) to withhold report cards, diplomas, school records, etc from students until any and all fines, fees, and other outstanding debts have been paid. This includes library fines, textbook fines, bad checks, organizational dues, money from school sales, and other debts owed to the school.
- Students who accept goods to be sold for school use are responsible for delivery of goods and collection of money. Students will not be allowed more than \$30 worth of goods at one time.

### **Schedule Changes**

- In the spring, students are counseled in large groups, small groups and individually concerning their course needs and requirements. Students are given the opportunity to visit classes and talk to teachers as well as counselors. Students are encouraged to talk with their parents concerning course selection before their final selection request is completed.
- After students select courses in the spring, parents are required to sign the curriculum selection guide to approve the course selections. Failure of the parents to sign the curriculum selection guide by the start of school will result in students being placed in courses as necessary to meet graduation requirements.
- **No schedule change is permitted after the 5th class day of the semester unless requested by teacher or an administrator and approved by a parent.**
- School reserves the right to change a student's schedule without parental consent in the following situations:
  - The student fails a course that is a prerequisite for the course in which he/she is enrolled. (Example: Algebra I is a prerequisite for Geometry)
  - The student is registered for a course in which he/she does not have the prerequisite course average. (Example: a Sophomore who has less than a 90 average in English 1 and is enrolled in Latin 1)
  - The student is enrolled in a course that is out of the required sequence. (Example: registered for Trigonometry/Precalculus and has not successfully completed Algebra 2)
  - The student is enrolled in Advanced Weights but is not participating in a school sports program.
  - The student is enrolled in band, art or choir but is not participating in that program. Y

### **School Communication**

The district and school will use the automated Information messaging notification system through AIM and SchoolStatus. Telephone calls/text messages are generated to parents and guardians of students, teachers, and other staff members, notifying them of special events, important announcements and reminders, holidays, early release or late start day, or severe weather situations. You may receive a telephone call from WMCS D notifying you regarding one of these situations so it is important to let the WSS office know if your phone number changes at any point

in time so that we may update it in the system. Please like and share our Facebook pages for the latest information:

- Winona-Montgomery Consolidated School District
- Winona Secondary School
- WHS Tiger's Paw Yearbook
- Winona Career & Technical Center

The WMCS D website is: [www.winonamontgomerycsd.com](http://www.winonamontgomerycsd.com)

A hotline email has been created for any questions, concerns or suggestions that you may have. Please use the following email address: [tigertalk@winonaschools.net](mailto:tigertalk@winonaschools.net)

### **School Counseling Services**

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study guides, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. School counselors are concerned with helping students adjust to conditions and to plan for the future with regard to special interests, abilities, and needs. This will include selecting courses of study, improving traits of personality, and suggestions on how best to study. Students are urged to seek assistance from the teachers and counselors with any problem. It is especially important for students to feel free to approach the principal or assistant principals at any time. Each university and scholarship have a different deadline for submission of information. Students should begin early with the paperwork so they will meet all deadlines.

### **School Safety**

In response to the National Homeland Security Act, the Winona-Montgomery Consolidated School District will make every effort to provide a safe and orderly school environment.

### **School-Sponsored Functions**

All activities sponsored by the school district require prior school board approval and faculty sponsors. In order to avoid misrepresentation, any request made to the City of Winona or any other agency on behalf of any school organization must be accompanied by a letter of approval from the Superintendent of schools on school district letterhead stationery.

### **School Telephone Use**

Student use of the school telephones is limited. Students may use the phone only for emergency purposes and only with permission. Parents should not call the office and request to speak with students; in case of emergency, please call the office.

### **Section 504/Americans with Disabilities Act (ADA)/Individuals with Disabilities Education Act (IDEA)**

The Winona-Montgomery Consolidated School District will not discriminate on the basis of disability in admissions or access to, or treatment or employment in, its programs and activities to the extent provided by the law. The following person has been designated as the Section 504/ Americans with Disabilities Act coordinator and will handle inquiries raised regarding the Winona-Montgomery Consolidated School District nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability: Section 504/ADA Coordinator, Rana Mitchell, 419 College Street, Winona, MS 38967 Office #: 662-283-1000

It is the responsibility of all teachers in the regular education program to do all that is within their professional capability to ensure that all students can learn and are successful in the regular education program. To this end, the Winona-Montgomery Consolidated School District has established procedures

within the regular classroom for assisting students with special needs. The Winona-Montgomery Consolidated School District will adhere to the document Three Tier Instructional Model Teacher Support Team as it's procedural guidelines in complying with the requirements of Section 504 of The Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA), Title II- Americans with Disabilities Act (ADA). The model consists of three tiers of instruction:

- Tier I Quality classroom instruction based on Mississippi curriculum frameworks and district instructional initiatives
- Tier II Focused supplemental instruction
- Tier III Intensive interventions specifically designed to meet the individual needs of students

### **Social Worker Services**

The WMCSO school social worker is a trained mental health professional who can assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators as well as provide individual and group counseling/therapy. He/she serves as a liaison between the school, parents, and outside agencies in an effort to help the children of WMCSO develop socially and emotionally into productive students.

### **Student Abuse, Sexual/Verbal/Racial Harassment**

Every student has a right to attend school without fear of being abused, harassed, or threatened by other students. Therefore, students should be aware that verbal or physical abuse, verbal harassment, +sexual harassment, verbal threats, or racial remarks of any type will not be tolerated.

- **Sexual harassment-** By federal definition, sexual harassment is defined as unwanted, uninvited behavior of a sexual nature that interferes with one's education or right to participate in school activities. It may involve remarks, gestures, or actions of a sexual nature that make a person unsafe or uncomfortable. It creates an intimidating/hostile or offensive learning environment.
- Title IX states examples of conduct that may fall within the definition of "sexual harassment" including, but not limited to, the following:
  - sexual advances;
  - touching of a sexual nature
  - graffiti of a sexual nature
  - displaying or distributing of sexually explicit drawings, pictures, and written materials
  - sexual gestures
  - sexual or dirty jokes
  - pressure for sexual favors
  - touching oneself sexually
  - talking about one's sexual activity in front of others, and
  - spreading rumors about or rating other students' sexual performance.

Harassment records are kept from year to year. Harassment charges **ARE NOT DROPPED** at the end of each school year.

### **Student Arrival and Departure Times**

Students are not to arrive on the school campus prior to 7:15 a.m., before the beginning of the school day, when teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by school bus. Students are to leave school at the end of the school day at 2:49 p.m., unless they are participating in a supervised school activity and are under the direct supervision of a teacher

### **Student Change Of Address Or Other Personal Information**

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

### **Student Medical Insurance**

Students who are not covered by personal medical insurance are encouraged to purchase the school day insurance policy to cover any injury that might occur on school property. The school district will not assume the responsibility for medical expenses related to accidents occurring while at school or on school property. This includes accidents related to sports as well as accidents in a vocational-technical class or shop.

### **Student User Accounts**

Student user accounts are created for every student to have access to the district network. Students are required to accept and sign the District Internet Use Agreement. Student accounts give access to login on our local network and the district's Wi-Fi. Students will receive their account credentials from their teachers or administration. Student login and password policy: The first initial of the student's first name followed by the last name and the last four numbers of their MSIS number with @winonaschools.net following it. The student's password is the last four numbers of the MSIS number plus the word "Tiger" with a capital T. For example, Sally Ford with MSIS number 0187612 would have the email address: sford7612@winonaschools.net The password for Sally is: 7612Tiger

### **Student Valuables**

Students should make every attempt to keep up with their own belongings. Students should refrain from bringing high value items or large sums of money to school. All items brought to school should be clearly marked with the student's name. Students are encouraged to report the loss to the administration, however, the school assumes no responsibility for lost valuables or money.

### **Student Vehicle Use on School Property**

Pedestrians have the right-of-way on the school campus at all times. Driving on campus is a privilege and not a right. The privilege can be revoked or suspended at any time for violations of rules or unsafe behavior.

***NOTE: In the event there is sufficient reason to suspect an illegal act, motor vehicles may be subject to search. Parking passes shall be withdrawn upon the first evidence of reckless driving. Any student who fails to abide by the above regulations will lose his/her privilege of bringing an automobile to school and may be suspended. All rules apply to motor-bikes also.***

- Limited parking spaces are provided for student parking. Students will be required to obtain a parking permit from the high school office on a yearly basis. Students will be assigned a parking space and must park in their assigned spot. Unofficial parking will result in campus parking privileges being revoked and a reprimand issued to the student. The cost of each permit is \$10. Those parking illegally are subject to having their vehicle towed and the vehicle may be removed permanently from the school district.
- Proof of liability insurance will be required of any student who parks on school property. Only students in grades 11 and 12 who have a valid driver's license and current liability insurance may drive on campus. (Learner's permits are not valid driver's licenses.) If we have enough parking spaces, qualified 10th graders will be allowed to also purchase a parking permit.
- All students who drive to school will be subject to random drug testing. The first violation will result in a loss of driving privileges for one month. The second violation will result in a permanent loss of driving privileges. Any student who brings a car on campus after failing a drug test will be

assigned to the Alternative School.

- Students are reminded not to play loud music in the parking lot and that sitting in cars will not be permitted. Students are to exit their vehicle upon arrival in the parking lot. Students may NOT return to their vehicle between classes for any reason.
- Extreme Caution will be demonstrated when buses are present. Do not pass buses when lights are flashing and a bus stop sign is displayed. (Nathan's Law)
- No cell phone usage at any time while driving on campus by anyone.
- Students are reminded to exit the parking lots in a safe and orderly fashion. Drive slowly. Patience and courtesy will be demonstrated at all times. No horseplay, exhibition of speed, burnouts, or revving engines in the parking lots or on nearby streets.
- Any vehicle parked on school property may be subject to search by school personnel or law enforcement officers if the need arises. The Winona-Montgomery Consolidated School District has the right by law (MS Code§99-27-11) to search any car which it has reason to think or believe to be dangerous, to contain illegal substances or weapons of an illegal nature. The student shall be asked to open his/her vehicle by the administration. Failing to do so may result in removal of the car from the campus, suspension and/or expulsion of the student from school.

***NOTE: The school assumes no responsibility for any accidents or injury sustained by those providing their own transportation to and from school, for any passengers who are riding with those providing their own transportation, or for any student who leaves school without proper legal permission and authorization.***

### **Study Habits**

To have a happy, successful school life, students must develop proper study habits. Students will be taught the fundamentals of study as appropriate to each particular subject area. A few general suggestions to improve study are:

- Have a regular time and place to study each subject.
- Use your willpower to keep at your task.
- Concentrate on your work.
- Keep up with your assignments on a daily basis.
- Keep well physically so you will feel like studying.
- Eat proper foods.
- Have your eyes tested if they bother you.
- Have sufficient materials at hand to use when studying.
- Realize that learning pays and take pride in being a good student.

### **Summer School**

Students should make a concerted effort to pass all courses during the regular school term. For those students who failed to earn credit during the regular term, summer school is available. Although the Winona-Montgomery Consolidated School District does not offer an academic summer school, students may attend summer school at any other accredited high school offering an approved summer school.

- In keeping with the guidelines for accreditation as stated in Bulletin 171, students may earn one (1) unit during a single summer session for a maximum of four (4) units to be counted towards graduation. Students who attend summer school out of the state must be aware that Mississippi allows only one (1) unit of credit each summer regardless of the number of units which may be obtained in another state. (STD 3-17.9)
- For students attending Winona Secondary School, the school district requires that students take all subjects required for graduation during the regular school term. Should a student fail to pass one of the required courses during the regular school term, permission may be granted to take the course in summer school.

- Students who go to summer school must obtain permission from the high school principal prior to enrolling for summer study. The permission form may be obtained in the guidance office the last week of school. (STD 3-5.1)
- In special circumstances a student who has failed and is behind his/her normal grade level may be granted special permission to take a required course in summer school in order to earn the credit for graduation. Permission may be granted only after a transcript evaluation has been completed by the Guidance Department.

### **Testing:**

- **Exam Schedules-** The test dates for nine-weeks tests and semester exams can be found on the school calendar in the front of this student handbook. The schedule for nine-weeks tests and semester exams will be sent out the week prior to testing.
- **Altering Schedules-** No teacher may alter a schedule for his/her convenience without prior written approval of the principal. No student may take any test/exam early without prior written approval of the principal.
- **Absences from Testing**
  1. If a student is sick or some other emergency arises, a parent should contact the principal's office before the scheduled time for the test. If that is not possible, the parent must come to the school and explain the reason for the absence before the student will be allowed to make up the test.
  2. If school officials approve the reason for the absence, the makeup test will be given, and no deduction will be taken from the grade on the makeup test.
  3. It is the responsibility of the student to know the test schedule and report for testing at the designated time. It is the responsibility of the student who misses a test to contact the teacher and make arrangements to make up the test.
  4. Any student not making up a test in a reasonable amount of time will be assigned a grade of "0" for the test missed.
- **Leaving Campus During Exams-** Students will be allowed to leave the campus after their last exam period during semester exams with a signed parent permission form. Students will not be allowed to check out during an exam.

### **Textbooks**

A necessary ingredient for any curriculum is the textbook. Students who attend school in Mississippi are fortunate because the district provides textbooks for each student in each subject. (Appendix A-28) All day the textbooks used in public schools are provided for student use at no expense to the student, these district-owned textbooks are very expensive, and students should be aware of the following guidelines to be used for textbooks:

- ☐ Because the school must use the textbooks for at least five years before new adoptions are released, the students are asked to take extremely good care of their books; Fines will be assessed with a minimum of \$3 for damaged books.
- ☐ The use of book covers is encouraged to keep the books in good shape; all marks within the books should be erased prior to returning the book at the end of the school year;
- ☐ Textbooks that are damaged in any way or lost must be paid for before a student can take his/her examination or receive the report card;
- ☐ Students who owe a book fine for lost or damaged textbooks from the previous year will not be issued textbooks for the current year;
- ☐ School records will not be sent to another school until all books are returned or paid for;
- ☐ Replacement costs for books are as follows: first-year 90%, second-year 80%, third-year 70%, fourth-year 60%, fifth-year and thereafter 50% of the new replacement cost.
- ☐ The school reserves the right to file judgment in the Justice Court System to gain payment for textbooks not returned or paid for by the person signing the book card.

## **Threats of Violence**

Any person who makes potentially life-threatening statements concerning students, teachers, administrators, or staff members of this school district will be arrested, suspended from the school district, and prosecuted to the fullest extent of the law. Every person associated with the school district has the inherent right to attend or work at Winona-Montgomery Consolidated School District without fear of bodily harm. Therefore the administration will make every effort possible to ensure a safe and orderly environment for students and all school employees. There will be zero tolerance allowed for making playful, unintended life-threatening remarks. Any remark of this nature cannot and will not be tolerated. Bomb threats, false fire alarms, threats of property damage, or other life-threatening actions made to the school are a violation of Federal Code 844. The penalty for making such threats is five years in prison and a \$250,000 fine. Anyone, whether student or adult, caught making such threats to the school will be prosecuted. If the caller is a student, the student will be suspended from the school district.

## **Title IX**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

WMCSO will not tolerate any discrimination as described under Title IX. If a student has a complaint, he or she should report the grievance to a teacher. The teacher will forward the report to the building principal. The complaints will be kept in the Title IX office. A copy of grievances will be forwarded to the: Winona Montgomery Consolidated School District Title IX Coordinator Rana Mitchell, 218 Fairground Street, Winona, Mississippi 38967

## **Transcripts**

- After graduation, the completed transcript (8 semester transcript) is required for final admission to college. This transcript will contain student grades as well as the ACT score(s). It is the responsibility of the graduating senior to request his/her transcript to be mailed to the college.
- All seven semester transcripts for Seniors are free. Seniors must sign a transcript request in the Guidance Office for the official transcript to be mailed. Seniors may request that their final transcript be sent to up to five places for free prior to graduation. Any further transcripts will be \$5 each.
- All transcripts post-graduation will cost \$5 each.
- Student permanent records are maintained and disseminated as directed by Mississippi Code 37-349, 37-15-3, and the Family Educational Rights and Privacy Act (Appendix A-26). These records are kept permanently and may be requested by a student at any time. A release form must be signed in the Guidance Office each time a transcript is sent unless a letter of request is received from the student.

## **Vandalism of School Property**

According to the Mississippi Code (37-11-19), "If any student shall willfully destroy, cut, deface, damage, or injure any school building, equipment, or other school property, he or she shall be liable to suspension or expulsion and his parents or persons in loco parentis shall be liable for all damages." School officials are authorized to sign a criminal complaint and to press charges against those persons who vandalize school property. Should the need arise, and the district feels that additional property protection is necessary, the school district reserves the right to install site surveillance cameras on any property controlled by the Winona-Montgomery Consolidated School District. (This includes classrooms, hallways, cafeterias, restrooms, buses, fieldhouse, gymnasium, etc.)

## **Visitors**

Parents must use the front main entrance only. All visitors to the school must first push the buzzer to be admitted into the building. They should then report to the receptionist's desk. They will be asked to sign in, obtain a visitor's pass, and then may proceed to their destination. Students are not allowed to bring visitors to school without first securing permission from the principal. Should students or teachers notice unusual visitors on the campus, they should report the stranger to the office immediately. Classes will not be interrupted except in emergency situations during instructional time. The office will gladly set up a teacher conference. Visitors who fail to secure written permission from the principal's office to be on campus may be referred to police officials. .

## **Withdrawal From School**

- When students withdraw from school for any reason, they should report to the counselor's office with a parent to request a withdrawal form. This withdrawal record is necessary for admission to a new school, and the withdrawal must be completed before the school record can be mailed.
- The counselor will complete the withdrawal slip, check-in all textbooks issued to the student, and request the return of all school equipment, check with the librarian for books checked out, and check with the office for outstanding fines.
- This withdrawal slip must accompany the student to the new school for enrollment purposes.



## **Winona Secondary School Student Expectations**

Each student will be responsible for providing a positive, safe, and healthy educational environment for others by maintaining order, self-discipline, and having consideration for the rights and property of others. The accomplishment of this objective will entail the following:

1. Each student will bear the responsibility for his or her own conduct, including responsibility for neatness and cleanliness of personal attire and hygiene.
2. Each student will respect the rights of other students, teachers, administrators and other school personnel and visitors as human beings and fellow citizens of the school community.
3. Each student will respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to books, facilities, school materials, school buildings and furnishings, and the personal property of others and obey all state laws pertaining thereto.
4. Each student will refrain from violating all state laws, school discipline codes, or city ordinances and will refrain from:
  - ☐ using profanity or inappropriate language.
  - ☐ fighting or making threats.
  - ☐ creating disturbances.
  - ☐ carrying any weapon or any instrument which could be used as a weapon on school grounds or at school functions.
  - ☐ intentionally injuring another person or acting in such a negligent or indifferent manner as to expose others to risk or danger of harm or injury.
  - ☐ using threats or intimidation against any other person.
5. Each student will respect the health and safety of others and will refrain from:
  - ☐ smoking, using or possessing on his/her person, in his/her vehicle, or in his/her locker; or transmitting tobacco, electronic cigarettes, vapors, spice on campus or at extracurricular activities.
  - ☐ using, possessing, transmitting, or being under the influence of any alcoholic beverage.
  - ☐ using, possessing, transmitting, or being under the influence of any narcotic substance, illegal or prohibited drug, or controlled substance as defined by state law.
  - ☐ engaging in gambling or extortion.
  - ☐ engaging in theft.
  - ☐ assaulting or attempting assault of another person.
  - ☐ producing excessive noise.
  - ☐ engaging in any other unlawful activity.
  - ☐ making suggestive sexual remarks to other persons, students, or teachers or engaging in any type of conduct or action relative in any way to sex or sexual advances or sexual threats or gestures to or in the presence of another person while at school, on the bus, or attending a school-related activity or function of any type at any location.
  - ☐ exposing oneself sexually by the removal of clothing or the wearing of see through clothing or clothing that is otherwise inappropriate or which might jeopardize the enhancement of the educational process or learning environment.
  - ☐ showing disrespect to or failing to obey instructions or requests of a teacher, principal, or other school authority figure employed by the Winona-Montgomery Consolidated School District, including bus drivers and custodians.
6. Each student will respect the educational process and learning environment of others by refraining from:
  - ☐ tardiness.
  - ☐ being absent from school for reasons that are unexcused or for reasons not associated with sickness, injury or death in the family unless excused in advance by the principal.
  - ☐ any activities which diminish the rights of others and the opportunity for other students

- to receive an education and obtain the maximum benefit from a public education.
7. Each student will refrain from enhancing their educational performance or allowing other students to enhance their educational performance through any dishonest means.
  8. Each student will be expected to conduct themselves in an orderly manner while in general assemblies, even at pep rallies. It is especially important that students extend courtesy to those conducting programs in the assemblies.
  9. Each student will be expected to wait until the teacher dismisses the class to change classes, not the bell. All students will be expected to maintain orderly behavior and always move to the right in the hallways.
  10. Each student will be expected to use the hallpass/signout sheet to leave the classroom and will not go to the bathroom between classes.

Any Winona-Montgomery Consolidated School District student who is charged with a felony, an act as a juvenile that would be a felony for an adult or is specifically known to be involved in any undesirable activity either on or off school property will be suspended from school until the matter is resolved if his or her presence in school is likely to be disruptive to the educational process.

Any student with disabilities will be expected to follow the code of conduct as stated in this handbook. The IEP and/or local survey committee for students with disabilities will convene as necessary and appropriate under IDEA to make decisions concerning suspension, expulsion, change in placement, and or behavior plans.

When attending extracurricular activities, students are expected to follow the rules and regulations established for operation of the schools. Students failing to do so will be subject to disciplinary action in accordance with District policy. It shall be the responsibility of the Superintendent and principals to develop such further rules and regulations as necessary to ensure that students conduct themselves in a manner conducive to the best interest of the school and it shall be the responsibility of the students to obtain and follow such rules, oral or written, upon request and in an expedient, efficient, and timely manner.

### **Winona Secondary School Student Discipline Code of Conduct**

Our goal at Winona Secondary School is for each child in grades 7-12 to develop self-discipline. Together, the home and school share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe learning environment.

Teachers, administrators, counselors and support staff are taking the responsibility of teaching positive behavior expectations to students for the classroom and school so they will know exactly what is expected of them. Students who take responsibility for behaving positively will be recognized and rewarded in a variety of ways. Students will also know exactly what consequences will result when they choose NOT to meet the school/classroom expectations.

In the event that a student does not comply with the school and classroom expectations, the following discipline plan has been created to modify the misbehavior. The plan is divided into four levels: minor infractions, serious infractions, severe infractions, and extremely severe infractions. Each has a defined consequence and procedure to modify the child's behavior.

All teachers will follow the school-wide behavior management process before sending a Level 1 Minor Infraction office referral for a student. At the point of a Level 1 Minor Infraction office referral, the student has been warned about the need to correct the minor behavior at least 3 times and the parent/guardian has been contacted at least once prior to the office referral being made by the teacher. This is all done in an attempt to allow the student and parent/guardian the opportunity to correct the misbehavior before it is elevated to the next level of the discipline plan. When an administrator receives a Level 1 Minor Infraction office referral, the parent/guardian will be contacted by the school administrator to discuss the next steps.

## **Level 1- Minor Infractions**

- Littering
- Food in unauthorized areas (including candy and gum)
- Continually failing to turn in homework and/or complete class work assignments
- Continually failing to bring classroom supplies
- General minor disruptions and/or excessive distractions of other students
- Classroom/Hallway Disruption (including inappropriate transitioning conduct in hallways or creating congestion)
- Violation of hallway rules, classroom rules, or other rules of teachers and administrators
- Horseplay
- Profanity (written or spoken or electronically stored or transmitted), vulgarity (not directed at school personnel)
- Tossing item(s) without intent to harm
- Sleeping in class
- Excessive Talking
- Providing false information/Lying to an authority figure
- Inappropriate communication to peers (put downs, making fun of, or talking negatively about a person or his/her family)
- Any other act not described above deemed to be disruptive in a minor way to the school environment

## **Consequences for Level 1 Minor Infractions (Administrator Options):**

**1st Office Referral:** 1 day of ASD

**2nd Office Referral:** 1 day of ISD

**3rd Office Referral:** 2 days of ISD (After 3rd referral for the same and/or similar behaviors- One thirty (30) minute counseling session with the counselor)

**4th Office Referral:** 3 days of ISD and (After 4th referral for the same and/or similar behaviors Parent/Teacher/Counselor conference to possibly create a Tier 2 Behavior Plan)

**5th Office Referral:** 1 day of OSS

**6th Office Referral:** 2 days of OSS

**7th Office Referral:** 3 days of OSS

**8th Office Referral:** 10 days OSS pending a discipline hearing for Alternative School Placement and/or parent meeting to waive hearing for Alternative School Placement

**\*\*\*Head principal discretion may be used as necessary during the discipline process as deemed appropriate.\*\*\***

## **Level 2- Serious Infractions**

- Insubordination or defiance of authority [open resistance and/or bold disobedience to include verbal (talking back in protest, making non-threatening comments to staff and non-verbal disrespectful behavior such as eye-rolling, sighing, etc. )
- Defacing school property (damage total is under \$100)
- Inappropriate physical contact such as slapping, punching and scratching. (Physical contact that does NOT result in an altercation.)
- Verbal altercation- An intense argument between two or more students that actively disrupts the learning environment. No physical contact is made, however, the verbal altercation continues after the behavior has been addressed by school personnel.
- Selling items without the principal's approval such as candy, food, or any other unapproved items
- Profanity, Vulgarity and/or Verbal abuse towards any school personnel
- Indecent behavior: Student verbalizes, displays, writes, and /or draws pictures/images that are considered indecent, offensive, disgusting, and/or disturbing according to universally appropriate social norms (e.g. inappropriate gestures, notes with profanity, pornography, gang-related drawings/illustrations/signs/symbols in personal notebooks/items, etc.)Indecent behavior also includes disrespectful messages or comments (both written or verbal) based upon race, religion, gender, personal appearance, and/or national origin, to include verbal attacks based on ethnic origin, sexual orientation, disabilities, or other personal/family matters.
- Leaving class without permission from the instructor and it is not deemed an emergency.
- Instigating or initiating a fight as determined by an investigation by administrator (student prompting, encouraging or attempting to bring about a fight, but fight does **NOT** occur)
- Inappropriate display of affection (PDA)
- Student in an unauthorized area without permission/without a hall pass from an authorized staff member or accompanied by a staff member
- Stealing (personal restitution in addition to punishment) up to an amount \$50
- Forgery
- Possession of a prohibited item (that does not include weapons, burning devices or explosives) such as toys, spinners, pacifier, baby bottle or anything that disrupts the learning environment
- Skipping class but did not leave campus (Defined as student is not in class within 10 minutes after the tardy bell rings)
- Non-compliance- Student fails to follow reasonable requests and directives of a teacher, school official or employee or to abide by the rules and regulations of the student handbook of Winona Secondary School which are hereby approved.
- Refusing to surrender any item not allowed at school

### **Consequences- Level 2 (Administrator Options):**

**1st Office Referral:** 2 days of ISD or 1 day OSS

**2nd Office Referral:** 3 days of ISD AND One thirty (30) minute counseling session with the counselor

**3rd Office Referral:** 3 days of OSS AND parent/teacher/admin/counselor conference to possibly create a Tier 2 behavior plan

**4th Office Referral:** 5 days OSS

**5th Office Referral:** 10 days OSS pending a discipline hearing for Alternative School Placement

**\*\*\*Head principal discretion may be used as necessary during the discipline process as deemed appropriate.\*\*\***

### **Level 3- Severe Infractions**

- Willfully defacing/destroying of any school property (damage total is over \$101)
- Stealing (personal restitution in addition to punishment) in amount of \$51 and above
- Sexual Harassment - Verbal, written or physical conduct of a sexual nature that results in the creation of a hostile educational environment that impedes the ability of another student or students to participate in or benefit from that educational program. (Example, spreading sexual rumors, repeatedly pressuring others for dates or unwanted sexual activity, repeated teasing of a sexual nature, repeated unwanted sexual remarks or jokes, and/or repeated unwelcome touching or grabbing.)
- Leaving campus without permission from an administrator during the school day.
- Causes or attempts to cause physical harm or injury to another student (Not Fighting)
- Harassing, bullying, or threatening other students to include social networking bullying and harassment (Unwelcome conduct that is based on race, color, religion, national origin, sex, sexual orientation, or disability.)
- Threatening comments made towards a school official or other school district personnel and/or any threatening comments made about the well-being of the school environment
- Any other serious offense where the student is found guilty of inappropriate behavior of any kind which interferes with the ongoing instructional process or seriously threatens the safety of others or engages in such other conduct that is likely to pose a threat to the educational process or learning atmosphere
- Refusing punishment
- Leaving ISD or Alternative School without permission
- Possession of a vape on their person or vaping on campus/bus or at any school event
- Refusal to give up cell phone/Smart Watch/or other electronic devices to teacher and administrator

### **Consequences- Level 3 (Administrator Options)**

1st Office Referral: Minimum of 3 days OSS (up to 10 days) (Refer to Counselor for Tier 2 behavior plan)

Any subsequent Level 3 Office Referral: Possible 10 days OSS pending a hearing with the discipline committee for a possible Alternative School Placement (up to one calendar year)

**\*\*\*Head principal discretion may be used as necessary during the discipline process as deemed appropriate.\*\***

### **Cell Phone Refusal:**

1st offense- 3 Days OSS

2nd offense- 5 days OSS

3rd offense- 10 days OSS pending a hearing

#### **Level 4- Extremely Severe Infractions**

- Possesses on their person, or in their vehicle or backpack or transmits any firearm, knife, explosive or any other dangerous object on school property (Also included any burning devices capable of causing bodily harm or self-defense devices)
- Possesses any item that resembles a weapon with intent to intimidate others or any major disruption that could result in physical injury
- Performing any behavior that compromises the safety of others and distracts the daily routine of school operations such as unauthorized activation of the fire alarm
- Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamines, barbiturate, marijuana, alcoholic beverages, tobacco, or any other controlled substance without medical sanction for prescriptive substances
- Possesses any other over-the-counter medication or drug or pill of any type, kind, or nature while on campus without first securing the written permission of the school principal or his/her designee or school nurse or for failing to abide by all other prescription or nonprescription drug policies of the WMCS D or otherwise
- Assault on any school employee (an unprovoked attempt to commit on a school staff member a battery or the intentional placing of school staff member on reasonable apprehension of receiving battery or making statements threatening physical harm to a school staff member which includes using profane or obscene language to an adult with intent to directly threaten or intimidate the adult)
- Battery on any school employee (a severe and unprovoked act of physical aggression against a school staff member with a reasonable intent to harm. Example: punching a teacher)
- Engaging in retaliation and/or harassment against a school employee, on or off school property.
- Continuous sexual harassment- Student continues, even after previous attempts to stop the behavior, to engage in verbal, written or physical conduct of a sexual nature that results in the creation of a hostile educational environment that impedes the ability of another student or students to participate in or benefit from the educational program.
- Sexual acts (students engaging or attempting to engage in behavior of a sexual nature on campus or at school-sponsored or related events including district transportation)
- Sexual Misconduct- Students may not use any recording device to invade the privacy of a person(s) and/or transmit it to others through email, text, social media, or other platforms
- Public indecency, lewdness, or exposure
- Possession of an unknown substance (Pending determination of lab results)
- Possession of an unknown substance with intent to distribute
- Computer abuse- Inappropriate/illegal accessing and usage of the school Internet and/or possession of inappropriate explicit materials that violates the WMCS D Device and Internet Usage Agreements. (e.g. inappropriate sites, pornography, sexually explicit material, lewd, licentious and indecent searches and views, cyberstalking, searching threatening behavior, etc.)
- Committing any other severe offense which the principal may judge to fall within this category to include any act committed in the community that adversely affects the school climate.
- Selling vapes or other types of e-cigarettes at school

#### **Consequences- Level 4**

1. Automatic Ten (10) day suspension pending a disciplinary hearing for Alternative School placement (up to one calendar year) or Expulsion and referred to counselor for Tier 3 behavior plan
2. Possible police notified (charges may be filed)

**\*\*\*Head principal discretion may be used as necessary during the discipline process as deemed appropriate.\*\*\***

## **Winona Secondary School Cellular Phone/Smart Watch Policy**

The possession or use of cellular phones or any other electronic devices, including Smart Watches, is not allowed at school for any reason. If a student is found to be in violation of this policy, the cellular phone, Smart Watch and/or device will be taken from the student. Cellular phones and Smart Watches cannot be visible inside the school building. The only time students may take their cell phones or Smart Watch out is before they enter the building in the mornings and after they exit the buildings at the end of the day. At no other time are they to have a cell phone or Smart Watch out while the school day is in session. WMCS reserves the right to define the educational value of any new electronic wireless devices and cell phones that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distractions or disruption. ALL cell phones/Smart Watches/other electronic devices will be stored at the teacher's discretion until he/she is able to take the device to the office that day it is taken up from the student.. WSS is NOT responsible for lost, damaged, or stolen cell phones/Smart Watches/Other electronic devices.

**NOTE: Headphones, earbuds, air pods and any other listening devices are NOT allowed around your neck or in your ears while on campus. The only exception is when a teacher has written it into his/her lesson plan for you to use for that day's lesson.**

- **First offense-**

The student will receive two (2) days of After-School Detention (ASD) and the phone, Smart Watch or other electronic device will be held for 15 days or may be redeemed by the parent or guardian for a charge of \$25.

- **Second offense-**

The student will receive one (1) day of In-School Detention (ISD) and the phone, Smart Watch or other electronic device will be kept for 30 days or may be redeemed by the parent or guardian for a charge of \$50.

- **Third offense-**

The student will be suspended for one (1) day and the phone, Smart Watch or other electronic device will be kept for 60 days or it may be redeemed by the parent or guardian for a charge of \$75.

- **Fourth offense-**

The student will be suspended for three (3) days and the phone and charger, Smart Watch, or other electronic device will be kept for one calendar year.

- **Fifth offense-** The student will be suspended for five (5) days and will be referred to the discipline committee for further disciplinary action.

The use of the above electronic devices is banned at school to prevent cheating by text messaging, filming of other students, etc during class. Parents do not have the right to give a child permission to have a cell phone, Smart Watch or other electronic device at school. Students that take the SIM card out of the phone and refuse to give the cellular phone to the teacher or administrator or give the teacher or administrator a second phone that is on their person will be suspended for three (3) days for the first refusal offense (See Level 3 infractions). This is in addition to the punishment for the cell phone.

## **Winona Secondary School Academic Honesty Policy**

Any student observed cheating on any test will have the test paper taken immediately. The student will be given a "0" on any test when caught cheating. The parent will be notified. The student will not be allowed to retake that assignment

### **Winona Secondary School Tardy Policy**

A student is tardy if he/she arrives at any time after the instructional day begins. Any pupil who is tardy must report to the main office before going to class even if they enter through the Career and Technical Center. **Oversleeping, clock failure, missed rides and failure of a vehicle will not be reasons for excused tardiness.**

Students are tardy when they enter the classroom at any time after the tardy bell rings. Students are allowed time to pass from one class to the next and should not be tardy except in cases of emergency. If an emergency should arise, the student should get permission from the teacher who knows about the emergency. In the event students need more than the regular time, they should report to their class first and obtain permission from the teacher.

**\*\*\* NOTE: All Tardies will Reset at the Beginning of the Nine Weeks.\*\*\***

### **Consequences of Tardiness**

Students will not be penalized for the first three (3) tardies per nine weeks.

- **4th & 5th Tardies-** 1 day ASD and Parent Notification
- **6th & 7th Tardies-** 2 days ASD and Parent Notification
- **8th & 9th Tardies-** 1 day of ISD and Parent Conference
- **Upon the 10th Tardy and any subsequent tardy,** the student will be assigned an alternative school placement for 10 days or more.

### **Winona Secondary School Fight Policy**

Recognizing the fact that **EVERY** student has a right to an education in a safe environment, any student involved in **FOUR (4) FIGHTS** from the 7th through the 12th grade will be **EXPELLED** from this school permanently. This regulation begins when a student enters the 7th grade or when he/she is first enrolled in this school system after the seventh grade. Fighting is defined as any physical contact with intent to do bodily harm.

#### ○ **First Fight:**

Any student or group of students who might be involved in a fight at school, on the way to and from school (which includes school buses), or at any school functions such as ball games will be **suspended for three (3) days for the first offense and a parent must come to the school to get the student back in school..** When any student is suspended for fighting, the police may be summoned to the school and the student will be turned over to the police who will notify the parent.

#### ○ **Second Fight:**

A student involved in a **second fighting incident will be suspended for five (5) days and a parent must come to the school to get the student back in school.** The parent will be made aware of the consequences should a third fight occur.

#### ○ **Third Fight:**

Should a student be involved in a **third fight, the student will be suspended for ten (10) days and sent to the Alternative School for a forty-five (45) day placement.**

#### ○ **Fourth Fight:**

Should he/she become involved in a **fourth fight, he/she will be expelled permanently** from the Winona-Montgomery Consolidated School District.

***NOTE: Students should not congregate around or film a fight, then post to social media. The administration reserves the right to include bystanders as participants in the fight, and the participants may be subject to suspension also.***



### **Possession or Reasonable Suspicion of Drugs and Alcohol- (WMCSO Policy JCDAC)**

Students are prohibited from carrying, possessing in any manner or attempting to possess on their person or in their vehicle, using or selling alcoholic beverages, morphine, marijuana/Cannabis or its oil, THC, cocaine, opium, heroin, their derivatives or compounds, hallucinogenic drugs commonly called PCP, psilocybin, LSD, "pep" pills, methamphetamine, fentanyl, hashish or its oil, tranquilizers, any other narcotic drugs, barbiturates, substances ingredients or compounds which, when taken orally, intravenously, absorbed, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law. This shall include any substance which is falsely represented to be a controlled or counterfeit substance. This policy includes any substance listed in Schedule I, II, III, IV and V as provided by Mississippi annotated code to include any chemical substance used to produce mind or behavior altering effects; and any such substance, although not designed or intended for use, but when possessed with the intent to use or distribute the substance to produce said effects; including but not limited to, aerosol sprays, liquid paper and thinner, paints, varnishes, Freon, and generally any chemical consumed or inhaled or injected into the body for mind-altering properties. The prohibition includes synthetic substances marketed as but not limited to synthetic marijuana, bath salts, spice, incense, potpourri, or K2. Non-prescribed cough syrup, pain pills such as oxycodone or hydrocodone, stimulants like amphetamines or Adderall, sedatives like benzodiazepines or lorazepam; or mood stabilizers like Lithium or Ritalin; and performance enhancing anabolic steroids and substances are prohibited. This policy covers all precursors and all derivatives of the scheduled substances. Likewise, no student shall act in, aid, abet, assist, distribute or conceal the possession, and or the consumption, the purchase or the distribution of any illicit drugs or alcoholic beverages by another student or students

- **Provisions-** The provision of this policy shall not apply to any student who is under the care of a licensed physician and who is lawfully taking or in possession of medication which is prescribed under the supervision and direction of such licensed physician unless the student is selling or distributing them in an illegal manner. With regard to prescription medications refer to Winona-Montgomery Consolidated Medication Policy. The provisions of the policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Winona-Montgomery Consolidated School District, while participating in or going to or from any school-related activity, at any place where an interscholastic athletic contest is taking place, during the course of any field trip, during the course of any trip sponsored by the Board, while under the supervision and direction of any teacher, principal or other authority of this school district, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.
- This policy supplements all other disciplinary policies of the Winona-Montgomery Consolidated School District relative to drug or alcohol violations. Implementation and/or application of this policy does not prohibit the application of any other disciplinary policies of the Winona-Montgomery Consolidated School District relative to drug or alcohol violations by students and/or staff.
- Any or all of the following circumstances shall constitute grounds for reasonable suspicion of intoxication (excitement or stupefaction by alcohol or a drug to the point where physical and mental control is markedly diminished):
  - Direct observation and/or confirmation by a Winona-Montgomery Consolidated School District employee of drug and/or alcohol use or possession;
  - Abnormal or erratic behavior indicating intoxication;
  - Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes, breath odor;
  - First-hand information provided by reliable and credible sources of use,

- possession or intoxication;
  - The presence of the drug or alcohol on the student , detectable by the senses, such as the smell of marijuana or alcohol;
  - Possession of illegal drugs, prescription drugs for which the student does not have a prescription , alcohol containers or drug paraphernalia.
- A report from any source indicating reasonable suspicion that a student could be in violation of this policy shall be immediately given to a member of the administrative staff. The administrative staff member must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use. The administrative staff member is required to write, in reasonable detail, the facts, symptoms or observations, which form the basis of the reasonable suspicion.
- Once the administrator finds reasonable suspicion, the administrators shall contact the parents/guardians. The student will be immediately removed from school and suspended for ten (10) days pending a disciplinary hearing.
- Parents have the option to have students tested at a local medical provider at the parents' expense within 5 hours of initial contact by the school. These test results may be presented at the discipline hearing.
- If negative test results are provided to the school administration the following day, a conference will be held with the parent/guardian and the student to determine next steps. NOTE: If a student admits to being under the influence of a drug(s) and/or alcohol, the student should not be sent for a drug and/or alcohol test.
- NOTE: If a student appears incoherent, semi-conscious, unconscious, convulsive, appears to be hallucinating, is in respiratory distress indicating danger of injury to the health and safety of the student, Winona-Montgomery Consolidated School District personnel shall seek immediate medical attention before any other actions under this policy are undertaken. The health of the student shall be given priority.
- Any discipline resulting from the circumstances underlying drug testing shall be recorded in the student's discipline record in accordance with the discipline policies and other policies of Winona-Montgomery Consolidated School District.

### **Tobacco and Alcohol Products**

Juvenile purchase, possession and consumption of tobacco (MS Code-97-32-9)- No person under eighteen (18) years of age shall purchase any tobacco product. No student of a high school, junior high school, or elementary school shall possess tobacco on any educational property as defined in Section 97-37-17, MS Code of 1972.

Use of tobacco by adults on certain educational property prohibited; penalties for violation (SEC.97-32-29)- No person shall use any tobacco product on any educational property as defined in Section 2 of this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-Five (\$75.00) dollars; and for all subsequent convictions, a fine not to exceed One Hundred Fifty dollars (\$150.00) shall be imposed. Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any education property within the State of Mississippi. Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute. It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

### **Weapons Defined (such as Firearms, knives, etc.)**

Because firearms contribute to an unsafe environment and cause disruption to the normal progress of school, no type of firearms, ammunition, or weapons are allowed on school property, at any school-sponsored function, or on any school-sponsored trip. Weapons capable of inflicting bodily harm are prohibited on school property.

1. Any student found with firearms or other certain weapons such as knives, mace, box cutters, daggers, razors, etc on his/her person, within his/her locker, or in his/her automobile will be suspended and referred to the discipline committee for further action.
2. Any student having knowledge of firearms or other weapons present on campus or at any school function must report this to the principal or other school officials immediately. Any student who knows that firearms are present on school property and conspires to help conceal the weapons will also be punished. The severity of punishment will depend on the degree of student involvement and the amount of information withheld.
3. Any student who causes disruption of the normal school day or causes any disruption at any school event by stating that he/she has a gun or any other weapon that may cause bodily harm will be suspended and referred to the disciplinary committee.
4. This policy includes having weapons while traveling to and from school.
5. This policy also includes self-defense devices such as tasers, pepper spray, stun guns, sting rings or any other device that may fall under this category is not allowed on school grounds, at school-sponsored events, and/or when on school district property at any time.

### **Student Due Process:**

Students facing either long-term suspensions or expulsions are entitled to due process. The guidelines for due process are outlined below:

#### **A. The Law**

The Superintendent and/or the principal of the school shall have the power to suspend a pupil for good cause or for any reason which such pupil might be suspended, dismissed or expelled by the WMCS D School Board. However, such action of the Superintendent or principal shall be subject to review by and approved or disapproved by the WMCS D School Board. If the parent/guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent/guardian or other person shall be advised of their right to a hearing by the Superintendent or principal, and the proper form should be provided for requesting such a hearing. (37-9-71) (1987)

#### **Any student who was arrested for the following offenses will be tried as an adult, not as a juvenile:**

- Any 17 year old charged with a felony;
- All capital crimes or attempts to commit capital crimes if you are at least 13 years old;
- Any felony act attempted or committed by a child (if you are at least 13 years old) with the use of a deadly weapon which is illegal to be concealed: Bowie, dark, butcher or switchblade knives, metallic knuckles, black jacks, slingshots, pistols, revolvers, machine guns, fully automatics, silencers, or the use of shotguns or rifles

**\*\*\*\*\*NOTE: Circuit Court conviction will include a sentence to the state prison system.\*\*\***

- Parents, guardians or custodians of a child may be civilly liable for any criminal act of a child.
- Juveniles can be transferred to circuit (Adult) courts without previously going to training school. Names and addresses of juveniles twice adjudicated for felonies or unlawful possession of firearms will be released to the public.

- Juvenile possession of a handgun is a delinquent act. It will be a felony, punishable by a fine up to \$5,000 and/or 3 years in prison to possess or carry certain firearms or weapons on school grounds.
- School principals are required to notify law enforcement of any felony on school grounds.
- School officials are now required to notify parents, youth courts, and local law enforcement of expulsion for unlawful activity, and to notify youth court and law enforcement of all crimes committed on campus or during school related events.
- All school employees are now required to notify the principal of certain unlawful activities: assault with serious physical injury, sexual offenses, rape, kidnapping, indecent liberties, assault with weapon, possession of firearms, weapons or controlled substances.

## **B. Pre-hearing Procedures**

When it becomes necessary for a student to be suspended from school for more than ten (10) consecutive days, the principal or his/her designee will:

- Meet with the student to inform the student of the charges made against him/her. If the student denies the charges, he/she shall be given an explanation of the evidence that the principal or his/her designee has against him/her;
- Determine the extent of disruption caused by the student. If the student poses a danger to persons or property or is an ongoing threat of disruption to the academic process, the student shall be immediately removed from the school premises prior to the hearing. If the student poses no danger to persons or property and is not an ongoing threat of disruption to the academic process, the principal may recommend to the Superintendent that the student remain in school until the time of the hearing;
- Inform the student that a formal hearing will be conducted and that he/she has the right to attend. Even if the student waives his/her right to attend the hearing, the hearing will be conducted;
- Administration will schedule a hearing date and notify the school hearing officer and disciplinary hearing committee.
- Disciplinary committee which will be composed of the following staff members:
  - the principal or the principal's designee of the school in which the student is enrolled;
  - school counselor from the school in which the student is enrolled;
  - three classroom teachers from the school in which the student is enrolled;
  - any other individual deemed necessary by the principal
- Give written notice of the hearing to the parent or legal guardian, and said notice shall include the following:
  - the date, time, and place of the hearing;
  - the charge/charges made against the student;
  - the right of the student to bring witnesses to testify in his/her behalf or present affidavits at the arranged hearing;
  - the right of the student to be accompanied by a parent and/or council of his own choosing. The council may participate only in an advisory capacity.
- Hand deliver or mail via U. S. Postal mail the "Notice of Hearing" at least five (5) days prior to the scheduled hearing. In some instances, the U.S. Postal Service may not be able to deliver the "Notice of Hearing" so the principal will also send a picture of the "Notice of Hearing" to the parent through our school communication system
- Deliver to the hearing officer the following documents:
  - a copy of the "Request for Due Process" hearing;
  - a copy of written notice of hearing which was delivered to the parents or legal guardian;
  - the names of members of disciplinary hearing committee;

- the copies of any other evidence to be presented at the hearing

### **C. Hearing Procedures**

- The hearing officer shall conduct the hearing in a formal manner. The hearing will be recorded, and all pertinent data shall be kept on file for a period of four (4) years or until the student is no longer in school.
- The hearing will be conducted in an orderly manner. Any persons attempting to disrupt the proceedings, including legal counsel who must act in an advisory capacity only, will be removed from the hearing.
- The charges against the accused will be presented by either the principal or designee.
- The accused will have an opportunity to be heard in his/her own defense. In any event, all findings of fact shall be based solely upon the evidence presented and shall be based upon proof of violation of policies, rules, and regulations by the student as charged.
- Other witnesses such as the accused's parents, members of the police department, faculty members, or other persons with pertinent information to the case may be allowed to address the committee.
- All witnesses will give testimony under oath.

### **D. Findings**

- At the conclusion of the hearing, the hearing committee will prepare in writing the findings of the committee.
- A copy of the hearing committee's recommendation(s) will be delivered to the Superintendent.
- The Superintendent will act on the findings of the committee and mail via U.S. Postal Service a copy of the results to the parents or legal guardian within five (5) school days after personally receiving the hearing committee's recommendations. The time may be extended in unusual or extenuating circumstances.
- Students with Disabilities-The district-wide IEP committee must be convened prior to a change in placement for a student with a disability.

### **E. Appeals Procedure**

- The student has the right to appeal the decision of the hearing committee and request to meet with the WMCS D School Board. The request for a hearing before the Board must be made in writing and delivered to the school Superintendent within seven (7) calendar days after receiving the results of the hearing.
- If such a request is made to the WMCS D School Board, the Board, after reviewing the findings of the hearing committee, has the right to (1) uphold the recommendations of the hearing committee and deny the request for a new hearing; (2) ask for the submission of additional evidence; or (3) grant a new hearing before the School Board.
- Any further appeals must be made to the court system and tried before a court of law.
- Students returning from an expulsion must serve 45 days in Alternative Education.

## **Explanation of Penalties**

### **After-School Detention (ASD)**

After-School Detention is designed to serve students that have committed minor code of conduct, dress code, and similar offenses. ASD will be held from 2:49 until 3:45 Monday - Thursday afternoons. Students that are assigned ASD and do not attend will be assigned one (1) day of In-School Detention (ISD) for missing ASD.

### **In-School Detention (ISD)**

In-School Detention is designed to serve those students whose behavior is unacceptable

during the regular school day. Students who are assigned to in-school detention will report to the main office at 7:45 a.m. and remain there until the ISD Supervisor collects them for the assigned period of time. Students must abide by ISD rules and policies for ISD. Students that miss school on a day assigned for ISD will be rescheduled for another day upon returning to school. Students will receive their classwork from their teachers to be completed in ISD. If the sent classwork is not completed during the detention time, the ISD supervisor will let the administration know and the administration may require that the student return to ISD the following day to complete the classwork before being allowed to return to class.

### **Suspension and Due Process**

Suspension is the denial of the privilege to attend classes within the Winona-Montgomery Consolidated School District. When inappropriate behavior cannot be corrected with minor punishment such as corporal punishment or in-school detention, the school must resort to a more severe form of punishment- suspension out of school. Therefore, the WMCS D School Board authorizes the Principal or his/her designee to suspend any student for any act of misconduct or insubordination as a final effort to influence the student's future behavior and maintain a safe educational environment for other students and teachers.

- **Short-term suspension-** Short-term suspension is the final effort used to influence students to change their behavior in order to remain in school. Short-term suspension may be from one (1) day to ten (10) days and may be administered by the Principal or his/her designee.
  - The Principal is authorized by the WMCS D School Board to suspend a student from one (1) to five (5) days for infractions of rules and regulations;
  - The Principal is further authorized by the WMCS D School Board to suspend a student from six (6) to ten (10) days with the approval of the Superintendent for infractions of rules/regulations.

*Infractions that warrant short-term suspension are specified within the student code of conduct located in this handbook. It should also be noted that the Principal reserves the right to suspend a student for infractions not spelled out in this handbook when the infraction is deemed harmful to the school or dangerous to the student body.*

- Prior to suspension, the principal or his/her designee shall
  - Advise the student of the misconduct and the basis for accusations;
  - Provide the student an opportunity to explain his/her version of the situation;
  - Notify the parent/guardian of the suspension prior to the student leaving school;
  - Notify the parent/guardian in writing of the suspension giving the reason for suspension and the dates of the suspension.
- Students under suspension may not return to the campus before, during, or after school as a participant in any activity such as sports, band, choir, etc; nor may a student return as a spectator at any event, or as a visitor with other students. Only a pre-arranged conference with the principal is permitted. If a student willfully participates in any activity at school while suspended, he/she will be out of that sport or organization for two (2) weeks from the discovery date; this includes practicing and playing in competition.
- A parent/guardian must accompany the student back to school when the student is eligible to return to classes.

- **Long-Term Suspension or Expulsion-** Long-term suspension is defined as a suspension from school for a period of time beyond ten (10) days.
  - Limited Suspension: the denial of school attendance commencing with the day of suspension and continuing throughout the remainder of the current school year.
  - Unlimited Suspension (Expulsion)- The permanent denial of school attendance within the school district commencing with the day of expulsion.

## **Alternative School Education**

Alternative education is an alternate form of education that is designed to help students who are unable to cope in the regular school environmental setting. Recognizing that all school districts in the state have such students, the Mississippi legislature mandated that all school districts institute an alternative school within their district. The Winona-Montgomery Consolidated School District operates an alternative school for students in grades 4 through 12. The following types of students will be assigned to the alternative school:

### **Eligibility**

1. Students who have been suspended from the regular school setting and are approved by the screening committee;
2. Students who have received too many detentions or discipline reports to remain in the regular school environment;
3. Special education students who cannot cope in the regular special education classes, and the IEP committee has recommended placement;
4. Any other situation that the Superintendent, principal, and screening committee deem appropriate to assist the student to remain in school;
5. Any student returning from training school or any other types of incarceration;
6. Any student returning from an expulsion

### **Entrance Requirements**

- Recommendation of Superintendent, principal or designee;
- Recommendation from parent with screening committee approval;
- Dispositive order of chancellor or youth judge;
- Parental meeting with Alternative School director and/or designee to discuss rules and regulations for the student's attendance and to sign required attendance forms. No student will be admitted without a parent's signature. Parents/students who refuse admittance to the Alternative School will be reported to the School Attendance Officer.

**STUDENT CONTRACT:** the entrance conference at the Alternative School, the Alternative School Director , Winona Secondary School Principal (or designee) and WMCSO counselor shall develop a contract with the student that specifies the requirements for re-entry back into the Winona Secondary School. The contract will include a plan for modification of behaviors for which the student was sent to the Alternative School, academic goals, and other goals as determined appropriate at this conference. Progress toward meeting the specifications shall be documented on a basis to be established at this meeting.

### **Counseling**

It is the intent of the District to provide students at the Alternative School with instruction in conflict resolution and/or counseling on a consistent basis by the WMCSO social worker and/or guidance counselor. Issues contained in the student's individual contract will be addressed in the effort to work toward transitioning the student back to the local school.

### **Local School Functions/Grounds**

Students assigned to the Alternative School are not allowed on local school grounds during their tenure at the alternative school assignment. Additionally, these students are not allowed to attend any local school sponsored function.

### **Transportation**

Students will still be afforded the privilege of bus transportation daily to and from the Alternative School located at Winona Secondary School campus. This transportation includes pick up at the student's home and delivery to the Alternative School, and drop off at the student's home in the afternoon. Alternative School students can be suspended from bus transportation under the same guidelines as regular students. Students can also be transported to the Alternative School by their parents at the parent's expense if the parents so choose.

### **Curriculum**

- Grades 7-12 students will continue their regular curriculum as closely as possible and/or will be assigned lessons to complete in an online program
- Weekly assignments will be obtained from the regular classroom teacher for grades 7-12 students and returned to them when completed by the student

### **Program Suspension**

- Students who become behavioral problems and a threat to a safe environment will be suspended and turned over to the juvenile authorities;
- Students who refuse to abide by the student handbook for the school and any other rules and regulations required by the alternative program will be suspended;
- Any student involved in a felonious act will be suspended;
- Any student or parent/guardian of the student may request due process if the student is suspended or expelled from the Alternative Education program. The due process procedures that are outlined in the student handbook will be followed.

### **Program Release**

- **EXIT COMMITTEE:** Upon recommendation by the Alternative School Director, the exit Committee may meet one week prior to the end of the student's allotted time in the Alternative School to consider student's eligibility for re-entry into the Winona Secondary School or Winona Elementary School setting. If the decision is made to hold an exit meeting, records of students who have served their time will be reviewed relative to progress made toward meeting the specifications in his/her individual student contract., A determination regarding re-entry into the local school setting will be made at that time and the parent/student will be notified of the decision.

### **Students in Alternative School and Graduation:**

The students who are placed in Alternative School for any reason other than academics will not be privileged to participate in the graduation ceremony. Non-participation reasons shall include discipline problems, felony charges, drug/alcohol abuse problems, weapon charges, and any other disruptive behavior problems deemed inappropriate by the school. The WMCS D School Board reserves the right to consider an appeal from a student, parent, or school administrator for graduation purposes.



COVID 19 RETURN TO SCHOOL PLAN for STUDENTS	EXPECTATIONS for STUDENTS
This plan is subject to change based on local health information and/or state mandates.	
Attendance	<p>Students who have symptoms of COVID-19, are running fever greater than 100.0 F, or are not feeling well should stay home.</p> <p>Students who contract COVID-19 and provide appropriate documentation will have absences excused. Parents should notify their child's school immediately upon diagnosis.</p> <p>Students will be required to make up all missed assignments and tests. Parents should communicate with teachers to ensure that all assignments are made up.</p>
Cafeteria - Breakfast and Lunch	<p>Students will have designated standing spaces while waiting to receive breakfast/lunch.</p> <p>Hand sanitizer will be available in the cafeterias.</p>
Check In/Check Out	Each school has a procedure for checking students in and out.
Classroom	<p>Seating will be arranged to achieve the greatest level of distancing when possible while striving for normal instruction and activities.</p> <p>Each classroom will have hand sanitizer and disinfectant.</p>
Hallway Travel and Class Change	<p>Students will walk on the right side of the hallway in the direction of their class.</p> <p>Students will avoid physical contact with other students and distance to the best of their ability.</p> <p>Students may wear masks/face coverings while changing classes.</p>
Masks/Face Coverings	<p>OPTIONAL for students.</p> <p>Must be solid colors.</p>
Mental Health	<p>WMCS D will be actively screening students to gauge their level of stress. The district has procedures for helping students deal with stress.</p> <p>Students are encouraged to reach out for help if they feel stressed.</p>
Personal Hygiene	<p>Students will be given opportunities to wash their hands.</p> <p>Students will be given instruction on proper hand washing (20 seconds) and hygiene (refrain from touching face, sneeze and cough into tissue, elbow, shirt).</p>

	<p>Hand sanitizer will be available throughout the facilities for student and staff use.</p> <p>Parents are encouraged to purchase personal hand sanitizer for their students.</p>
Sick Students	<p>Students identified with symptoms of COVID-19 will be quarantined in a supervised isolation area with a mask until picked up by a parent.</p> <p>Parents will be contacted and should immediately pick up student.</p>
Teacher/Parent Communication	<p>WMCS D will continue to use SchoolStatus as our communication portal. Student information should be kept current by parents.</p>
Technology - Chromebooks	<p>Students will be assigned a device so he/she will have minimal exposure to keyboard surfaces used by other students.</p> <p>Devices will help provide continued learning should a student be quarantined.</p>
Transportation	<p>Masks/Face Coverings are optional for students and staff.</p> <p>Parents are encouraged to transport their children to and from school.</p> <p>Hand sanitizer will be available on buses.</p> <p>Windows will be opened to allow free flow of air whenever possible.</p>
Vaccinations	<p>Information regarding availability of vaccinations for eligible students will be communicated to families via the district's website, social media platforms, and/or printed announcements.</p>
Water Bottles	<p>Students are encouraged to bring a water bottle each day. They should be filled before arrival. Students will be allowed to refill bottles at appropriate times during the day.</p>

COVID-19 PLAN for PARENTS	EXPECTATIONS for PARENTS
This plan is subject to change based on local health information and/or state mandates.	
Attendance	<p>School attendance is extremely important for students. Parents should make every effort to have students at school every day for the full day unless the student is sick. Students who have symptoms of COVID-19, are running fever greater than 100.0 F, or are not feeling well should stay home.</p> <p>Students who contract COVID-19 and provide appropriate documentation will have absences excused. Parents should notify their child's school immediately upon diagnosis.</p> <p>Students will be required to make up all missed assignments and tests. Parents should communicate with teachers to ensure that all assignments are made up.</p>
Check In/Check Out	<p>Each school has a procedure for checking students in and out.</p> <p>Parents are encouraged to require students to stay at school for the full school day. When absolutely necessary for students to check in late or check out early, parents should follow all procedures including calling the office before arrival and providing identification to office personnel.</p> <p>Visitors may be restricted as needed.</p>
Classroom	<p>Seating will be arranged to achieve greatest level of distancing when possible while striving for normal instruction and activities.</p> <p>Each classroom will have hand sanitizer and disinfectant.</p>
Masks/Face Coverings	<p>OPTIONAL for students, employees, and visitors.</p> <p>Parents are encouraged to send a clean mask with students each day if you choose for them to wear a mask/face covering.</p>
Mental Health - Students	<p>Parents are encouraged to monitor emotional and behavioral changes in their child and communicate those concerns to the school.</p> <p>WMCSO will be actively screening students to gauge their level of stress. The district has procedures for helping students deal with stress.</p>
Personal Hygiene	Parents are encouraged to send personal hand sanitizer with

	their students each day.
Sick Students	<p>Parents should have a plan for picking up their children promptly if contacted by the school.</p> <p>Students identified with symptoms of COVID-19 will be quarantined in a supervised isolation area with a mask until picked up by a parent.</p> <p>Parents should keep current phone numbers and addresses on file and have multiple people on their child's check out list.</p>
Teacher/Parent Communication	<p>WMCSd will continue to use SchoolStatus as our communication portal. Student information should be kept current by parents.</p> <p>Parents not receiving information from SchoolStatus should contact their child's school office to check for correct contact information. It is very important for parents and schools to have open communication.</p> <p>Parents should visit the district's website at <a href="http://winonamontgomerycsd.com">winonamontgomerycsd.com</a> and the district's social media pages (Facebook, Twitter, Instagram) regularly for announcements and important dates and information.</p> <p>Parents should attend parent/teacher conferences which will be held through online platforms such as Google Meet or SchoolStatus. Some face-to-face meetings may be required.</p>
Technology - Chromebooks for Students	Parents of students who bring Chromebooks home are encouraged to ensure that the device is fully charged and brought to school each day.
Temperature Checks	Parents are encouraged to check their child's temperature each morning before leaving for school. Students with a temperature of 100.0 or higher are not allowed to come to school. Please contact the school regarding the absence.
Transportation	Parents are encouraged to transport their children to and from school if possible.
Water Bottles	Parents are encouraged to send water with their child each day. Bottles should be cleaned and filled at home.

COVID-19 PLAN for EMPLOYEES	EXPECTATIONS for EMPLOYEES
This plan is subject to change based on local health information and/or state mandates.	
Attendance	<p>Regular employee absentee procedures will be followed. See WMCS D Staff Handbook.</p> <p>Employees are encouraged to attend work each day.</p>
Cafeteria - Student Nutrition	<p>Employees will follow cafeteria guidelines during breakfast and lunch.</p> <p>Cafeteria staff will sanitize tables after each lunch group.</p>
Classroom/Offices	<p>Classrooms and offices will be arranged to achieve the greatest level of distancing when possible while striving for normal instruction and activities.</p> <p>Each classroom will have hand sanitizer and disinfectant.</p>
Hallway Travel and Class Change	<p>Students will walk on the right side of the hallway in the direction of their class.</p> <p>Students will avoid physical contact with other students and distance to the best of their ability.</p> <p>Students may wear masks/face coverings while changing classes.</p>
Masks/Face Coverings	<p>OPTIONAL for employees, students, and visitors indoors and outdoors.</p> <p>If worn, must be worn covering the nose and mouth and must be solid in color with no logos or emblems.</p>
Mental Health	<p>WMCS D will be actively screening students to gauge their level of stress. The district has procedures for helping students deal with stress.</p> <p>Mental health protocols are not limited to students, but are available to employees as well. UMMC online health program will be available beginning October 1, 2022.</p>
Personal Hygiene	<p>Employees are expected to wash their hands or use hand sanitizer multiple times a day when not directly supervising students.</p> <p>Hand sanitizer will be available throughout the facilities for student and staff use.</p>
Sanitizing	Classrooms will have COVID-19 kits which will include gloves, hand

	<p>sanitizer, face masks, and cleaning solutions. Gloves and masks are for students who become sick during class.</p> <p>Teachers and assistant teachers will be responsible for sanitizing surfaces between student use. Do not spray cleaning solution directly on technology devices; spray a rag and wipe the device. Cafeteria staff will sanitize tables after each lunch group. Bus drivers and monitors will sanitize seats at the conclusion of each route. Custodians will regularly sanitize highly touched surfaces and high-traffic areas.</p>
Sick Employees	Employees who are not feeling well will contact their immediate supervisor and follow your department/building procedures.
Teacher/Parent Communication	WMCSd will continue to use SchoolStatus as our communication portal. Teachers are expected to regularly communicate with parents. Parent-teacher conferences will be held via online platforms such as Google Classroom, Zoom, or SchoolStatus. Some face-to-face meetings may be required.
Technology - Chromebooks	<p>Students in grades 7 through 12 will be assigned a Chromebook. They will take the device with them from class to class. Students in grades K through 6 will be assigned a Chromebook that will stay in their classroom. Computer labs and classroom computers will be sanitized after each student use. Do not spray cleaning solution directly on technology devices; spray a rag and wipe the device.</p> <p>Employees will not allow students to use employee devices. Employees will wash their hands or use hand sanitizer when using community devices such as copiers. Teachers will be proficient in the use of Google Classroom where appropriate. Teachers will be proficient in assistive technologies to meet the needs of all students.</p>
Transportation	<p>Masks/Face Coverings are optional for students and staff.</p> <p>Parents are encouraged to transport their children to and from school.</p> <p>Hand sanitizer will be available on buses.</p> <p>Windows will be opened to allow free flow of air whenever possible.</p>
Vaccinations	Information regarding availability of vaccinations for eligible students will be communicated to families via the district's website, social media platforms, and/or printed announcements.
Visitors	Office personnel will greet visitors through the buzz-in system. They will provide excellent customer service to determine needs and address those needs accordingly.
Water Bottles	Employees are encouraged to bring their own water bottle to use during the day.

**FORMS TO SIGN and RETURN  
on the following pages**

## Winona Secondary School Student Parking Contract

\_\_\_\_\_Senior      \_\_\_\_\_Junior      \_\_\_\_\_Sophomore

Parking Decal # \_\_\_\_\_

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

Automobile Make: \_\_\_\_\_ (Ford, Chevy, Toyota, etc.....)

Model: \_\_\_\_\_ (Escape, Cherokee, etc.....)

Tag #: \_\_\_\_\_

I understand that by making an application for a WSS Parking Decal, I am agreeing to the following

Requirements:

- Possess a valid driver's license
- Have a valid tag
- Possess valid insurance
- Drive in a safe and orderly manner on campus
- Random Drug Testing
- \$10 Parking Fee

In addition to the above stated requirements, I agree to wear my seatbelt correctly, ensure all passengers are properly belted, drive the posted speed limits, and remain free from distraction.

Failure to comply with safe automobile practices or correct parking practices will result in an inability to bring an automobile on campus.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

**Please attach copies of the following documents:**

- ☐ Driver's License
- ☐ Tag
- ☐ Proof of Insurance
- ☐ Drug Testing Form



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**WINONA-MONTGOMERY CONSOLIDATED SCHOOL DISTRICT****BOARD APPROVED ~ May 26, 2020****TECHNOLOGY ACCEPTABLE USE POLICY****INTERNET ACCESS**

Winona Montgomery Consolidate School District (WMCS D) provides the privilege of Internet access to district faculty, staff, students, and occasionally guests. Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Winona Montgomery Consolidate 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 WMCS D network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. WMCS D will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the 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 a technology work order to review the site.

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. Winona Montgomery Consolidate School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

**WMCS D NETWORK RULES**

- The person to whom an WMCS D 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 WMCS D 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 WMCS D network inappropriately is subject to disciplinary action, including dismissal.
- Under no conditions should a WMCS D 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 District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the District 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 will need to 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 should not be used and if in use, it may be disabled.

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

A responsible user of the technology will:

- Use school technologies for school-related activities.
- 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 WMCS D technology.

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

- Violating any state and/or federal law (i.e., copyright laws).
- Using profanity, obscenity, or other language that may be offensive to others.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Not respecting 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.
- Student information shall be posted only with written parent/guardian permission.
- Forwarding personal communication without the author's prior consent.
- Using the Internet for commercial purposes, financial gain, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroying or altering the files of another user.
- Viewing or taking 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 "Internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers is allowed at this time.
- The 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, Athletics, and the like.

#### **FILTERING**

An Internet filter is in place for Winona Montgomery Consolidated School District. This filter is a critical component of the WMCS D network as well as Children's Internet Protection Act (CIPA) compliant since it allows valuable online Internet access while restricting access to specific unwanted material in the following categories:

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Materials

This filter is updated on a daily basis in order to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students will be supervised at all times by a teacher while using the Internet.

Attempts to bypass the school Internet filters is in violation of this acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school disciplinary policy, and state or federal law.

## **WORKSTATION MONITORING**

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

## **TECHNOLOGIES COVERED**

WMCS D may provide the privilege or Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more.

The Acceptable Use Policy applies to both District-owned technology equipment utilizing the WMCS D network, the WMCS D Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. Thus, AUP also applies to privately-owned devices accessing the WMCS D network, the WMCS D Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. WMCS D policies outlined in this document cover all available technologies now and, in the future, not just those specifically listed or currently available.

## **EMAIL**

Employee and student WMCS D email is the property of WMCS D. WMCS D does not archive employee or student email. It is the responsibility of the employee and student to maintain this email account appropriately.

## **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the WMCS D 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 laptop they are using might be infected with a virus, they should alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

## **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 the personal information of themselves and 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, 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 should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment.

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 might be monitored.

## **LIMITATION OF LIABILITY**

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

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

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

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 District's Acceptable Use Policy as part of the district's Technology Handbook before Internet or network access shall be allowed.

As a student, parent/guardian of a student, or employee of the Winona-Montgomery Consolidated School District, I agree to the policies and guidelines set forth in the WMCSO Technology Acceptable Use Policy for myself or a student that I am a parent/guardian of:

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Parent/Guardian/Staff Signature

Date

---

Student Signature

Date

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## 2022-2023 REQUIRED PARENT SIGNATURES FOR FEDERAL, STATE, AND LOCAL POLICIES

**PRINTED Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

Federal Law now requires that the local school district obtain a parent/guardian signature indicating that notification has been received relative to Federal, State and Local Policies. My signature on this page indicates that I have read the policies as listed below and am aware of their content.

### **SCHOOL HANDBOOK**

I have received a copy of the Winona Secondary School Student Handbook containing the school's Code of Conduct Policy, Dress Code Policy, Attendance Policy, Tardy Policy, Discipline Policy and other school policies relative to the day-to-day procedures. I have read the handbook and am aware of the policies and procedures as stated therein.

### **PERMISSION FOR STUDENT SURVEY PARTICIPATION, LOCAL STUDENT FIELD TRIPS, AND STUDENT PUBLICITY**

#### **Surveys**

The Winona Montgomery Consolidated School District receives federal funding from several programs. Included in these programs are Technology Grants, Schools to Careers Grants, Title I, Title IV (Safe and Drug Free Schools and Communities) and Title VI. As a means of evaluating the effectiveness of these programs, the federal government requires that each district conduct surveys including students, teachers, and community members.

#### **Local Field Trips**

The Winona Montgomery Consolidated School District permits local field trips. Please sign below if you agree that your child has permission to participate in local field trips. All out-of-area field trips will still require separate parental permission.

#### **Publicity**

The Winona Montgomery Consolidated School District releases information and photographs to the press, school web page, and through other media (including the school annual) regarding student achievements in all facets of school activities. This information includes but is not limited to such items as the honor roll, senior roster, scholastic/organizational/athletic accomplishments, and participation in conferences. Please sign below if you agree to the release of this type of information. This release does not apply to student records protected by the Family Education Rights and Privacy Act. Any parent denying their child's participation in school surveys, field trips, and school publicity may call the principal's office to request non-participation.

### **GRADUATION REQUIREMENTS**

I am aware of the state and local school policies regarding graduation as stated in the Winona Secondary School student handbook.

**The following documents must be signed by a parent/guardian/student and returned to the school by the end of the 5th school day or the student will be officially withdrawn from school until the forms are returned with signatures.**

- 2022- 2023 Required Parent Signatures for Federal, State, and Local Policies Form
- Parent/Student/Teacher Compact Form
- Technology Acceptable Use Policy Form

Since it is impossible to address in the student handbook every incident that may arise during the school year, it will be left to the discretion of the administration to determine necessary corrective action.

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

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

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# WINONA-MONTGOMERY CONSOLIDATED SCHOOL DISTRICT

Dr. Teresa Jackson, Superintendent



218 Fairground Street

Winona, MS 38967

662.283.3731

[www.winonamontgomerycsd.com](http://www.winonamontgomerycsd.com)

## Parent/Student/Teacher Compact

Effective schools are a result of families and school personnel working together to ensure that children are successful in school. A compact is an agreement that firmly unites families and school personnel. You are invited to be involved in a partnership with the Winona-Montgomery Consolidated School District through this compact. Parents, students and teachers are asked to sign in the appropriate place and return this page to the homeroom teacher.

### **As a member of the Winona-Montgomery-Consolidated School staff, I will:**

- show respect for each child and his/her family
- come to class prepared to teach
- provide an environment conducive to learning
- help each child grow to his/her fullest potential
- provide meaningful and appropriate homework activities
- enforce school and classroom rules fairly and consistently
- seek ways to involve parents in the school program
- demonstrate professional behavior and positive attitude
- have high expectations for myself, students and other staff

### **As a parent, I will:**

- see that my child attends school regularly and on time
- insist that all homework assignments are completed
- attend parent/teacher conferences as scheduled
- talk with my child about his/her progress report/report card each grading period
- encourage my child to read at home and to monitor his/her TV/online viewing
- show respect and support for my child, the teachers, and the school
- help my child learn to resolve conflicts in positive ways
- read and go over the student handbook with my child/children

### **As a student, I will:**

- always try to do my best in my work and in my behavior
- work cooperatively with my classmates
- show respect for myself, my school and other people
- obey the school and the bus rules
- take pride in my school
- come to school prepared with my homework and my supplies
- believe that I can learn and will learn.

WSS Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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**Mississippi Department of Education  
Employment Survey**

Complete and Return to School

School Name:
Parent/Guardian Name(s):
Address:
Telephone Number(s):
Email:
<p>1. Have you moved to a new town to find work within the last 3 years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (If you answered "No," <b>STOP HERE</b>. If you answered "Yes," continue.)</p>
<p>2. Did you or anyone in your household find work in <b>agriculture</b> or <b>fishing</b> (examples: planting or preparing fields for crops; harvesting crops; picking fruit or vegetables; processing fruit or vegetables; planting or cutting trees; greenhouse, cotton gin, poultry farm or dairy work; or farming/ harvesting/ processing chicken, catfish, beef, pork, shrimp, crab, crawfish, oysters, or other shellfish or fish)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (If you answered "No," <b>STOP HERE</b>. If you answered "Yes," continue.)</p>
<p><b><i>If you answered "Yes" to both questions above, a state education representative may contact you to find out whether your child is eligible for additional educational services.</i></b></p>
<p>What is the best time to get in touch with you? <input type="checkbox"/> During the day <input type="checkbox"/> Evening/night</p>

<p><b><i>For School Use Only</i></b> Date received from family:</p> <p><b>Do not email forms. Call 662-325-1815 and your MMESC Recruiter will pick up returned forms. Or convey by regular mail, or fax to:</b></p> <p>MMESC - P.O. Box 1575 Mississippi State, MS 39762 (fax: 662-325-0864)</p>
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***For MMESC Use Only***



om school:

**Departamento de Educación de Mississippi**  
**Encuesta de Trabajo**

Complete y retorne a la escuela

Escuela:
Nombre del padre o guardián:
Domicilio:
Número de teléfono(s):
Correo electrónico (email):
<p>1. ¿Usted o alguien en su hogar que se ha mudado a un pueblo nuevo para encontrar trabajo en los últimos 3 años?</p> <p><input type="checkbox"/> Sí <input type="checkbox"/> NO (Si contestó "NO," <b><u>PARE DE CONTESTAR AQUÍ.</u></b> Si contestó "Si",continúe.)</p>
<p>2. ¿Usted o alguien en su hogar encontró trabajo en <b>agricultura</b> o la <b>pesca</b>? (Por ejemplo: preparando la tierra para plantar y cultivar fruta o verdura como el camote, cortando o pizcando otra fruta o verdura; procesando la fruta o verdura; plantando pino; trabajando en un vivero; moliendo algodón; en una granja criando pollo/huevo o ganado, ordeñando vacas; o en la pollera procesando pollo, pescado, carne de res, puerco, camarón, langosta, ostión, o cualquier otro tipo de marisco).</p> <p><input type="checkbox"/> Sí <input type="checkbox"/> NO (Si contestó "NO," <b><u>PARE DE CONTESTAR AQUÍ.</u></b> Si contestó "Si",continúe.)</p>
<p><b><i>Si usted contestó "Si" a las dos preguntas de arriba, un representante de educación lo contactará para saber si su hijo/a es elegible para servicios educacionales adicionales.</i></b></p>
<p>¿Cuál es la mejor hora para comunicarse con usted?</p> <p><input type="checkbox"/> Durante el día <input type="checkbox"/> En la tarde/Noche</p>

**For School Use Only** Date received from family:  
**Do not email forms. Call 662-325-1815 and your MMESC Recruiter will pick up returned forms.** Or convey by regular mail, or fax to:  
 MMESC - P.O. Box 1575 Mississippi State, MS 39762 (fax: 662-325-0864)

**For MMESC Use Only:** School District:  
 Date received from school:

# WINONA-MONTGOMERY CSD / Winona Secondary School | 2022-2023 CALENDAR

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Staff Days Extended Contracts

- 8, 15 Offices Closed Summer Schedule
- 1, 4 Holidays
- 9 Payroll Cutoff (18 days)
- 19 Board Meeting

- 2-3 Christmas Holidays
- 4 Professional Dev Day (No Students)
- 10 Board Meeting
- 11 Report Cards
- 14 Payroll Cutoff (20 days)
- 16 Dr. M. L. King Holiday

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Staff/18 Student Days

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23 Staff/20 Student Days

- 1-3 Professional Dev Days (No Students)
- 4 First Day of School for Students
- 6 Payroll Cutoff (20 days)
- 9 Board Meeting

- 8 Progress Reports
- 11 Payroll Cutoff (19 days)
- 14 Board Meeting
- 20 President's Day Holiday
- 21 Professional Dev Day (No Students)

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

19 Staff/18 Student Days

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 Staff/21 Student Days

- 3 Payroll Cutoff (19 days)
- 5 Labor Day Holiday
- 7 Progress Reports
- 13 Board Meeting

- 7-10 9 Weeks Test/Benchmarks
- 13-17 Spring Holidays
- 18 Payroll Cutoff (19 days)
- 22 Report Cards
- 21 Board Meeting

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 Staff/18 Student Days

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Staff/19 Student Days

- 1 Payroll Cutoff (19 days)
- 4-7 9 Weeks Tests/Benchmarks
- 10 Fall Break Holiday
- 11 Professional Dev Day (No Students)
- 12 Report Cards
- 11 Board Meeting
- 29 Payroll Cutoff (19 days) For November

- 7-10 Good Friday/ Easter Holiday
- 11 Students Return
- 11 Board Meeting
- 15 Payroll Cutoff (18 days)
- 19 Progress Reports

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18 Staff/18 Student Days

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17 Staff/17 Student Days

- 8 Board Meeting
- 16 Progress Reports
- 21-25 Thanksgiving Holidays

- 9 Board Meeting
- 11-15 Senior Exams
- 13 Payroll Cutoff (20 days)
- 18-23 2nd Semester Exams
- 20 Graduation -10:00am
- 24 Professional Dev Day
- 29 Memorial Day Holiday
- Semester Totals:
- 93 Staff/89 Student Days

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 Staff/17 Student Days

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 Staff/14 Student Days

- 3 Payroll Cutoff (20 days)
- 13 Board Meeting
- 15-20 1st Semester Exams / Benchmarks
- 21-30 Christmas Holidays
- Semester Totals:
- 95 Staff/91 Student Days

- 9, 16, 23, 30 Offices Closed Summer Schedule
- 10 Payroll Cutoff (19 days)
- 13 Board Meeting

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Staff Days Extended Contract

Board Approved 03.08.2022