

**MISSION STATEMENT**

The mission of Winona Elementary School is to provide a learning partnership of home, school and community which results in high achievement and good citizenship.

**BELIEFS**

- I. We believe that children are our most precious resource; therefore, student learning is the chief priority for this school.
- II. Our educational program promotes the intellectual, emotional, social and physical development of each student in a safe and comfortable environment.
- III. The school provides learning experiences for the unique needs and learning styles of all students.
- IV. We believe in the importance of school, family and community working together in the education of children.
- V. We believe that it is an individual's responsibility to be an honest and respectful citizen.
- VI. Students become confident, self-directed and life-long learners when there is a commitment to continuous school improvement.

**ACCREDITATION**

The Winona Public Schools are accredited by the Mississippi Commission on School Accreditation and the Southern Association of Colleges and Schools.

**NON-DISCRIMINATORY POLICY**

The Winona School District does not discriminate on the basis of race, color, religion, national origin, sex, age, handicap/disability, or economic status.

**THE SCHOOL BOARD**

The governing body of the Winona School District is the Winona School Board whose duties include establishing policy for the school district. This board has discretionary judgement 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.

**BELL SCHEDULE**

- 7:00** Teachers Report for Duty
- 7:05** Building open for student drop off
- 7:30** All Teachers Report to Classroom
- 7:40** Last Call for Breakfast
- 7:45** Morning Announcements/Tardy Bell
- 2:45** Afternoon Announcements
- 2:55** All Students Dismissed
- 3:30** All Staff Dismissed

**2015-2016 SCHOOL CALENDAR**

**FIRST SEMESTER**

- Staff Development (Full Day) ..... August 1,2, & 3
- 1st Day of School .....August 4
- Labor Day.....September 5
- Columbus Day.....October 10
- Thanksgiving Holidays..... November 21-25
- 60% Day for Students.....December 16
- Christmas Holidays .....Dec. 19 - Jan. 2

**SECOND SEMESTER**

- Professional Development..... January 3
- Classes Resume ..... January 4
- Martin Luther King, Jr. Holiday.....January 16
- Professional Development Day.....February 13
- Spring Break .....March 13-17
- Easter Holiday.....April 14
- Graduation.....May 19
- 60% Day for Students.....May 19
- Professional Development Day.....May 22,23
- Memorial Day Holiday.....May 29

## General Information

### I. 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.

### II. Parent Conference

- A. 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.
- B. A parent/legal guardian may request a parent/teacher conference to discuss their child's academic or behavioral problems. The parent/teacher conference may be scheduled through the school office at a time convenient to both the teacher and the parent.

### III. School Sponsored Functions

- A. 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.
- B. No individual or organizational group may use the name of Winona Public Schools in order to obtain permission to rent, lease, or purchase any location for school parties, proms, etc.

### IV. Corporal Punishment

- A. The Winona School District recognizes corporal punishment as a means of discipline.
- B. Corporal Punishment in the form of a paddling is an acceptable form of punishment and is permitted by the school board at Winona Public Schools. Every effort will be made to avoid corporal punishment. However, corporal punishment will be employed when necessary.
- C. When corporal punishment is administered, a report will be filed and maintained by the teacher and the principal's office. The report will state the name of the student, the punishment, name of witness, and date.
- D. If a parent or the student refuses corporal punishment, the student may receive an automatic three-day suspension as an alternative to the child receiving corporal punishment. The absences will be counted as unexcused absences. This is in accordance with HB 30. This bill amends section 37-13-91 of the Mississippi School Code by adding language that says days missed from school

due to disciplinary suspension will not be considered as an "excused" absence. Effective date is July 1, 1991. HB 30 was signed by the Governor March 15, 1991.

### V. Rights of Student Privacy

Student educational records are confidential documents. However, parents may review their child's record upon request. Parents may contact the Director of Guidance or the Principal for an appointment. MS Law 37-11-53, 3a, b

### VI. Federal Guidelines

- A. Section 504/American With Disabilities Act Non Discrimination On The Basis Of Disability Policy

The Winona Public School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law. The following person has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Winona Public School District's nondiscrimination policies, the filing of grievances, and request for copies of grievance procedures covering discrimination on the basis of disability:

**Ginger Cockrell, Section 504/ADA Coordinator, 419 College Street, Winona, MS 38967, 662-283-1000.**

- B. Title IX

The Winona Public School System prohibits discrimination against students on the basis of sex. The Winona Public School System will not tolerate any form of sexual harassment. 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 Public School System **Title IX Coordinator Dr. Teresa Jackson, 218 Fairground St., Winona, MS 38967 662-283-3731.**

- C. 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 these schools.

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

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

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 Central office, 218 Fairground St. Any interested party should feel free to go to any of these locations to review these reports.

#### D. Internet Rules

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 agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure 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.

1. The following are not permitted:

- a. Entering areas which have been specifically forbidden
- b. Sending or displaying offensive messages or pictures
- c. Using obscene language
- d. Harassing, insulting, or attacking others
- e. Damaging computers, computer systems or computer networks
- f. Violation of copyright laws
- g. Using others' passwords
- h. Trespassing in others' folders, works or files
- i. Intentionally wasting limited resources
- j. Employing the network for commercial purposes

- k. Installing/downloading any computer software

#### 2. Sanctions

- a. Violations may result in loss of access.
- b. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- c. When applicable, law enforcement agencies may be involved.

#### E. Parent Involvement Policy and Compacts

The Winona School District has adopted the Parent Involvement Policy and Student/Teacher Compacts. Copies are available in the Principal's office and the Federal Projects Coordinator's office. Copies are available to parents upon request.

#### F. Teacher Qualifications

Parents may request information about the qualifications of their children's teachers and any paraprofessionals who instruct them.

#### VII. Liability Procedure

After arriving on campus, students are not allowed to leave campus until school is out for the day unless they are picked up by a parent/guardian. The school will not be responsible for students who arrive on campus **prior to 7:00 AM** when teachers assume duty assignments. The school further assumes no responsibility for students being on campus **after 3:30 PM** when duty teachers leave. All students arriving after 7:30 AM are to go to their homeroom.

#### VIII. Senate Bill 2321 (Pledge of Flag)

From and after July 2, 2002, the school boards of all public schools of this state shall require teachers to have all pupils repeat the oath of allegiance to the U. S. flag at the beginning of the first hour of class each day school is in session. Any student or teacher who objects to reciting the oath of allegiance shall be excused from participating without penalty.

#### IX. General Release Statements

##### A. Surveys

The Winona Public 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.

##### B. Publicity

The Winona Public 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, and participation in various activities.

This release does not apply to student records protected by the Family Education Rights and Privacy Act.

- C. Parents may address concerns to the principal.

### **APPEARANCE OF BUILDINGS AND CAMPUS**

Every student needs to do his/her part in keeping the buildings and campus neat and attractive. Respect for school property is expected at all times. Vandalism of school property by students will be paid for by those students.

### **ADMISSIONS POLICY**

The Winona 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 ages of 5 and 21. In accordance with state law and local school board policy, the following procedures are required for students to enroll in Winona Public Schools.

### **BASIC ENROLLMENT REQUIREMENTS**

- A. A child must be five years of age on or before September 1 of the current school year to enter Kindergarten.
- B. The parent or legal guardian must provide the following documents before enrollment can be complete:
1. **PROOF OF RESIDENCE** in the Winona School District--any two of the following may be used as proofs of residence:
    - a. Current utility bill showing parent/legal guardian's name and address;
    - b. Car tag receipt;
    - c. Property tax receipt showing separate school district taxes;
    - d. Rent receipt or lease agreement;  
(Cannot be handwritten or from a family member)
    - e. All affidavits must be resubmitted in the central office on January 1.
  2. **REPORT CARD FROM THE PREVIOUS SCHOOL.**
  3. **STUDENT'S BIRTH CERTIFICATE AND SOCIAL SECURITY CARD.**
  4. **IMMUNIZATION RECORD (FORM 121).**
  5. **Copy of COURT-ORDERED LEGAL CUSTODY DOCUMENT** if student does not live with a parent.

### **HOME SCHOOL AND PRIVATE SCHOOLS**

In accordance with the State Department of Education's policy, students who wish to attend home school must register through an accredited home school agency. Students who desire to enter Winona Elementary School after attending home school and certain private schools not regionally accredited must follow the procedure as outlined below:

Students must produce official grades from the educational agency of their last attendance. The student will then be given an achievement test and must score on-grade level to be placed in that specific grade.

### **EMERGENCY PROCEDURES**

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The Winona Elementary School has made detailed plans for operating the school under such emergency conditions as fire, tornado, flood, severe weather, and other disasters.

Fire drills and other disaster preparedness measures are a regular part of our school program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher. Parents should listen to the local radio station for announcements from the Superintendent's office.

### **CHILD ABUSE AND NEGLECT**

Any school employee who has reason to suspect physical or sexual abuse or neglect of a student has a legal obligation to report such abuse or neglect to the Department of Human Services. Personnel should make such reports through the school principal, nurse or counselor.

### **MEDICAL INFORMATION**

- All prescription medication and non-prescription medication that is to be administered on the school campus should be brought to the school nurse by a parent or guardian. At no time should prescription medication or non-prescription medication be transported by a student.
- At no time during school hours should a student be in possession of a prescription or non-prescription drug.
- Medications must be in the original prescription bottle. No envelopes or unlabeled bottles are allowed.
- Medications cannot be transported back and forth by a student on the school bus.
- If a child is running a fever greater than 100, he/she must be picked up from school.
- A child cannot come to school running a fever. The child needs to be fever free for 24 hours before returning to school.
- If a child is vomiting at school, he/she must be picked up.
- If a child has a contagious illness such as strep throat or the flu, he/she may not return to school

without a written note from a medical doctor stating it is permissible to return to school.

### COMMUNICABLE DISEASES

- **CHICKEN POX:** The child may return to school 6 days after the lesions first appear.
- **IMPETIGO:** The child may return to class 24 hours after treatment has been started. Lesions that are still oozing and are on exposed skin surfaces should be covered.
- **PINK EYE:** Children may return to school after a physician has been seen or when redness/discharge is improving.
- **RINGWORM:** The child may return to class when the treatment has been started. Ringworm of the scalp student should see his/her physician. The child may return to class when the treatment has been started. All ringworms should be covered with a bandage.
- **WHOOPING COUGH:** The child will need to see a physician to be treated with antibiotics. The student may return to school 5 days after treatment has begun.
- **HEAD LICE:** The child will be sent home for live bugs or nits. The child may return to school after the first treatment and proof of purchase of treatment is brought to the school. The child will be checked on the day of the return. If bugs are still found, the child will be sent back home. Proof of retreatment will need to be brought to the school 8-10 days after initial treatment. After three consecutive head lice occasions, the child must go to the county health department to be checked and determined to be bug free.

### SCHOOL SAFETY

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

### CODE OF CONDUCT

It is the inherent right of every person in this country to receive an opportunity for an education. It is also the right of every student attending Winona Elementary School to attend a school where a safe and orderly educational climate is constantly maintained. Therefore, it is the responsibility of every student in this school system to conduct himself or herself in such a manner that would in no way hinder the educational process of other students. While neither discipline nor conduct appear in the curriculum as such, they are both foundations in the school's curriculum. Hence, all students are expected to abide by the rules of public law, common courtesy, and local school policy to ensure an orderly learning process and a safe educational environment for all students attending Winona schools.

**Any Winona Public School student who is charged with a felony or is generally 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.** At the principal's discretion, arrangements may be made for the student to receive, turn in assignments, and take exams at a time and place away from other students until the matter is fully resolved.

Any student with disabilities will be expected to follow the Code of Conduct as stated in this handbook. The IEP and/or Local Survey Committees 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.

### POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

Winona Elementary School implements the Positive Behavioral Intervention and Supports (PBIS) system as the way to approach behavior and discipline in the school. In connection with the Response to Intervention (RTI) strategies, PBIS implements a three-tiered approach based on data to develop effective interventions, and proactive, educative strategies to create a safe environment where positive behavior and learning can occur.

On the tier one level, procedures and processes are applied to all students on a school wide and classroom level. To maintain a tier one level a student must have fewer than two office discipline referrals for a semester.

If a student acquires between two and five office discipline referrals within a semester, the student will be moved to tier two. In tier two, the student will experience intervention procedures and processes that will address his/her behavioral issues. The student may be grouped with other students with similar behavioral problems or behaviors that seem to occur for the same reasons.

If a student acquires more than five referrals within a school year, the student will be moved to tier three. Interventions will occur that include processes and procedures that reflect school-wide expectations for student behavior coupled with team-based strategies to address the problematic behaviors of the individual student.

### DISRUPTIVE BEHAVIOR

#### I. The Law

Senate Bill 2239 (July 1, 2001), which established the "Mississippi School Safety Act of 2001," deems student disruptive behavior and habitually disruptive behavior as a major offense. The law states:

- A. Disruptive behavior is defined as conduct that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or administrator's ability to communicate with students in the classroom, with students' ability to learn, or with the operations of a school or school related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on

school property, school vehicles, or at school related activities;

- B. Habitually disruptive student refers to the action of a student who has caused disruption in a classroom, on school property or vehicles, or at a school related activity on more than two (2) occasions during a school year and which was initiated by the student and required the attention of school personnel to deal with the disruption. After the second disruption, a behavior modification plan will be developed by the principal, teacher, parent, and counselor.
- C. Any student who is thirteen (13) years of age or older that does not comply with the behavior modification plan shall be deemed habitually disruptive and subject to automatic expulsion on the occurrence of the third act of disruptive behavior during a school year.

## II. School Discipline Procedure

The Administration and Staff at Winona Elementary School believe that every student has a right and privilege to an education. All rights and privileges have responsibilities. ALL students must obey the rules in order to have a good learning environment. Students will be rewarded for good behavior when requirements have been met. The classroom teacher will determine requirements. Younger students need rewards more often than older students and will be treated accordingly. In order to work toward becoming a productive citizen at school and in their futures lives, students must:

- 1. Learn to make appropriate choices.
- 2. Learn to be in control of their behaviors.
- 3. RESPONSIBILITIES: At all times and in all parts of the school students are expected to:
- 4. Be honest (no lying, no cheating, no stealing).
- 5. Assume responsibility for appropriate language.
- 6. Demonstrate respect for each other at all times. No name calling or fighting.
- 7. Demonstrate respect for school staff at all times.
- 8. Do not disrupt the learning environment.

Corrective action for not meeting these responsibilities will be followed and documented before referring a student to the office. Documentation of discipline techniques must accompany the office referral unless the offense warrants immediate attention. Discipline techniques used by the classroom teacher may include the following:

- 1. Counseling
- 2. Denial of recess
- 3. Isolation (time out)
- 4. Contact parents (home visitation or phone contact)
- 5. Parent conference
- 6. Corporal punishment

Discipline techniques used by the administration may include the following:

- 1. Counseling
- 2. Denial of recess
- 3. Isolation (time out)
- 4. Contact parents (home visitation or phone contact)
- 5. Parent conference
- 6. Corporal punishment
- 7. ISD- In School Detention
- 8. Suspension
- 9. Alternative School

This is not an all-inclusive list of disciplinary actions to be taken. We will take whatever action is necessary within the limits of the law to provide a safe learning environment for the students.

Parents will be financially responsible for any destructive act by their child against school property or persons. This is in accordance with Section 3 of HB 28.

**School staff reserves the right to take corrective action for any act that deviates in a direction that is not conducive to learning.**

The following conduct violations are UNACCEPTABLE in the Winona School District and will result in disciplinary action being taken when necessary:

### I DISRESPECTFULNESS TO FACULTY AND STAFF

- A. A student who is disrespectful to any teacher or staff member at school, at any school function, or any other time will be paddled, given a reprimand, or suspended for three (3) days, depending on the severity of the situation. The parent must come to the school for a conference with the principal before the student is permitted back in school.
- B. A student who is disrespectful to any teacher or staff member a second time will be suspended from school for one (1) week, and the parent must come to the school for a conference with the principal before the student is permitted back in school.
- C. Should a third incident of disrespectfulness occur during the same year involving the same student, the student will be suspended from school for the remainder of the school year and placed in Alternative School.
- D. Students are reminded that any faculty or staff member may correct misbehavior of any student at any time.

### II. FIGHTING

Recognizing the fact that EVERY STUDENT has a right to an education in a safe environment. Fighting is defined as any physical contact with intent to do bodily harm.

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 function such as ballgames will receive the following punishment:

K-3<sup>rd</sup> Grade- corporal punishment or be more severely punished depending on the severity of the fight for the first offense. The parent will be made aware of the consequences when a fight occurs.

4<sup>th</sup>-6<sup>th</sup> Grade- Students will receive a 3 day suspension from school.

Any student involved in a second fighting incident will receive the following punishment:

K-3<sup>rd</sup> Grade- Student will receive a 1 day suspension from school.

4<sup>th</sup>-6<sup>th</sup> Grade- Student will receive a 5 day suspension from school.

Should a student be involved in a third fight, the student will receive the following punishment.

K-3<sup>rd</sup> Grade- Student will receive a 3 day suspension from school.

4<sup>th</sup>-6<sup>th</sup> Grade- Student will be placed in long-term ISD for a minimum of 20 days.

If the student should be involved in another fight, the student will be sent to the Alternative School. Should he/she become involved in a fight there, he/she will be suspended permanently from the Winona School District.

Students are not permitted to congregate around a fight. The administration reserves the right to include bystanders as participants in the fight, and the participants may be subject to suspension also.

### III. FIREARMS (AND/OR OTHER WEAPONS)

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.

- A. Weapons capable of inflicting bodily harm are prohibited on school property. Any student who brings a firearm or other weapon on school property will be suspended from school and referred to the discipline committee for further action which could result in suspension for one calendar year. Law enforcement officials will be notified. (Mississippi Law 103-382).
- B. Any student found with firearms or other certain weapons such as knives, mace, box cutters, 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. Any student who is responsible for any type of weapon being on school property will also be suspended and referred to the discipline committee for further action.

- C. 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 official 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. Punishment may range from five days suspension to suspension for up to a calendar year.
- D. 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 from school for one week.
- E. Students who inadvertently bring weapons from a hunting trip to school should voluntarily inform the principal of the situation and follow his instructions.
- F. This policy includes having weapons while traveling to and from school.
- G. **Any student who is arrested for the following offenses will be tried as an adult, not as a juvenile:**
  1. All 17 year olds charged with a felony;
  2. All capital crimes or attempts to commit capital crimes if you are at least 13 years old;
  3. 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, dirk, butcher or switchblade knives, metallic knuckles, blackjacks, slingshots, pistols, revolvers, machine guns, fully automatics, silencers, or the use of shotguns or rifles;
  4. Circuit Court Conviction will include a sentence to the state prison system.
  5. Parents, guardians or custodians of a child may be civilly liable for any criminal act of a child.
  6. Juveniles can be transferred to circuit (Adult) courts without previously going to training school.
  7. Names and addresses of juveniles twice adjudicated for felonies or unlawful possession of firearms will be released to the public.
  8. Juvenile possession of a handgun is a delinquent act.
  9. It will be a felony, punishable by a fine up to \$5,000 and/or three years in prison to possess or carry certain firearms or weapons on school grounds.
  10. School principals are required to notify law enforcement of any felony on school grounds.
  11. School officials are now required to notify parents, youth courts, and local law

enforcement of expulsions for unlawful activity, and to notify youth court and law enforcement of all crimes committed on campus or during school related events.

12. 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.

#### **IV. FIREWORKS, WATER GUNS, NOISE MAKERS AND OTHER DISRUPTIVE DEVICES**

- A. Because fireworks are considered dangerous, they are not to be brought to school or to any school function.
- B. When a student is found with any type of fireworks on school property, the student will be suspended from school for three (3) days.
- C. Noise-making devices, water guns, and other disruptive devices which may be considered offensive or disturbing to the educational process are not to be brought to school or to school functions.
- D. Students participating in any of the above behaviors will be suspended for 3 days. If the situation warrants, the principal reserves the right to increase the punishment.

#### **V. GAMBLING**

- A. Gambling will not be permitted at school or school functions by students.
- B. If a student is caught gambling, he/she will be placed in In School Detention; money and gambling devices will be taken and not returned to the student.

#### **VI. GUM-CHEWING**

Gum chewing will not be permitted on school property.

#### **VII. ILLEGAL CLUBS AND ORGANIZATIONS**

- A. 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 37-11-39 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."
- B. According to section 37-1143 of the Mississippi Code, the school board is fully authorized to suspend or expel any student who shall be a member of such organizations as stated above.

#### **VIII. INDECENT EXPOSURE**

Any student who willfully exposes himself/herself to another student or to a teacher will be suspended from school. The suspension will depend on the severity of the situation, and the school board will be informed of the incident. Drooping pants will be considered as indecent exposure. (First offense will be corporal

punishment; subsequent offenses will be suspension.)

#### **IX. GANGS AND GANG ACTIVITIES**

##### **No student on or about school property or at any school activity**

- A. Shall wear, possess, use, distribute, display or sell any clothing, jewelry emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang;
- B. Shall commit any act of omission, or use any speech, either verbal or non-verbal, showing membership or affiliation in a gang;
- C. Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
  1. Soliciting others for membership in any gang;
  2. Intimidating or threatening any person in any manner;
  3. Committing any other illegal act or other violation of school district policies;
  4. Inciting other students to act with physical violence upon any other person;
- D. Any student in violation of the above policy shall be suspended for the remainder of the school year.

#### **X. ILLEGAL DRUGS AND ALCOHOLIC BEVERAGES**

##### **A. ALCOHOLIC BEVERAGES**

Students possessing, consuming, bringing to school, distributing or being under the influence of any type of alcoholic beverages at school or school related functions, will be suspended from school for five (5) days and referred to the local law officials. Any student possessing, consuming, bringing to school, distributing or being under the influence of any type of alcoholic beverages while representing the school as a member of any student organization or team will be withdrawn from the organization or team for the remainder of the year in addition to the five day suspension. Any student involved in a second offense for alcohol will be suspended for the remainder of the year.

##### **B. ILLEGAL DRUGS**

Students are absolutely prohibited from carrying, possessing in any manner, using or selling morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly call LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof. Students are also prohibited from carrying, possessing in any manner, using or selling any other controlled substance regulated by law.



The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician.

The provisions of this policy shall apply to all students during all the period of time they are under and subject to the jurisdiction of this school district, while participating in or going to or from any school related activity, while under the supervision or 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 education process or pose a threat to the safety of the student or others.

Any student violating any of the provisions of this policy shall be suspended for up to 10 days, and recommended for expulsion. If the violation is a felony, the student shall be expelled from school and shall not be permitted to apply for readmission for one calendar year. Legal authorities will be notified. Before the student can return to school, both the student and parents are encouraged to attend Family Counseling at the parents' expense. Upon the written recommendation of the Counselor, the student may return to school earlier than the full period of suspension or expulsion upon approval of the board. The parents and student must sign an agreement with the school stating that the student will not be involved in any type of drug activities.

#### **XI. PROFANE LANGUAGE, OBSCENE GESTURES, AND PORNOGRAPHIC MATERIALS**

- A. These behaviors and materials are in no manner conducive to learning.  
Because they are a hindrance to the educational process, profane language, obscene gestures, and pornographic materials are disallowed at school and at school sponsored functions. Students may not use school computers to retrieve pornographic materials.
- B. Students who participate in these behaviors will be given a three-day suspension depending on the severity of the situation. A parent must return to school with the student for a parent conference with the principal.
- C. Pornographic materials will be confiscated and not returned to the student.
- D. Should a student cause a public embarrassment to the school, the administrator in charge may remove the student from the school, team, or organization and administer other punishment as deemed necessary.

#### **XII. STUDENT ABUSE, SEXUAL/VERBAL HARASSMENT**

- A. 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.

#### **B. Sexual Harassment**

- 1. 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.
  - 2. Title IX states examples of Conduct that may fall within the definition of "Sexual Harassment" include, but are 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 or talking about one's sexual activity in front of others; and spreading rumors about or rating other student's sexual performance.
- C. The student making these threats will be placed in ISD for 3 days. The student and parent/guardian must attend a conference with the counselor before the student can reenter. If the parent does not attend the conference with the student, the student will be suspended from school until the parent comes for the conference.
  - D. Students involved in a second offense of the above threats will be suspended for 3 days.
  - E. Students involved in a third offense will be suspended for 5 days.
  - F. After a third offense, students will be suspended for the remainder of the school year and reported to Title IX Coordinator.
  - G. Harassment records are kept from year to year. Harassment charges **ARE NOT DROPPED** at the end of each school year.
  - H. Depending on the nature, severity, and the number of accumulated incidences, school officials, at their discretion, may either place the student in alternative school and/or refer the student to Youth Court.

#### **XIII. THREATS OF VIOLENCE**

**Threats of violence and acts of violence against the school property or anyone connected with the school will be taken seriously by the school board.**

- A. 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 this school district has the inherent right to attend or work at Winona

Public Schools 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.

- B. 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.

#### **XIV. STEALING**

Stealing at school will not be tolerated at all. A student who is found guilty of stealing at school shall be disciplined as follows:

- A. Any student caught stealing will have corporal punishment administered for the first offense.
- B. On the second offense, any student caught stealing will go to In School Detention for three (3) days.
- C. Any student caught stealing a third time will be suspended for five (5) days.
- D. Any student caught stealing more than three times will be sent to the alternative school.

Every effort will be made to catch anyone who steals anything at school. Any stolen item valued at \$25.00 or more will be reported to the police.

#### **XV. TEACHER ABUSE, HARASSMENT, OR THREATS**

- A. Any student who harasses or threatens a teacher, administrator, or any staff member with intent of bodily harm during school hours or after school hours will be immediately suspended from school, referred to the disciplinary committee for further action, and could face suspension for up to one calendar year.
- B. Any student who strikes a teacher, administrator, or any staff member will be immediately expelled permanently from the school, and legal action will be taken against the student.
- C. Any student who disturbs or harasses a teacher, administrator, or staff member off the school campus with abusive-vulgar telephone calls, throwing items in their yards, inflicting property damage or demonstrating any other unacceptable conduct could be suspended up to a calendar year.

#### **XVI. TOBACCO**

- A. The Winona School District is a tobacco free district. Therefore, students are not permitted to use or have in their possession any type tobacco product on campus or at any school function, or any other place during school hours.
- B. For a first offense, the penalty will be three days suspension. For a second offense, the penalty will be five days suspension. A third offense will result in the student being placed in the Alternative School.
- C. Cigarettes, electronic cigarettes, cigars, chewing tobacco or such items are not to be brought to school. If they are brought to school, the items will be taken away from the student and not returned.
- D. These regulations apply to all school sponsored functions including athletic events.

#### **XVII. UNACCEPTABLE NOTE WRITING**

- A. Any student who writes vulgar, profane, or otherwise filthy notes to another student, faculty member, or staff member will be paddled, or given a 3 day suspension depending on the severity of the language. A parent must accompany the student on his/her return to school for a conference with the principal.
- B. If this happens twice in one year, the student will be suspended for 5 days; a third offense will result in the student being sent to the Alternative School for a period of time as recommended by the screening committee.

#### **XVIII. Skipping or Leaving Class Without Permission**

- A. Any student who skips a class or intentionally leaves a class without permission will be given corporal punishment, in-school detention, or out of school suspension depending upon the severity of the situation.

#### **XIV. BEHAVIOR AT SCHOOL SPONSORED FUNCTIONS**

School-sponsored functions include any event connected with the Winona Public Schools. Because students who attend Winona Public Schools are representatives of the school in the community and state, all students must conduct themselves at all school-sponsored events just as they would at school during regular school hours.

Students are subject to the same code of conduct and punishment at these events as they are at school. Depending on the severity of the situation, a student may be banned from attending any further extra curricular functions.

Because all school functions such as athletic events, band trips, and choir trips are under the guidelines of the Mississippi High School Activities Association, misbehavior on the part of students and fans may cause the school to be placed on probation. Therefore, all persons attending these

events must conduct themselves in an orderly manner.

### RIGHT OF SEARCH

- I. 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 school must be kept safe for all persons concerned. Therefore, school officials may institute a search if there are reasonable grounds to believe that the search will reveal evidence that the student's behavior has violated or is violating the law or the school policy.
- II. 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.
- III. Female students will be searched by female school officials, and male students will be searched by male school officials.
- IV. If it is deemed necessary, any school official has the legal right to search a student's locker, vehicle, or personal belongings if the student is suspected to have drugs, weapons of any type, or any other articles considered a safety hazard to the school.

### DRESS AND GROOMING

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

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

It is believed by the administration that parents/legal guardians, as well as teachers, should recognize that the main purpose of public education is to provide an education for the students that will allow them to become useful citizens in our society. Any disruption or concerns caused by the students as a result of dress or grooming will call for appropriate disciplinary action by school authorities.

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 shall 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.**

### GUIDELINES FOR DRESS AND GROOMING

#### I. SCHOOL UNIFORMS

- A. Students in grades K-12 attending Winona Public Schools will be required to wear school uniforms. The specific uniform styles and colors have been approved by the Winona School Board.
- B. Teachers can view the school uniform policy attached to the end of the handbook in Appendix 1.
- C. Students not wearing an acceptable uniform will receive a verbal warning and the parent will be contacted to bring the student a change of clothes.
- D. After a second offense or a student's refusal to wear an approved school uniform, the student will be given a written referral. The parent will be contacted to bring a change of clothing and the student will be sent to ISS for the remainder of the day.
- E. On the third offense, the student will receive a written referral and be sent home for the remainder of the day. If no one can be contacted at home, the student will be placed in ISS for the remainder of the day and the following day the student will receive a one-day suspension.
- F. Students will be required to wear school uniforms to school each day unless a "uniform-free day" is approved by the superintendent and the principal.
- G. Students will be required to wear designated school uniforms on all school-sponsored trips unless the students are wearing a specified uniform such as the official band uniform or choir apparel.

#### II. CLOTHING

- A. There will be no trench coats or other types of clothing that could conceal a weapon worn to school or to school functions.
- B. Kindergarten through 3<sup>rd</sup> grade may wear pants, shorts, skirts or skorts. The length of the clothing shall be no shorter than 4 inches above the knee. Measurements will be taken with the student standing.
- C. Students in Grades 4 through 6 may wear pants, shorts, skirts, skorts. Skirts and shorts must come to the bend of the knee. Skorts may be no shorter than 2 inches above the knee.
- D. 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.
- E. Clothing without hems that is with ragged edges may not be worn.

- F. Clothing with holes shall not be worn.
- G. Shirts and blouses must have sleeves that cover the entire shoulder and cover all undergarments. All students must wear shirts tucked inside and shirts must not be unbuttoned below the second button.
- H. Any garment, lack of garment, or design of garment that is too revealing and would tend to provoke inappropriate or uncomplimentary remarks shall not be worn. Appropriate undergarments must be worn.
- I. All clothing should be neat, clean, and of proper fit.
- J. Garments with undesirable writing or symbols of any type (i.e., alcoholic beverages, political, racial, sexual connotations, tobacco products, drug or gang symbols) may not be worn.
- K. The building principal has the right to make the final decision on any questionable clothing.

### III. HAIR

- A. The length of boys' hair must be cut so that it falls no lower than the top of the eyebrows, no longer than the middle of the back of the neck, and no longer than the middle of the ear.
- B. Designs in hair and eyebrows are considered inappropriate at school. Therefore, students will not be permitted to have designs cut in their hair or eyebrows.
- C. Male students are not permitted to wear ponytails or have their hair braided or twisted.
- D. No picks or combs are to be worn in hair.

### IV. ACCESSORIES

- A. No caps, hats, headbands or other headwear are to be worn on school campus or school buses. Do not bring or wear caps, hats, or other headwear to school. Caps, hats, or other headwear found on the person will be taken and not returned.
- B. All belts, etc. must be fastened appropriately.
- C. Sweatbands, rollers, sunglasses, and any other headwear that may interrupt the educational process shall not be worn on school campus or school buses.
- D. 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 student 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.
- E. Boys must wear socks with shoes and socks must cover the ankle.
- F. No student shall wear or have in his/her possession a beeper or any other electronic answering device at school. Radios, tape players, CD players, telephones, cell phones, laser pointers, or other electronic or entertainment devices are disallowed on

school property. Watches that have the same appearance of beepers should not be brought to school.

### V. RINGS, PINS, TATTOOS AND GRILLS

- A. Earrings, earpins or other ear ornaments shall not be worn by male students.
- B. Nosepins/rings, tongue pins/rings shall not be worn by any student.
- C. All decorative chains and beads worn by male students must be worn under a shirt except for any required ID badges.
- D. Tattoos, drawings, or any other writing on exposed parts of the body are not permitted.
- E. Grills (mouth devices designed for adornment only) are not permitted.

### VI. SANCTIONS

Appropriate disciplinary action will be taken depending on the severity of the violation.

Students may be advised by the administration of other items of clothing, accessories or hair styles that shall not be allowed or that shall have specific restrictions. **At any time during the year the school reserves the right to suspend any type of clothing, hair style, or inappropriate jewelry that may cause disruption of the school day or does not follow handbook guidelines.**

### VII. CELLULAR PHONES

**The possession or use of cellular phones, iPods, or other electronic devices with cameras are not allowed at school. If a student is found to be in violation of this policy, the cellular phone will be taken from the student. The phone will be held for 15 days or may be redeemed by the parent of guardian for a charge of \$15.00. On the second offense, the student will be suspended for one day and the phone will be kept for one month at which time it may be redeemed by the parent or guardian for a charge of \$15.00. On the third offense, the student will be suspended for 3 days and the phone will be kept for the remainder of the school year at which time it may be redeemed by the parent of guardian for a charge of \$15.00. The use of the above electronic devices is banned as school to prevent cheating by text messaging, etc. during class.**

**Parents do not have the right to give a child permission to have a cell phone at school.**

### SUSPENSION AND DUE PROCESS

Suspension is the denial of the privilege to attend classes within the Winona School District. When inappropriate behavior cannot be corrected with minor punishment such as a paddling or In School Detention, the school must resort to a more severe form of punishment-**SUSPENSION**. Therefore, the School Board authorizes the principal or his 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.

### **I. IN-SCHOOL Detention (ISD)**

- A. ISD is an alternative to short term suspension as opposed to alternative school.
- B. ISD assignment is at the discretion of the administrators.
- C. The principal or his/her designee reserves the right to place a student in ISD for infractions deemed detrimental to the learning environment.
- D. Prior to a student being assigned to ISD, the principal or his designee shall:
  - i. Advise the student of the misconduct and the basis for accusations;
  - ii. Provide the student an opportunity to explain his/her version of the situation;
  - iii. All classwork will be made up in ISD.
- E. Students who do not follow the classroom ISD rules will receive a short term home suspension. Upon returning from home suspension, he/she will return to ISD to complete his/her placement there.

### **II. SHORT-TERM SUSPENSION**

- A. Short-term suspension is the final effort used to influence students to change their behavior in order to remain in school.
- B. Short-term suspension may be from one (1) day to ten (10) days and may be administered by the principal or his designee.
  - 1. The principal is authorized by the School Board to suspend a student from One (1) to Five (5) days for infractions of rules and regulations;
  - 2. The principal is further authorized by the board to suspend a student from six (6) to ten (10) days with the approval of the superintendent for infractions of rules and regulations.
- C. Infractions which warrant short-term suspension are specified within the Code of Conduct which begins on page 7. 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.
- D. Prior to suspension, the principal or his designee shall:

- 1. Advise the student of the misconduct and the basis for accusations;
  - 2. Provide the student an opportunity to explain his/her version of the situation;
  - 3. Notify the parent/guardian of the suspension prior to the student leaving school;
  - 4. Notify the parent in writing of the suspension giving the reason for suspension and the dates of the suspension;
- E. 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 prearranged 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.
  - F. A parent/guardian must accompany the student back to school when the student is eligible to return to classes.
  - G. Absences due to suspension will be counted as an unexcused absence. Unexcused absences will be reported to the local school attendance officer.

### **III. LONG-TERM SUSPENSION OR EXPULSION**

Long-term suspension is defined as suspension from school for a period of time beyond ten (10) days.

- A. LIMITED SUSPENSION-The denial of school attendance commencing with the day of suspension and continuing throughout the remainder of the current school year.**
- B. UNLIMITED SUSPENSION (EXPULSION) - The permanent denial of school attendance within the school district commencing with the day of expulsion.**

### **IV. DUE PROCESS**

Students facing either long-term suspension or expulsion 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 this school board. However, such action of the superintendent or principal shall be subject to review by and approved or disapproved by the 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 shall be provided for requesting such a hearing (37-9-71) (1987).

#### **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 designee will:

1. 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 designee has against him/her;
2. 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;
3. 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;
4. meet with school hearing officer to schedule a hearing date;
5. schedule the hearing with the disciplinary committee which shall be composed of the following staff members:

- a. the principal (or principal's designee) of the school in which the student is enrolled;
  - b. a school counselor from the school in which the student is enrolled;
  - c. a classroom teacher from the school in which the student is enrolled;
  - d. any other individual deemed necessary by the principal;
6. give written notice of the hearing to the parent or legal guardian, and said notice shall include the following:
- a. the date, time, and place of the hearing;
  - b. the charge/charges made against the student;
  - c. the right of the student to bring witnesses to testify in his/her behalf or present affidavits at the arranged hearing;
  - d. the right of the student to be accompanied by a parent and/or counsel of his own choosing. The counsel may participate only in an advisory capacity.
7. hand deliver or mail via certified mail The Notice of Hearing at least five (5) days prior to the scheduled hearing;
8. deliver to the hearing officer the following documents:
- a. a copy of the Request for Due Process Hearing;
  - b. a copy of written notice of hearing which was delivered to the parents or legal guardian;
  - c. the names of members of disciplinary hearing committee;
  - d. the copies of any other evidence to be presented at the hearing.

#### **C. Hearing Procedures**

1. 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;
2. The hearings 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;
3. 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;

4. 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**

- a. At the conclusion of the hearing, the hearing committee will prepare in writing the findings of the committee.
- b. A copy of the hearing committee's recommendation(s) will be delivered to the superintendent.
- c. The superintendent will act on the findings of the committee and mail via certified mail a copy of the results to the parents or legal guardian within 5 school days after personally receiving the hearing committee's recommendations. The time may be extended in unusual or extenuating circumstances.

#### **F. Appeals Procedure**

- a. The student has the right to appeal the decision of the hearing committee and request to meet with the 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.
- b. If such a request is made to the 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; (3) or grant a new hearing before the school board.
- c. Any further appeals must be made to the court system and tried before a court of law.

### **ALTERNATIVE 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 School District operates an Alternative School for any student who needs to be removed from the regular classroom for discipline or academic reasons. The following types of students will be assigned to the alternative school:

### **I. ELIGIBILITY**

- A. Students who have been suspended from the regular school setting and are approved by the screening committee;
- B. Students who have received too many detentions or reprimands to remain in the regular school environment;
- C. Special education students who cannot cope in the regular special education classes, and IEP committee has recommended placement;
- D. Any other situation that the superintendent, principal, and screening committee deem appropriate to assist the student to remain in school;
- E. Any student returning from training school or any other types of incarceration.

### **II. ENTRANCE REQUIREMENTS**

- A. Recommendation of Principal, Superintendent and/or School Board;
- B. Recommendation from parent with screening committee approval;
- C. Dispositive order of chancellor or youth judge.
- D. Parental meeting with Alternative School director 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.

### **III. CURRICULUM**

- A. Students are administered an intelligence test to determine their academic functional level;
- B. Elementary students will be taught English, reading, math, science and social studies;

### **IV. PROGRAM RELEASE**

- A. Completion of alternative education program exit criteria;
- B. Recommendation of screening committee.

### **V. PROGRAM SUSPENSION**

- A. Students who become behavioral problems and a threat to a safe environment will be suspended and turned over to the juvenile authorities;
- B. 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;
- C. Any student involved in a felonious act will be suspended;
- D. Any student or parent/guardian of the student may request due process if the student is suspended. The due process procedures as outlined in the Student Handbook will be followed.

### DISTRICT OWNED 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) Although 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:

- A. 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;
- B. 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;
- C. 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;
- D. Students who owe book fines for lost or damaged textbooks from the previous year will not be issued textbooks for the current year;
- E. School records will not be sent to another school until all books are returned or paid for;
- F. The school reserves the right to file judgement in the Justice Court System to gain payment for textbooks not returned or paid for by the person signing the book card.

### GRADING SYSTEM

Because grades are considered to be a vital component of the student's permanent record, it should be the student's primary objective to present a quality scholastic record of his/her work. The grading system will be based on the following components:

#### I. GRADING PERIOD

The school year consists of 4 nine-weeks grading periods.

#### II. GRADING SCALE

The grading system at Winona Elementary School is based on the following scale:

A.	90-100	Excellent
B.	80-89	Good
C.	72-79	Average
D.	65-71	Poor
F.	Below 65	Failing

G. Numerical grades will be recorded on the report card for each subject. This numerical grade will be used in computing semester and yearly averages, and in recording grades on cumulative records.

### III. 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 Superintendent's List, students with all A's and B's will be on the Principal's List, and students with all B's will be on the Honor Roll. The students will receive certificates at the end of the school year.

### IV. REPORTING TO PARENTS

#### A. PURPOSE

Progress reports and report cards are designed to keep students and parents informed about student progress. Students should not interpret progress reports in a negative manner; progress reports should be interpreted as a positive tool to keep students up-to-date on academic progress.

#### B. PROGRESS REPORTS

1. Progress reports will be sent out the 5th week of each nine-week period.
2. The student is responsible for taking the progress report home to the parent. Parents are encouraged to make conference arrangements and determine the needs of the student to help him/her attain passing marks (if applicable) before report cards are issued.

#### C. REPORT CARDS

1. Report cards will be picked up at the end of each nine-week period.
2. Parents will be notified through the news media, student handbook calendar, and school sign when report cards will be picked up.

### PROMOTION/RETENTION POLICY

#### PRIMARY YEARS

**Kindergarten** - Students must master standard based skills in the subjects of Reading, English/Language, and Mathematics. Students must complete kindergarten with a 70% or above average in Reading and Language Arts, and a 65% or above average in Mathematics. Students will also be required to score a minimum scale score of 600 on the STAR Early Literacy test.

**First Grade** - Students must complete the first grade with a 70% or above average in Reading and Language Arts, and a 65% or above average in Mathematics. Students will also be required to score a minimum scale score of 110 on the Star Reading Test.



**Second Grade** – Students must have 65% mastery in Reading, English and mathematics. Students will also be required to score a minimum scale score of 210 on the Star Reading Test.

**Third Grade** – Students must have 65% mastery in Reading, English and mathematics. In addition, beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

#### **INTERMEDIATE GRADES**

A. Grades 4, 5, & 6 - To be promoted to the next grade, the students must successfully complete the level(s) designated for that grade in a reading series. The series may be an on-grade level or remedial program.

B. The student must complete all major subjects with a yearly average of 65 or better. Major subjects to be considered in promotion include reading, mathematics, English, science, and/or social studies.

C. Students in Grades 3, 4, 5, & 6 who failed to master coursework during the 180 day school year are eligible for an extended school year. Students have to meet the criteria of failing one subject (Math, English, or Reading) within a five-point window (59-64) to continue coursework during the extended school year. If at the end of the coursework, the student masters the objectives set and meets attendance requirements, the student is eligible for promotion to the next grade upon approval by the classroom teacher, principal and superintendent.

#### **HOMEWORK**

Parents should expect students to do homework each and every night as assigned by the teachers.

**Students will take home graded papers on Tuesdays.**

#### **TESTING**

Testing is an integral part of the educational process and should be taken very seriously by students and teachers. No more than two major tests will be given in any grade on the same day. Spelling is not counted as a major subject.

#### **I. TEST SCHEDULES**

A. The test dates for state testing can be found on the school calendar on page 3.

B. Student averages will be based on the following percentages: 25% of a student's average is based on formative grades (ex. Homework, Daily Checklists) 75 % of a student's average is based on summative grades (ex. Unit Tests, Projects).

**II. CHEATING ON TESTS**-Winona Public Schools are proud of their students in honoring student integrity. Cheating in all forms is a dishonest deed and can corrupt an entire community or individual students. Students are encouraged to do their own work on tests so they can be proud of their conduct and records in years to come.

A. A student observed by the teacher cheating on any test will have the test paper taken immediately.

B. **The student will be given a "O" on any test when caught cheating on the test.**

C. The parent will be notified and requested to come to the school to discuss the situation with the principal.

#### **III. LATE FOR REQUIRED STATE OF MISSISSIPPI TESTS**

A. Any student who is late for a required State Test or another designated state test will not be admitted to the test and will be administered the test at a designated make-up time.

B. No student from grades 3-6 may be checked out from school during a State designated test.

#### **IV. EXCUSED ABSENCES FROM TESTING**

A. If a student is sick or some other emergency arises, a parent should contact the office before the scheduled time for the test.

B. If school officials approve the reason for the absence, the make-up test will be given, and no deduction will be taken from the grade on the makeup test.

#### **ATTENDANCE AND ABSENCE/TARDY POLICY**

##### **I. MISSISSIPPI LAW**

The Mississippi Legislature recognized 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 School District has established high standards for attendance and absences as reflected in the following policy of the Winona 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 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 designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance.

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 designee by the parent or guardian of the student. The written excuse must accompany the student upon returning to school the day following the absence.

#### A. EXCUSED ABSENCES DEFINED

An absence is Excused when the absence is due to:

- (1) 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;
  - (2) a personal illness or injury which prevents the child from being physically able to attend school;
  - (3) an order by the county health officer, the State Board of Health, or appropriate school official;
  - (4) 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;
  - (5) a medical or dental appointment where an approval of the principal is gained prior to the absence, except in the case of emergency;
  - (6) a required court appearance if the student is a party to the action or under subpoena as a witness;
  - (7) an observance of a religious event to which the parents adheres. The approval of such absence is within the discretion of the principal and must not be of such duration as to interfere with the education of the student.
- B. Excuses such as "needed at home, out of town, driving family members for medical appointments, hunting, school uniform 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.
- C. No absences may be excused when any student's absences, suspensions, or expulsions circumvent the intent and spirit of the compulsory attendance law.
- D. Under special conditions, the superintendent, principal, or his designee may grant an excused absence.

#### ATTENDANCE REQUIREMENT

##### I. Perfect Attendance

- A. Perfect attendance is defined as being present each school day.
- B. In order for students to receive a perfect

attendance award, he or she must attend school each day for a **MINIMUM** of 64% of the day and have no more than two absences in one class.

#### EXTENDED ILLNESS /CHRONIC ILLNESS

A. 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 10 days.

B. 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.

C. Students with an extended illness or chronic illness will need to inform the Elementary School Office. A written statement from the student's physician may be requested to keep on file.

#### II. EXCUSED ABSENCES

Students are encouraged to be in school each day. However, it is recognized that circumstances may make it necessary for a student to be absent from school on occasion. Students should not use absences unnecessarily since an emergency may arise later in the school year when the absences will be needed.

A. Of the twenty absences allowed, ten 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 10th parent excuse, a parent or legal guardian must accompany the student back to school for each additional absence.**

B. A student who has a passing average in a course 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 Hearing Committee, who will recommend pass or failure depending on the circumstances surrounding the absences.

#### III. SKIPPING SCHOOL/TRUANCY

Because of the potential danger involved when a student skips school, skipping school will not be tolerated.

- A. Any student who skips school or intentionally leaves school without permission will be suspended for three (3) days.
- B. Any group of students who skips school or leaves during the day will be suspended for one week.
- C. A parent/guardian must accompany the student back to school in order to reenter the student any time an absence is unexcused.
- D. Students who skip school will receive an automatic unexcused absence for that day.

#### **IV. PROCEDURE FOR RETURNING TO SCHOOL AFTER ABSENCE**

A. Upon returning to school after an absence for any reason, 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.

B. The student will be issued an excused or unexcused class admittance slip. This slip must be presented to the student's homeroom teacher.

C. If a student does not bring a note stating the reason for being absent, the attendance record will reflect an unexcused absence.

D. A parent has up to ten days to send or bring a note to the office explaining the absence of their child. After the ten-day grace period expires, the unexcused absence will remain as such.

#### **V. MONITORING OF ATTENDANCE**

Because attendance in school is vital for educational success, student absences will be monitored on a daily basis. As required by law, the following monitoring system will be used:

A. All absences will be recorded by the classroom teacher;

B. Parents will be notified of a student's absence by telephone on a daily basis when communication by telephone is available.

C. After a student has accumulated five (5) unexcused absences, the attendance counselor will make a home visit.

D. When a student accumulates 10 absences (excused or unexcused) a letter for notification of excessive absences will be sent to the parents, with a copy remaining in the student's cumulative record.

E. Once a student has exceeded 20 absences they will be withdrawn from the Winona School District.

#### **VI. TARDIES**

A. A student is tardy for school if he/she arrives at school after the tardy bell has rung. Students must get a tardy slip from the school office to get into class when late to school.

B. Upon the 4<sup>th</sup> tardy and all subsequent tardies in a semester, the parent or guardian must check-in with an administrator when the child is brought to school. Failure to check in with an administrator will result in the child's placement in In School Detention.

C. Upon the 5<sup>th</sup> tardy in a semester, the school attendance officer will be contacted.

D. After a student has been tardy five (5) times, the student will spend one full day in ISD for each day tardy.

E. Five (5) unexcused tardies will be counted as one (1) unexcused absence.

F. Once a student has received 8 tardies, the parents will be required to show proof of residency.

G. The principal retains the authority to excuse tardies in such instances such as:

- a. Students involved in accidents
- b. Medical reasons
- c. Personal knowledge of situations

#### **VII. LEAVING CAMPUS DURING THE SCHOOL DAY**

A. Any student who leaves school during the school day must be picked up in the office.

B. Either a parent, guardian or an adult listed on the child's check-out form 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.

C. Upon the 4<sup>th</sup> checkout in a semester and all subsequent checkouts, the parent must meet with an administrator prior to the child being released.

D. Upon the 5<sup>th</sup> checkout in a semester, the school attendance officer will be contacted.

E. If the student returns to school during the day, he/she must return to the principal's office and sign in.

F. In order to count as present for the school day, a student must attend school for a minimum of 63% of the school day.

#### **VIII. LEAVING SCHOOL AFTER THE SCHOOL DAY**

A. Any student who leaves school after the school day must go home as specified by the parent or guardian at the beginning of the school year.

B. If a student needs to leave school a different way, a parent or guardian must send a signed note with whom the child needs to leave.

C. If a student needs to leave a different way due to circumstances that occur within the school day, the parent or guardian must call the principal's office stating how the child needs to leave by 2:30 p.m.

#### **IX. FIELD TRIPS**

Field trips help to provide a well-rounded educational experience for students. They are planned to meet educational objectives and/or to celebrate educational achievements.

Because participation in field trips is considered a privilege rather than a right, Winona Public School has established guidelines which students must follow in order to participate in field trips.

A. 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.

- B. Students must submit a parent permission form with a signed release statement in order to participate in any field trip.
- C. A student's disciplinary and academic record may prohibit participation in school-sponsored field trips. Students with a conduct grade of D or below (U for Kindergarten) will NOT be permitted to go on a field trip.
- D. Any student wishing to go on or return from a field trip by any means other than a school sponsored vehicle will be required to have a parent or guardian turn in a written request to the field trip sponsor no later than one day in advance of the field trip. **NO VERBAL REQUEST WILL BE ACCEPTED.** All written requests will be kept on file for one (1) year.
- E. If a field trip requiring a student fee is canceled and cannot be rescheduled, the student fee is non-refundable.
- F. The school will provide a place for these students to remain in school on campus. If they choose not to go on the Field Trip and stay at home; the absence will be counted as unexcused.

## X. SCHOOL PARTIES

All grades (K-6) will have the following parties:

### Halloween

**Christmas** – No gifts are to be exchanged among students and gifts for teachers are discouraged.

**End of Year** – All classes of each grade will have uniform parties.

### Other Parties:

**Valentines** – Grades K-3 are acceptable;

Grades 4-6 party is optional, but not optional within individual classrooms. If Valentines are exchanged, they are to be exchanged with all students.

No deliveries will be accepted during the week of Valentines Day.

**Easter** – Only Grades K-2 will have an Easter Party and/or Egg Hunt.

**Private Parties** – Invitations to private parties will not be distributed at school.

## BEHAVIOR AT SCHOOL SPONSORED FUNCTIONS

School sponsored functions include any event connected with the Winona Public School. Because students who attend Winona Public Schools are representatives of the school in the community and state, all students must conduct themselves at all school-sponsored events just as they would during regular school hours.

Students are subject to the same code of conduct and punishment at these events as they are at school.

### USE OF TELEPHONE

Telephones are installed in the school for official business purposes. Students may not use phones without a note

from the teacher or school official. Parents are encouraged not to call the school to speak to pupils or to leave messages. Parents or guardians desiring to speak with a teacher are to call the school office and leave a message for the teacher to return the call; they will return the call at a time not assigned for teaching. The school phone number is 283-4129.

## SCHOOL AND/ OR PERSONAL PROPERTY

### I. CARE OF SCHOOL PROPERTY/VANDALISM

Because the Winona Elementary School is public property and belongs to the City School District, the local school board is charged with the responsibility of maintaining and protecting the school property. Although the property is public property, this does not give any student the right to destroy any of the 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/she shall be liable to suspension or expulsion and his parents or persons in loco parents shall be liable for all damages." Anyone who willfully destroys school property valued at \$100.00 or more will be suspended from school for the remainder of the school year and will be made to pay for the damaged property before being allowed to return to school for the next school term. If any school property is destroyed and is valued less than \$100.00, the student will pay for the damages, be suspended from school for an indefinite period of time, and may not return to school until the damaged property is paid for.

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 School District. This includes classrooms, hallways, cafeterias, restrooms, buses, field house, gymnasium, etc. Students in past years have cooperated with school officials to keep our school looking well cared for. Administrators and teachers alike thank the students for their concern and help in keeping our school looking good and request that the student body continue in this same spirit of cooperation.

### II. PERSONAL PROPERTY

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

### VISITORS

Students are not allowed to bring visitors to school without first securing permission from the principal. Should students notice unusual visitors on the campus, they should report the stranger to

the office immediately. However, if there are visitors who need help in locating the office, students are asked to direct these visitors to the office in a cordial manner.

### 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:

- I. Students must conduct themselves properly while riding the bus or forfeit the privilege of free state transportation.
- II. There will be no food, drinks, chewing gum, tobacco, or illegal drugs permitted on the school bus.
- III. 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.
- IV. 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.
- V. 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.

**1<sup>st</sup> Offense** - Three day suspension and parent/guardian must attend conference with principal.

**2<sup>nd</sup> Offense** - Ten day suspension and parent/guardian must attend conference with principal.

**3<sup>rd</sup> Offense** - 30 day suspension and parent/guardian must attend conference with principal.

**4<sup>th</sup> Offense** - Student will not be allowed to ride bus for the remainder of school year.

- VI. **After the 1<sup>st</sup> offense there will be no other warnings. Punishment will be delivered according the severity of the situation.**

### LOADING AND UNLOADING

- A. Exercise extreme caution in getting to and from your assigned bus stop
- B. Look in both directions before stepping from behind parked cars.

- C. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- D. Do not play on or near the road while waiting for the bus to arrive.
- E. Never walk on the road when there is a sidewalk or pathway.
- F. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
- G. Wait until the bus comes to a complete stop before trying to load or unload.
- H. Use the handrail while getting on and off the bus.
- I. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus.

### WHILE IN THE BUS

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands and anything in your possession inside the bus.
4. Do not bring unauthorized articles on the bus. (i.e., pets, combustibles, large articles, weapons)
5. Do not smoke or use profane language.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver and honor patrol.
8. Do not wear caps or head gear 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 Public 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 (10) ten days from the beginning of school to avoid a child being removed from the bus. If there is a change of residence at anytime 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 (2) two proofs of residence must be brought by the parents to the Winona Public Schools Transportation Department at 204 N. Front Street, before the child can be delivered to the new address.**

## WALKERS AND CAR RIDERS

1. The students who walk to school in the back of the school buildings must go down to the crossing guard. Walking students at the back of the building are to cross at no other place than at the crossing guard's position. Students are to cross only when the crossing guard tells them. Students who walk to school in the front of the building are to always go to the crossing guard before crossing Highway 51, both coming to school and going home.
2. At the back of the building the crossing guard will stay at the stop sign as much as possible, and cars will go to this sign before stopping. Cars will be in 2 lines in the loading area. This means that no car is to stop before it gets to the stop sign if there is room for them to get to this sign before letting students out or picking them up.
3. If a car is in the line of traffic and your child is not there to be picked up after a reasonable period of time, we are asking that you not keep the traffic held up, but to drive your car to the crossing guard who will direct you into the drive for you to wait until your child gets to you. Doing this will help keep the traffic moving.
4. In the afternoons all students who ride home in cars will be dismissed at 2:55 to go to the back of the school. The car riders will go to their assigned areas. All cars come to the stop sign in two lines, or as near the stop sign as possible. When all cars are stopped the car loader will signal for the students to be loaded. When all cars have been loaded the crossing guard will allow these cars to move and additional cars will be loaded. This process will be repeated until all children are gone. No student will be allowed to get in a car except at the loading area in the rear of the school. **NO STUDENT IS TO ENTER A CAR THAT IS BEYOND THE RED LINE PAINTED ON THE DRIVEWAY.**
5. All students who walk will be dismissed after all the buses have cleared the front circle. The crossing guard will be on duty at the back and walking students who walk at the back will report to the crossing guard before crossing the traffic. The students who walk at the front of the school will follow the procedure of going to the crossing guard before crossing Highway 51. These students are to walk on the sidewalk and not along the side of the highway.
6. At 2:55 all students who ride the school bus will be dismissed and report to the circle drive at the front of the school to load the bus. Students not riding the first load will remain in their pods.
7. Students who have parents that pick them up late are to go to the office lobby and wait for their parents. Parents, when you come to pick these students up please park your car out of the flow of traffic and come to the office lobby to pick up your child.
8. **If your child is a car rider, do not report to school prior to 2:30 and stay in or near your car.**
9. **Children are not to be picked up along either highway or in the North parking lot. Anyone not**

**cooperating in this matter will be reported to the police.**

## CAFETERIA

Students may pay the cashier each day as they receive their meal or pay for the week on Mondays. Students paying for their meals in advance will be given an envelope in which to put their money. The name of the student, name of the homeroom teacher, amount enclosed (correct change) and the days being paid for shall be clearly marked on the front of the envelope. The envelope will be given to the homeroom teacher. The cashier will go to each pod on Monday morning to collect advance money. Advance payment will be accepted on Tuesday only when school has been closed on Monday.

Students who lose or forget their money are to make arrangements with the school office to call their parent to bring them lunch money before their assigned lunch time. It is suggested that parents send enough money to cover one day's meal in case a student forgets his/her money. The office does not lend money for breakfast. Therefore, if your student eats breakfast and lunch, send enough money to cover both meals in the event that your child forgets his money.

Parents who wish to apply for free/reduced meals for their children may do so by completing an application for each child and returning it to the school. The approval process will take 10 days to complete. Any student who did not receive free/reduced meals last year will pay for meals for the first 10 days of school. It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reasons why the child cannot drink milk. **NO SOFT DRINKS ARE ALLOWED.** No food is to be carried out of the cafeteria

Due to the limited amount of time students have in the cafeteria, parents are asked to not send any items that the students cannot fix for themselves. If food needs to be heated in the microwave, be sure your child is old enough to use the microwave and will have enough time to eat after he/she puts the lunch together.

### BREAKFAST

All students arriving between 7:00 and 7:30 are to go to their assigned pods. Teachers on duty will send students to the cafeteria to eat breakfast. The last call for breakfast is 7:35.

### LUNCH

All students must go to the lunchroom with his/her class at the time the class is designated to be in the lunchroom. Students are to remain seated in the cafeteria until dismissed by their teachers.

### LIBRARY

Pupils may check out library books as needed. They are encouraged to take books home for pleasure reading. Students will pay the replacement cost of any book that is not returned.

## MOVIES/VIDEOS

Only "G" rated movies or videos will be shown in Grades K – 6. If another video would like to be viewed it must be approved by the video committee.

Special events will be planned for Honor Patrol members throughout the school year. Additionally, students serving on Honor Patrol will receive special recognition

## HONOR PATROL

Purpose:

The purpose of the WES Honor Patrol is to promote those students in sixth grade who have exhibited worthy character, good mentality, creditable achievement, and commendable attitude.

**Goal:** To help these students develop the leadership and interpersonal skills needed to become productive citizens and to serve as role models for others.

Selection:

1. The first nine weeks teachers in grade 5 will nominate candidates from the entire grade. They will vote on the students who exhibit those characteristics stated in the purpose. Sixteen students from the list of nominees from 5th grade will be selected to serve for the first nine-week period of their 6<sup>th</sup> grade year. The process will be repeated each 9 weeks beginning with the second nine weeks. After the first nine weeks, the 6th grade teachers will make the honor patrol nominations from the entire 6<sup>th</sup> grade class.
2. A ballot will be made containing a list of all the students from the grade.
3. After 16 students have been selected, these students will be informed of the expectations of an Honor Patrol member and given the opportunity to choose to serve for a 9-week period. At this point parents will be informed of their child's choice and asked for their permission for their child to serve.
4. Length of service will be for 9 weeks unless a student fails to continue to exhibit those characteristics stated in the purpose.

Duties:

Some of the responsibilities of Honor Patrol members will be to serve as monitors, to sell school supplies, to serve as ambassadors when visitors are present, to raise and lower the flag, and to serve in other capacities upon teacher or administrative request.

Removal from Honor Patrol:

Any student receiving an office referral will not be eligible to serve on the Honor Patrol during the present school year. Any student that is serving on Honor Patrol and receives an office referral will be immediately dismissed from service and will not be eligible for the remainder of the school year.

## Bullying

The Winona School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is 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 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.

The Winona School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The 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 Winona School District Board of Trustees directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Winona School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

### **Student Complaints of Bullying or Harassing Behavior**

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

#### **I. 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.

#### **II. Procedures for Processing a Complaint**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but 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 their 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 official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, on or before the next regularly scheduled meeting of the Winona 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 a student or group of students as defined by the Winona 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 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 will be suspended and sent to the Alternative School. Should he/she be involved in a fourth incident, he/she will be suspended permanently from the Winona School District.