



**WINONA  
SECONDARY  
SCHOOL**

**STUDENT HANDBOOK 2017 • 2018**

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**MISSION STATEMENT**

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

**BELIEFS**

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

**ACCREDITATION**

The Winona Public Schools are accredited by the Mississippi Commission on School Accreditation

**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.

**2017-2018 SCHOOL CALENDAR**

**FIRST SEMESTER**

Staff Development (Full Days).....	August 2-8
1st Day of School.....	August 9
Labor Day Holiday.....	September 4
Progress Reports .....	September 13
1st Nine Weeks Exams .....	October 4-6
Fall Break Day.....	October 9
Report Cards.....	October 11
Progress Reports .....	November 15
Thanksgiving Holidays .....	November 20-24
1st Semester Exams.....	December 20-22
Christmas Holidays.....	December 25-January 5

**SECOND SEMESTER**

Professional Development .....	January 8
1 <sup>st</sup> Day Second Semester.....	January 9
Report Cards.....	January 10
Martin Luther King Holiday .....	January 15
Progress Reports.....	February 14
President's Day .....	February 19
3rd Nine Weeks Exams .....	March 7-9
Spring Holidays.....	March 12-16
Parent Report Card Pick Up.....	March 21
Easter Holiday.....	March 30 & April 2
Progress Reports .....	April 18
Senior 2nd Semester Exams .....	May 9-11
2 <sup>nd</sup> Semester Exams .....	May 23-25
Graduation .....	May 25
Total .....	180 Student Days
.....	187 Teacher Days

**BELL SCHEDULE 7<sup>th</sup> –12<sup>th</sup> Grades**

7:30	First Bell
7:35-8:26	First Period
8:30-9:21	2 <sup>nd</sup> Period
9:21-9:36	Announcements/Break/Activity
9:40-10:31	3 <sup>rd</sup> Period
10:35-11:26	4 <sup>th</sup> Period
11:30-12:49	5 <sup>th</sup> Period/ Lunch <b>(1<sup>st</sup> Lunch) 11:30-11:55</b> <b>(2<sup>nd</sup> Lunch) 11:57-12:22</b> <b>(3<sup>rd</sup> Lunch) 12:24- 12:49</b>
12:53-1:42	6 <sup>th</sup> Period
1:48-2:39	7 <sup>th</sup> Period

## 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. This includes accidents related to sports as well as accidents in a vocational-technical class or shop.

### 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 principal's 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 stationary.
- 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. Refusal of Corporal Punishment will result in a three-day suspension upon each refusal.

### 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 Guidance office 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: Nanda Reed, Section 504/ADA Sherri Buchanan, 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 Sherri Buchanan, 218 Fairground Street, Winona, MS 38967 662-283-1000.**

#### 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 inspection of our school buildings has been performed as required. A copy of the reinspection has been filed with the State Department of Education.

A copy of surveillance and reinspection 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 Buildings and Grounds Office, 204 N. Front Street. Any interested party should feel free to go to any of these locations to review these reports.

#### D. Administrative Procedure for Dealing with Student Access of Information

In order to match electronic resources as closely as possible to the approved district

curriculum, district personnel will review and evaluate resources in order to offer "home pages"- and menus of materials which comply with Winona School Board guidelines listed in Board Policy for Technology governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways that point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

#### E. Internet Rules

**No student will be allowed to use a school computer until an Acceptable Use Policy Agreement has been signed by the parent/guardian and is on file in the school district. Any student found using a school computer without a signed Acceptable Use Policy Agreement will be suspended for one day.**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the 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.

#### F. 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.

#### G. Teacher Qualifications

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

### VI. Liability Procedure

Winona Secondary School staff members are on duty from 7:00 am until 2:50 pm. Therefore, Winona Secondary School assumes no responsibility for students who arrive on campus prior to 7:00 am. For students who are dismissed at the end of the regular day (2:39pm), Winona Secondary School assumes no responsibility for those students who remain on campus after 2:50 pm. For students who stay for after school tutoring, the school's responsibility for those students ends at 3:45 pm. In regard to students who remain on campus to participate in an official schools

sponsored activity, the school's responsibility ends at the conclusion of that activity.

After arriving on campus, no students are allowed to leave campus until dismissal or until they are checked out by parents or guardians. Winona Secondary School accepts no responsibility for students that leave campus during the school day without following prescribed checkout procedures.

## VII. 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.

## VII. 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. Local Field Trips

The Winona Public School District permits local field trips. All out-of-area field trips will still require separate parental permission.

### C. 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, senior rosters, scholastic/organizational/athletic accomplishments, and participation in conferences. During the course of the school year, copies of the senior rosters are requested by college recruitment officers, community businesses, and military personnel. In order for Winona High School seniors to be given the opportunity for competition, a list of graduating seniors will be forwarded to the persons making the request. Should any graduating senior or a parent/legal guardian of a senior desire that the senior's name be omitted from the senior list, please contact the Guidance Office at 283-1027 within the first month of school or within a week after the initial enrollment for new students entering during the school year.

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

### D. Parents may address concerns to the principal.

## 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.

## 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.

### I. BASIC ENROLLMENT REQUIREMENTS

- A. The parent or legal guardian must accompany a new student to school for the initial enrollment.
- 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;
  2. COPY OF PERMANENT RECORD FROM THE PREVIOUS SCHOOL.
  3. STUDENT'S BIRTH CERTIFICATE AND SOCIAL SECURITY CARD.
  4. IMMUNIZATION RECORD.
  5. Copy of COURT-ORDERED LEGAL CUSTODY DOCUMENT if student does not live with a parent.

### II. TYPES OF ENROLLMENT

#### A. TEMPORARY ENROLLMENT

1. In situations involving legal custody cases, a student may be temporarily enrolled until the court ordered documents are received by the school.
2. The maximum length of temporary enrollment shall be 20 days from the date of enrollment unless written verification is received from legal counsel stating the reason for the delay.
3. The student must be withdrawn from school at the end of the 20 days if enrollment has not been finalized or an extension granted by the superintendent.
4. **The Winona School District does not accept students from another school district who have been suspended from school or charged with or convicted of a felony.**
5. The School Board reserves the right to review special circumstances and make decisions regarding any student.

## B. PERMANENT ENROLLMENT

A student is declared to be permanently enrolled when all the above requirements have been met and a copy of the permanent record has been received from the previous school district.

## 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 and complete the required paperwork with the school Attendance Officer. Students who desire to enter Winona Secondary School after attending home school and private schools not regionally accredited must follow the procedure as outlined below:

- I. Students in grades 7 and 8 must produce official grades from the educational agency of their last attendance. The student will then be given the TABE and must score on-grade level to be placed in that specific grade.
- II. Students in grades 9-12 must produce official grades in each course taken at the previous educational agency. The student must also take the 1<sup>st</sup> and 2<sup>nd</sup> semester exams from Winona High School and obtain a passing grade on the exam in each course for which a Carnegie Unit is desired.

## 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 Secondary 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 appears in the curriculum as subject choices, 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, an act as a juvenile that would be a felony for an adult or is specifically known to be involved in any undesirable activity either on or off school property will be suspended from school until the matter is resolved if his or her presence in school is likely to be disruptive to the educational process.** 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.

## 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 Procedure

- A. First major disruption
  1. the teacher will write an incident report and discuss the incident with the principal;
  2. the student will be given appropriate punishment
- B. Second major disruption
  1. the student will be removed from the class and be given appropriate punishment
  2. the parent will be required to return to the school with the student on the following school day;
  3. a behavior modification plan will be drafted to assist the student with changing negative behavior to positive behavior. This plan will be signed by the principal, teacher, parent, and student.
  4. consequences of a third discipline infraction will be explained to the student and the parent..
- C. Third major disruption
  1. Student will receive suspension, a disciplinary hearing, and/or alternative school

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

## I LACK OF RESPECT TO FACULTY AND STAFF

- A. A student who demonstrates a lack of respect to any teacher or staff member at school, at any school function, or any other time will be paddled, sent to ISS, or suspended. 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, 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, expelled for a calendar year, or placed in Alternative School.
- D. Students are reminded that any faculty or staff member may correct misbehavior of any student at any time.
- E. Any students who refuse to come with an administrator or refuses the directive of an administrator will face suspension and a discipline hearing which may result in alternative school placement. Law enforcement officials may be called if a student refuses multiple requests/directives from an administrator.

## II. FIGHTING

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

- A. 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 be suspended for three (3) days for the first offense. When any student is suspended for fighting, the Police may be summoned to the school and the student will be turned over to the Police who will notify the parent.
- B. A student involved in a second fighting incident will be suspended for one week and a parent must come to the school to get the student back in school. The parent will be made aware of the consequences should a third fight occur .
- C. Should a student be involved in a third fight, the student will be suspended and sent to the Alternative School. Should he/she become involved in a fourth fight, he/she will be expelled permanently from the Winona School District.
- D. Students should not 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 (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 expulsion 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/or other weapons 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 expulsion 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, or given other appropriate punishment.
- E.. Students who inadvertently bring weapons from a hunting trip to school should immediately 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 is not be permitted at school or school functions by students.
- B. If a student is caught gambling, he/she will be placed in ISS; money and gambling devices will be taken and not returned to the student.

**VI. ILLEGAL CLUBS AND ORGANIZATION**

- 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.

**VII. 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. Pants that droop excessively will be considered as indecent exposure.

**VIII. 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 engage in any behavior 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.

**IX. 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 at least 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 expelled for the one calendar 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 Family 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.

**X. 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 not allowed at school or at school sponsored functions. Students may not use school computers to retrieve pornographic materials.

- B. Students who participate in these behaviors will be paddled, sent to ISS, or suspended 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.

**XI. 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 suspended for 3 days and a parent/ guardian must come to the school for a conference with the principal and/or counselor before the student can reenter.
- D. Students involved in a second offense of the above threats will be suspended for 5 days.
- E. After a third offense, students will be brought before a disciplinary committee, and the appropriate court will be notified.

**XII. SEXUAL ACTIVITY**

- A. Students engaged in sexual activity will be assigned a 45 day alternative placement on first offense.
- B. A second offense involving sexual activity will result in expulsion for one calendar year.

**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 expelled from the school district.

#### **XIV. STEALING**

- A. Stealing at school will not be tolerated at all. A student who is found guilty of stealing at school shall be disciplined as follows:
  - 1. On the first offense the student will be suspended from school or other appropriate punishment given depending upon the severity of the situation. If a student is suspended the parents must return with the student before the student is allowed to return to school.
  - 2. On the second offense the student shall be suspended for one week or brought before a disciplinary committee.
- B. 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 expulsion 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 expelled 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 or other appropriate punishment.
- D. Cigarettes, cigars, chewing tobacco, snuff 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, given ISS, or other appropriate punishment depending on the severity of the language. If the student is suspended, 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. UNACCEPTABLE POSTS OF SCHOOL, STUDENTS, OR FACULTY MEMBERS ON SOCIAL MEDIA**

- A. A student that makes inappropriate posts on social media about another student, the school, class, or a faculty member or an inappropriate post while on school property will result in disciplinary action which could include in-school suspension, out of school suspension, or alternative school placement.

#### **BEHAVIOR AT SCHOOL SPONSORED FUNCTIONS**

- I. School-sponsored functions include any event connected with the Winona Public Schools, either at home or away. 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.
- II. 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.

- III. 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 is reasonable suspicion that the search will reveal evidence that the student's behavior has violated or is violating the law or the school policy.
- 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. Each student is required to have at least one official school uniform which is the red polo-type shirt and the khaki pants. Other approved accessories and uniform styles/colors are available as shown in the District School Uniform Catalog.
  - C. A separate WPS District Uniform Catalog is available to each student and his/her family. This catalog is an official attachment to the student handbook and is available upon request to each student's family. All uniform styles and colors are stated in this catalog and have been approved by the Winona School Board.
  - D. Students not wearing an acceptable uniform will be placed in ISS or given other appropriate punishment.
  - E. After a second offense or a student's refusal to wear an approved school uniform, the student will be paddled, suspended, or given other appropriate punishment.
  - 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.
  - H. Minor dress violations will result in ISS or other appropriate punishment.
- 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.
  - C. The length of clothing shall be no shorter than the middle of the knee or the bend of the leg.
  - 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.
  - D. Clothing without hems that is with ragged edges may not be worn.

- E. Clothing with holes shall not be worn.
- F. 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.
- G. 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.
- H. All clothing should be neat, clean, and of proper fit.
- I. There will be **no “drooping” pants.**
- J. Coats and other clothing must be worn right side out and should not be reversed for any reason.
- K. The building principal has the right to make the final decision on any questionable clothing.

### III. HAIR AND MUSTACHES

- A. Hair must be well-groomed and not a distraction to the educational process. Male students' hair may not be longer than the top of the shoulder.
- 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. Neatly trimmed mustaches, goatees and beards are permitted.
- D. Male students are not permitted to wear ponytails.
- E. 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 head wear to school. Caps, hats, or other head wear 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.

### V. CELLULAR PHONES

The possession or use of cellular phones, I Pods, or any other electronic devices is 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 or guardian for a charge of \$25.00. The student will also receive 1 day in ISS. On the

second offense, the student will be suspended for one day and the phone will be kept for 30 days at which time it may be redeemed by the parent or guardian for a charge of \$50.00. On the third offense, the student will be suspended for 3 days and the phone will be kept for one calendar year at which time it may be redeemed by the parent or guardian for a charge of \$75.00. The use of the above electronic devices is banned at 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.**

**Students that take the SIM card out of the phone and/or do not give the phone to the teacher or administrator will be suspended for 3 days. This is above and beyond the punishment for the cell phone.**

### VI. RINGS, PINS AND TATTOOS

- A. Earrings, earpins or other ear ornaments shall not be worn by male students.
- B. Nosepins/rings, tongue pins/rings, and removable decorative mouthpieces 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.
- E. Tattoos, drawings, or any other writing on exposed parts of the body are not permitted.

### VII. 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.**

#### Discipline Reports

- I. Students may receive a Discipline Report for the following:
  - A. Disobedience
  - B. Disruptive behavior
  - C. Other problems related to behavior
- II. Parents will receive a letter from the school following each Discipline Report received.
- III. Following the issuance of the third Discipline Report to a student by the same teacher, the teacher will request a parent/teacher conference
- IV. Teachers may be issue a detention in lieu of a Discipline Report for misbehavior.

- V. Students who have three or more Discipline Reports may forfeit their privilege of attending special events sponsored by the school.

### **AFTER SCHOOL DETENTION**

After School Detention is designed to serve students that have committed minor code of conduct, dress code, and similar offenses. ASD will be from 2:45 until 3:45 Monday – Thursday afternoons. Students that are assigned ASD and do not attend will be assigned 1 day ASD for missing and a make up day on the 1<sup>st</sup> offense. The second and subsequent offenses the student will be suspended for 1 day and a make up day in ASD.

### **IN SCHOOL SUSPENSION (ISS)**

In School Suspension is designed to serve those students whose behavior is unacceptable during the regular school day. Students who are assigned to In School Suspension will report to ISS at 7:30 AM and remain for the assigned period of time. Students must abide by all rules and policies for ISS. Students that miss school on a day assigned for ISS day will be rescheduled for another day.

### **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 Suspension, 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. 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 that 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.

#### **II. 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.**

#### **III. 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;
4. 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;

5. 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;
6. All witnesses will give testimony under oath.

#### **D. Findings**

1. At the conclusion of the hearing, the hearing committee will prepare in writing the findings of the committee.
2. A copy of the hearing committee's recommendation(s) will be delivered to the superintendent.
3. 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.

#### **E. Appeals Procedure**

4. 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.
5. 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.
6. Any further appeals must be made to the court system and tried before a court of law.
7. Students returning from an expulsion must serve 45 days in Alternative Education.

### **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 students in grades 5-12. 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 discipline reports 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.
- F. Any student returning from an expulsion.

#### **II. ENTRANCE REQUIREMENTS**

- A. Recommendation of Superintendent, Principal, or designee.
- 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 the TABE test to determine their academic functional level;
- B. Elementary students will be taught English, reading, math, science and social studies;
- C. Junior High and High school students will continue their regular curriculum as closely as possible;
- D. Weekly assignments will be obtained from the regular classroom teacher for Junior-Senior High students;
- E. Life skills, employability skills, character education and drug education will be an integral part of the curriculum for all students.

#### **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 or expelled. The due process procedures as outlined in the Student Handbook will be followed.

## VI. GRADUATION

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

## STUDENT SERVICES

Because guidance and counseling are integral components of the total educational program, a variety of services are available to students, parents, teachers, and community citizens on a full-time basis. Those persons needing information and assistance from the counselors are invited to take advantage of the services available through the guidance offices.

### I. STUDENT REGISTRATION

- A. Students entering grades 7 - 12 will be registered by the school counselor.
- B. Students entering Winona Public Schools for the first time or reentering after attending a different school must provide the following documentation upon registration:
  - 1. Proof of residence in the Winona Public School District. See page 6 for acceptable documentation;
  - 2. Immunization record;
  - 3. Student's birth certificate and social security card;
  - 4. Withdrawal record from previous school if entering during the school year, or the permanent record from previous school if entering in the fall.
- C. Students requesting admission to Winona Secondary School must have attended an accredited school the previous year. **Students who studied through tutorial correspondence schools, home study programs not accredited by the State of Mississippi, and private schools not regionally accredited must follow the procedure as outlined on page 7.**

### II. CURRICULUM REQUIREMENTS

- A. A minimum basic curriculum of 28 Carnegie units (Credits), which include all required graduation courses for students choosing the general education program and for students choosing a college preparatory program, shall be provided at the secondary level. All courses allowed for graduation credit shall meet the requirements as outlined in the Approved Courses for Secondary Schools of Mississippi

from the Mississippi State Department of Education. In addition to the basic curriculum of 28 units, the curriculum shall be enriched with additional curriculum offerings to enhance the educational opportunities of students attending Winona High School who have the desire to attend college (STD 3-2.3).

- B. Only courses listed in the Approved Courses for Secondary Schools of Mississippi shall be included in the curriculum offering of this school district. Should there be a need to include subjects in the local curriculum not represented in the state approved list of courses, approval from the Commission on School Accreditation will be sought prior to including the course in the local curriculum (STD 3-2.3).
- C. All students at the Secondary School will be in class seven periods daily and must be enrolled in a minimum of six (6) academic classes.

### III. CURRICULUM SELECTION

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

- A. All students in grades 9-12 are provided a Curriculum Selection Guide listing all available courses at Winona High School. Students are provided three (3) curriculum options and suggestions for completing the options.
- B. In the early spring, all students in grades 8-11 are permitted to select their subjects for the next school year. The counselors meet with all students in these grades before courses are selected in order that students will understand all graduation requirements, college entrance requirements, and the elective courses available to them.
- C. The parents and students are encouraged to discuss curriculum choices individually with the counselor prior to making their final decision. The parent or guardian's signature is required to approve their child's course selection each year. This is done in February.
- D. In keeping with the guidelines of Title IX all students are assured of equal access to any course offered in the curriculum. Counselors are available at all times to advise students and parents as to what subjects students need to take in order to meet graduation requirements, or enter the world of work.

### IV. CHANGE OF CLASS SCHEDULE

- A. In the spring students are counseled in large groups, small groups and individually concerning their course needs and requirements. Students are given the opportunity to visit classes and talk to teachers

as well as counselors. Students are encouraged to talk with their parents concerning course selection before their final selection request is completed.

- B. After students select courses in the spring, parents are required to sign the curriculum selection guide to approve the course selections. Failure of the parent to sign the curriculum selection guide by the start of school will result in students being placed in courses as necessary to meet graduation requirements.
- C. No schedule change is permitted after the 5th class day of the semester unless requested by a teacher or an administrator and approved by a parent.
- D. When a schedule change is necessary, the following procedure must be used:
  - 1. The student goes to the counselor's office and requests a change of schedule;
  - 2. The counselor completes a "Change of Schedule" form if the change is approved;
  - 3. A parent must sign the schedule change form to approve course changes for any core courses.
  - 4. After counselor and parent approval, the student must take the change form to each teacher affected by the change and get his/her signature;
  - 5. The change form is then returned to the counselor for final approval by the Principal.
  - 6. Students will have assigned days during residency verification to come and make changes.
- E. The school reserves the right to change a student's schedule without parental consent in the following situations:
  - 1. The student fails a course that is a prerequisite for the course in which he/she is enrolled. (Example: Algebra I is a prerequisite for geometry)
  - 2. The student is registered for a course in which he/she does not have the prerequisite course average. (Example: A sophomore who has less than a 90 average in English I and is enrolled in Latin I.) See page 24.
  - 3. The student is enrolled in a course that is out of the required sequence. (Example: Registered for Trigonometry/PreCalculus and has not successfully completed Algebra II.)
  - 4. The student is enrolled in Advanced Weights but NOT participating in a school sports program.

#### V. DROPPING A COURSE

- A. Students are discouraged from dropping courses after the 5th day of the semester. Students may not drop a course after the 5<sup>th</sup> day without principal approval.
- B. Students dropped from a course due to health reasons, teacher recommendations, or circumstances beyond the student's control will

be withdrawn from the class with no penalty assigned.

- C. Failure to properly add or drop a course may result in a grade of "F" for the course. Permission to add or drop a course must be granted by the guidance office.

#### VI. WITHDRAWAL FROM SCHOOL

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

#### VII. SUMMER SCHOOL AND CORRESPONDENCE COURSES

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

##### A. SUMMER SCHOOL

- 1. **IN KEEPING WITH THE GUIDELINES FOR ACCREDITATION AS STATED IN BULLETIN 171, STUDENTS MAY EARN ONE (1) UNIT DURING A SINGLE SUMMER SESSION FOR A MAXIMUM OF FOUR (4) UNITS TO BE COUNTED TOWARD GRADUATION. STUDENTS WHO ATTEND SUMMER SCHOOL OUT OF THE STATE MUST BE AWARE THAT MISSISSIPPI ALLOWS ONLY ONE UNIT OF CREDIT EACH SUMMER REGARDLESS OF THE NUMBER OF UNITS WHICH MAY BE OBTAINED IN ANOTHER STATE (STD 3-17.9).**
- 2. For students attending Winona High School, the school district requires that students take all subjects required for graduation during the regular school term. Should a student fail to pass one of the required courses during the regular school term, permission may be granted to take the course in summer school.
- 3. **Students who go to summer school must obtain permission from the high school principal prior to enrolling for summer study.** The permission form may be obtained in the guidance office the last week of school (STD 3-5. 1).

4. In special circumstances a student who has failed and is behind his/her normal grade level may be granted special permission to take a required course in summer school in order to earn the credit for graduation. Permission may be granted only after a transcript evaluation has been completed by the guidance department.

## **B. CORRESPONDENCE COURSES**

Like summer school, correspondence study falls under the guidelines of the State Department of Education. In order to meet and maintain accreditation standards, the following procedures will be followed in allowing students to take a correspondence course:

1. Students will be allowed to take a maximum of one (1) unit of credit through correspondence study to be counted toward graduation (STD 3-5.1).
2. Students who feel the need to take a correspondence course should first discuss the matter with the counselor. Permission must be obtained from the principal in order to enroll in correspondence study, and all correspondence courses must be obtained from an approved university in the state (STD 3-17).
3. Students may not take a correspondence course in any designated subject that requires state testing. This includes Algebra I, Biology I, English II, and U. S. History since 1877. The only exception would be if the student takes one of the above named courses, passes the state test, but fails the course at the local level.
4. All correspondence course work, lessons and tests, must be completed and mailed by July 15<sup>th</sup> in order to receive credit for the upcoming school year.
5. Correspondence study is not available for students in grades 7 and 8.

## **VIII. PROMOTION/RETENTION POLICY**

Students in grades 7 or 8 who fail two or more of the five core subjects for the year (i.e. English, literature, math, science or social studies) will be retained in the same grade for the following school year. Students in grades 7 or 8 who fail English only, or literature only or math only will be required to attend and pass a summer school session in this failed class, in order to be promoted. Students in grades 7 or 8 that have attained a yearly average that is lower than 60 in English only, or literature only or math only will not be promoted at the end of the regular school year and they will not be allowed to make up this deficiency in summer school. Instead, these students will be retained in the same grade.

### **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; Fines will be assessed with a minimum of three dollars for damaged 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. Replacement costs for books are as follows: 1<sup>st</sup> year-90%, 2<sup>nd</sup> year-80%, 3<sup>rd</sup> year-70%, 4<sup>th</sup> year-60%, 5<sup>th</sup> year and thereafter-50% of the new replacement cost.
- G. 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.

## **GRADUATION REQUIREMENTS**

### **I. MINIMUM REQUIREMENTS - TRADITIONAL DIPLOMA**

In order to maintain a high standard of excellence at Winona High School, students who meet the standards for a regular diploma will complete the following requirements. Students will be made aware of these requirements beginning with their eighth grade year and continuing through their senior year.

- A. Complete a minimum of 26 Carnegie units.
- B. Satisfy the graduation requirements adopted by the local school board (STD 3.5);
- C. Successfully complete the following state mandated courses:
  1. 4 units of English
  2. 4 units of Mathematics (Must include algebra and two math classes higher than algebra I)
  3. 4 units of Science (1 must be biology) ..
  4. 4 units of Social Studies (Mississippi Studies, world history, U. S. History, World Geography, Economics, and U. S. Government).
  5. ½ unit of Health.
  6. ½ unit of Physical Education
  7. 1 unit of Fine Arts
  8. 1 unit Computer Applications

9. Successfully pass the following state mandated tests: Algebra I, Biology I, U. S. History, and English II Multiple Choice.

**II. MINIMUM REQUIREMENTS-CAREER DIPLOMA  
(This Diploma option will not be available for students entering 9<sup>th</sup> grade in 2017-2018 and thereafter.)**

1. 4 units of English (Required English I & II)
2. 3 units of Mathematics (Required Algebra I)
3. 3 Units of Science (Required Biology I)
4. 3 Units of Social Studies (Required 1 U S History  
½ U S Government, ½ Mississippi Studies)
5. ½ Unit of Health/Physical Education (Required ½ Comprehensive Health  
½ Family & Individual Health or  
½ Physical Education)
6. 1 Unit of Integrated Technology (Required Computer Discovery  
ICT II, 9th STEM, or Computer Applications and Keyboarding)
7. 4 Units of Career and Technical Education (From Student's Program of Study)
8. 2 ½ Units Electives
9. Successfully pass the following state mandated tests: Algebra I, Biology I, U. S. History, and English II Multiple Choice.

Total of 21 Credits Required.

- D. Students who pass the state-mandated subject area test but fail the course will repeat the course but will not be required to retake the state test. Students who pass the course but fail the state mandated subject area test will be required to take the subject area retest on a state scheduled date. The student may be required to audit the course until the test is passed.
- E. Tutoring for students assigned to after school tutoring in preparation for all state tests is mandatory. Students who miss tutoring will be given a reprimand for each day missed.
- F. Only students who have at least the minimum number of credits for graduation and who have passed all required subject area tests will be permitted to participate in the spring graduation exercises. **Therefore, students who plan to graduate in the summer will not be afforded the privilege of participating in the spring graduation. (Miss. Code 37-16-1 1) (STD 3-5.4)**
- G. Graduating seniors are required to attend each graduation practice unless personally excused by the administrator in charge of graduation. Each senior will be given details for graduation prior to Easter Holidays. All practices will be

scheduled so that no student will be absent from semester exams (STD 3-6).

**III. ENHANCED REQUIREMENTS**

- A. Enhanced graduation requirements are required for all students planning to enter as a freshman at one of the eight state-supported universities in Mississippi: Alcorn State University, Delta State University, Jackson State University, Mississippi State University, Mississippi University for Women, Mississippi Valley State University, University of Mississippi, University of Southern Mississippi.

The following courses are required for all students who plan to enter a state supported university.

**B. ADMISSION REQUIREMENTS FOR STUDENTS ENTERING A STATE SUPPORTED UNIVERSITY**

English: 4 Carnegie Units - Compensatory Reading and Compensatory Writing may not be included.

Mathematics: 4 Carnegie Units - Includes Algebra I, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)

Science: 4 Carnegie Units - Includes Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology.)

Social Studies: 4 Carnegie Units - Includes World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)

Arts: 1 Carnegie Unit - Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements for high school graduation.

Advanced Electives: 2 Carnegie Units - Includes any two Carnegie Units of Foreign Language (I and II), Advanced World Geography and a Foreign Language (I) or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above).

Computer Applications: ½ Carnegie Unit - Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

Pre-High School Units: Algebra I, first-year Foreign Language, or Mississippi Studies taken prior to high

school will be accepted for admission, provided course content is the same as the high school course.

#### IV. DIPLOMA REQUIREMENTS FOR SPECIAL EDUCATION STUDENTS

Special Education students have the option of choosing between three types of diplomas. The student and his/her parents/legal guardian will meet with a representative of the special education department prior to the student entering the 9th grade to determine the type diploma the student will seek. The student's IEP will reflect the diploma choice. The following diploma choices are available to special education students:

##### A. Regular Diploma

Special Education students graduating with a **Regular Diploma** will be required to complete the same requirements as any other student graduating from this school district. This includes obtaining a passing score on all State-Mandated Subject Area Tests.

##### B. Modified Diploma

Special Education students who choose to receive a **Modified Diploma** will complete their IEP each year. The modified diploma will state, "This student has successfully completed an Individualized Education Program." This diploma will certify that the student has completed at least 12 years of school. The diploma may not be used for purposes that require a high school diploma or its equivalent, such as entering a junior or senior college, or certain branches of the armed forces. (MS Code 37-16-1 1) STD 3-5.3.

##### C. Occupational Diploma

**((This Diploma option will no longer be available for students entering 9<sup>th</sup> grade in 2017-2018 and thereafter.))**

In accordance with Senate Bill 2578, the Mississippi Department of Education has developed criteria for an occupational diploma for students with disabilities. This diploma option expands the opportunities available for special education students to include:

- (1) an academic course of study aimed at obtaining a regular high school diploma;
- (2) an occupational course of study aimed at obtaining an occupational diploma;
- (3) a graduation certificate of attendance as specified by Mississippi Code 37-16-11;
- (4) a GED.

The occupational diploma option provides a flexible structure for the school district to meet the needs of students with disabilities. This diploma emphasizes high expectations in both academics

and work experiences that will assist students to acquire and maintain the necessary competencies and skills needed to secure and retain competitive employment.

Requirements for the occupational diploma include the following:

- I. Core Curriculum
  - English Language Arts 4 credits
  - Mathematics 4 credits
  - Science 4 credits
  - Social Studies 4 credits
- II. Career/Technical
  - School-Based Work Assessment
  - Community-Based Work Training
  - Career/Technical Education Courses
  - Cooperative Career/Technical Education
  - General Education Courses as defined in the IEP

A student must receive a minimum of 20 required course credits to receive an occupational diploma. All credits must be IEP approved.

#### V. HONOR GRADUATES

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

##### A. DEFINITION

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

All honor graduates will be entitled to wear the "graduation gold" as follows:

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

##### B. QUALIFICATIONS

1. All honor graduates must have an average of 90.00 (89.50) or above.
2. **Valedictorian**-the graduating senior having the highest grade point average for grades

9-12 and who is entitled to receive a regular academic diploma.

3. **Salutatorian**-the graduating senior having the second highest grade point average for grades 9-12 and who is entitled to receive a regular academic diploma.
4. All honor graduates including Valedictorian and Salutatorian will be determined after grades for the third nine-week reporting period are submitted. Grades included in the averaging process will be the 1st and 2nd semester averages in each subject for grades 8-11 in which the student received or attempted a Carnegie Unit, the first semester average in each subject for grade 12, and the third nine week's average in each subject for grade 12.

#### C. OTHER

1. Any student designated as a graduation speaker must be enrolled in the senior class of Winona High School at the beginning of the senior year. All speeches must be approved by the school official responsible for graduation before the speech is delivered at the commencement ceremony. A student who alters his or her speech after final approval is granted, for the purpose of stating personal, political, religious, or other opinions must appear before the school board before the diploma is granted. The school board reserves the right to make special requests of the student prior to issuing the diploma.
2. Students entering Winona High School during their senior year will be entitled to be an honor graduate, although they were not students of WHS all their high school years.
3. Any student named as Valedictorian or Salutatorian must be enrolled in the senior class of Winona High School at the beginning of the senior year. The Board of Trustees of Winona School District may, under extenuating circumstances, grant an exception. Any student or parent /guardian who wishes to be granted such an exception must present in writing a request to the Board no later than the regular April board meeting explaining why he or she feels an exception should be granted.

#### VI. FIFTH YEAR STUDENT

Any student who is classified as a fifth year high school student and can graduate with a minimum of three credits may return to school for those classes only. These classes will be arranged the first three periods.

#### ACHIEVEMENT DAY AWARDS

- I. **ACADEMIC AWARDS**-These awards are chosen by the subject area teachers. Selection is based on the highest scholastic average and ability to master subject area content.
- II. **BETA AWARDS**-Recipients must be active members of the Beta Club. Awards are presented in grades 9-12 to the student having the highest academic average for the school year.
- III. **DANFORTH AWARD**-Selection is by criteria determined by the Danforth Foundation. The major criteria include leadership qualities demonstrated by the student and the potential for leadership growth.
- IV. **SCHOLAR LETTER**-Students receiving this award must have no grade on the report card lower than 90 for the 1st semester average and third nine-week period.
- V. **PRESIDENTIAL ACADEMIC FITNESS**-This award is presented in grades 6, 8, and 12. Students must have a cumulative average of 90 for grades 7 and 8 and 90 for grades 9-12.
- VI. **WALMART SCHOLARSHIP**-The recipient of this scholarship is selected by a committee chosen by WalMart. This is a \$1,000.00 scholarship. Students will be able to apply for this scholarship on the Walmart Website.
- VI. **LINDA B. AUSTIN SCHOLARSHIP**-This \$100.00 scholarship is given by the Winona Junior Auxiliary. The recipient is selected by the membership of the Junior Auxiliary based on applications received. Applications may be picked up in the guidance office when made available by the Junior Auxiliary.
- VIII. **ROTARY SCHOLARSHIP**-The student receiving this award will receive \$1,500.00. The recipient is chosen by the Winona Rotary Club membership and selection is based on financial need, scholarship, and the desire to attend college.
- IX. **MAC BUTLER AWARD**-The student receiving this award is chosen by a committee of secondary administrators. Qualifications include athletic participation, above average academic grades, positive role model, and active participation in church.
- X. **STAR STUDENT AWARD**-The Star Student is the graduating senior who has an ACT score of 25 or above and a minimum GPA of 93. The ACT must have been taken prior to December 31st, and only ACT scores on file in the high school office may be considered. Academic grades from grades 10-12 may be used to determine the average. Only the following subject areas may be used: English, foreign language, mathematics, science, and social sciences.

#### COLLEGE DAY AND COLLEGE VISITATION

##### I. REQUIREMENT

**A student must have taken the ACT in order to be eligible to take a College Visitation Day.**

## II. COLLEGE DAY

College Day is designed to assist seniors with college preparation. This event is held each year, and the colleges and universities within the state are invited to come to Winona High School to visit and talk with the graduating seniors and provide them with college information. College Day has been an asset in the past years to assist seniors in deciding which college to attend and gathering information about different colleges.

## III. COLLEGE VISITATION

In order for seniors to make a final decision about the college or university they would like to attend, each eligible senior is given Two (2) days excused absences from school to visit colleges, talk with a recruiter, and tour the campus. When a senior decides to take a college visitation day, the following procedure should be followed:

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

## TRANSCRIPTS

### I. SEVEN SEMESTER TRANSCRIPT

- A. As part of the admissions process, many colleges and universities are now requiring a seven-semester transcript. This transcript contains grades through the first semester of the senior year. Colleges are using this type transcript to determine whether or not a student is eligible to attend their school.
- B. Seniors who will attend a college that requires a seven-semester transcript must request the transcript through the high school guidance office in January.

### II. COMPLETE TRANSCRIPTS

- A. After graduation, the completed transcript (8 semester transcript) is required for final admission to college. This transcript will contain student grades as well as the ACT score. It is the responsibility of the graduating senior to request his/her transcript to be mailed to the college.

- B. Seniors must sign a transcript request in the guidance office for the official transcript to be mailed.
- C. The first transcript is free; all transcripts thereafter will cost \$1.00 each
- D. Student permanent records are maintained and disseminated as directed by Mississippi Codes 37-349, 37-15-3, and the Family Educational Rights and Privacy Act (Appendix A-26). These records are kept permanently and may be requested by a student at any time. A release form must be signed in the guidance office each time a transcript is sent unless a letter of request is received from the student.

## STUDENT APPRAISAL

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 appraisal 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 Junior-Senior High School is based on the following scale:

A.	90-100	Superior
B.	80-89	Excellent
C.	72-79	Average
D.	65-71	Poor
D.	64 and Below	Failing

### 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 all A honor roll and students with all A's and B's will be on the A/B honor roll.

### 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. Each student will receive a progress report for each subject he or she is taking. The student is responsible for taking the progress report home to the parent.

### C. REPORT CARDS

1. Report cards will be sent 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 and progress reports are to be sent out.
3. Any student who alters any report card or progress report will be suspended until such time that his/her parent or legal guardian returns to school with the student for a conference with the principal.

### V. AVERAGING GRADES

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

- A. The **nine weeks average** is obtained as follows:
  1. The daily average will count one fourth (1/4). (Homework, unassigned quizzes, class participation, etc.)
  2. Scheduled unit and/or chapter tests will count one half (1/2).
  3. The nine weeks exam will count one fourth (1/4).
- B. The **semester average** will be determined by averaging the two nine week's grades;
- C. The **yearly average** is determined by averaging the first semester average and the second semester average.

### VI. RANK IN CLASS AND WEIGHTED COURSES

- A. Rank in Class (RIC) is a method of determining the academic comparison of students who are in the same grade. RIC is determined by the numerical grade-point average beginning with the highest average and going to the lowest average. RIC is important since honor students are determined by the rank in class. The valedictorian is the No. 1 honor student in the senior class, and the salutatorian is the No. 2 honor student in the senior class.
- B. In order not to penalize students for taking the more difficult courses, a weighted scale is utilized in determining the Grade Point Average (GPA). A weight of 1.05 is used to determine the average for the following courses which are considered to be "weighted courses" and to be advanced college preparatory classes: Accelerated English III & IV, Spanish II, Physics, Trigonometry, PreCalculus, Calculus, and any class designated an honors class. Other courses may be added at the discretion of the school administration. All course averages will be weighted prior to their being placed on the cumulative record, and weighted courses will be so noted on the permanent record.

### VII GRADE CLASSIFICATION

Sophomores	-	6 Credits	(Including English I)
Juniors-		13 Credits	(Including English II)
Seniors—		19 Credits	(Including English III)

### COURSE PREREQUISITES

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

#### A. HIGH SCHOOL

1. Accelerated English 9, 10, 11, 12-- A student must have a minimum yearly average of 90 or above in the previous English course prior to enrolling in the Accelerated English classes. A student must maintain an average of 85 in Accelerated English to enroll in Accelerated English again the following year.
2. Foreign Language—A student must have a minimum yearly average of 85 in the previous year's English class before enrolling in a first year foreign language class as a junior. To enter a foreign language class as a freshman or sophomore, a student must have yearly average of 90 in the previous year's English class.
3. Algebra I— In order to qualify for placement in Algebra I as a ninth grader, a student will have to earn at least 60 points in a rubric that consists of his or her 8<sup>th</sup> grade yearly average in Pre-Algebra and his or her score on the mathematics' section of their 8<sup>th</sup> grade MCT II. A detailed explanation of this placement procedure is available from the Winona Secondary School Guidance Department.
4. Biology I— In order to qualify for placement in Biology I as a ninth grader, a student will have to earn at least 80 points in a rubric that consists of his or her 8<sup>th</sup> grade yearly average in Science and his or her score on the language arts' section of their 8<sup>th</sup> grade MCT II. A detailed explanation of this placement procedure is available from the Winona Secondary School Guidance Department.
5. Chemistry—A student must have passed Algebra II or be taking Algebra II concurrently with Chemistry.
6. Advanced Physical Fitness—In order to receive a credit in advanced physical fitness, the student must participate in the selected sport for the entire season of the sport. If the student drops out of the sport or does not participate in a sport at school, no credit will be given. Band and choir are excluded.



7. Medical Technology—A student should have successfully completed Algebra I and Biology I or be taking those courses concurrently with Medical Technology.
8. Gifted Art and Music- Interested students must audition for the Gifted Art and Gifted Music programs. Audition dates are set during the spring of each year before Curriculum Selection takes place. Only students who successfully meet all audition **requirements will be allowed to enroll in Gifted Art and Gifted Music.**
9. U. S. History-A student must have successfully completed World History before enrolling in U. S. History.

## B. JUNIOR HIGH SCHOOL

In order to qualify for placement in Pre-Algebra as a seventh grader, a student must earn at least 80 points in a rubric that consists of his or her 6th grade yearly average in mathematics and his or her score on the mathematics' section of the 6th grade MCT II. A detailed explanation of this placement procedure is available from the Winona Secondary School Guidance Department.

## IX. COURSE SEQUENCE

- A. In order to maintain a logical, sequenced curriculum, students must take and pass courses in the sequence recommended by this school district. Students who fail a course that is a prerequisite to another course must repeat and pass that course before advancing to the higher level course.
- B. Example: a student must successfully complete English I before advancing to English II or must complete pre-algebra before advancing to algebra. A student who fails course work in English and math may not take the failed course and the higher level course during the same year. Under certain conditions a student may be granted permission to take two courses within the math, English, and science disciplines provided the student has a minimum GPA of 93 or is deemed necessary by principal.

### TESTS AND EXAMINATIONS

Testing is an integral part of the educational process and should be taken very seriously by students and teachers. In order to maintain an organized time frame for testing, a pre-arranged schedule has been adopted by the school system and will be followed unless some unforeseen event interrupts the schedule. In that event, testing will be scheduled in a manner that will be best for all students.

### TEST SCHEDULES

**Nine Weeks and Semester Testing:** The test dates for nine-weeks test and semester exams can be found on the school calendar on page 3. The schedule for **nine weeks** test and semester exams will generally be scheduled as follows:

**Test schedules will be prepared by the administration and given to the faculty and students within 10 days of the first test date. The times on nine weeks exams will vary, but semester exams will be given at 7:35 and 9:45 AM.**

**In order for students to have adequate time to prepare for semester examinations, no activities shall be scheduled during examination time. This includes weekend activities that fall during exam time that would require student participation. Parents should not make travel/vacation plans during nine weeks tests or semester exams.**

- I. **ALTERING SCHEDULES**-All test schedules are arranged by the school administrators to best fit the school as a whole. Therefore, no teacher may alter a schedule for his/her convenience without prior approval of the principal.
- II. **AFTER EXAMS**-Students will be given instructions to follow upon completing exams.
- III. **CHEATING ON TESTS**-Winona Public Schools are justly 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 justly proud of their conduct and records in years to come.
  - A. A student observed cheating on any test will have the test paper taken immediately.
  - E. **The student will be given a "O" on any test when caught cheating on the test.**
  - F. The parent will be notified and requested to come to the school to discuss the situation with the principal.
- IV. **LATE FOR NINE WEEKS TESTS OR EXAMINATIONS**
  - A. Any student who is late for a nine-weeks test or examination will not be admitted to the test without approval of the building principal.
  - B. The student must have a written excuse from a parent/guardian stating the reason for the student being tardy.
  - C. The principal reserves the right to talk to the parent/guardian by telephone or require the parent/guardian to come to the school for clarification.
  - D. The tardy may be excused or unexcused by the principal or his designee.
  - E. If the tardy is unexcused, the student will receive a reprimand or detention. If a student is too late to complete the test within the allotted time frame, the teacher may require the student to take a make-up test at the teacher's convenience.

## V. ACADEMIC EXEMPTIONS

- A. Academic exemptions are for High School students only. Junior High students are not eligible for exemption.

In a class of which students earn a full Carnegie unit, they may be exempt from second semester exams only if they have a 90 or above yearly average and no more than 3 absences for the year in the class, an 80 or above yearly average and no more than 2 absences for the year in the class, and a 75 or above yearly average and no more than 1 absence for the year in the class.

In a class for which they may earn  $\frac{1}{2}$  Carnegie unit, a student may be exempt from the class either first or second semester if they have a 90 or above semester average and no more than 3 absences for the semester in the class, and a 75 or above semester average and no more than 1 absence for the semester in the class.

- B. Academic exemptions are for High School students only. Junior High students are not eligible for exemption. Any student who has been assigned two ISS suspensions will no longer be eligible for academic exemptions.

In a class of which students earn a full Carnegie unit, they may be exempt from second semester exams only if they have a 90 or above yearly average and no more than 3 absences for the year in the class, an 80 or above yearly average and no more than 2 absences for the year in the class, and a 75 or above yearly average and no more than 1 absence for the year in the class.

In a class for which they may earn  $\frac{1}{2}$  Carnegie unit, a student may be exempt from the class either first or second semester if they have a 90 or above semester average and no more than 3 absences for the semester in the class, and a 75 or above semester average and no more than 1 absence for the semester in the class. Any Student who scores Advanced or Proficient and meets growth on their state test the previous year may be awarded two additional absences towards the exemption policy.

## VI. EXCUSED ABSENCES FROM TESTING

- A. If a student is sick or some other emergency arises, a parent should contact the principal's office before the scheduled time for the test. If that is not possible, the parent must come to the

school and explain the reason for the absence before the student will be allowed to make up the test.

- 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.

## VII. UNEXCUSED ABSENCES FROM TESTING

It is the responsibility of the student to know the test schedule and report for testing at the designated time. The administration and teachers will assume the responsibility of informing the students of the test schedule. Therefore, any student who misses a test due to neglect or unconcern will be unexcused and must abide by the following policy.

- A. If the school officials do not excuse the absence for reasons such as purposely skipping a test, no make-up test will be given, and a grade of "O" will be assigned for the test missed.
- B. Any student who misses a semester examination must have an excuse from the principal in order to make up the test. The only excused absences are (1) student illness; (2) death in the family; however, the principal reserves the right to excuse students in other special circumstances.
- C. Any student who leaves school or intentionally misses school during nine-week tests must bring a parent to school in order to get back in school and continue taking his/her tests. The student should be aware of only three types of excused absences (1) student illness; (2) death in the family; (3) excused by the principal. If the student is absent because of illness, a doctor's excuse is required. The parent must come to the school in order to get the student readmitted.
- D. Occasionally there are students who conveniently miss a scheduled test in order to find out the questions on the test. Because make-up tests will be different from the original test, students should not skip tests just to get the answers. Missing a test without a justified reason is an imposition on the teacher, since he/she must make out a new test and find the time for retesting. This will be considered skipping school and will be treated as an unexcused absence.

### MAKE-UP WORK/TESTS

In order for students and parents to have an accurate picture of student progress, all grades must be averaged for the report card. Therefore, it is imperative that students take the responsibility for making sure that any incomplete class assignment is completed, and that all tests missed are made up during the specified time limit. The following standards are required for all makeup work:

- I. The student is totally responsible for initiating any and all makeup work with the teacher who will set the time for the makeup work to be done;

- II. In all cases of makeup tests, the maximum time allowed to makeup a test will be equal to the number of days absent unless special permission is granted by the principal
  - III. Any student who is present on the day a test is assigned is responsible for taking the test on the day he/she returns to school unless new material was introduced during the absence and/or the teacher gives special permission for delayed testing;
  - IV. Any type of makeup work not completed during the specified time limit will be assigned a grade of "O" and averaged accordingly;
  - V. All nine weeks tests must be completed by the student prior to the time that grades are posted, unless special consideration is granted by the principal.
  - VI. All semester exams must be completed during the scheduled examination timeframe, unless special permission for delayed testing has been granted by the principal of the school. Students who skip exams without approval of the principal will be given a "O" for the exam grade and grades averaged accordingly;
- B. In any unusual circumstances, the principal and the classroom teacher may grant special permission for a student to take his/her examination on an alternate date.**

#### **DRESS DURING EXAMS**

The dress code is the same for exams as it is for any other day during the regular school term.

#### **REMOVING INCOMPLETES**

All incompletes must be removed within one week after the close of the nine-week period and 1st semester, unless additional time has been granted by the principal and the teacher due to an extended illness of the student. Any student with an incomplete at the close of the second semester will be given a "O" for each incomplete assignment in a subject and the grades averaged for the year unless special permission for continuation is granted by the principal.

#### **LEAVING CAMPUS DURING EXAMS**

- I. Students will be allowed to leave the campus after their last exam period during semester exams. Students will not be allowed to check out during an exam period.

### **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 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 REQUIREMENTS**

#### **A. 10/20 DAY POLICY**

Students are allowed twenty (20) absences in a two-semester class and (10) in a one semester class. A student who misses more than 20 (10) days in any one class will be subject to failure unless the additional days missed are due to an extended/chronic illness that is certified by a physician. Parents may ask for an attendance committee to review a student's record of absences.

#### **B. PERFECT ATTENDANCE**

Perfect attendance is defined as being present each school day for every period of the day. The only exception is being away from the classroom for a school-sponsored event.

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

## **II. HOMEBOUND INSTRUCTION**

A student whose absences are the result of an extended/chronic illness may receive an additional thirty (30) days of homebound instruction in addition to the 20 absences discussed above.

- A. No student may remain on the home bound program for more than thirty days unless certified by Special Education.
- B. All homebound students must have written verification from their physician stating the necessity for homebound instruction.
- C. Homebound applications can be obtained in the principal's office and returned to the principal's office when completed. The application will then be submitted to the superintendent for school board approval. The physician's statement must be attached to the application when submitted to the principal for approval.
- D. Applications must be obtained within the first five days of an extended/chronic illness in order to process the application.
- E. Homework and class assignments will be turned into the office on a weekly basis, and the student's parent is responsible for obtaining assignments from the office and returning them to the office for grading purposes.
- F. Upon returning to school, it is the responsibility of the student to discuss all make-up work with the teacher and make arrangements to take all tests that were missed and make up all class work missed.
- G. All homebound students must personally report to the principal for an admission slip in order to re-enter school.

## **IV. 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. The 20 days absences should be used for unavoidable absences only. Students should not use the 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.
- C. 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.

- D. Students who miss school because they are representing the school at a school sponsored function, event, or activity will not be counted absent. Therefore, this type absence will not count against their attendance record.
- E. Graduating seniors who take their "college day" will be given an excused absence, provided they follow the procedures outlined on page 22 of this handbook.

**V. UNEXCUSED ABSENCES**

Any absence that fails to meet the above criteria to be "excused" will be unexcused. Unexcused absences from school constitute a serious matter and will be dealt with as follows:

- A. Individual Student  
A student who receives an unexcused absence in any class will be given a "O" for any class work missed.
- B. Groups of Students  
Groups of students who leave school during the school day as a group will be suspended for one week. Winona Public Schools will not tolerate walk out by any group. Should this occur, the parent of each student who participates must accompany the student back to school. Should this type of absence occur a second time, the student will be suspended for the remainder of the school year.
- C. A parent must accompany the student back to school in order to reenter the student any time an absence is unexcused.
- D. A student who remains out of school because he/she refuses to be punished will be given an unexcused absence. This will result in the student receiving a "O" each day for any work missed.
- F. **Basic Training for Military:** Absences due to military obligations/entry will be considered unexcused and should not be scheduled during school hours.

**VI. Leaving School Without Permission**

Because of the potential danger involved when a student leaves campus without permission, leaving school will not be tolerated.

- A. Any student who intentionally leaves school without permission will be suspended for three (3) days.
- C. A parent/guardian must accompany the student back to school in order to reenter the student any time an absence is unexcused.

**VII. PROCEDURE FOR RETURNING TO SCHOOL AFTER ABSENCE**

- A. Upon returning to school after an absence for any reason, the student must report the office between 7:15 a.m. and 7:30 a.m. to obtain an excuse to enter class;

- B. 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.
- C. The student will be issued an excused or unexcused class admittance slip. This slip must be presented to each teacher whose class was missed.
- D. Students attempting to enter class without an admittance slip will be sent to the office for an excuse and also given a reprimand.

**VIII. 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 each period;
- B. Parents will be notified of a student's absence by telephone on a daily basis when communication by telephone is available.
- B. When a student accumulates 10 absences in a two-semester class (5 in a one-semester class) the parent must accompany the student back to school for each subsequent absence and sign a Statement of Awareness acknowledging that he/she is aware of the absences and understands the penalty for absences in excess of 20 (10). These statements will be maintained in the student's file.

**IX. ABSENCES FOR EMPLOYMENT PURPOSES**

- A. From time to time, the school receives a request for students to leave school in the afternoon to work. This request can no longer be permitted because of the state attendance law and the fact that the local school board policy does not allow students to leave school for employment purposes. Abuse of an earlier policy granting certain students the privilege to report to work the last period of the day caused the school board to rescind this privilege years ago.
- B. Students in certain vocational-technical programs are granted the opportunity to participate in an on-the-job training program during the last six weeks of school. Because this is a class-sponsored project, students are allowed to leave school during those class periods and work as a trainee in a local business for the six week period. These students are under the supervision of the classroom teacher and are not paid for this work.

**X. TARDIES**

**A. TARDINESS**

- 1. Students are expected to be punctual both for school and to class (this includes to school and between classes).
- 2. Students will not be penalized for the first 3 tardies per nine weeks.

3. 4 tardies – 1 day ASD  
5 tardies – 2 days ASD  
6 tardies – 3 days ASD
4. 7 tardies – 1 day ISS  
8 tardies – 2 days ISS  
9 tardies – 3 days ISS
5. After 7:45 the student will be given an excused absence or unexcused absence with a tardy.

#### **XI. LEAVING SCHOOL DURING THE SCHOOL DAY**

- A. Any student who leaves school during the school day must be signed out in the principal's office by a parent, guardian, or other adult on the student's list.
- B. If the students leave class from the vocational center, they must sign out in the vocational center office as well as in the high school principal's office unless they will return to the vocational center before their class is over.
- C. Either a parent or a guardian must come to the school to pick up the child or make personal arrangements with the principal the day before the absence is to occur.
- D. If the student returns to school during the day, he/she must return to the principal's office and sign in. The only reasons for a student to reenter school that will be accepted are medical, dental, orthodontic, sickness, or legal reasons.
- E. When a student wishes to leave school during the school day and will miss a class from which they have been absent a total of 10 times (5 times for a one semester class), the parent must sign the Statement of Awareness of absences before signing the student out.

#### **XII. 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 that 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 four (4) or more reprimands or any suspensions will not be permitted to go on a field trip.

- D. No student is allowed to go on a school field trip in his/her private vehicle.

### **POLICIES FOR PARTICIPATION OF EXTRACURRICULAR ACTIVITIES**

#### **I. NO PASS-NO PLAY RULE**

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

##### **A. Students in grades 9-12**

Students in grades 9-12 are eligible when they meet the following minimum scholastic requirements at the end of a semester and at the end of the year.

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

##### **B. Students in grades 7-8**

1. Students in grades 7 and 8 will have their GPA calculated in the same way as high school students.
2. A student that does not earn a 2.0 GPA at the end of the 1<sup>st</sup> Semester is not eligible for the 2<sup>nd</sup> Semester.
3. A student must earn a 2.0 GPA AND pass 4 of their 5 core courses to be eligible the next year (Core courses are English, Literature, Math, Science and Social Studies).

4. All 1<sup>st</sup> time 7<sup>th</sup> graders are considered to be eligible.

## II. NCAA REGULATIONS

College-bound student-athletes who want to practice, compete and receive athletically related financial aid during their first year at a Division I or II school need to meet the following requirements:

- Graduate from high school.
- Complete a minimum of 16 core courses for Division I or 14 core courses for Division II. After August 1, 2013, student-athletes who wish to compete at Division II institutions must complete 16 core courses.
- Earn a minimum required grade-point average in core courses.
- Earn a qualifying test score on either the ACT or SAT.
- Request final amateurism certification from the NCAA Eligibility Center.

For Division I student-athletes who will enroll in August 2016 and later, the requirements to compete in the first year will change. In addition to the above standards, prospects must:

- Earn at least a 2.3 grade-point average in core courses.
- Meet an increased sliding-scale standard (for example, an SAT score of 1,000 requires a 2.5 high school core course GPA)
- Successfully complete 10 of the 16 total required core courses before the start of their senior year in high school. Seven of the 10 courses must be successfully completed in English, math and science.

Prospects that earn at least a 2.0 GPA but not a 2.3 GPA and meet the current sliding scale standard (for example, an SAT score of 1,000 requires a 2.025 high school core course GPA) will be eligible for practice in the first term and athletically related financial aid the entire year, but not competition. Freshmen who are academically successful in the first term will earn the ability to continue to practice for the remainder of the year.

Division III college and universities set their own admission standards. The NCAA does not set initial eligibility requirements in Division III.

For more detail about academic requirements visit the [Eligibility Center](http://ncaa.org) (ncaa.org).

## III. LOCAL SCHOOL POLICY

The local school athletic program will follow the guidelines as provided by the NCAA as well as established local guidelines. In order to provide and maintain a quality extra-curricular program, the following guidelines will be followed:

- A. Athletes may play a total of four (4) years from the time they enter the 9th grade;
- B. Because of the limited number of students attending Winona Secondary School and the

variety of sports offered, students must be allowed to participate in any sport of their choice. No student will be forced to make a choice between participating in one sport over another.

- C. A student who quits one sport during the season while that sport is in progress may not participate in another sport until the season is over for the sport he/she quit except by mutual consent of coaches, principal and the superintendent.
- D. Choral students who have a position on team sports will be excused from chorus during that season's playing time only. All other times the student is required to meet chorus prior to going to sports.
- E. In order for a student to participate in an extracurricular activity, the student must attend at least 5 of the 7 periods on the day of the activity. If the absence occurs on a Friday, the student/athlete cannot participate until the next Monday. This includes athletics, band, choir, etc. The administration reserves the right to waive this rule in extenuating circumstances.

## SCHOOL AND/ OR PERSONAL PROPERTY

### I. CARE OF SCHOOL PROPERTY/VANDALISM

Because the Winona Junior-Senior High 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 expelled for one calendar 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.

### LOCKERS

Lockers are provided for all students in grades 9-12 and should be considered a place for books only. All students must be aware of the following policy:

- I. All books and personal effects must be placed inside the locker and not on top. Any articles-including books-left outside the lockers will be removed each day and carried to the office. Student will be charged a recovery fee to redeem these books.
- II. Locks will be **REQUIRED** on lockers.
- III. Students are discouraged from keeping any valuables such as jewelry or money in a locker. Should a student place any valuables in a locker and the valuables are lost, the school will assume no responsibility for replacing the lost articles.

**G. If at any time the school officials suspect drugs, alcohol, dangerous weapons, etc. in a locker, the school by law is entitled to search the locker without informing the student. Should the need arise, the school may also request the police department to search any locker or set of lockers with the aid of a police dog.**

### 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.

### STUDENT VEHICLE PARKING

Although the school provides parking spaces for student vehicles, this does not give the student the right to abuse the privilege. The student parking lot should be as clean as any other part of the campus. A littered parking lot is a reflection of a lack of student pride. Pride in self, home, and school are necessary ingredients for success. Therefore, students are asked to use the trash containers provided on campus to "pitch-in" and help. Limited parking spaces are provided for student parking.

All students who drive to school will be subject to random drug testing. The first violation will result in a loss of driving privileges for 1 month. The

second violation will result in a permanent loss of driving privileges. Any student who brings a car on campus after failing a drug test will be assigned to alternative school.

Students are reminded not to play loud music in the parking lot. This does not give the school a very good image. Sitting in cars will not be permitted.

Students are reminded to exit the parking lots in a safe and orderly fashion. Carelessness and showing off are the causes of many accidents which can be very serious. Students who abuse the parking lot privileges will not be allowed to bring a vehicle to school.

**Any vehicle parked on school property may be subject to search by school personnel or law enforcement officers if the need arises.**

Proof of liability insurance will be required of any student who parks on school property. Only students in grades 10, 11, and 12 who have a valid driver's license, current liability insurance, and good academic standing may park their cars on campus.

Students will be required to obtain a parking permit from the High School office on a yearly basis. Students will be assigned a parking space. Unofficial parking will result in campus parking privileges being revoked and a reprimand issued to the student. The cost of each permit is \$10.00. Those parked illegally are subject to having their vehicle towed and the vehicle may be removed permanently from the school district.

Any vehicle that stops on school campus or an adjoining street is not to be approached by students. Occupants should report directly to the office.

Students may not return to their car between classes for any reason.

### GYM

The gym will be open at 7:00 A.M. if weather conditions are cold or wet. Students should enter the gym and take a seat in an orderly manner. The library is available for students that need a place to study.

### 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.

#### Minimum Penalty

- 1<sup>st</sup> Offense 3 Day Bus Suspension
- 2<sup>nd</sup> Offense 10 Day Bus Suspension
- 3<sup>rd</sup> Offense 30 Day Bus Suspensions
- 4<sup>th</sup> Offense Bus Suspension for Remainder of school year or 60 days (whichever is greater)

#### LOADING AND UNLOADING

- I. Exercise extreme caution in getting to and from your assigned bus stop
- II. Look in both directions before stepping from behind parked cars.
- III. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- IV. Do not play on or near the road while waiting for the bus to arrive.
- H. Never walk on the road when there is a sidewalk or pathway.
- I. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
- J. Wait until the bus comes to a complete stop before trying to load or unload.
- K. Use the handrail while getting on and off the bus.
- L. 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

- I. Do not distract the driver's attention other than when necessary.
- II. 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.
- III. Keep head, hands and anything in your possession inside the bus.
- III. Do not bring unauthorized articles on the bus. (i.e., pets, combustibles, large articles, weapons)
- IV. Do not smoke or use profane language.

- V. Do not fight or scuffle.
- VI. Be courteous to and follow the instructions of your bus driver and honor patrol.
- VII. No eating, drinking, or gum chewing on the bus.
- VIII. 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.**

#### STUDENT PUBLICATIONS

**The student yearbook is an important publication for the school district. The yearbook sponsor and student staff will determine appropriate dress for all pictures in the publication in keeping with school policy.**

#### SALES, FINES, AND FEES

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

- I. The school is authorized (Attorney General opinion 1-18-2000) to withhold report cards, diplomas, school records, etc. from students until any and all fines, fees, and other outstanding debts have been paid. This includes library fines, textbook fines, bad checks, organizational dues, money from school sales, and other debts owed to the school.  
Students who accept goods to be sold for school use are responsible for delivery of goods and collection of money;
- II. Students will not be allowed more than \$30.00 worth of goods at one time;
- III. Students who owe money to the school will be given no credit for 9 weeks test or semester exams until after the fees have been paid.

- IV. Students who owe money to the school at the end of the 1st semester will not be allowed to return to school the 2nd semester until all debts are cleared;
- V. Students owing money at the end of the 2nd semester will not receive their report cards or be allowed to enroll in school the next school year until all debts are cleared. **BAND DUES MUST BE PAID IN FULL BY SEPTEMBER 1<sup>ST</sup>.**
- VI. Students who participate in any organization must pay their yearly dues no later than December 1. If the debt is not cleared when school starts the 2nd semester, the students will be withdrawn from the organization until the debt is paid.
- M. **The school board reserves the right of allowing or requiring a student to clear a**

**debt by working for the school at minimum wage until the debt is paid.**

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

**REQUIRED PARENT SIGNATURES  
FOR  
FEDERAL, STATE, AND LOCAL  
POLICIES**

**STUDENT** \_\_\_\_\_

**HOMEROOM TEACHER** \_\_\_\_\_

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

**I. SCHOOL HANDBOOK**

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

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

**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. Local Field Trips**

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

**C. 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, senior roster, scholastic/organizational/athletic accomplishments, and participation in conferences. Please sign below if you agree to the release of this type of information. This release does not apply to student records protected by the Family Education Rights and Privacy Act.

Any parent denying their child's participation in school surveys, field trips, and school publicity may call the principal's office to request non participation.

**III. GRADUATION REQUIREMENTS**

I am aware of the state and local school policies regarding graduation as stated on page 20 of the student handbook.

**VI. DOCUMENTS REQUIRING PARENT SIGNATURE**

The following documents must be signed by a parent/guardian and returned to the school by the end of the 5<sup>th</sup> school day or the student will

be officially withdrawn from school until the forms are returned with signatures.

- A. Federal, State, and Local Policies
- B. Residency Verification Form
- C. Free/Reduced Lunch Form
- D. Parent Compact

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

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Parent/Guardian Signature

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Date

WINONA SCHOOL DISTRICT  
Standardized Dress Code  
2017 – 2018

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

Standardized dress must be neat, clean, in good repair, and the correct size. Over sizing, drooping, low-ride hip huggers, and skin-tight apparel are not acceptable dress patterns. All standardized dress code shirts with buttons must be buttoned appropriately, and shirts must be tucked inside the lower garment.

Neck scarves and ties are not part of the standardized dress code.

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

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

**SHIRTS:**

- **POLO SHIRT:** Must have collar. Long or short sleeved. Solid only - red, gray, or black.
- **OXFORD SHIRT:** Must have collar. Long or short sleeved. Solid white only.
- **PETER PAN COLLAR BLOUSE:** Long or short sleeved. Cotton or blend. Solid white only.
- **TURTLENECKS:** Must not zip or button. Standard pullover type. Undergarment sleeves may be no longer than the top shirtsleeve unless the undergarment sleeve reaches to the wrist. Solid only - red, gray, black, or white.
- **T-SHIRTS & UNDERSHIRTS:** May be worn under the regular standardized dress clothing. No tank tops. Undergarment sleeves may be no longer than the top shirtsleeve unless the undergarment sleeve reaches to the wrist. Solid only - red, black, grey, or white without print or graphics.

**SLACKS, SHORTS, and CAPRIS:**

- Students in grades 4-12 – Clothing must have belt loops.
- Students in K-3 only - May wear elastic waistbands with or without belt loops.

For all students - Classic style. Flat or pleated front. Must sit at natural waist. No cargo or other outer pockets. Must be cotton twill or cotton blend. No denim or knits. It is not acceptable for leg bottoms to be frayed, slit, or rolled up. Shorts must be no shorter than two inches above the knee. Solid only- khaki, navy, or black.

### SKIRTS, SKORTS and JUMPERS:

- Students in grades 4-12 - Skirts and skorts must have belt loops and/or attached fabric belts.
- Students in grade K-3 - Elastic waistbands with or without belt loops are acceptable.

For all students - Flat or pleated front. Must be no shorter than two inches above the knee. Must be cotton twill or cotton blend. No denim or knits. Solid only- khaki, navy, or black.

### POLO DRESSES:

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

### TIGHTS:

Solid only - white, navy, or black.

### SWEATERS and VESTS:

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

### SWEATSHIRT:

No trim. Must be worn over uniform shirt. May have hood. Polar, fleece, Nylon, etc. Pullover or zipper front. Solid only - red, gray, or black.

Exception: School spirit sweatshirts as directed by the principal.

### POLAR JACKETS and VESTS:

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

### JACKETS AND COATS:

No trim. May have a zipper, Velcro or button-style front or may be a pull-over type. Plain collar or a hood. May not have a fur collar. No longer than mid-thigh in length. No trench coats. Solid only - red, gray, navy, or black.

### BELTS:

- Students in grades 4-12 - Must wear and fasten a belt with slacks, shorts, capris, skorts, or skirts which must have belt loops.
- Students in grades K-3 only - May wear clothing with elastic waistbands with or without belt loops that may be worn with or without belts. If they do wear a belt, it must adhere to the following guidelines.

For all students - Length shall not exceed the buckle by more than six inches. May be plain or braided. Made of leather, synthetic leather, or plain fabric. Buckles must be plain standard buckles. Belts cannot have elaborate designs, logos, brands, or store labels of any type. No chains on belts or wallets. Solid only - black, brown, navy, or khaki for all grades are acceptable.

**SHOES:**

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

**DISCLAIMER: DUE TO CHANGES IN STYLES, IT IS VIRTUALLY IMPOSSIBLE TO IDENTIFY SPECIFICALLY EVERY ASPECT OF CLOTHING AND ACCESSORIES. THEREFORE, THE SCHOOL RESERVES THE RIGHT FOR THE SCHOOL PRINCIPAL TO MAKE PERSONAL JUDGMENTS CONCERNING THE DRESS CODE AND STUDENT DRESS AS NECESSARY.**

# WINONA SCHOOL DISTRICT SCHOOL MEAL CHARGE POLICY

EFFECTIVE 7/1/2017

## PURPOSE

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

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

## SCOPE OF RESPONSIBILITY

Food Service Department: Responsible for maintaining charge records and notifying parents/guardians of outstanding balances as frequently as needed, and also notifying Central Office of balances delinquent over 30 days.

School District: Responsible for supporting the Food Service Department in collection activities.

Parent/Guardian: Responsible for immediate payment.

## POLICY

### A La Carte Items

A la carte items are not part of the USDA Free/Reduced Lunch Program and must be paid for with cash in hand or on the child's account. A la carte items will not be allowed to put a student's account in the negative.

### Free Lunch Status Students

Free lunch status students will receive lunch and breakfast every day. Free lunch status students are not allowed to have a negative balance due to a la carte purchases.

### Reduced and Full Paying Students

If a student with a reduced or paying lunch status charges a meal, the collection process will begin immediately. Upon charging their first meal, an account statement will be sent home to the parent or guardian of the child to notify them of the negative account balance. A member of the Food Service staff may also reach out to parents or guardians via phone call or email to inform them of the negative account balance. Notifications regarding subsequent charges will be given to parents or guardians as needed until the negative balance is paid in full. A student with a reduced or paying lunch status will be allowed to charge a maximum of **TEN MEALS** to their account before further action in the collection process will be taken. Once the account cap of ten meals has been reached, an alternate reimbursable meal of the manager's choice will be provided for the student at a cost of \$1.25 for lunch and \$0.75 for breakfast. If a student does not have cash in hand to pay for their alternate

meal, their account will be charged for it. Food Service staff will make reasonable efforts via e-mail, text, call, and/or send letters home via mail or by the child to keep them informed of their child's account information. Payments may be made in the cafeteria on the serving line or brought to the school office.

Beginning the second week of May, the Food Service Program must start to close the books for the school year. No new meal charges to an account with a negative balance will be accepted. Students must call home or borrow money from the office to purchase their lunch.

Negative balances not paid prior to the end of the school year will be given to the superintendent and school board for appropriate action. Actions may include:

- Delay the issuance of report cards and class assignments until the balance is paid in full.
- Prohibit the student from participating in future fee based programs until balance is paid in full.
- If a senior has a negative balance at the first of May, the administration may prohibit the student from participating in senior activities and graduation exercises.

### **REFUNDS**

Student accounts with a positive balance at the end of the year will roll over into the new school year. Refunds may be requested by sending a letter to Patty Day, FSA, Winona Public Schools, 301 Fairground Street, Winona, MS 38967, or via email to [pattyday@winonaschools.net](mailto:pattyday@winonaschools.net) . Parents may also choose to donate the unused funds to unpaid accounts at the end of the school year by sending an email to the address listed above or by calling 662-283-1007. Unclaimed funds must be requested within 6 months. These funds then become property of WSD Food Service. This is in reference to withdrawn students and graduated students.

All parents are encouraged to fill out a lunch application. These applications will be available at registration and also throughout the year in the Child Nutrition office and in WSD cafeterias.

**BOARD APPROVED: 07/18/17**