

**WEST BOLIVAR  
CONSOLIDATED  
SCHOOL DISTRICT**

**PARENT/ STUDENT  
HANDBOOK**

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**2017-2018**

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**WEST BOLIVAR CONSOLIDATED SCHOOL  
DISTRICT'S**

**MISSION STATEMENT**

*The mission of the West Bolivar Consolidated School District is to cultivate collaboration with our communities to create an environment where all students will have the opportunity to attain the highest level of achievement in all areas*

**VISION STATEMENT**

*The vision of the West Bolivar Consolidated School District is to provide an optimum learning environment that will enable all students to become productive members of society.*

## WEST BOLIVAR CONSOLIDATED SCHOOL ADMINISTRATIVE DIRECTORY

### BOARD OF TRUSTEES

Mr. Evereth Stanton.....	President
Mrs. Jacqueline Lloyd.....	Vice-President
Ms. Evelyn Henry.....	Secretary
Ms. Pamela Tucker.....	Member
Mrs. Ruby Miller.....	Member
Mr. Willie Griffin.....	Board Attorney

### SUPERINTENDENT

Dr. Beverly Culley .....(662)759-3525

### DEPUTY SUPERINTENDENT FOR OPERATIONS

Mr. Larry Walker .....(662)754-6109

### DIRECTOR OF FEDERAL PROGRAMS

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### CHIEF FINANCIAL OFFICER

Ms. Wandra Wade.....(662)759-3525

### TECHNOLOGY COORDINATOR

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### DIRECTOR OF CHILD NUTRITION PROGRAM

Mr. Edward Hill.....(662)759-6667

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**SCHOOL ADMINISTRATION****Alternative School Director**

Mrs. LaKymba Longstreet~Director.....(662)742-3527

**Joe Barnes Vocational Technical Center**

Dr. Latonya Johnson~Director.....(662)759-3791

**McEvans Elementary, Grades K-8**

Mr. Ronnie Brown~Principal.....(662)588-7532

**Ray Brooks School , Grades PK-12**

Mrs. Wanda Leslie~Principal.....(662)742-3257

**Shaw High School, Grades 9-12**

Mrs. Daphne Young~Principal.....(662)588-7398

**West Bolivar Elementary School, Grades K-4**

Mr. Nathan Towers~Principal.....(662)759-3823

**West Bolivar Middle School, Grades 5-8**

Mrs. Sharron Wilson-Miller~Principal.....(662)759-3743

**West Bolivar High School, Grades 9-12**

Dr. Kenyartic Brown~Principal.....(662)759-0039

## **WEST BOLIVAR SCHOOL DISTRICT DISTRICT-WIDE PROCEDURES AND POLICIES**

### **SCHOOL ADMISSION – WBCSD – Policy JBC**

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code ' 1-3-27

#### **ENROLLMENT AGE**

Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code ' 37-15-9, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. MS Code 37-15-9 (1)

#### **EVIDENCE OF AGE**

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

1. A certified birth certificate;

2. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
3. An insurance policy on the child's life which has been in force for at least two (2) years;
4. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
5. A passport or certificate of arrival in the United States showing the age of the child;
6. A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
7. If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. MS Code 37-15-1 (2002)

### **PARENT, LEGAL GUARDIAN OR LEGAL CUSTODIAN**

Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child's parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child's parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child. MS Code 37-15-11 (2002)

### **GENERAL ELIGIBILITY**

- 1) This school district shall admit into its free public schools all minor-age children (MS Code ' 1-3-27) and all compulsory school age children as defined by in MS Code ' 37-13-91 (2) (f).



- 2) Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code ' 37-15-29.
- 3) Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend. ' 37-15-29; ' 37-15-13
- 4) Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. ' 37-15-11
- 5) The person in charge of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate. ' 37-15-1
- 6) Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:
  - a) The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
  - b) The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
  - c) Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
  - d) The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state. ' 37-15-9

- 7) When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. ' 37-15-9 (3)
- 8) No child in grades 2 through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. ' 37-15-1 Valid certificates include:
- a) Form 121 -- Certificate of Compliance
  - b) Form 121-A -- Medical Exemption Certificate
  - c) Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-

## **RESIDENCE VERIFICATION PROCEDURE**

Definition of residence for school attendance purposes: The student physically resides full time week days/nights and weekends, at a place

of abode located within the limits of this school district.

Residency may be determined in the following manner:

**A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)** The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 10 below as verification of their address, except that a document with a post office box as an address will not be accepted.

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills
5. Driver"s license
6. Voter precinct identification
7. Automobile registration
8. Affidavit and/or personal visit by a designated school district official
9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
10. Certified copy of filed petition for guardianship if pending and final decree when granted
- 11.

## **B. HOMELESS CHILDREN**

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

## **C. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:**

1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (10) above, required of a parent or legal guardian.

2. The district resident must provide the school with an affidavit (*see last page of this policy*) stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:

- a) Death or serious illness of the child's parent(s) or guardian(s);
- b) Abandonment of the child;
- c) Child abuse or neglect;
- d) Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
- e) Students enrolled in recognized exchange programs residing with host families.

3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

The school district may require additional documentation and verification at any time.

At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Any court ordered procedure shall take precedent over any procedure contained herein.

## **TRANSFERS AND WITHDRAWALS OF STUDENTS – WBCSD – Policy JBCD**

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code ' 1-3-27

### ***EVERY STUDENT SUCCEEDS ACT***

Students who attend a district school identified for improvement, corrective action or restructuring under the Every Student Succeeds Act of 2001 may, as required by law, transfer to another public school in the district which has not been identified for improvement or as persistently dangerous.

Additionally, students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a safe public school in the district that has not been identified as in need of improvement.

The Board recognizes there may be circumstances that arise under the Every Student Succeeds Act of 2001, when it is necessary to release a student who resides within the boundaries of the district to attend school in another district that agrees to accept the student. [No other inter-district transfer of resident students will be permitted.] [Inter-district transfers of resident students for other purposes may be permitted, subject to criteria established by the district.]

The superintendent will develop administrative regulations, as necessary, to implement these requirements under the Every Student Succeeds Act.

### ***MISSISSIPPI STATE LAW***

#### **1. PETITION**

1. Except as provided in subsection (2) through (5) of this section, upon the petition in writing of a parent or guardian, resident of the school

district of an individual student, filed or lodged with the president or secretary of the school board of a school district in which the pupil has been enrolled or is qualified to be enrolled as a student under Section 37-15-9, or upon the aforesaid petition or the initiative of the school board of a school district as to the transfer of a grade or grades, individual students living in one school district or a grade or grades of a school within the districts may be legally transferred to another school district, by the mutual consent of the school boards of all school districts concerned, which consent must be given in writing and spread upon the minutes of such boards.

2. The school board of the transferring school district to which such petition may be addressed shall act thereon not later than its next regular meeting subsequent to the filing or lodging of said petition, and a failure to act within that time shall constitute a rejection of such request. The school board of the other school district involved (the transferee board) shall act on such request for transfer as soon as possible after the transferor board shall have approved or rejected such transfer and no later than the next regular meeting of the transferee board, and a failure of such transferee board to act within such time shall constitute a rejection of such request. If such a transfer is approved by the transferee board, then such decision shall be final. If such a transfer should be refused by the school board of either school district, then such decision shall be final.

3. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by the affected school board. ' 37-15-31 (1)

## **2. SCHOOL DISTRICT EMPLOYEES**

1. Upon the petition in writing of any parent or guardian who is a resident of Mississippi and is an instructional or licensed employee of a school district, but not a resident of such district, the school board of the employer school district shall consent to the transfer of such employee's dependent school-age children to its district and shall spread the same upon the minutes of the board. Upon the petition in writing of any parent or guardian who is not a resident of Mississippi and who is an instructional or licensed employee of a school district

in Mississippi, the school board of the employer school district shall consent to the transfer of such employee's dependent school-age children to its district and shall spread the same upon the minutes of the board.

2. The school board of any school district, in its discretion, may adopt a uniform policy to allow the enrollment and attendance of the dependent children of non-instructional and non-licensed employees, who are residents of Mississippi but are not residents of their district. Such policy shall be based upon the employment needs of the district, implemented according to job classification groups and renewed each school year.

3. The employer transferee school district shall notify in writing the school district from which the pupil or pupils are transferring, and the school board of the transferor school district shall spread the same upon its minutes.

4. Any such agreement by school boards for the legal transfer of a student shall include a provision providing for the transportation of the student. In the absence of such a provision the responsibility for transporting the student to the transferee school district shall be that of the parent or guardian.

5. Any school district which accepts a student under the provisions of this subsection shall not assess any tuition fees upon such transferring student in accordance with the provisions of Section 37-19-27, MS Code of 1972. ' 37-15-31 (2)

### **ADJACENT SCHOOL DISTRICTS**

Upon the petition in writing of any parent or legal guardian of a school-age child who is a resident of an adjacent school district residing in the geographical situation described in Section 37-15-29(3), Mississippi Code of 1972, the school board of the school district operating the school located in closer proximity to the residence of the child shall consent to the transfer of the child to its district, and shall spread the same upon the minutes of the board. Any such agreement by school boards for the legal transfer of a student under this subsection shall include a provision for the transportation of the student by either the transferor or the transferee school district. In the event that either the school board of the transferee or the transferor school district shall

object to the transfer, it shall have the right to appeal to the State Board of Education whose decision shall be final. However, if the school boards agreeing on the legal transfer of any student shall fail to agree on which district shall provide transportation, the responsibility for transporting the student to the transferee school district shall be that of the parent or guardian. ' 37-15-31 (3)

#### **4. SIBLINGS**

Upon the petition in writing of any parent or legal guardian of a school-age child who was lawfully transferred to another school district prior to July 1, 1992, as described in Section 37-15-29(4), Mississippi Code of 1972, the school board of the transferee school district shall consent to the transfer of such child and the transfer of any school-age brother and sister of such child to its district, and shall spread the same upon the minutes of the board. ' 37-15-31 (4)

Those children whose parent(s) or legal guardian(s) are active members of the United States Armed Forces or civilian military personnel and reside on a military base, may, at the discretion of their parent(s) or legal guardian(s), enroll and attend the school district of their parent's or legal guardian's choosing, regardless of the residence of the child, provided the school district where the student resides or in an adjacent school district and the parent's or guardian's choice of school district does not violate the prohibition of the transportation of students in excess of thirty (30)miles.

#### **5. TESTING**

All students seeking to transfer from any school, public, private or homeschool, within or outside of the boundaries of the State of Mississippi, to this school district may be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of each public school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application to transfer. Notice of the giving of



such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be effected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made. ' 37-15-33 7.

## **6. TESTING WAIVER**

If any student is transferred or reassigned within the school district by order of the school board of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. ' 37-15-33

## **7. ALLOTMENTS AND LOCAL MAINTENANCE FUNDS**

Legally transferred students going from one school district to another shall be counted for adequate education program allotments by the school district wherein the pupils attend school, but shall be counted for transportation allotment purposes in the school district which furnishes or provides the transportation. The school boards of the school districts which approve the transfer of a student under the provisions of Section 37-15-31 shall enter into an agreement and contract for the payment or nonpayment of any portion of their local maintenance funds which they deem fair and equitable in support of any transferred student. Except as provided in 37-151-93, subsection (2), [see item (9) below] local

maintenance funds shall be transferred only to the extent specified in the agreement and contract entered into by the affected school districts. The terms of any local maintenance fund payment transfer contract shall be spread upon the minutes of both of the affected school district school boards. The school district accepting any transfer students shall be authorized to accept tuition from such students under the provisions of Section 37-15-31(1) and such agreement may remain in effect for any length of time designated in the contract. The terms of such student transfer contracts and the amounts of any tuition charged any transfer student shall be spread upon the minutes of both of the affected school boards. No school district accepting any transfer students under the provisions of Section 37-15-31(2), which provides for the transfer of certain school district employee dependents, shall be authorized to charge such transfer students any tuition fees.

#### **8. BASE STUDENT COST**

Local maintenance funds shall be paid by the home school district to the transferee school district for students granted transfers under the provisions of Sections 37-15-29(3) and 37-15-31(3), Mississippi Code of 1972, not to exceed the "base student cost" as defined in Section 37-151-5, Mississippi Code of 1972, multiplied by the number of such legally transferred students. ' 37-151-93

#### **ACCIDENTS / FIRST AID – WBCSD Policy - JGFG**

##### **PROGRAM OF FIRST AID**

Each principal shall have a planned written program for handling emergencies resulting from accident or sudden sickness of students which shall be approved by the designee of the superintendent. The program of first aid for emergencies shall provide direction for giving immediate care, notifying parent, guardian, or custodian, getting the student home, and directing the parent, where necessary, to the source of treatment.

The program of first aid shall incorporate the following requirements:

1. The principal or another trained person shall be responsible for administering first aid.
2. In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or family physician immediately.
3. No student who is ill or injured shall be sent home alone. A student who is ill or injured shall not be taken home unless it is known that someone is there to receive him.
4. In extreme emergencies, the principal may make arrangements for immediate hospitalization of injured or ill students, contacting the parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a student is responsible at the time an accident occurs shall make out a report providing details about the accident.
6. Serious accidents to students shall be reported as soon possible to the designee of the superintendent.

### **ACCIDENT REPORTING**

On the accident report from provided by the district the principal of each school shall report injuries to students and employees which require medical attention or which keep the student or employee from school or from work one-half day or more.

### **FIRST AID SUPPLIES**

Principals shall maintain an adequate supply of standard first aid materials which shall be made available by the board as are other school supplies.

### **MEDICATION**

School personnel shall not exceed the usual practice of competent first aid where required. They shall not diagnose and they shall not administer medication of any kind.

### **FIRST AID TRAINING**

Principals shall see that one-third of the instructional staff of the school is currently certified by the American Red Cross to administer first aid. All physical education teachers in the secondary schools shall be currently certified to give first aid.

**DISPENSING MEDICINES – WBCSD – Policy JGCD**

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils.

School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgments as to the procedures for handling the emergency. Staff members will follow the instructions on the emergency medical authorization form completed by the parent and the West Bolivar Consolidated School District procedural guidelines in every case, in as much as possible. Should there be a need to obtain emergency medical care; the parent will be liable for medical charges. Parents are encouraged to purchase school insurance.

Medication shall be provided or administered to a student by school personnel ONLY with the written request and consent of the student's parent/custodian/legal guardian, and by following Policy JGCD-R - Administration of Prescription Medicine.

**SELF- ADMINISTRATION OF MEDICATION OF ASTHMA/  
ANAPHYLAXIS MEDICATIONS – WBCSD – Policy JGCDA**

The school board this public school district permits the self-administration of asthma and anaphylaxis medication pursuant to the requirements of this policy. A student with asthma and/or anaphylaxis is entitled to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school-provided transportation, or at a school-related event or activity if:

1. The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;

2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and

3. A parent of the student provides to the school:

a. Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;

b. A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;

c. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:

i. That the student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication;

ii. The name and purpose of the medication;

iii. The prescribed dosage for the medication;

iv. The times at which or circumstances under which the medication may be administered; and

v. The period for which the medication is prescribed.

vi. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.

4. If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.

5. The school board authorizes the school nurse or trained school employee to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

**Definitions:**

1. "Parent" means parent or legal guardian.
2. "Auto-injectable epinephrine" means a medical device for the immediate administration of epinephrine to a person at risk for anaphylaxis.
3. "Asthma and anaphylaxis medication" means inhaled bronchodilator and auto-injectable epinephrine.
4. "Self-administration of prescription asthma and/or anaphylaxis medication" means a student's discretionary use of prescription asthma and/or anaphylaxis medication.

Each public, private and parochial school may maintain a supply of auto-injectable epinephrine at the school in a locked, secure, and easily accessible location. A licensed physician, including, but not limited to, Mississippi State Department of Health District Health Officers, may prescribe epinephrine auto-injectors in the name of the school system or the individual school to be maintained for use when deemed necessary under the provisions of this section.

Each public, private and parochial school that maintains a supply of auto-injectable epinephrine at the school shall require at least one (1) employee at each school to receive training from a registered nurse or a licensed medical physician in the administration of auto-injectable epinephrine.

**FOOD SERVICE – WBCSD – Policy JGHR**

1. It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their class at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children. Dissatisfaction with the manner in which the cafeteria prepares and serves food and any recommendation for improvement will be expressed to the principal

who will take the matter under advisement with the cafeteria administrators.

2. No lunches will be served to carry out of the dining area.

3. Bulletins issued each day by the secondary schools should be given the manager in order that she may know the activities for the day -- more especially if it affects the lunchroom as to the number to be served. Information regarding large groups leaving campus who ordinarily eat shall be given the manager the day before the event takes place.

4. The Director of Food Services must be notified at least 3 weeks in advance of any change in menu, special dinners, etc.

5. Children bringing lunches from home may purchase one only half pint of milk to add to their lunches.

6. Periods during the day may be planned by the principal whereby the student may purchase one only half pint of milk before lunch and before leaving the school in the afternoons, but the milk will have to be consumed on the school premises.

7. Children are not allowed in the kitchen.

8. Teachers are to be served from serving lines only.

9. Teachers are not to come into the kitchen for special service.

10. Relatives of school lunch employees shall not be granted privileges denied other children.

11. Beverages other than milk shall not be consumed in the dining room during the lunch period except in an unidentifiable container.

12. Free or reduced price meals to qualified children will be served.

13. Foods and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits.

14. No one except employees shall be admitted to the kitchen during preparation and serving hours except repairmen, deliverymen, or persons in possession of a current health card.

15. No lunches may be charged for anyone at any time.

**COMPETITIVE FOODS REGULATION**

1. No food items will be sold on the school campus for one hour before the start of any meal service period.
2. The school food service shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
3. With the exception of milk products a student may purchase individual components of the meal only if the full meal unit is being purchased.
4. Students who bring lunch from home may purchase milk products.

**PARENTAL INVOLVEMENT – WBCSD Policy - LA**

This school board reaffirms the school district's strong commitment to the role of parents in their children's education and to effective, comprehensive parental involvement. In this policy, A parent is intended to include parents, guardians, and other family members involved in supervising the child's schooling. Parental/family involvement in a child's learning is a critical link to achieve academic success and to promote a safe and disciplined learning environment.

Schools and families will work together to ensure that the educational process includes quality learning at home, in school, and in the community.

The following steps will be taken to achieve this goal:

1. The superintendent will assess the status of parental involvement, review existing policies and procedures, and develop necessary regulations and procedures to support this policy, including a review of staff and budget support.
2. The Board of Education will support parental involvement by seeking parental input on school system policies, including curriculum, facilities, and funding issues.



**STRATEGIES FOR PARENT/ FAMILY INVOLVEMENT**

1. Effective two-way communication between all parents and schools regarding school system policies and regulations, local school policies, and an individual child's progress.
2. Activities to encourage parental volunteer opportunities in schools both in the classroom and in other areas of the school including attendance at local school programs and events.
3. Information and programs for parents on how to establish a home environment to support learning and appropriate behavior.
4. Information and programs for parents about how they can assist their own children to learn.
5. Assistance to develop parental involvement in educational advocacy through PTAs and other organizations, including school system task forces and advisory committees.

**ROLE OF LOCAL SCHOOLS**

While each division, office, and school must assess its role and plan of action to meet these goals, all school district employees are expected to convey a commitment to parental involvement. Consistent with this commitment, local schools are expected to:

1. Develop activities and materials that provide for effective two-way communication between parents and the school on local school policies and individual student progress;
2. Support and encourage parental volunteer opportunities;
3. Provide programs that assist parents in learning how they can help children learn, including activities that are connected to what children are learning in the classroom; and,
4. Work with PTA leadership to ensure parental input.

**ROLE OF CENTRAL OFFICE STAFF**

In addition to the role of the local schools, appropriate staff in central offices are expected to support local school efforts and, where relevant:

1. Communicate with parents on school system policies and regulations;
2. Provide for the development of parenting programs and materials, including the use of cable television, pamphlets, adult education courses, parent resource centers, and programs designed to orient new parents to the school district;
3. Maintain and support with appropriate information and training parental volunteer opportunities countywide;
4. Assist in the development of parental leadership through PTAs and other recognized groups;
5. Work with businesses, organizations, and other government agencies which by their policies and activities can provide support and assistance for parental involvement efforts;
6. Provide appropriate teacher and staff training to support effective parental involvement; conduct staff and parent training in ways to communicate and work together including problem solving, conflict resolution skills, and outreach strategies;
7. Identify and publicize promising programs and practices related to parental involvement;
8. Work with colleges and universities that prepare teachers and administrators to support the inclusion of school and family connections in their training programs;
9. Develop methods to accommodate and support parental involvement for all parents with special needs including those with limited English proficiency and individuals with disabilities; and,
10. Develop mechanisms for local schools to use in order to assess the effectiveness of their parental involvement efforts.

### **VISITORS TO THE SCHOOLS – WBCSD – Policy – KM**

All visitors to schools shall report immediately to the school office, sign in and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are when visitors

are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas. The building principal shall have the right to deny visitation rights to any individual if in his/her judgment of the principal the visit might negatively affect the classroom procedures.

### **PROCEDURES FOR SCHOOL VISITATION**

Any person desiring to visit a school must report upon arrival at the school to the principal's office for clearance. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures. This includes but certainly not limited to appropriate dress of the individual.

Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the principal and guide services. All visitors are to be made to feel welcome. There shall be no solicitation of teachers or pupils on personal matters on the school premises by salesmen or agents. Out of town visitors who have made arrangements through the superintendent's office will have a member of the superintendent's staff or a principal as host for the visitor or delegation.

### **PUPIL VISITATION**

The schools, because of space factors in the classrooms, will not be able to allow school pupils to have pupil visitors accompany them as visiting guests in the school.

## **CLASSROOM VISITATION**

As part of the district's safety and security program, only school or district personnel, law enforcement officials, or educational professionals designing an individual educational program shall be allowed to visit classrooms during instructional times.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences should be arranged by appointment through the school's office for the time set aside each day immediately following the close of school or during a teacher's conference period. Teachers are prohibited from interrupting instructional time for parent conferences. The principal or designee must be attendance at all parent-teacher conferences.

## **STUDENT POLICIES AND PROCEDURES**

### **STUDENT CONDUCT – WBCSD Policy – JCA**

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code ' 1-3-27

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. *[All rules applying to student conduct shall be posted in a prominent place in each school building.]*

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

## **SECONDARY SCHOOLS**

The administration of each school is based on the theory that junior and senior high students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of this school system is to provide the best quality education for the boys and girls of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of the operation is based upon the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

## **ELEMENTARY SCHOOLS**

Helping children to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of the school as well as of the home. Parents may assume that a student's behavior is

satisfactory or better unless they are notified by telephone or by letter. In most cases it is believed that the call or letter will suffice -- if not, the parents may be asked to come to the school for a conference in order to affect an acceptable solution to the problem.

The school will expect and demand nothing less than good conduct on the part of students. It is believed that the above described procedure will be effective in achieving a desirable learning atmosphere and in guiding students toward assuming a greater degree of responsibility for their behavior. It should be fully understood that any student whose conduct interferes with the learning process of others will be removed from the classroom and dealt with accordingly.

### **GENERAL RULES OF STUDENT CONDUCT**

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class may be disciplined, including but not limited to being sent to the principal's office. The counselor and principal will review the case and try to resolve the problem. A student who has been sent from class repeatedly may be suspended from school or subjected to other disciplinary actions.
3. Any student who starts a disturbance or who participates in one may be suspended from school immediately or subjected to other disciplinary actions.
4. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
6. Radios and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge.
7. All schools in the District are smoke-free zones. Smoking is prohibited on property owned or used by the school, whether

during school, after school or at school-related events. Student caught smoking will be suspended.

8. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

Prohibited weapons include, but may not be limited to, the following:

- Gun, rifle, pistol, other firearm
  - Dynamite cartridge, bomb, grenade, mine or other explosive
  - BB gun, air rifle, air pistol
  - Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
  - Slingshot
  - Leaded cane, blackjack
  - Metallic or other artificial knuckles
  - Razors, razor blades
  - Any sharp-pointed or edged instrument may be considered a weapon or used as a weapon
  - Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)
9. A student who uses or is under the influence of any alcohol or drugs shall be subject to an immediate suspension for a minimum of five (5) days or expulsion and subject to all other penalties and requirements provided by law and District policies.
  10. A student who commits an unlawful or violent act, as defined by Policy JCBE, shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.



An "unlawful activity" means any of the following:

- Possession or use of a deadly weapon;
- Possession, sale or use of any controlled substance
- Aggravated assault;
- Simple assault upon any school employee;
- Rape;
- Sexual battery;
- Murder;
- Kidnapping;
- Fondling, touching, handling, etc. of a child for lustful purposes;
- Any violent act (A "violent act" is one which results in or is an attempt to cause death or physical harm of another person)

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District.

11. A student, upon his second suspension for a disciplinary reason, will be informed that his third such suspension may result in expulsion.
12. Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.
13. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
14. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in

which the student is enrolled; provided, however, that the superintendent is authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. ' 37-11-18

15. Any student who looks through a window, hole or opening, or otherwise views by means of any instrumentality, including, but not limited to, a periscope, telescope, binoculars, drones, camera, motion-picture camera, camcorder or mobile phone, into the interior of a bathroom, changing room, fitting room, locker room, dressing room, spa, massage room or therapy room or the interior of any other area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside and without the consent or knowledge if every person present, for the lewd, licentious and indecent purpose of spying upon the occupant or occupants thereof, shall be Subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent subject to all other penalties provided by law and District policies.

### **SEXUAL MISCONDUCT PROHIBITED**

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to

this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. MS Code ' 97-5-24

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. MS Code ' 97-29-3 (1980)

### **HARASSMENT PROHIBITED**

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

### **STUDENTS COMPLAINTS OF SEXUAL**

### **DISCRIMINATION/HARASSMENT -- TITLE IX - WBCSD Policy JB**

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance. Inquiries concerning application of this policy may be referred to the Title IX Director at 662-759-3525.

Students in the West Bolivar Consolidated School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of sexual discrimination/harassment shall be handled in accordance with Policy JB-P - Students Complaints of Sexual Discrimination/Harassment -- Title IX Procedures.

### **SPECIAL EDUCATION STUDENTS**

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The special education director/coordinator or designee should be contacted immediately when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined.

As provided under '37-23-135, "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

**STUDENT CODE OF CONDUCT/DISCIPLINE PLAN – WBCD Policy – JCA**

The West Bolivar Consolidated School Board of Trustees expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, WBCSD personnel, and other members of the school community, and for the care of school facilities and equipment. The WBCSD Student Code of Conduct and Discipline Plan demonstrate commitment to providing a safe and orderly climate for learning in each school.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. WBCSD personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The WBCSD Board of Trustees recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. The following are violations of the Student Code of Conduct and may be subject to disciplinary action Profane or obscene language, written, spoken, or indicated:

- Excessive distraction of other students
- Major and minor disruption on a school bus
- Cutting class
- Excessive absences or tardies
- Inappropriate public display of affections
- Failure to bring to class classroom materials, homework, or other required items
- Violating the dress code
- Intentionally providing false information to any employee of the Shaw School District
- Creating a disturbance in the class or on the campus
- Academic misconduct : Examples of academic misconduct include (but are not limited to): Plagiarism – acquisition of someone else's work and

representing it as your own , cheating, copying, altering records and/or assisting another student in any of the above actions

- Trespassing, entering or remaining on school campus without permission or while on suspension
- Written or verbal proposition to engage in sexual act; no kissing, hugging, or inappropriate body contact
- Leaving the school campus without permission
- Possession, sale and/or use of drugs
- Disrespect for authority/willful disobedience
- Use or possession of tobacco products, matches, or lighter
- Use of profane/obscene, language to any school employee
- Fighting
- Gambling, participating in a game of chance for a reward, money, or prizes
- Extortion or threats
- Possession of stolen property
- Possession of and/or igniting fireworks or firecrackers
- Inappropriate behavior on field trips
- Assault (verbal threat) to any student or school employee
- Battery to another student or school employees
- Vandalism of school or personal property, textbooks, or other articles of value
- Possession and inappropriate use of fire alarm

### **STUDENT DRESS CODE – WBCSD – Policy JCDB**

All students are expected to give proper attention to personal cleanliness and to dress in a manner that is appropriate for a school and school related functions. Student dress should reflect the notion that school is a place of business where students are learning both academic and social skills. Dress must not be disruptive to the instructional process. Dress code expectations are intended to promote an emotionally safe environment for all students. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students

develop an understanding of appropriate appearance in the school setting. This code is applicable at all district schools, facilities, and grade levels.

In general, students may not wear any clothing, jewelry, or clothing accessories that may be considered dangerous, lewd, offensive, or that promotes drugs or alcohol.

1. Uniforms must be worn Monday-Friday. Only the principal can approve and excuse not wearing uniform for specific occasions.
2. Black/Brown belts must be worn and fastened every day. They should be worn with shorts, pants, and skirts that have loops.
3. Oversized and/or **SAGGING** pants are prohibited. All pants should be worn at the waist. Belts should be visible, buckled, and worn at the waist.
4. The proper color or type of uniform shirt must be worn regardless of physical condition.
5. Hair shall be groomed only in restrooms; no grooming instruments shall be left in the hair during the school day.
6. Tank tops, muscle, body, or undershirts shall not be worn without an outside shirt.
7. Males and females shirttails shall be tucked inside the pants. Shirts shall be buttoned and zipped.
8. In grades Kindergarten through fourth, shorts, skirts, and dresses must come to the end of the fingers when arms are held parallel to the body.
9. In grades four through twelve, short skirts, and dresses must be **no shorter than two inches above the knee**.
10. Spandex uniforms shirts, sun dresses, and pants should not be worn.
11. Excessively tight shirts and pants shall not be worn. Midriffs shall not be exposed. No undergarments should be shown. Only white t-shirts are permissible. All shirts must be worn inside.
12. Clothing may not be worn inside out or backwards.
13. Sweat pants, jogging suits, non-uniform style caprices, and wind suits shall not be worn.
14. Students shall be clean and neat (clothing with inappropriate holes shall not be worn).

15. Sunglasses or hats shall not be worn in the building by anyone.
16. Apparel advertising an alcoholic beverage, tobacco, drugs, fraternity/sorority, casino, or apparel suggestive in nature shall not be worn.
17. Wearing of hats, caps, scarves, bandannas, do-rags, stocking caps, sweat bands, hoods or other head gears will not be permitted in the building unless wearing such an article in keeping with an organized religious custom (verified by certified documented letter filed in the building principal's office) campus.

**Boys shall not wear earrings during the school day nor to any school related activity.**

Visible body piercing (including tongue piercing) is not allowed. Only girls are permitted to wear earrings.

Hair should be neatly groomed and clean as verified by the building principal or designee.

**Flip flops, house shoes, shower shoes, or house slippers shall not be worn to school.** No shoes shall be worn with thongs separating toes. A Thong is defined as a narrow strip of leather, etc. used as a lace, strap, or etc.).

Building principal's or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Staff is expected to question student dress when necessary and report the infraction to the building principal or administrative designee. Parents will be contacted to help ascertain the appropriate corrective action necessary.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. If necessary



the parent or guardian will be required to provide appropriate clothing. Any student who refuses to modify their appearance shall be subject to the following disciplinary actions:

- 1st Violation: Written warning and call parents for proper clothing
- 2nd – 5th Violation: In School Suspension
- 6th Violation: Parent Conference and two days In School Suspension
- 7th Violation and thereafter Parent Monitoring

NOTE: Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. All absences accumulated as a result of failure to follow the above dress code will be counted as unexcused absences. Students **will not** be allowed to make-up tests nor do make-up work for unexcused absences.

**STUDENT DRESS REGULATIONS**

<b>Ray Brooks School</b>	<p>All students in grades preK-3 will wear red polo style shirts and khaki tan pants (females may wear skirts).</p> <p>All students in grades 4-6 will wear burgundy polo style shirts and khaki tan pants or white polo style shirts with burgundy pants (females may wear skirts).</p> <p>All students in grades 7-8 will wear light yellow or white polo styled shirts and khaki tan pants (females may wear skirts).</p> <p>All students in grades 9-12 will wear light blue polo style shirts and khaki tan pants (females may wear skirts)</p>
<b>McEvans Elementary School</b>	<p>All students will wear khaki or navy blue pants or skirts (females) and hunter green polo style shirts (Monday, Wednesday, &amp; Friday)</p> <p>Burgundy style polo shirts (Tuesday &amp; Thursday)</p>
<b>Shaw High School</b>	<p>All students will wear khaki or navy blue pants or skirts (females) and white polo style shirts (Monday, Wednesday, &amp; Friday) Hunter green style polo shirts (Tuesday and Thursday)</p>
<b>West Bolivar Elementary School</b>	<p>All students will wear khaki or navy blue pants or shorts Navy, Red or White polo style shirt</p> <p>Optional- Khaki, navy, or uniform skirt or uniform jumper that is below the knee</p>
<b>West Bolivar Middle School</b>	<p>All students will wear khaki or navy blue pants or shorts</p> <p>Light blue, red, or white polo style shirt</p> <p>Optional- khaki or navy uniform skirt or jumper that is below the knee</p>

<b>West Bolivar High School</b>	<b>All students will wear khaki or navy blue cotton blend uniform pants or shorts Burgundy, white, or navy polo style shirt Optional- khaki or navy uniform skirt or jumper that is below the knee.</b>
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### **STUDENT DISCIPLINE – WBCSD – Policy JD**

An organized disciplinary program supports teachers' efforts to teach and addresses the growth of positive student attitudes and behavior. The board has responsibility and authority to establish school rules and procedures for the purpose of maintaining a non-disruptive educational environment.

The discipline policies of this District are in compliance with both federal and state law. The discipline policy incorporates the student code of conduct required by Policy JCB and the policies and procedures set forth in Policies JDA, JDB, JDC, JDD, and JDE and as supplemented by all others adopted subsequent thereto.

#### **DISCIPLINE PLAN**

1. The superintendent shall development a discipline plan which, upon board approval, shall be implemented and distributed to each student enrolled in the District. The parents, legal guardian or custodian of each student shall sign a statement verifying that they have been given notice of the discipline plan.
2. All discipline plans shall include, but not be limited to, the student code of conduct required by Policy JCA-Student Conduct and the following statements:
  - A. A parent, guardian or custodian of a compulsory-school-age child enrolled in this District shall be responsible financially for his or her minor child's destructive acts

against school property or persons;

- B. A parent, guardian or custodian of a compulsory-school-age child enrolled in this District may be requested to appear at school by the school attendance officer or an appropriate school official, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
  - C. Any parent, guardian or custodian of a compulsory-school-age child enrolled in this District who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
  - D. A parent, guardian or custodian of a compulsory-school-age child enrolled in this district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
3. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed an amount as provided by law.
  4. This District shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.
  5. A school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by

having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The school board shall have its official discipline plan and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.

### **DISCIPLINE AND THE STUDENT WHO RECEIVES SPECIAL EDUCATION SERVICES**

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline committee, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Students who receive special education services may be disciplined according to general school guidelines used for all students if no change in placement is required. When necessary, school personnel may remove a child for short periods of time to the extent that similar measures are applied to students who do not receive special education services, as long as the removal does not constitute a change in placement. Change in placement occurs when a child is removed for more than ten consecutive days or is subjected to a series of removals of more than ten days in a school year that evidence a pattern.

If a disciplinary action involving a recommendation for expulsion or other actions involving removal for more than ten days is considered, the IEP team must convene to determine whether the misconduct is a manifestation of the student's disability. This is referred to as a manifestation determination review (see below). Depending on the nature of the misconduct, a hearing may be conducted by a Superintendent's hearing officer. Possible recommendations from the hearing may include:

- Placement in an interim alternative educational setting for up to 45 school days
- Referral to the IEP team for consideration for placement
- Return to school on probationary status
- Referral to School Board
- Referral to outside agency for appropriate services

To determine whether the child's misconduct was a manifestation of the student's disability, the IEP team must decide whether the conduct was caused by, or had a direct or substantial relationship to, the disability or that the behavior was the direct result of the failure of the school to implement the IEP. If the team determines that the behavior was not a manifestation of the student's disability, disciplinary procedures applicable to students who do not receive special education services may be used. If the team finds the student's misconduct was related to his or her disability, the procedural protections of IDEA apply to the case. If the parents disagree with a manifestation determination or a placement decision, they may initiate an appeal by requesting administrative review, mediation, or an expedited hearing.

If the behavior was a manifestation of the student's disability, The IEP committee must convene an IEP meeting to conduct a functional behavior assessment and behavior intervention plan to address the problem behavior either before or not later than ten days after taking disciplinary action involving a change of placement of more than ten days. If a student already has behavior plan in place, the IEP team must review the plan the behavior and modify them as necessary to address the behavior.

If a student who receives special education services:

- Carries a weapon to a school or to a WBCSD function under the jurisdiction of the West Bolivar Consolidated School District
- Knowingly possesses or uses illegal drugs including alcohol, or sells or solicits the sale of a controlled substance while at school or at a WBCSD function under the jurisdiction of the state
- Inflicts serious bodily injury upon another person at school or school event, school personnel may order a change in the placement of the student to an appropriate interim alternative education setting for the same amount of time that a child who does not receive special education services would be subject to discipline but not for more than 45 school days

### DISCIPLINARY PROCESS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- 1) The student's age
- 2) The nature of the offense and the circumstances which led to the offense
- 3) The student's prior disciplinary record
- 4) The effectiveness of other forms of discipline
- 5) Information from parents, teachers and/or others, as appropriate
- 6) Other extenuating circumstances

The disciplinary process for all students is intended to be instructional and corrective, not punitive. Behavior violations of the Student Code of

Conduct are divided into four (4) classes: Class I, Class II, Class III, Class IV, and Class V. Each Class has disciplinary procedures which may be implemented by teachers and/or building principals.

<p><b><u>CLASS I - BEHAVIORS</u></b></p> <ul style="list-style-type: none"> <li>• Abusive language, (or threats related to another student that are spoken, written, or gestured)</li> <li>• Excessive distractions of other students, (horseplay, shoving, pushing)</li> <li>• Violating school dress code</li> <li>• Violating electronic devices policy</li> <li>• Absences or tardies</li> <li>• Inappropriate public display of affection</li> <li>• Failure to bring classroom material, homework, or other required items</li> <li>• Stealing</li> <li>• Running and/or making excessive noise in the hall or building</li> <li>• Loitering</li> <li>• Failing to abide by school rules and regulations</li> <li>• Other violations the building principal shall deem to fall within this category</li> </ul>	<p><b><u>CLASS II - BEHAVIORS</u></b></p> <ul style="list-style-type: none"> <li>• Habitual violations of Class I behavior (3 violations)</li> <li>• Minor defacing of school property (writing on desks, walls, etc.)</li> </ul>
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Class I and Class II Disciplinary Consequences

1<sup>st</sup> Offense – Mandatory Parent-Teacher Conference

2<sup>nd</sup> Offense – In-School Detention



3<sup>rd</sup> Offense – In-School Suspension

4<sup>th</sup> Offense – Parent Monitoring

5<sup>th</sup> Offense – Out-of-School Suspension (1-3 days)

**Consequences are based on the severity of the violation and at the discretion of the building level administrator**

<b>CLASS III - BEHAVIORS</b>	<b>CLASS III DISCIPLINARY</b>
<ul style="list-style-type: none"> <li>• Habitual violations of Class II behaviors (3 violations)</li> <li>• Vandalizing school property</li> <li>• Gambling</li> <li>• Fighting</li> <li>• Stealing</li> <li>• Intentionally providing false information to any school employee or member of the school board</li> <li>• Creating major disturbance in the classroom, on the bus, on school property, or at any school functions</li> <li>• Bullying, harassment, written, electronic or verbal proposition to engage in a sexual act or any form of sexual harassment</li> <li>• Leaving class/absent from class without permission</li> <li>• Insubordination, disrespect for authority and willful disobedience</li> <li>• Profane, obscene, indecent, immoral, or seriously offensive language and gestures, propositions or exhibiting</li> <li>• Bus disruptions</li> <li>• Simple assault of a school board employee, either verbally or physically</li> <li>• Trespassing</li> <li>• Use and possession of tobacco products, (matches, lighter)</li> <li>• Use and possession of drugs</li> </ul>	<p><b><u>CONSEQUENCES</u></b></p> <ul style="list-style-type: none"> <li>• Up to five (5) days suspension, in-school or out-of- school</li> <li>• Corporal punishment may be an option for any infraction less than five days of suspension</li> <li>• Contact parent to recommend professional counseling; when counseling is proposed proof of counseling may be required before student re-enters school</li> <li>• Probation period (student behavior will be monitored)</li> <li>• Total restitution for any items stolen or damaged upon proof of offense</li> <li>• Mandatory parent/student conference with school committee</li> <li>• Appropriate authority contacted</li> <li>• School district disciplinary hearing</li> <li>• Refer to TST as needed</li> </ul>



**CLASS IV - BEHAVIORS**

- Burglarizing or unlawful possession of school property
- Possession or use of fireworks
- Extortion—verbal or written
- Physical assault and/or abusive language to district personnel
- Battery of a student
- Use of intimidation coercion or force
- Burglary of a vehicle or unauthorized use of a vehicle parked on or near school property with the intent to commit theft
- Arson/bomb threats/setting off fire Alarm/vocalizing a false fire alarm
- Sexual harassment, written or verbal
- Unauthorized absence from class
- Drugs and alcohol sale, use, or distribution Weapons; possession or use
- Physical and/or verbal assault on teachers, administrators, or other staff members
- Any criminal act as defined by the Criminal Justice System
- Participating in or causing a disturbance at school/or school/related activities: riot, group/gang-fight, or similar disturbances
- Engaging in a sexual act
- Trespassing
- Habitual violations of previous Class behaviors
- Stealing and larceny

Any other offense which the building principal may reasonably deem to fall within this category

**CLASS IV DISCIPLINARY CONSEQUENCES**

- Police notification
- Arrest/charges
- Five (5) or more days suspension pending district hearing for expulsion
- Other action deemed appropriate by the building principal

**CORPORAL PUNISHMENT – WBCSD – Policy JDB**

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

1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
2. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
3. Corporal punishment may be administered only by a school administrator or his/her designee.
4. When corporal punishment is administered, it shall be done in the presence of another school employee.

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local

school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal or assistant principal in any action which may be filed against such school personnel.

Corporal punishment administered in a reasonable manner by a teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

Corporal punishment means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if possible, by a school employee. ' 37-11-57 (1997)

## **BUS CONDUCT – WBCSD – Policy JCDAD**

### **1. RESPONSIBILITIES**

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the

responsibility to obey all rules of conduct while waiting for, riding and leaving the bus.

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

There will be frequent review of bus camera footage by WBCSD administration and student may receive disciplinary procedures for bus violations according to WBCSD school policy.

The principal will be responsible for disciplining students reported to him by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor.

## **2. RULES OF CONDUCT**

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school or from the bus, for misconduct on the bus.

While riding a school bus, students must conform to all rules of conduct as established by Policies [JCA, JCB, JCBD, JCB, JCBF, and JCDAD] and the student code of conduct adopted by their schools. The principal shall provide to each student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

### **A. Loading and Unloading**

2. Be at your assigned loading zone on time.
3. Exercise extreme caution in getting to and from your assigned bus stop.
4. Look in both directions before stepping from behind parked cars.

5. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
6. Do not play on or near the road while waiting for the bus to arrive.
7. Look in both directions before crossing any roadway.
8. Never walk on the road when there is a sidewalk or pathway.
9. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
10. Wait until the bus comes to a complete stop before trying to load and unload.
11. Use the handrail while getting on and off the bus.
12. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
13. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

## B. Riding the Bus

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
5. Do not use profane language or make obscene gestures.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver and safety patrol.
8. Do not strike or threaten the bus driver.
9. Do not make excessive noise.
10. Do not throw objects inside or outside the bus.
11. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.



12. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
13. Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," ' 97-32-25 thru 97-32-29. (For details refer to sample policy JCB - Code of Conduct.)

***Bus Suspension Policy for General Misconduct***

<b>OFFENSE</b>	<b>MINOR</b>	<b>MAJOR</b>	<b>SEVERE</b>
First	Conference with parent/student	Three days suspension from riding the bus and a parent conference is required	Five-day suspension from riding the bus and out of school suspension. School officials may contact law enforcement.
Second	Suspension from bus for three days and parent conference	Five-day suspension from bus and parent conference	Suspension from bus for remainder of school term and/or out of school suspension and/or notification of law enforcement.

Third	Five day suspension from the bus	Suspension from bus for the remainder of the school term	
Fourth	Ten day bus suspension		
Fifth	Suspension from bus for the remainder of school term		

### **DUE PROCESS – WBCSD – Policy - JCAA**

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

#### **STEP ONE: INITIAL INFORMAL HEARING**

Applies to: Suspensions of 10 days or less

Suspensions of 11 days or more

Recommendations of Expulsions

Denials of admission

1. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the

expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:

1. Advise the student of the charges against him or reasons for non-admission;
2. Afford the student a full opportunity to respond; and
3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.

2. After the informal hearing, the principal may take the following actions:

- **SUSPENSION OF 10 DAYS OR LESS:**

The principal may issue to the student and legal guardian a notice of suspension no longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.

- **IMMEDIATE REMOVAL:**

The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.

- **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:**

The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.

- IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:

The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

- DENIAL OF ADMISSION:

The principal or superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process.

STEP TWO: APPEAL

Applies to: Suspensions of 11 days or more

Expulsions

Denials of admission

If after the initial hearing the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Non-admission and Statement of Rights" in a form provided by the superintendent for such purposes.

2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.

3. A hearing before the District Disciplinary Committee shall automatically be scheduled no later than the tenth school day following the date of notice.

4. Pending the outcome of the hearing before the District Disciplinary Committee:

- The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the District Disciplinary Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
- The student may be allowed to remain in school if the principal or, in the case of Non-admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the District Disciplinary Committee may be held at any appropriate time without application of the 10-day limitation.

5. The hearing will be before the District Disciplinary Committee:

1. The Committee shall be composed of three or more school/district administrators, none of whom may be on the staff of the school from which the student is enrolled.
2. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.

6. The District Disciplinary Committee shall hear and consider all cases presented and is authorized to:

1. To concur or not concur in the suspension, expulsion or non-admission recommendation;
2. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and

3. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the board.

4. The District Disciplinary Committee shall prepare a written summary of each case.

7. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.

8. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his child may request review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.

#### STEP THREE: REVIEW BY THE SUPERINTENDENT

Applies to: Expulsions

Denials of admission

The superintendent shall review all recommendations by the District Disciplinary Committee or expulsions or denials of admission:

1. If the superintendent concurs in the decision of the District Disciplinary Committee, he shall submit the recommendation to the Board for final action.

2. If the superintendent does not concur in the decision of the District Disciplinary Committee, he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.

3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

#### STEP FOUR: REVIEW BY THE BOARD

Applies to: Suspensions (only upon request by parents)

Expulsions

## Denials of admission

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions.(All reviews by the board concerning suspensions or expulsions are made on the record only). All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

### **SCHOOL SEARCHES – WBCSD – Policy JCDA**

The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary.

Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy.

#### 1. REQUIREMENTS

All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other District employee may authorize a search except where an emergency situation exists.

At least two District employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.

No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

## 2. SEARCHES PERMITTED

Searches are permitted as follows:

### 1. PERSON, POSSESSIONS, LOCKERS:

Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.

### 2. DESKS, OTHER SCHOOL PROPERTY:

Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.

### 3. VEHICLES:

Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

### 4. CANINE SEARCHES:

The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

### 5. GROUP SEARCHES:

Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.

### 6. STRIP SEARCHES:

Under no circumstances will any school personnel conduct a strip search of any other person. For the purposes of this section, requiring the



removal of an outer coat or jacket, or shoes and socks, shall not constitute a strip search. In the unlikely event that such a thorough search is warranted, the police should be summoned to the scene.

The building principal or the building principal's designee shall be responsible for the custody, control, and disposition of any illegal or dangerous item taken from a student. The building principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items is turned over to the police. The building principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

#### INTERROGATION OF STUDENTS SUSPECTED OF POSSESSION OR CONSUMPTION OF ALCOHOL

All authorized WBCSD staff have the authority to investigate the suspected consumption or use of alcohol or illegal substances on school property or at a school function. Such investigations may include (but are not limited to)

- Searching students lockers, desks, and other storage spaces
- Searching student clothing
- Questioning students
- Conducting prescreening tests (e.g. examining coordination, mannerisms, speech) and
- Using hand-held breathe test devices

### 3. DEFINITIONS

1. "Reasonable in scope" means that the degree of the intrusion must be consistent with the objective of the search. Factors to be considered in whether the scope of a search is reasonable include, but are not limited to, the following:

- The student's age, maturity, and sex;
- The nature or level of seriousness of the suspected violation; and
- The intrusiveness of the search, e.g. a canine search is less intrusive than a locker search; a locker search is less intrusive than a "pat down;" etc.

2. "Reasonable suspicion" refers to a flexible concept requiring the application of experience and common sense. Determinations of whether reasonable suspicion to support a search exists shall be made on a case-by-case basis with due consideration of all circumstances. In all cases, "reasonable suspicion" must be supported by articulable facts. Factors to be considered in making this determination include, but are not limited to, the following:

1. The reliability of the information indicating that evidence of a violation may be discovered;
2. The existence of reasonable suspicion that such evidence will be discovered;
3. The individualization of the suspicion toward the person to be the subject of the search;
4. The prevalence or seriousness of the problem to which the search is directed;
5. The exigency of the circumstances; and
6. In some circumstances, the student's history and record in school.

3. An "emergency situation" exists if the destruction of evidence or use of contraband is an immediate possibility. In such a case, an administrator must be notified immediately. However, if an emergency situation does not exist, employees should take steps to prevent the

possible destruction of evidence or use of contraband while securing approval for a search.

#### 4. DISCIPLINARY ACTION

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law, the student will be subject to disciplinary action as provided by District policy.

#### 5. POLICE SEARCHES

School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the District shall make an immediate attempt to notify the student's parent, guardian, or custodian.

The principal or principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.

WBCSD officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited

- A search or an arrest warrant; or
- Probable cause to believe a crime has been committed on school property or at a school
- Been invited by school officials

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity

- They must be informed of their legal rights
- They may remain silent if they so desire
- They may request the presence of an attorney

#### **AUTOMOBILE USE – WBCSD POLICY – JGFF**

Driving on school roads and parking on school property is a courtesy offered to students and others by the school board.

The parking facilities located at the various school district buildings are

not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities which occur before or after the regular school day.

Violators may be charged with trespassing and/or vehicles towed at owners' expense.

Students reporting to any West Bolivar Consolidated School District school campus are not authorized to drive any kind of motor vehicle to school unless it has been pre-approved by the School Principal and Superintendent.

Students who drive to school must first submit valid proof of being a licensed driver, proof of valid insurance and registration. The parent/guardian must complete the proper paperwork at registration before a student will be allowed to drive to school.

Students must not drive staff members' cars during the school day or for school activities. Student parking is a privilege and is available for those students who have on file in the building principal's office a copy of his/her valid driver's license, and proof of insurance on the vehicle driven on campus. No students may leave the campus during the school day for any reason unless the building principal has consulted with the parent/guardian.

The Administration, obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety. The West Bolivar Consolidated School District assumes no responsibility for damaged or vandalized vehicles.

Students shall not sit in or upon vehicles parked on the school campus.

Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.

Failure to abide by vehicle regulations may result in the loss of the right

to bring a vehicle to school or other disciplinary action.

Student automobiles are subject to administrative searches.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES – WBCSD – Policy JE**

Cell phones (including SIM cards) and other electronic devices are not allowed at school. Any unauthorized items seen or heard during the school day will be confiscated by school officials and may result in disciplinary action. Violation of this policy will subject the student to the following consequence:

**1<sup>st</sup> Violation** – Phone and/or Electronic Device will be confiscated and a Parent/Guardian Conference with School Administrator will be scheduled

**2<sup>nd</sup> Violation** – Phone and/or Electronic Device will be Confiscated and Held for Remainder of the Term

**3<sup>rd</sup> Violation** – Phone and/or Electronic Device will be Confiscated and Held for the Remainder of the School Year

*Only parent/guardian may retrieve the phone and/or electronic device. School officials are not responsible for lost or stolen items.*

## **GANG ACTIVITY – WBCSD Policy - JCBB**

This school district is committed to maintaining a safe school environment for its students and staffs. Students are expected to adhere to the school's and district's standards of conduct that promote wellbeing and supports the learning process. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the "Mississippi Streetgang Act" (MS Code '97-44-1 et seq.).

## **STUDENT BULLYING – WBCSD – Policy JDDA**

The West Bolivar Consolidated School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, including social media ,or any physical act or any

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

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

Cyber stalking of another person within/on/proximate to school premises through the use of electronic/digital means/devices, as referenced above, such that the cyber stalking of one or more others negatively impacts or endangers the personal behaviors, practices, outlooks, emotional wellbeing, in-school performance of activities, etc. of those persons and/or others within, on, or proximate to school premises.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior.

The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

Furthermore, the West Bolivar Consolidated School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

### **PROCEDURES STUDENT BULLYING – WBCSD Policy – JDD-P**

#### **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

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

#### **I. Definitions**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal



communications, including social media, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

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

## II. Procedures for Processing a Complaint

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

superintendent and complaints against the superintendent shall be made to the Board chairman.

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

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

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

## **ACADEMIC AND INSTRUCTIONAL PROGRAMS**

### **STUDENT ATTENDANCE, REPORTING OF STUDENT ATTENDANCE, TARDINESS AND EXCUSES – WBCSD Policy - JBD**

The school board believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district's instructional program. The school board thusly directs the superintendent to develop administrative regulations governing tardiness and absences (excused and non-excused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administrative regulations and any future changes to such administrative regulations shall be approved by the school board before implementation.

### **ATTENDANCE, EXCUSES, AND TARDINESS**

Attendance Reporting: In order for a student to be considered as having attended school for a full day, the school board specifies that each student must be present for 63% of his or her individual Instructional day as fixed by the local school board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the school board for the school at which the student is enrolled, shall be considered absent the entire school day.

#### Definitions:

Full Day Attendance: When a student is present for 63% of his or her individual Instructional day as fixed by the local school board for each individual school.

Unlawful Absence: An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

Students are expected to be in attendance ALL 180 school days, for academic growth and success are based upon regular attendance. A student who is in school cannot be absent from class without

permission of the building principal or his/her designee. Students must attend a full day of school in order to participate in or practice for any school related activities scheduled for the day.

Absences due to disciplinary suspension from school are not considered unexcused for compulsory attendance and are not unexcused absences under this policy

### **MAKE-UP WORK**

It is the student's responsibility to make up work due to an absence. All work shall be made up for excused absences.

- Make-up shall begin immediately upon the return of the student to school and should be completed within three (3) school days unless special permission is granted by the building principal.
- A teacher may grant permission for a student to make-up work during a library period
- Any work not made up shall be considered unexcused. A grade of zero (0) shall be given for each assignment missed.
- Any student suspended from school shall be allowed to make-up work within three (3) days of the student's return to school
- Any student with an unexcused absence shall not be allowed to make-up work and will receive a grade of zero (0) in each class each day the class is missed. Students may make-up tests and/or major class projects previously assigned.
- Any pre-announced work or tests missed due to absence shall be made up on the day the student returns to school.
- Work missed from school due to disciplinary suspensions must be made up. (This procedure does not apply to the State Testing Program). However, assignments will be dropped one (1) letter grade.

**Absentee Limits** -There shall be limits to the number of days in each grading period that any student may be absent or tardy and still receive grades for the grading period.

- In order to receive credit, a student may not miss more than five (5) days during a grading period

- When the absences are excused, the building principal of each school shall have the right to use their professional judgment to make exceptions to the attendance limit in any one grading period
- Perfect attendance will include no absences (excused or unexcused), tardies, and/or dismissals from school. Exceptions shall be bus tardiness or school sponsored field trips or other school– sponsored activities

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

- Attendance at an authorized school activity with the proper approval of the superintendent of West Bolivar Consolidated School District or her designee
- Illness or injury which prevents the student from being physically able to attend school
- When isolation is ordered by the county health officer, by the State Board of Health, or appropriate school officer
- Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, step-brother(s) and step-sister(s)
- A medical or dental appointment with prior approval of the superintendent or her designee, except in the case of emergency
- Attendance at the proceeding of a court or an administrative tribunal if the student is a party of the action or is under subpoena as a witness
- Observance of a religious event, with the prior approval of the superintendent or her designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or her designee, the extent of the absence would adversely affect the student's education).
- Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval should be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education
- Other conditions sufficient to warrant non-attendance, with prior approval of the superintendent or his designee

- Days missed from school due to disciplinary suspension shall not be considered an excused absence and shall not be counted as an unlawful absence.

**Written Excuses:**

In order to have an absence be excused, the student must present a signed written excuse from a parent, guardian, or doctor on the day the student returns to school. The excuse should contain:

- 1.) The date written
- 2.) Full name of the student
- 3.) The date(s) the student was absent
- 4.) The cause of the absence
- 5.) The signature of the parent, guardian, custodian, or doctor
- 6.) The phone number where parent, guardian, or custodian can be reached.

- Seven (7) written parent excuses per semester may be excused by the parent/guardian using the district's Excused Absence Form (Written Excuses)
- **Any** additional absence after the seven (7) written parent excuses must be excused by a note from a doctor or other documentation excusing said absence

All absences other than those specified above shall be classified "unexcused." The privilege of making up work should be denied and a grade of zero (0) shall be given for each day an absence is unexcused. Students who have unexcused absences from school for more than five (5) school days or who have unexcused absences from the same class period more than five (5) times in one semester shall be denied academic credit for the semester. Extenuating circumstances causing absences in excess of five (5) school days or five (5) class periods per grading period may be considered by the building principal and the superintendent on an individual basis. A parent, guardian, or custodian shall be notified in writing by the building principal on the approved form after the third (3rd) and fifth (5th) absence.

Students that receive three (3) unexcused absences will be required to have a conference with the building principal that will include the counselor, parent coordinator and parent. Students that receive five (5) unexcused absences will be reported to the school attendance officer. Doctor's excuses will not be accepted after three (3) days of a student returning to school from an illness.

It shall be the responsibility of the parent, guardian, or custodian to furnish to school officials, **no later than the close of business on the third (3rd) school day following the student's return to school**, sufficient and satisfactory documentation which supports a claim of extenuating circumstances.

**Tardies** - Promptness is a virtue that becomes a habit. The WBCSD Board of Trustees encourages the development of this habit. Students are expected to be in class, on time, each period. Tardiness to school caused by the following reasons shall be excused and not be recorded against a student:

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

Repetitive tardiness at the start of the day or during school hours may result in disciplinary actions such as parent conference, after school detention, in-school suspensions, or other disciplinary actions as deemed appropriate by school officials.

**Early Dismissals** - In order to maintain student safety, student dismissals will not be allowed during the last 30 minutes of the school day. Additionally, students will not be dismissed during a district or state testing period in order to avoid distractions and potential test security violations.

Leaving School - When it is necessary for a student to leave school early because of a doctor's appointment, etc., the student should present a note to the building principal and/or main office secretary at the beginning of the school day in order to receive a Special Excuse. The parent, guardian or designee must pick up his/her child from the front office and sign the roster when the student is leaving on a special excuse. STUDENTS CANNOT SIGN THEMSELVES OUT.

If returning to school on the same day as the special excuse, the student must report to the building principal's office IMMEDIATELY UPON HIS/HER ARRIVAL IN THE BUILDING. If not returning until the following day, the student must report to the building principal's office at 7:30 a.m.

### **GRADING SYSTEM – WBCSD Policy IHA**

The established grading system is to communicate to parents a periodic evaluation summarizing significant factors of the student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

#### **Objectives**

1. To motivate students to exert their best efforts in the learning process
2. To provide a uniform technique for converting numerical values to letter grades
3. To monitor each student's progress

#### **Grading Scale**

To evaluate student performance for the purposes of promotion, retention, or alternative programs. The following numerical values shall be used in determining letter grades.



PRE-KINDERGARTEN	KINDERGARTEN, ELEMENTARY, MIDDLE, & HIGH SCHOOL	
<i>U = Unsatisfactory progress</i>	90 – 100	A(Excellent)
<i>N = Needs Improvement</i>	80 – 89	B (Above Average)
<i>S = Satisfactory</i>	70 – 79	C (Average)
	60 – 69	D (Below Average)
	59 and Below	F (Failure)

\*No numerical grades are given for students in Pre-K. Multiple criteria will be utilized to determine promotion/retention for Pre-K and Kindergarten students.

## GRADE COMPUTATION

### ***Daily Work Grade***

All work such as chapter tests, weekly tests, reports, research papers, projects, portfolios, etc. will have a weighted average of 60% within the “Daily Work” category. All other work such as daily homework assignments, pop quizzes, and worksheets will have a weighted average of 40% within the “Daily Work” category. The two percentage values will be added together to form the “Daily Work” category.

### ***Nine Weeks/Semester Grades***

The daily work value will be given an overall weight of 60 percent. Nine weeks exams will be given a weight of 40 percent. The nine weeks test average and the nine weeks daily grade average will be combined to compute the student’s nine weeks grade. **(Nine Weeks Grade = Daily Work (60%) + Nine Weeks Exam (40%)**

## THE SEMESTER AND FINAL GRADES WILL BE TABULATED AS FOLLOWS:

- First Semester Grade
  - Average of 1st Nine Weeks and 2nd Nine Weeks
- Second Semester Grade
  - Average of 3rd Nine Weeks and 4th Nine Weeks
- Final Grade
  - Average of 1<sup>st</sup> and 2<sup>nd</sup> Semester Grades

**NOTE: A nine weeks assessment will be given at the end of each nine weeks.**

### **PROMOTION AND RETENTION – WBCSD Policy - IHE**

#### **Pre - Kindergarten through 8<sup>th</sup> grade**

In order to promote to the next grade, all students in the West Bolivar Consolidated School District assigned to pre-kindergarten\* through the 8<sup>th</sup> grade must successfully complete the following classes with a grade of 60 or above:

1. Reading
2. Language
3. Mathematics
4. Science or Social Studies

\* Retention of Pre-K and Kindergarten students will also depend upon an agreement between parent(s), administration, and teacher(s).

A student is considered retained if he or she fails reading, language, or mathematics OR both science and social studies.

#### **9<sup>th</sup> grade through 12<sup>th</sup> grade:**

In order to promote to the next grade, all students in the West Bolivar Consolidated School District assigned to the 9<sup>th</sup> grade through 12<sup>th</sup> grade, students must complete at a minimum of five (5) and ½ Carnegie Units that must include the English and Mathematics.

### **WEIGHTED COURSES – WBCSD Policy - IHEC**

#### **QUALITY POINT AND WEIGHTED GRADING SCALE**

##### **(Standard) Quality Points Scale**

100 – 90	= 4.0 quality points
89 – 80	= 3.0 quality points
79 – 70	= 2.0 quality points
69 – 60	= 1.0 quality points

##### **(Enhanced) Quality Points Scale**

100 – 90	= 5.0 quality points
89 – 80	= 4.0 quality points
79 – 70	= 3.0 quality points
69 – 60	= 2.0 quality points

**Grade Point Average (GPA) Calculation:**

1. Carnegie Unit multiplied by Quality Points
2. Total Number of Quality Points Divided by Total Number of Carnegie Unit

In order to encourage our students to enroll in our most challenging classes or subjects, the classes/subjects listed below are to be graded on the Enhanced Quality Points Scale:

1. Advanced Placement Classes:
  - a. All classes classified as Advanced Placement by the Mississippi Department of Education.
2. Higher level, standard curriculum classes/subjects:
  - a. All classes/subjects that apply to the following categories shall be eligible to receive quality points on the West Bolivar Consolidated School District Enhanced Quality towards graduation through the following:
    - i. All subject areas/classes classified by the Mississippi Department of Education above:
      1. English IV
      2. Biology II
      3. Chemistry
      4. Algebra II
      5. Government and Economics
      6. Entry Level Foreign language
3. Honors and/or Accelerated courses, Dual Enrollment courses:
  - a. All classes/subjects that apply to the following categories shall be eligible to receive quality points on the West Bolivar Consolidated School District Enhanced Quality Points Scale towards graduation
    - i. West Bolivar Consolidated School District School Board approved Honors and/or

### Accelerated courses and all Dual Enrollment Course

The Weighted Courses and Quality Points will be applicable to entering 9th graders in the West Bolivar Consolidated School District for 2014-2015 school and every school year after.

## **Valedictorian, Salutatorian, and Honor Graduate**

### **Overview**

The criteria for selection of the valedictorian and salutatorian will be based on all credit courses taken towards graduation. The student having the highest and second highest grade point average during his/her school period shall be recognized as Valedictorian and Salutatorian, respectively. A student must have attended the respective WBCSD high school for a minimum of four semesters, which is inclusive of their senior year (not including summer school), and must be completing a 4-year course of study, to be considered for valedictorian or salutatorian.

### **Transfer Students (Out-of-District)**

In the event that number grades are not sent from a prior school and verification is present that efforts have been made to secure the number grades and these efforts have been unsuccessful, then transfer students' grades will be averaged using the midpoint grade. Grades/credits earned through home schooling and non-accredited schools will not count towards Valedictorian and Salutatorian.

### **Co- Valedictorians and Salutatorians**

In selecting the valedictorian, if the grade point average of the top graduates is the same or is a difference of less than .03, then co- valedictorians will be named.

In selecting the salutatorian, if the second highest grade point average – after the valedictorian's average is determined – is the same or is a difference of less than .03, then co-salutatorians will be named.

When co- valedictorians and co-salutatorians are named, they will be honored in alphabetical order.

**Honor graduates must have an overall GPA of 3.0 or higher.**

## **ASSESSMENTS**

The WBCSD will use allowable testing accommodations when administering uniform basic skills tests to ensure that the tests are administered in a manner consistent with preserving the integrity and validity of the assessment program.

During each grading period, examinations and other means of assessments will be used by teachers to measure the progress students make in various subjects of study. The marks of A, B, C, D and F are used to represent an average of the student's grades in each subject area for grades K-12. These grades are based on mastery of grade level objectives for each grading period. These marks correspond to the following qualities of work:

The WBCSD will use allowable testing accommodations when administering uniform basic skills tests to ensure that the tests are administered in a manner consistent with preserving the integrity and validity of the assessment program.

## **GRADUATION REQUIREMENTS – WBCSD Policy - IHF**

Mississippi Accountability Standard, 2016

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi Curriculum Frameworks*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3.) Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1)

of the minimum required number of units may be earned through completion of an approved correspondence course.

Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

14. The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education. {MS Code 37-16-7}

14.1 Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A.) (7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3) Students receiving a standard diploma may select from four (4) graduation pathways as specified by the local school district's graduation requirements.

14.2 Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations. {Miss. Code Ann. § 37-16-7} (7 Miss. Admin. Code Pt. 3, Ch. 34, R. 34.1, Ch. 36, R. 36.1, R. 36.3, R. 36.4)

## **GRADUATION PATHWAYS**

The West Bolivar Consolidated School District will offer the following graduation pathways:

- Career Pathway Option (Available for all students beginning 2011-2012)
- Traditional Pathway Option (24 credits minimum)

Students must meet all requirements set by the Mississippi Department of Education SATP based on the year they entered the 9th grade.

## **REQUIRED COURSES FOR GRADUATION (Career Pathway Option)**

- 4 Units of English (I,II,III, and IV)

- 3 Units of Mathematics (Algebra I or Integrated Math I)
- 3 Units of Social Studies (Mississippi Studies, US History, US Government)
- 3 Units of Science (Biology I)
- 1 Unit of The Arts
- 1 Unit of Business & Technology (Information and Communication Technology (ICT), Science, Technology, Engineering & Mathematics (STEM), Technology Foundations, or Keyboard and Computer Applications)
- .5 Unit of Health & Physical Education (Comprehensive Health or Family and Individual Health and Physical Education)
- 4 Units of Career and Technical from Student's Program of Study
- 2.5 Elective Units from Student's Approved Program of Study

#### **REQUIRED COURSES FOR GRADUATION (Traditional Pathway Option)**

- 4 Units of English (I,II,III, and IV)
- 4 Units of Mathematics (Algebra I or Integrated Math I)
- 4 Units of Social Studies (Mississippi Studies, Geography, World History, US History, US Government and Economics)
- 4 Units of Science (Biology I)
- 1 Unit of The Arts
- 1 Unit of Business & Technology (Information and Communication Technology (ICT), Science, Technology, Engineering & Mathematics (STEM), Technology Foundations, or Keyboard and Computer Applications)
- 1 Unit of Health & Physical Education (Comprehensive Health or Family and Individual Health and Physical Education)
- 5 Elective Units

#### **EARLY GRADUATION – WBCSD Policy - IFG**

1. Early graduation involves the completion of all high school academic requirements in less than a traditional four-year program. Any high school student who completes the number of Carnegie units and other exiting standards required by both the state and the District may petition to graduate at the end of the first semester of senior year.

2. Early graduation will be permitted under circumstances where the student will benefit from early graduation. Early graduates may participate in the regular spring commencement ceremony.
3. The intent of this policy is to provide an opportunity for the student to improve his/her educational or vocational future by graduating from high school with less than eight semesters of attendance grades nine through twelve.
4. Written petition for early graduation must be made prior to the beginning of the student's desired year of graduation.
5. The student may participate in spring graduation ceremonies. If the student chooses not to participate in the spring ceremony, the student will receive their diploma after the graduation ceremony has occurred.
6. Students who choose to participate in this program will be eligible for all traditional senior honors such as valedictorian, salutatorian, class favorite, Hall of Fame, etc...  
\*\*\*\* Should students who choose to graduate in advance of their original cohort rank as valedictorian or salutatorian in his/her "new class", he/she will share the honor with the valedictorian or salutatorian of the original class membership.
7. The Board authorizes the Superintendent to establish administrative procedures consistent with this policy.

### **CREDIT RECOVERY PROGRAM – WBCSD Policy - IDCAB**

As a means of helping students get back on track toward graduation and to encourage students to remain in school, the West Bolivar Consolidated School District School Board shall offer a "Credit Recovery Program" which allows students within the West Bolivar Consolidated School District to earn credit for a course that was previously failed.

A student can earn only one (1) Carnegie Unit per school year from the date the student enters the 9th grade until the student's cohort graduates through the West Bolivar Consolidated School District Credit Recovery Program for a maximum of four (4) units. The student must complete the coursework through the West Bolivar Consolidated School



District Credit Recovery Program within one school term of the course failed.

Clarity on the maximum units to be earned in one year and over a 4 year period.

“Credit Recovery” shall be defined as a course-specific, skilled based learning opportunity for students who have previously been unsuccessful in mastering content / skills required to receive course credit or earn promotion.

Credit recovery courses are to be used only for graduation requirements. Students must have had a grade of 50 or above in the course to participate in a credit recovery course and the credit recovery grade shall be factored with the original failing grade in order to determine the student’s final grade. A student who failed a course (such as English) may take the Credit Recovery Class in addition to the next level (of English) during the same school year.

Credit recovery courses shall be delivered via computer and online. The credit recovery course must be completed in nine weeks with 80 percent mastery. Teachers shall be trained to facilitate the online courses and the classes shall be asynchronous (students don’t have to be online at a certain time). Certified staff shall be used to facilitate online credit recovery.

The school district shall allow time during the school day and after school so that students may work on course material. Students shall be allowed to log on and work on course material from home. Credit recovery programs may also be held in the summer similar to extended school.

The credit recovery program shall include an assessment of individual student’s strengths and weaknesses in regard to course content, and based on this assessment, the students shall complete instruction only on the course objectives which have not been mastered. Parents shall be counseled about providing resources and motivation for their children. Upon mastery of the objectives, the student shall receive

credit for the course and may only receive the minimal passing grade on the West Bolivar Consolidated School District district's grading scale.

Justification for request:

This is part of the Office of Chief Academic Officer executive Summary (Feb. 18, 2015) that says "Beginning with the school year 2016-2017, a student who selects credit recovery to earn a Carnegie unit may only earn the minimal passing grade on the district's grading scale." This is because the credit recovery grade can be used for the state assessment concordance table for students to meet testing requirement should they have failed a state tested course.

Admission To And Removal From The Credit Recovery Program

Each participant shall complete and application process that requires—at a minimum—teacher recommendations, an outline of the course objectives that will be covered, mastery criteria, timelines for completion of the program and parental consent.

Summer School/Extended School Year may be available in the school district for Credit Recovery. If West Bolivar Consolidated School District does not offer Summer School/Extended School Year it may be possible to transfer Out of District Credit.

**DUAL ENROLLMENT REQUIREMENTS – WBCSD Policy - IDAG**

Eligible students may participate in the dual enrollment program established by this school district in compliance with the Mississippi Code of 1972, Section 37-15-38.

(a) A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

(b) A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

- 1) Dual credit program allowances. A student may be granted credit delivered through the following means:
  - a) Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of-course examination.
  - b) College or university courses taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.
  - c) College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district.
  - d) Online courses of any public university, community or junior college in Mississippi.
- 2) Admission criteria for dual enrollment in community and junior college or university programs. Students may be admitted to enroll in community or junior college courses under the dual enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.
- 3) Tuition and cost responsibility. Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program shall be the responsibility of the parents or legal guardians of the student. Payment for tuition and any other costs shall be made directly to the credit-granting institution.
- 4) Transportation responsibility. Any transportation required by a student to participate in the dual enrollment program is the responsibility of the parent, custodian or legal guardian of the student.
- 5) School district average daily attendance credit. When dually enrolled, the student shall be counted, for adequate education program funding purposes, in the average daily attendance of the public school district in which the student attends high school.

- 6) High school student transcript transfer requirements. Grades and college credits earned by a student admitted to a dual credit program shall be recorded on the high school student record and on the college transcript at the university or community or junior college and high school where the student attends classes.
- 7) Ineligible courses for dual credit programs. Any course that is required for subject area testing as a requirement for graduation from a public school in Mississippi is not eligible for dual credit.
- 8) Eligible courses for dual credit programs. Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science courses, performing arts, advanced business and technology, and career and technical courses.
- 9) High school Carnegie unit equivalency. One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.
- 10) Maximum dual credits allowed. It is the intent of the dual enrollment program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so. A qualified dually enrolled high school student shall be allowed to earn an unlimited number of college or university credits for dual credit.

### **ABSTINENCE-PLUS EDUCATION – WBCSD Policy ICG**

The West Bolivar Consolidated School District Board believes that every student has the right to accurate information concerning the prevention of pregnancy and sexually transmitted infections. The School Board is committed to fostering community partnerships that educate both students and parents about this important topic.

The West Bolivar Consolidated School District School District seeks to affirm its commitment to creating healthy and responsible teens in the West Bolivar Consolidated School District by fully complying with the Mississippi Code of 1972, Annotated, Section 37-13-171, and by:

- Adopting educational programs designed to help students and parents take action to reduce rates of teen births and sexually transmitted infections and integrating such programs into already established classes, and
- Establishing principles, guidelines, and strategies for implementing effective sex education programs, referred to in state law as “Abstinence-Plus” education programs.

The district shall utilize an age-appropriate, evidenced based, medically accurate, Abstinence-Plus curriculum from the list of curricula approved and recommended by the Mississippi Department of Education (MDE), including as one choice the curricula of Abstinence-Plus developed by the Mississippi Department of Human Services and the Mississippi Department of Health, if such curricula are on the MDE’s approved curriculum list.

### **PARENT’S RIGHTS**

Each school providing instruction or any other presentation on human sexuality in the classroom, assembly or other official setting shall be required to provide no less than one (1) week’s written notice thereof to the parents of children in such programs of instruction. The written notice must inform the parents of their right to request the inclusion of their child for such instruction or presentation. The notice must also inform the parents of the right, and the appropriate process, to review the curriculum and all materials to be used in the lesson or presentation. Upon the request of any parent, the school shall excuse the parent’s child from such instruction or presentation, without detriment to the student.

## 2017-2018 Academic Calendar

August	1	Teacher's First Day
	7	Student's First Day
September	4	Labor Day Holiday – District Closed
	11	Early Release Day
October	<b>9</b>	<b>End of Term 1</b>
	16-17	Fall Break – District Closed
	23	Early Release Day
		ParentTeacher Conference Day
November	17	Early Release Day
	20-24	Thanksgiving Break – District Closed
December	<b>20</b>	<b>End of Term 2</b>
	22	Early Release Day
	25-29	Winter Break – District Closed
January	1-5	Winter Break – District Closed
	8	Teacher & Student Return
	15	MLK Holiday – District Closed
February	5	Early Release Day
	19	President's Day Holiday – District Closed
March	<b>9</b>	<b>End of Term 3 / Early Release Day</b>
	12-16	Spring Break – District Closed
	30	Easter Break – District Closed
April	2	Easter Break – District Closed
	9	Early Release Day
May	<b>22</b>	<b>End of Term 4 / Student Last Day</b>
	25	Teacher Last Day