



Service Guidebook | 2026-2027



VICKSBURG WARREN
SCHOOL DISTRICT

One Community. One District. Growing Together.



Welcome to the 2026–2027 Vicksburg Warren School District Service Guide.

This guide has been developed to provide our employees with a clear understanding of the departments, services, resources, and personnel that support the daily operations of our district. As we continue our work of serving more than 6,400 students across our schools, it is important that every employee understands how our organization functions and how we can best support one another in fulfilling our mission.

Purpose of the Service Guide

This guide is designed to:

- **Provide an Overview of District Departments** – Offering a clear explanation of the functions, responsibilities, and services provided by each department.
- **Identify Key Personnel and Resources** – Helping employees quickly connect with the individuals and teams who can provide assistance and support.
- **Promote Collaboration and Efficiency** – Encouraging effective communication and coordination across departments to better serve our students, families, and community.

Using This Guide

Whether you are new to the Vicksburg Warren School District or a long-standing member of our team, this guide serves as a valuable reference throughout the school year. Understanding our organizational structure and available resources helps us work more effectively, solve challenges more efficiently, and maintain a high standard of service across the district.

At the Vicksburg Warren School District, our mission is to cultivate life-long learners who will transform themselves, their schools, and their community for the better. Achieving this mission requires teamwork, communication, and a shared commitment to excellence from every employee.

Thank you for your dedication to our students and for the important role you play in supporting our district's success. Together, we will continue to strengthen our schools, serve our community, and ensure that every student has the opportunity to thrive.

Sincerely,

Dr. Toriano Holloway
Superintendent
Vicksburg Warren School District

"One Community. One District. Growing Together."

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OFFICE

Superintendent's Office

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WHAT WE DO

The Superintendent’s Office handles the day-to-day operations of the school district. Anyone needing to speak with a superintendent will be routed through the Associate Superintendent’s office to find the best person within the school district to answer your questions.

WHAT YOU NEED TO KNOW

Questions about the following can be directed to the Superintendent’s Office:

- School Board Meetings
- Student Handbook
- Student Discipline
- School Admission
- School Board Policies
- Other General Inquiries

OFFICE

Athletics

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WHAT WE DO

Vicksburg Warren School District Athletics, as a member of the Mississippi High School Activities Association, is committed to providing a positive environment for students, coaches, and spectators. Athletics are a part of the educational experience that emphasizes respect, ethics, fairness, and good citizenship. As you support VWSD athletics, please keep in mind that the theme of high school athletics is friendly competition and sportsmanship. Positive comments, encouragement, and cheering for your team are great ways to show support. Negative comments, taunting, berating, and booing the opponents and/or officials is not appropriate and undermines the values we seek to instill in our student athletes. We have a strong focus on character development, academic, social, emotional, physical, and ethical well-being of the student-athlete.

WHAT YOU NEED TO KNOW

The Vicksburg Warren School District Athletics Department strives to be state and national level programs through all sports competing for state championships, earning recognition as the premier athletic program in the Mississippi High School Activities Association, while renowned for academic excellence and student athlete development by preparing our student athletes to be college and career prepared. Athletics will provide exceptional value and benefit to the mission

of VWSD Athletics and community, demonstrate unrivaled pride, and foster relationships within our community.

OFFICE Business Services

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WHAT WE DO

PROVIDE financial resources to all schools and departments within the district in the areas of accounts payable, budgeting, fixed assets, payroll, purchasing, 16th section, and fiscal and program operations.

MONITOR standard operating procedures and internal controls to ensure the security and integrity of all public funds entrusted to the Vicksburg Warren School District.

PROMOTE fiscal responsibility, accountability, and transparency in all areas of business operations to conserve and safeguard district funds.

SUPPORT employees and vendors in all areas of financial operations, to include support and guidance in the area of student activity services.

WHAT YOU NEED TO KNOW

ACCOUNTABILITY & TRANSPARENCY

The district operates on a fiscal cycle that begins July 1 and ends June 30 of the following year.

Our activities are reviewed by external independent auditing services on an annual basis to ensure the accuracy of financial reporting and to be certain that all required rules, regulations, laws and Board policies are being adhered to.

For more information on the financial affairs of the district, please join us as we present reports monthly at our regularly scheduled meeting of the Board of Directors.

The Office of Business Services support the educational program by providing the following services:

- 16th Section Land Management
- Accounts Receivable
- Accounts Payable
- Ad Valorem Tax Requests and Collections
- Audit Management
- Budget Development and Management
- Capital Projects Fiscal Management
- Cash Management
- Competitive Bidding
- Debt Service Management
- Financial Accounting and Reporting
- Financial Forecasting
- Fiscal Accountability
- Grant Administration
- Internal Controls
- Inventory and Asset Management
- Investment Management
- Payroll Processing

- Purchasing
- Risk Management
- Student Activity Accounting and Reporting
- Teacher Education Enhancement Fund (EEF) Card Distribution and Management

OFFICE

Campus Police

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WHAT WE DO

1. Law Enforcement and Security:

- Enforce laws and school policies to ensure the safety of everyone on campus.
- Respond to incidents of violence, theft, drugs, bullying, or other criminal activities.
- Prevent and intervene in potential security threats, including active shooter scenarios, by patrolling the campus and monitoring security systems.

2. Education and Prevention:

- Educate students, staff, and the community on topics like drug prevention, cyberbullying, safety, and conflict resolution.

- Provide educational presentations on laws, personal safety, and the consequences of illegal actions.
- Help create and promote school safety programs and strategies.

3. Mentorship and Counseling:

- Serve as a mentor or positive role model for students, fostering a relationship of trust and respect.
- Offer guidance to students dealing with personal or behavioral issues, or refer them to counselors or social workers if needed.
- Develop rapport with students to prevent conflicts and reduce the likelihood of criminal behavior.

4. Collaboration with School Administration:

- Work closely with school administrators, teachers, and counselors to address concerns about student safety, bullying, and discipline.
- Help create and implement safety plans for emergencies or incidents.
- Provide advice on security issues and assist in the development of school policies related to student safety.

5. Community Engagement:

- Foster a positive relationship between the school and the local community.
- Participate in school events and activities, to promote safety and build trust.

WHAT YOU NEED TO KNOW

The Vicksburg-Warren School District's Campus Police are certified law enforcement officers whose main responsibility is to maintain a secure environment within the school. This involves ensuring the safety of students, staff, and visitors, while promoting a space conducive to learning and working. We strongly encourage students, parents, faculty, and staff to communicate with us if you have any information that could potentially disrupt the learning environment. Your cooperation is vital to maintaining a safe and positive atmosphere for all members of our community. Please don't hesitate to reach out if you have concerns. If you know something, say something.

OFFICE

Career and Technical Education

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WHAT WE DO

The Career and Technical Center seeks to prepare students for the 21st century. The center will provide students with hands-on learning for career areas of students interest. Students will gain the necessary knowledge and skill that will prepare students for 21st century careers. Students will be prepared for high-wage, high-skilled and high-demand occupations.

The Career and Technical Center also seeks to provide students with the necessary employability skills to be able to sustain students' career interest. Students will receive training on interpersonal skills, critical thinking, and problem solving in order to help equip them with skills that are needed for 21st century careers.

WHAT YOU NEED TO KNOW

Career and Technical Education (CTE) programs are available at the junior high schools, high schools, and the Vicksburg Warren School District Career and Technical Center.

- Seventh-grade students participate in the Cyber Foundations program, while eighth-grade students take the Exploring Careers program.
- Vicksburg High School and Warren Central High School offer Biomedical Science, Engineering, Computer Science, Sports Medicine, Business Marketing & Finance, Culinary Arts, and Educator Preparation courses for sophomores, juniors, and seniors. Work Based Learning is offered to 3rd year students out of the Biomedical Science and Health Science programs.
- The Exploring Careers program is also available for students entering high school.
- Family and Consumer Sciences is another CTE course offered to high school students.

The Vicksburg Warren School District Career and Technical Center, located at Hinds Community College's Vicksburg Campus, offers the following programs:

- Early Childhood Education
- Energy
- Health Sciences
- Interactive Media

The Pathways to Advancement Through Hinds (P.A.T.H.) initiative provides eligible high school seniors with the opportunity to earn college credit and a Career Certificate while enrolled in high school through a partnership with Hinds Community College. Students receive hands-on training in high-demand career fields that prepare them for immediate employment, continued postsecondary education, and future degree attainment.

Programs offered through P.A.T.H. include:

- Welding Technology
- Carpentry
- Precision Machining
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)
- Automotive Technology
- Plumbing
- Electrical Technology
- Electro-Mechanical Technology (Mechatronics)

Students who successfully complete a P.A.T.H. program can continue their education after high school toward an associate degree while gaining valuable industry-recognized skills and credentials.

OFFICE

Child Nutrition

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WHAT WE DO

Our mission is to ensure that every student has access to healthy, nutritious meals that fuel academic success and support overall wellbeing. As a school district participating in the Community Eligibility Provision (CEP), **all students receive free breakfast and lunch daily**. Our menus are thoughtfully planned to meet USDA nutrition guidelines, providing a variety of fresh, US-sourced, and appealing meal options that support students' health and learning.

In addition to daily meals, we promote wellness initiatives, educate students about healthy eating habits, and ensure no child goes hungry during the school day or over extended breaks. We also value student input and partner with our district's Student Advisory Council, which provides

feedback on menu options, meal quality, and overall dining experiences to help us better serve our students' needs.

WHAT YOU NEED TO KNOW

- **No Cost to Families:** All students in VWSD eat free. No applications or income verification are required.
- **Menus:** Monthly menus are posted on the district website and available at schools.
- **Special Diets:** If your child requires dietary accommodations due to allergies or medical needs, please provide a physician's statement to our office.
- **Fresh Fruit and Vegetable Program (FFVP):** Select VWSD schools participate in the USDA FFVP, providing students with fruits and vegetables as afternoon snacks. This program introduces students to a variety of produce and promotes healthy snacking habits.
- **Compliance with Non-Competitive Food Rule:** To maintain a healthy school environment, we comply with the USDA's non-competitive food rule. This ensures that the sale of non-nutritious foods does not compete with the nutritious meals served through our programs.
- **Summer Feeding Opportunities:** The district evaluates summer feeding opportunities each year and may offer meal services to support student nutrition during the summer months.
- **Feedback:** Your input helps us improve! Please contact us with any questions, concerns, or suggestions about the meals we serve.

OFFICE

Communications

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WHAT WE DO

The Communications Department is vital in ensuring transparent, effective, and engaging communication between the Vicksburg Warren School District (VWSD) and its stakeholders, including students, parents, staff, and the community. The department manages all media inquiries and serves as the official spokesperson for VWSD.

Internal Communications

External Communications

Media Relations

Brand Management

Event Coverage and Promotion

Crisis Communication

Community Engagement

WHAT YOU NEED TO KNOW

The Communications Department is your go-to resource for staying informed and connected within the Vicksburg Warren School District (VWSD). Here's what you need to know:

How We Communicate

- **Website:** Visit our district website for the latest news, calendars, and resources.
- **Apptegy App:** Coming soon Fall 2026
- **School Status:** SchoolStatus is a comprehensive communication and data platform that helps educators connect with parents and guardians through calls, texts, and emails. It also provides real-time insights into student performance, attendance, and behavior, empowering teachers and administrators to make data-driven decisions and improve student outcomes.
- **Social Media:** Follow us on Facebook for real-time updates and event highlights.
- **Email & Newsletters:** Check your inbox for regular updates from the district.

OFFICE

Curriculum & Technology Integration

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WHAT WE DO

Curriculum Development & Implementation

IDENTIFY and IMPLEMENT curriculum resources aligned to the Mississippi College and Career Readiness Standards for core subjects.

DEVELOP and IMPLEMENT instructional materials and programs for social-emotional learning.

COORDINATE textbook adoption and distribution.

Professional Development & Support

DESIGN and DELIVER professional development and technical assistance for Pre-K through 12th-grade educators, including teachers, lead teachers, school librarians, MTSS Coordinators, and administrators.

PROVIDE evidence-based literacy strategies aligned with the science of reading for Kindergarten through Grade 3.

MANAGE the new teacher induction program.

Program Oversight

MANAGE districtwide intervention services and library services.

COORDINATE and MANAGE state-funded programs, including the State Invested Pre-K (SIP) Grant and Dyslexia Grant

Assessment Management

COORDINATE districtwide screeners and benchmark exams.

Resource Development

DEVELOP and PUBLISH instructional resources to support building-level instruction.

WHAT YOU NEED TO KNOW

Instructional Management System

The Vicksburg Warren School District (VWSD) [Instructional Management System](#) (IMS) provides a comprehensive framework for curriculum, instruction, and assessment aligned with Board policy and Accreditation Process Standard 20. This system outlines expectations for the written, taught, and assessed curriculum while detailing strategies and resources to achieve instructional success as defined by state and federal accountability standards. The IMS supports efforts to streamline PK-12 instructional programs, enhance data-driven decision-making, and implement consistent professional learning opportunities. Aligned with VWSD's Strategic Plan and Board Policies (IB, IC, ICB, and JF), the IMS includes components such as clear student expectations, a teaching scope and sequence, aligned assessments, progress monitoring, a Multi-Tiered Support System (MTSS), and a Professional Learning Plan. This plan ensures that instructional delivery is consistently monitored and aligned with the district's goals for academic excellence.

Professional Development

The Vicksburg Warren School District's [professional development program](#) emphasizes differentiated professional learning tailored to meet the diverse needs of educators and administrators. Central to this approach are [Professional Learning Communities \(PLCs\)](#) at both the school and district levels. These PLCs foster collaborative environments where educators engage in meaningful discussions, apply key concepts, and address challenges in instructional practices. District-level content PLCs provide focused opportunities for educators to enhance their expertise in specific subject areas, ensuring alignment with instructional goals. Additionally, ongoing professional development is offered to support district initiatives, maximize the use of instructional resources, and address identified areas of instructional need. Actionable feedback and personalized guidance are integral to the program, supporting professional growth and fostering effective coaching practices that empower all educators to achieve instructional excellence.

Mississippi College and Career Readiness Standards

The [Mississippi College and Career Readiness Standards](#) (MSCCR) serve as the foundation for the Vicksburg Warren School District's instructional practices, ensuring that all students engage with rigorous, grade-appropriate content. These standards provide a clear framework for Tier I instruction, which focuses on delivering high-quality, standards-aligned teaching to meet the needs of all learners in the general education classroom. By implementing MSCCR standards, the district aims to equip students with the knowledge and skills necessary for success in college, career, and life. The consistent use of these standards ensures alignment across grade levels and subjects, fostering equitable educational opportunities districtwide.

Instructional Planning Guides and Scaffolding Documents

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The Mississippi Department of Education (MDE) provides [Instructional Planning Guides](#) and [Scaffolding Documents](#) to support Tier 1 instruction. These resources help teachers plan lessons aligned with state standards and offer strategies for differentiating instruction to meet diverse student needs. The guides ensure high-quality, engaging instruction for all students, promoting success in the classroom.

Early Learning Guidelines and Standards

The Early Learning Guidelines and Standards provide a framework for early childhood education, aligning standards from birth through 12th grade. Key components include the Classroom Assessment Scoring System (CLASS), which evaluates preschool classroom quality in emotional support, organization, and instruction. Public Pre-K classrooms will be monitored using CLASS annually. Additionally, the Brigance Kindergarten Readiness Assessment screens for developmental delays in Pre-K students to ensure early detection and support. Schools will be evaluated for the quality and effectiveness of their early learning services, with monitoring occurring as part of the Accreditation cyclical schedule. More information is available in the Early Learning Guidelines at mdek12.org/ec.

State Invested PreK Grant (SIP)

The State Invested Pre-K (SIP) program, administered by the Mississippi Department of Education (MDE), provides funding to public school districts to establish, expand, and improve high-quality early childhood education for four-year-old children. VWSD used funding to create new pre-K programs, add classrooms to existing programs, or enhance the quality of current pre-K offerings. The SIP program aims to support the successful implementation of early childhood education services, ensuring that more children have access to high-quality, developmentally appropriate learning experiences before entering kindergarten.

C.O.N.N.E.C.T.

The purpose of this program is to provide new teachers within the Vicksburg Warren School District the support necessary to begin a successful teaching career through mentoring. This program equips the teacher in furthering their understanding of teaching procedures, requirements and expectations of their specific grade level or subject area assignment. The mentor teacher serves as a coach, trainer, role model, cheerleader and sponsor. The program allots for reflection, re-evaluation of practice, boost in enthusiasm for teaching, and an overall growth of the mentor teacher as a leader. The District benefits in that it ensures equitable opportunities for all students by providing a quality teacher in every classroom.

Multi-Tiered Systems of Supports

VWSD's Multi-Tiered System of Supports (MTSS) framework emphasizes effective, team-based problem solving that is data-informed, evidence-based, and adaptable to meet the academic and behavioral needs of all students. The program supports the monitoring and implementation of Positive Behavioral Interventions and Supports (PBIS) and the Early Warning System (EWS) to proactively address student needs and improve outcomes. Additionally, professional

development and technical assistance are offered to ensure successful MTSS implementation. Further resources and information can be found on [the Intervention Services webpage](#).

Structured Literacy/Dyslexia Instruction

The goal of Structured Literacy and Dyslexia instruction is to ensure the implementation of Science of Reading principles and High-Quality Instructional Materials (HQIM) districtwide for reading instruction. This approach focuses on evidence-based practices that support early literacy development, particularly for students with dyslexia or reading difficulties. It includes the use of dyslexia screeners, ongoing data collection, and a commitment to meeting the district's dyslexia requirements to provide targeted support for students' reading needs.

OFFICE

Federal Programs

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Vacant
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WHAT WE DO

PROVIDE guidance in the effective use of federal funds to improve student achievement.

MONITOR the implementation of program requirements and expenditures of federal funds such as Title I-A, Title I-A Neglected, Title I Part D Subpart 2, Title II-A, Title IV-A, Title V, School Improvement and Equitable Services.

SUPPORT state and local reform efforts to improve teaching and learning, student achievement, and family engagement strategies.

FACILITATE the enrollment of Immigrant, Migrant, English Learners, McKinney Vento and Foster Care students.

WHAT YOU NEED TO KNOW

Mississippi Comprehensive Automated Performance-Based System (MCAPS)

MCAPS is an online application system for the Mississippi Department of Education. It houses most federal programs applications. The system contains resource information for schools in the MDE Document Library. You can explore MCAPS at mcaps.mdek12.org.

Schoolwide Plans

For Title I schools operating schoolwide programs, federal law and guidance requires a district approved schoolwide plan for each school annually. Once approved, these plans can be viewed in MCAPS.

ESEA Programs Monitoring

Required documentation is to be maintained, accessible, and readily available for the Office of Federal Programs. Documentation should be organized in drive. If technical assistance is needed, please contact the OFP at the number listed above.

OFFICE

Human Resources

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WHAT WE DO

Human Resources (HR) play a crucial role in managing the district's workforce. Our primary responsibilities include:

Recruitment and Staffing: HR is responsible for attracting, hiring, and onboarding new employees which involves job postings, interviews, and selection processes.

Employee Relations: HR acts as a bridge between management and employees, addressing concerns, resolving conflicts, and ensuring a positive workplace culture.

Benefits: HR manages benefits to ensure employees have access to necessary benefits.

Compliance: HR ensures that the organization complies with labor laws and regulations, including health and safety standards.

Workforce Planning: HR analyzes workforce needs and trends to plan for future staffing and organizational changes.

Diversity and Inclusion: HR promotes diversity within the workplace and implements initiatives to foster an inclusive environment.

Overall, HR plays a vital role in supporting both the district's goals and the needs of its employees.

WHAT YOU NEED TO KNOW

Contact the Human Resources office if you have questions regarding any of the following:

Employment: TalentEd is the applicant tracking platform for applying for employment. The link can be found on the district's website under the tab Jobs.

OnBoarding: This process includes a background check state and Federal, fingerprinting, board approval for employment, initial employment paperwork, employment verification, contracts and training.

Licensure: Teaching credentials are obtained and maintained through MECCA, MDE's online licensing system.

Benefits: If you have question above FMLA, Workers Compensation, Retirement or Health coverage contact HR.

Employee Connect: The District online portal for employees to view payroll and make changes to their demographic information such addresses and contact information.

Separation: This process includes separation paperwork and board approval as well as an exit survey.

OFFICE

Innovation

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WHAT WE DO

Collaborate with schools, community and industry partners to align education with workforce needs.

Implement innovative programs across grade levels to foster career readiness.

Support students and staff by providing access to cutting-edge technology, tools, and resources to enhance learning and teaching experiences in the career academies.

WHAT YOU NEED TO KNOW

The Department of Innovation is centered around the career academy structure, which is woven into every stage of a student's educational journey.

- Beginning in Pre-K, students are introduced to the academies and pathways available through the Vicksburg Warren College and Career Academies (VWCCA).
- From 4th to 6th grade, students engage in Career Academy Days, develop leadership portfolios to set and track long-term and short-term goals, and participate in more in-depth career exploration activities that reinforce academy themes in elementary and middle school.
- In junior high, students deepen their understanding of the 16 career clusters, allowing them to make informed decisions about their future.
- Before entering 10th grade, students select an academy.

At the high school level, VWCCA offers four Academies—each designed as a small learning community where core subjects are taught through the lens of the Academy's theme:

1. **Architecture, Construction, Manufacturing, and Engineering (ACME)**
2. **Communications, Arts, and Business (CAB)**
3. **Health and Human Services (HHS)**
4. **Engineering, Design, and Innovation (EDI) (VHS only)**

Each Academy includes specialized pathways aligned with Career and Technical Education (CTE), electives, dual credit opportunities, and other enrichment activities such as internships and job shadowing. These experiences prepare students for one of four pathways upon graduation:

Enrollment in a post-secondary institution

Employment in a transformative, high-paying career

Enlistment in the armed forces

Entrepreneurship with a vetted business plan

OFFICE

Maintenance

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WHAT WE DO

The Maintenance Department plays a critical role in ensuring the operational efficiency and longevity of our facilities, equipment, and systems. This department is responsible for performing regular upkeep, troubleshooting issues, and providing timely repairs, all of which are essential to maintaining smooth daily operations. By adhering to a well-defined maintenance strategy, we aim to minimize downtime, extend the lifespan of assets, and ensure a safe, reliable work environment.

WHAT YOU NEED TO KNOW

Role and Importance of Maintenance

- **Purpose of Maintenance:** The maintenance department's primary role is to ensure the smooth operation of all equipment, systems, and facilities. Without proper maintenance, equipment failures, safety risks, and increased costs can arise.
- **Impact on Operations:** Well-maintained assets contribute to improved efficiency, reduced downtime, and a safer workplace.

2. Types of Maintenance

- **Preventive Maintenance (PM):** Scheduled maintenance tasks (such as inspections, cleaning, and part replacements) aimed at preventing issues before they occur.
- **Corrective Maintenance:** Maintenance activities that occur after equipment has failed or malfunctioned, including repairs or replacements.
- **Emergency Maintenance:** Actions taken to address unplanned, urgent issues that pose safety risks or disrupt critical operations.
- **Predictive Maintenance:** Using data and technology to anticipate maintenance needs, allowing for repairs before equipment fails.
- **Condition-Based Maintenance:** Maintenance actions based on the actual condition of equipment, monitored through sensors or manual checks.

3. Maintenance Request

- **Prioritization:** Maintenance requests are prioritized based on urgency and impact on operations. Critical issues are addressed first to avoid major disruptions.

OFFICE

Exceptional Education

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WHAT WE DO

The Office of Exceptional Education Services is dedicated to ensuring equitable access to high-quality education for all students with disabilities. Our mission is to empower students by providing tailored support, resources, and advocacy that foster their academic and personal growth. We collaborate with families, educators, and community partners to create inclusive learning environments that celebrate diversity, promote individual strengths, and prepare students for successful futures. Through ongoing professional development and commitment to best practices, we aim to enhance educational outcomes and uphold the rights of all students with special needs.

WHAT YOU NEED TO KNOW

The Office of Exceptional Education Services plays a crucial role in supporting students with disabilities and ensuring they receive the education and resources they need to thrive. Here are some key components of their work:

- 1. Individualized Education Programs (IEPs):** The Exceptional Education Office supports the development, implementation, and monitoring of Individualized Education Programs (IEPs), which are legally required educational plans designed to meet the unique needs of students with disabilities. Each IEP outlines the student's present levels of performance, measurable annual goals, accommodations, modifications, related services, and supports necessary to ensure the student receives a free appropriate public education (FAPE) and has the opportunity to achieve academic success.
- 2. Professional Development:** The office provides training and resources for educators and staff to enhance their understanding of special education laws, best practices, and strategies for creating inclusive classrooms. This includes workshops, seminars, and ongoing support.
- 3. Family Engagement:** Collaboration with families is essential. The office actively engages parents and guardians in the educational process, providing them with information, resources, and support to advocate for their children's needs.
- 4. Compliance and Advocacy:** The office ensures that educational institutions comply with federal and state laws regarding special education, such as the Individuals with Disabilities Education Act (IDEA). They also advocate for the rights of students with disabilities, promoting awareness and understanding within the community.
- 5. Resource Allocation:** The office manages funding and resources to support special education programs, ensuring that schools have the necessary tools and personnel to effectively serve students with disabilities.
- 6. Transition Planning:** Helping students transition from school to post-secondary life is a vital aspect of their mission. The office focuses on preparing students for further education, employment, and independent living, ensuring they have the skills and support needed for success after graduation.
- 7. Inclusive Practices:** The office promotes inclusive educational practices that allow students with disabilities to learn alongside their peers in general education settings whenever possible, fostering a sense of belonging and community.

By focusing on these areas, the Office of Exceptional Education Services aims to create an educational landscape that recognizes and values the potential of every student, ensuring that all individuals, regardless of their abilities, have the opportunity to succeed.

OFFICE

Student Services

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WHAT WE DO

The mission of the Department of Student Information, State Testing and Accountability is to enhance the quality of educational decisions aimed at improved student outcomes by providing information, assessment and accountability services and support to all district administrators and educators.

WHAT YOU NEED TO KNOW

The Office of Student Information, Assessment, & Accountability strives to support all VWSD schools and employees. We are the points of contact for the following items/vendors:

- MSIS2.0
- SAM
- State Testing Platforms
- Cumulative Folders
- School Status
- MECCA
- PGS System

OFFICE

Technology

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WHAT WE DO

The Technology Department at Vicksburg Warren School District is dedicated to ensuring the smooth operation of all technological aspects across the district. Our team offers comprehensive support to students, staff, and faculty through the following key services:

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1. **Technical Support & Repair:**
We provide on-demand technical assistance and repair services for hardware and software issues, ensuring minimal disruption to the educational environment. Whether it's a malfunctioning device or a network issue, our team works efficiently to resolve problems quickly.
2. **Teacher Training & Technology Setup:**
Our team offers hands-on training sessions for teachers, helping them integrate technology effectively into their classrooms. We also assist with the setup of new devices, software, and digital resources that support teaching and enhance the learning experience.
3. **Network Monitoring & Maintenance:**
We monitor the district's network to ensure it operates efficiently, securely, and reliably. Our team performs regular updates and resolves any network-related issues promptly to maintain consistent service.
4. **Device Updates & Software Maintenance:**
We manage device updates and software maintenance for all district-owned technology, ensuring that devices are secure, current, and operating at their highest potential. This includes firmware updates, system upgrades, and software patches for educational tools.
5. **Installation of Infrastructure:**
The Technology Department installs and maintains essential infrastructure, including Cat 6 cabling and fiber optics, to ensure reliable internet and network connectivity throughout the district's schools.
6. **Support for Instructional Learning:**
We assist in integrating technology into the curriculum by providing technical support for digital tools and resources. Our goal is to equip teachers with the right technology to enhance student engagement and improve learning outcomes.
7. **Test Day Support:**
During standardized testing, our team ensures that all testing systems and devices function seamlessly, offering technical support to avoid disruptions and help ensure the smooth execution of assessments.
8. **Alternatives to Technology in the Classroom:**
While technology plays a key role in education, we recognize there are times when it may not be available or suitable. We provide alternative solutions to support teachers in delivering effective lessons without reliance on technology.
9. **General Support:**
The Technology Department is here to support the entire Vicksburg Warren School District community. Whether it's troubleshooting classroom devices or assisting with district-wide technology initiatives, we are committed to providing prompt, effective solutions to meet any technology-related needs.

WHAT YOU NEED TO KNOW

The Vicksburg Warren School District Technology Department supports technology-related needs, including technical assistance, device management, network monitoring, and infrastructure maintenance. We offer training for teachers to effectively integrate technology into classrooms and ensure smooth operation during testing. Our team also addresses any technical issues promptly through our helpdesk system, and provides alternative solutions when technology is unavailable. We are committed to maintaining reliable systems and supporting the district's educational goals with efficient and responsive service.

OFFICE

Transportation

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WHAT WE DO

The VWSd transportation department is responsible for managing and overseeing the transportation services that ensure students can safely and efficiently travel to and from school. Their key duties typically include:

1. **Bus Route Planning and Scheduling:** The department designs and optimizes bus routes to ensure they are efficient, safe, and serve the needs of the community. This involves planning pick-up and drop-off times, bus stops, and adjusting routes based on student enrollment and safety considerations.
2. **Bus Fleet Management:** The transportation department is in charge of maintaining and managing the school bus fleet, ensuring buses are safe, well-maintained, and comply with

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state and federal regulations. This includes scheduling regular inspections, repairs, and upkeep of the buses.

3. **Driver Hiring and Training:** The department is responsible for hiring qualified bus drivers, conducting background checks, and providing comprehensive training to ensure drivers are skilled in operating the buses safely, following traffic laws, and managing students during transportation.
4. **Safety Protocols:** The transportation department establishes and enforces safety protocols, such as training for both drivers and students on how to behave on the bus and ensuring compliance with safety laws, like seat belt usage and appropriate supervision.
5. **Student Behavior Management:** The department often works with schools to address behavioral issues on buses, implementing rules and consequences to maintain a safe environment for all students.
6. **Budgeting and Financial Management:** They manage the budget for transportation services, which includes fuel costs, salaries for drivers and staff, bus purchases, and maintenance. They may also apply for funding or grants to support transportation needs.
7. **Communication and Coordination:** The department serves as a liaison between parents, schools, and other district departments, providing updates on transportation schedules, weather-related delays, and responding to inquiries or concerns from parents and guardians.
8. **Emergency Response and Contingency Planning:** They prepare for emergencies like bus accidents, weather disruptions, or other unforeseen circumstances, ensuring there are backup plans to keep students safe.

Overall, the school district transportation department plays a vital role in ensuring students have reliable, safe, and timely access to education through bus services.

WHAT YOU NEED TO KNOW

Contact the Transportation office if you have questions about any of the following:

Routes

Trips

Address Changes

Pick up/Drop off times

BLANK