



VICKSBURG WARREN
SCHOOL DISTRICT

One Community • One District • Growing Together



2026-2027 Student Handbook

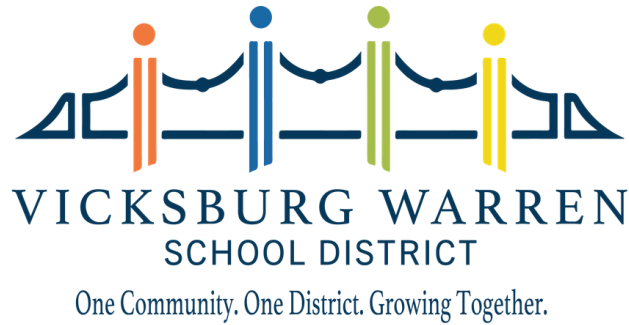
YOUR RESPONSIBILITIES, RIGHTS, &
CODE OF CONDUCT

Vicksburg Warren School District
1500 Mission 66 Vicksburg, MS 39180

(601) 638-5122 | www.vwsd.org

Welcome

***Our Mission: We cultivate lifelong learners who improve themselves,
their school, and their communities for the better.***



Board of Education

Bryan Pratt - District 1
Alonzo Stevens - District 2
James Stirgus, Jr. - District 3
Linda Patterson- District 4
Joe Loviza - District 5

Dr. Toriano Holloway
Superintendent

Dr. Cedric Magee
Deputy Superintendent

Mr. Eric Green
Associate Superintendent

Welcome to the 2026-27 school year! There are many exciting things happening within the Vicksburg Warren School District (VWSD), and I can't wait to see what this year brings. VWSD is committed to graduating all students college, career and life prepared.

This handbook contains information about the expectations for student behavior and provides guidelines to follow while at school or while participating in extracurricular activities. Having students, staff and parents follow the guidelines in this handbook is an important part of providing the most effective learning environment possible for our students and keeping our campuses safe and running smoothly.

We appreciate your assistance in creating the best environment possible for students.



Dr. Toriano Holloway, *Superintendent*



SCHOOL & DISTRICT CONTACT INFORMATION

Vicksburg Warren School District

(601) 638-5122

1500 Mission 66

Vicksburg, MS 39180

Academy of Innovation

(601) 636-2539

1650 Rosa A Temple Drive

Vicksburg, MS 39183

Beechwood Elementary

(601) 638-3875

999 MS-27

Vicksburg, MS 39180

Bovina Elementary

(601) 619-4453

5 Willow Creek Drive

Vicksburg, MS 39183

Bowmar Avenue Elementary School

(601) 636-2486

912 Bowmar Avenue

Vicksburg, MS 39180

Dana Road Elementary

(601) 619-2340

1247 Dana Road

Vicksburg, MS 39180

Redwood Elementary

(601) 636-4885

100 Redwood Road

Redwood, MS 39156

River City Early College

(601) 629-6871

755 HWY 27

Vicksburg, MS 39180

Sherman Avenue Elementary

(601) 638-2409

2145 Sherman Avenue

Vicksburg, MS 39183

South Park Elementary

(601) 636-1271

6530 Nailor Road

Vicksburg, MS 39180

Vicksburg High School

(601) 636-2914

3701 Drummond Street

Vicksburg, MS 39180

Vicksburg Intermediate School

(601) 638-4199

1245 Dana Road

Vicksburg, MS 39180

Vicksburg Junior High School

(601) 636-1966

1533 Rosa A Temple Drive

Vicksburg, MS 39180

Warren Central High School

(601) 638-3372

1000 Highway 27

Vicksburg, MS 39180

Warren Central Intermediate

(601) 638-5656

2147 Sherman Avenue

Vicksburg, MS 39183

Warren Central Junior High School

(601) 638-3981

1630 Rosa A. Temple Drive

Vicksburg, MS 39180

Warrenton Elementary

(601) 638-5122

809 Belva Drive

Vicksburg, MS 39180

VICKSBURG WARREN SCHOOL DISTRICT CALENDAR

2026-2027

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
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30	31					

September 2026						
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October 2026						
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November 2026						
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29	30					

December 2026						
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27	28	29	30	31		

January 2027						
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24	25	26	27	28	29	30
31						

February 2027						
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28						

March 2027						
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28	29	30	31			

April 2027						
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25	26	27	28	29	30	

May 2027						
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23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30			

DATE	EVENT or STUDENT HOLIDAY
July 27	Teachers' First Day
July 31	Students' First Day
Sept. 7	Labor Day
Oct. 5-9	Fall Break
Oct. 12	Teacher PD/Student Holiday
Nov. 23-27	Thanksgiving Holidays
Dec. 18	63% Day for Students
Dec. 21-Jan. 1	Christmas Holidays
Jan. 4	Teacher PD/Student Holiday
Jan 05	Students' First Day
Jan 18	Dr. Martin Luther King, Jr. Holiday
Feb. 15	Presidents Day
Feb. 16	Teacher PD/Student Holiday
Mar. 8-12	Spring Break
Mar. 26-29	Easter Holidays
May 19	RCEC Graduation
May 20	Warren Central High Graduation
May 21	Vickburg High School Graduation
May 25	Students' 63% Day/Last Day for Teachers

NINE WEEKS TESTING DATES

1st Nine Weeks	Sept. 28 - Oct. 2
2nd Nine Weeks	Dec. 14- 18
3rd Nine Weeks	Mar. 1 - 5
4th Nine Weeks	May 17 - 21

PROGRESS REPORT DATES

1st Nine Weeks-Sept. 4	2nd Nine Weeks-Nov. 13
3rd Nine Weeks-Feb. 5	4th Nine Weeks-Apr. 16

REPORT CARD DATES

1st Nine Weeks-Oct. 16	2nd Nine Weeks Jan. 8
3rd Nine Weeks-Mar. 19	4th Nine Weeks May 26

(T) Teachers 187 Days
(S) Students 180 Days

School Beginning / End Times

Elementary

7:45AM - 2:25PM

Junior High

8:20AM - 3:25PM

High School

8:30AM - 3:50PM

Late Check-Ins & Early Checkouts

For purposes of compulsory school attendance, a student shall be considered in full-day attendance if present for at least sixty-six percent (66%) of the instructional day, as defined by the State Board of Education.

Elementary

Late arrival: 10:10AM | Early checkout: 12:09PM

Junior High

Late arrival: 10:44AM | Early checkout: 1:01PM

High School

Late arrival: 10:59AM | Early checkout: 1:21PM

Attendance cutoffs are based on each student's assigned instructional schedule for that day, not necessarily the school's bell-to-bell day. Students with shortened schedules, late arrival, early release, or no assigned class period may have different attendance times.

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ACKNOWLEDGEMENT

The Vicksburg Warren School District acknowledges that this handbook is a general guide for expectations and procedures throughout the schools in our district. Not all situations that arise throughout a school year are addressed in the handbook, and individual schools, departments, teams, etc... may have specific rules and regulations that may not be outlined within the handbook (example: Athletic Department Handbook).

ATTENDANCE AND ABSENCES

Elementary Schools (Pre-K through grade 6)

Students will not be permitted to wander around outside or inside the buildings before or after school. School personnel cannot take responsibility for children before or after these times. Students are not allowed to go home with other students unless the school has written permission from both sets of parents. Pupils are expected to go directly home after dismissal.

Secondary Schools (Grades 7-12)

Students will be permitted to go to their first classroom at 8:15 a.m. for Junior High (Grades 7-8) and 8:25 a.m. for High School (Grades 9-12). Supervision will be provided at the Junior High and High Schools an hour prior to these printed times to allow for early drop off of students. In inclement weather, students may report to the gym or other areas designated by school officials. Students who ride a bus or are late to school for the first period must report directly to first period class. Loitering in the halls, restrooms, library, or any other place on campus will not be tolerated.

Mississippi Compulsory School Attendance Law

Compulsory-school-age child means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. Provided, however, that the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to withdraw the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years.

Attendance Policy (Board Policy JBD)

Each of the following shall constitute an excused absence:

- Illness or injury which prevents the student from being physically able to attend school.
- When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.
- Death or serious illness of a member of the immediate family, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters. The absences must be approved by the principal or his/her designee.
- A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
- Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- Observance of a religious event, with prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of absence would adversely affect the student's education.)
- Attendance at an authorized school activity with the prior approval of the principal or his/her designee.
- Participation in a valid educational opportunity, such as travel including vacations or other family travel, with prior approval of the principal or his/her designee.
- An absence may be excused when it is demonstrated to the satisfaction of the principal or his/her designee that conditions are sufficient to warrant the child's non-attendance. However, no absence shall be excused by the principal or his/her designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

Excused Absences

- For the above listed items, parent/guardian notes will be accepted for a total of three (3) absences per semester.
- Students can have a total of 5 excused absences per semester. Any additional absence during the semester will be an unexcused absence unless it is approved by the Superintendent or his/her designee per MS Code 37-13-91.

- Absences will remain unexcused if documentation for excuse is not received within five (5) days of the student returning to school.
- A student who is absent from school cannot participate in school activities or events that day or night without a documented excuse.

Extended Absences

When a student is absent for more than five (5) consecutive days, the following guidelines must be followed:

- If the student intends to receive an excused absence, he/she, upon returning to school, must present a statement from a licensed physician certifying specific dates missed due to the medical condition.
- The student anticipating an extended absence due to a medical reason must notify his/her counselor prior to the absence in order that orderly academic progress may be made during the absence.
- Failure to comply with either of the above guidelines may result in the student not being permitted to complete for credit the academic work missed during the absence.

Referral to Student Attendance Officer

If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which the child is eligible to attend or the child has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the school district superintendent shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer. The superintendent, or his/her designee, also shall report any student suspensions or student expulsions to the school attendance officer when they occur.

School Attendance Officers' Protocol:

- Five (5) Unexcused Absences –The school attendance officer will notify the parent/guardian in writing of the student's absences.
- Ten (10) Unexcused Absences –An informal hearing will be held at the Warren County Youth Court with the school attendance officer, parent/guardian, and county prosecutor
- Twelve (12) Unexcused Absences – A petition will be filed in the Warren County Youth Court.

Tardiness

- Tardy is defined as arriving to school after the beginning of the school day or class after the beginning of the class period
- Parents of students who arrive to school late must bring the child into the office to check him/her in to school.
- Tardies due to a medical or dental appointment will be excused (and work can be made up) if a doctor's excuse is presented the day of the tardy. No late medical excuses will be accepted for tardies.
- Students will not be subject to consequences if they arrive late on a district school bus.
- Students are allowed up to five (5) unexcused tardies per semester (with work allowed to be made up).
- An absence due to tardiness will keep a student from having perfect attendance. Only tardies due to a doctor's or dentist's appointment will not count towards an absence. A reasonable amount of time will be considered excused before and after a medical or dental appointment.

A student must be present 66% of the school day in order not to receive an absence for that day.

Early Check-outs

- Before the student may be released from school, a parent, legal guardian, or person authorized by a parent must come to the school office and sign the student out. Students will only be released to authorized persons listed on the information card. Appropriate picture identification may be required to check out a student. For safety of students, checkouts must be made 30 minutes prior to dismissal time.
- In the event the child's parents are divorced and the parent with custody does not want the other parent to pick up the child, the school will attempt to notify said parent. The school cannot deny a parent access to his/her child unless there is a court order prohibiting one parent access to the child. If such a court order exists, it should be brought to the office in order that a copy may be made and inserted in the child's cumulative folder.
- Early checkouts due to a medical appointment will be excused (and work can be made up) if a doctor's excuse is presented the day after the early checkout. No late medical excuses will be accepted for early checkouts.
- An absence due to early checkouts will keep a student from having perfect attendance. Only early checkouts due to a doctor's or dentist's appointment will not count towards an absence. A reasonable amount of time will be considered excused before and after a medical or dental appointment.

A student must be present 66% of the school day in order not to receive an absence for that day.

***Students with excessive tardies, late check-ins, or early check-outs could warrant grade level retention due to loss of learning time.**

Chronic Absenteeism

Chronic absenteeism is defined as missing ten percent (10%) or more of a school year or approximately eighteen (18) days of the school year, which equals two days absent per month. Students who are considered chronically absent can be excluded from participation in co-curricular and extracurricular activities, consideration for awards and achievements, inclusion in honor societies, clubs, and activities, and risk grade level retention or non-awarding of Carnegie units at the junior high and high school levels for failure to meet course academic requirements.

Pre-Kindergarten Attendance

Regular attendance is very important in Pre-K. Children learn best when they come to school every day and participate in the daily routine. Because Pre-K is a voluntary program, students are expected to attend consistently in order to keep their placement in the program. Students who do not attend Pre-K regularly risk being dismissed from the program.

ASBESTOS NOTICE

Notice is hereby given to parents, employees, and employee organizations that the Vicksburg Warren School District has had all of its buildings appropriately inspected for asbestos-containing materials and a management plan for each building developed pursuant to the rules and regulations of the Environment Protection Agency and the Hazard Emergency Response Act; and that a copy of the results of said inspections are on file in the Office of the Supervisor of Maintenance and the Office of the respective principals.

AUTOMOBILES: STUDENTS

The Vicksburg Warren School District provides transportation for all students. Bringing an automobile on campus is a privilege which may be revoked if any of the following guidelines are violated.

1. Students must leave their automobiles upon arrival at school.
2. Students are not to go to their automobiles nor to the parking lot at any time during the school day without approval of a principal.
3. Once on campus, the student may not leave without permission from the principal.
4. Students caught leaving campus without permission of the principal will have their parking privileges suspended as well as be penalized for truancy.

Safe Driving

Anyone entering or leaving the campus in their automobiles are required to travel in a slow, safe manner (10 mph or less). Students who drive or are passengers in an auto are under school regulations upon entering the school grounds are subject to all regulations and jurisdiction thereof.

- 1st WARNING about unsafe driving issued from the office will result in the suspension of the student's parking permit for ten days, and parents will be notified.
- 2nd WARNING, suspension of parking permit for twenty days.
- 3rd WARNING will result in the loss of the student's parking permit for the remainder of the school year.

Incidents of reckless driving considered severe will be referred immediately to the appropriate law enforcement agencies and may result in permanent loss of parking privilege.

Search of Automobile

The school retains the authority to inspect student automobiles used as transportation to school. When a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student's vehicle, the student may be required to open the automobile, including the trunk, for further inspection.

Loud Radios & Disturbances

Loud radios and music are a distraction to the school environment. All loud radios must be turned down upon entering the campus. If they can be heard outside the car, they are too loud. Playing of loud radios or audio equipment may result in loss of parking privileges.

Student Parking

Students should park ONLY in the areas designated as student parking. Students should never park in areas assigned for teacher parking.

BUS SAFETY AND REGULATIONS

Vicksburg Warren School District provides transportation for all students who live in its attendance zone and live more than one mile from the school which they attend. Students riding buses are responsible to the driver, who is responsible for their safety and protection. Students are expected to treat the driver and monitors with respect and courtesy.

Students must ride their assigned bus. Any bus change must be approved by the principal initiated by a written and signed request from the parent or guardian.

Students are prohibited from riding the bus to school and then leaving campus upon arrival.

Bus: Loading & Unloading

When waiting, loading, or unloading the bus, each student should:

1. Be at the bus stop on time. The bus will pick you up at a designated area.
2. Never play in the street while waiting for the bus.
3. Do not cross the street to enter the bus until the bus has come to a complete stop, and the proper signal to cross is given.
4. Always cross the street in front of the bus to board and to depart from the bus.
5. Always use handrails while loading and unloading the bus.
6. Never run toward an approaching bus or run beside it.
7. Never bend over or stoop to pick up books or other items which may have been dropped on the street in front of the bus without notifying the driver. The hood of the bus obstructs the vision of the driver.
8. Do not stand in the front area of the bus.

Bus: Student Rules & Regulations

Bus rules and regulations are developed to ensure the safety of each student while on the bus. Students must not do anything that will distract the bus driver. Riding the bus is a privilege and will be granted only to those students who follow the rules.

These rules are:

1. Talk in a normal tone of voice and refrain from making loud noises.
2. Sit in your assigned seat.
3. Keep head, hands, and all articles inside the bus.
4. Never bring unauthorized articles on the bus. Only items for educational purposes are allowed at school.
5. Never use vulgar or profane language.
6. Never fight or scuffle.
7. Always remain seated until the bus comes to a complete stop.
8. Never stand in the front area of the bus.
9. Promptly obey the driver's directions.
10. Never throw anything out of the window.
11. Balloons and glass items are prohibited.

Bus: Disciplinary Action

Students will be disciplined for inappropriate conduct on the bus. The bus driver will give the principal a written report of the misbehavior. Reports will be investigated, and offenders will be subject to one of the following:

1. 1st OFFENSE: verbal warning and conference with the bus driver or bus monitor.
2. 2nd OFFENSE: written warning. A copy of the report will be given to the principal, and the child will be given a copy for his/her parent/guardian.
3. 3rd OFFENSE: five days of suspension from the bus.
4. 4th OFFENSE: ten days of suspension from the bus.
5. 5th OFFENSE: suspension from the bus for the remainder of the year.
6. Infractions involving fighting, spitting out the window, throwing articles out of the window or on the bus, smoking, striking matches, using lighters, or other dangerous behavior will result in an immediate suspension from school and the bus.
7. Assault on the bus driver or school personnel will result in an immediate suspension from school and a recommendation for expulsion for the remainder of the school year. A report will also be submitted to the proper law enforcement agencies, and the student may be arrested.
8. WHEN A STUDENT IS SUSPENDED FROM THE BUS, THE PARENT/GUARDIAN MUST ARRANGE FOR PRIVATE TRANSPORTATION TO AND FROM SCHOOL. REGULAR SCHOOL ATTENDANCE IS

EXPECTED. SUSPENDED STUDENTS CANNOT RIDE ANOTHER VWSD BUS DURING SUSPENSION.

Incidents on the Bus Regarding Students from More than One School

The student transportation program is an extension of the school campus. Therefore, violation of school rules while on the school buses carry the same disciplinary action, including restrictions to participate in the student transportation program. When an incident on a school bus involves students from more than one school, the principals from the respective schools, in collaboration with each other, will determine the appropriate disciplinary action in compliance with due process safeguards and VWSD guidelines.

BULLYING (Board Policy JDDA)

The Vicksburg Warren School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place 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. 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 are encouraged to report the incident to the appropriate school official.

CHILD NUTRITION: CAFETERIA

Breakfasts and lunches are served each school day in the cafeteria. Students may purchase extra sales or snack items (such as chips, cookies, and ice cream) products with their lunch at participating schools. Cash, check, or online payment is accepted for extra sales items. Online payments may be made at any time at www.myschoolbucks.com. Parents may also link to the online service from the District's Child Nutrition website.

Mealviewer

The Vicksburg Warren School District now offers MealViewer, a convenient online service that allows parents and guardians to view menus and their student's daily meals online or on the MealViewer mobile app.

MealViewer provides convenience and safety and allows students to give feedback and rate their favorite meals. Signing up is easy. Parents can go to schools.mealviewer.com or download the MealViewer mobile app and register for a free account to create a profile for their student(s). Additionally, parents may contact MealViewer directly if they have questions by email at mealviewer.support@e-hps.com OR call (866) 351-2248.

Parents can also link to the online service from the District's website at www.vwsd.org.

Cafeteria Rules and Regulations

Pupils are expected to exercise proper conduct at all times. Further instructions will be given during orientation. Lunch will be limited to the cafeteria or other designated areas. Students will not be allowed to eat in the halls, classrooms, or restrooms. Students are not permitted in the parking lot or certain parts of the building during lunch hours. Students eating in outdoor areas must leave the grounds free of litter. Students shall be courteous and practice good table manners in the cafeteria. At the scheduled time, the teacher will dismiss his/her students to the cafeteria. The following rules will be enforced. They include:

1. Walk (do not run) when going to or coming from the cafeteria.
2. Do not break ahead of other students in line.
3. Do not carry any food out of the cafeteria, unless the principal has authorized/designated an alternate lunch area.
4. Refrain from talking loudly, moving from seat to seat, and playing in the cafeteria.
5. Leave the table and floor clean.
6. Place all trash in the trash container and (including disposable trays) before leaving the cafeteria to return to class. your tray to the window.
7. Students who bring their lunch must eat in the cafeteria or designated lunch area.

8. Students must respect themselves, their peers, and supervising teachers while in the cafeteria.

STUDENTS WHO THROW FOOD OR OTHER ITEMS IN THE CAFETERIA WILL BE DISCIPLINED. STUDENTS WHO LEAVE TRASH, FOOD OR A TRAY ON THE FLOOR OR TABLE WILL ALSO BE DISCIPLINED.

Adult Meal Prices

BREAKFAST: \$2.50
LUNCH: \$4.00

Online payments may be made at any time at www.myschoolbucks.com

CLUBS/ORGANIZATIONS AND HAZING

The Vicksburg Warren School District encourages various clubs and organizations recognized and sponsored through the school. These clubs are subject-oriented, special interest, and honor. Also, the school is a member of the student council organization and the National Association of Student Councils. Students are encouraged to actively participate in the extracurricular programs of the school.

Social fraternities and sororities for students are not permitted. School-sponsored organizations shall not use hazing or degradation of individual dignity as a form of initiation.

Hazing can be defined as an act or ceremony which can create the risk of harm to a student as a form of initiation into a particular club or activity. Hazing includes activities that involve the risk of physical harm, whipping, branding, ingesting vile substances, sleep deprivation, over-exposure to heat or cold, restraint, nudity, kidnapping, etc.

Hazing or harassment by any name is wrong. Anyone who witnesses or hears about a form of harassment should report it. Allegations of harassment may be the result of words, physical contact, email, or other unwelcome verbal or nonverbal communication.

All money and financial matters of an internal club or organization must be properly recorded with the school's financial secretary.

Students are encouraged to become actively involved in school-sponsored activities. The Faculty Honors Committee reviews student participation in extracurricular activities when selecting students for the National Honor Society and for scholarship awards. Dues for each club vary and will be established by the individual club sponsor.

Offices of Leadership

Class officers, and club officers are reserved for students who have been in attendance at either Vicksburg High, Warren Central High or RCEC a minimum of one semester prior to service in these organizations. In addition, the student must have maintained a minimum 2.0 GPA. Candidates for the office of president or vice-president of the student council must have maintained a minimum grade point average of 2.5. The candidates must submit a written notification from their counselor verifying that they meet the required grade point average.

The election procedures for nominations for any elected office or honor are as follows: Students must:

- A. Check criteria for elected office prior to pursuing qualifying papers. Students must meet criteria for elected office before qualifying papers are given to the student.
- B. Secure qualifying papers from their assigned sponsor/counselor, fill them out, and turn them in by the deadline.
- C. Upon completion of steps A-B, the student's name will be placed on the ballot.
- D. Students with a cumulative total of three (3) or fewer days of in-school detention and/or out-of-school suspension during the preceding and current school year will be eligible.
- E. Students considered chronically absent will not be eligible for offices of leadership.

Service Roles

Homecoming Court, Yearbook, Who's Who, et. al. (Fall Semester Election/Selection) Students that are selected or elected for any of the above service roles must have completed one full semester at the school for which the selective/election of the service role is being pursued. The student must have and maintain a 2.0 GPA. The selection process is as follows:

1. Students check criteria for elected positions prior to pursuing qualifying papers.
2. Secure qualifying papers from their assigned sponsor, fill them out, and turn them in by the deadline.
3. Students with a cumulative total of five or fewer days of in-school detention and/or out-of-school suspension during the preceding school year will be eligible.
4. Students considered chronically absent will not be eligible for service roles.

COMMUNICABLE DISEASE (JGCC)

A child with communicable diseases will be excluded from school for a required number of days or until cleared by a health agency or the school nurse. Parents must secure a release from the local health agency or their family physician prior to returning to school.

MINIMUM TIME BEFORE RETURN TO SCHOOL

Chickenpox	7 days minimum from appearance of blisters
Conjunctivitis (Pink Eye)	24 hours after the treatment has begun
Covid-19	Current CDC and MSDH recommendations will be used as a guide.
Diarrhea	3 or more watery stools in a 24 hour period; may return to school 24 hours after last watery stool
Head Lice	After treatment and no live lice are present
Influenza	Fever free for 24 hours without fever reducing medication
Measles	7 day minimum after appearance of rash
Meningitis	24 hours after start of chemotherapy
Mumps	9 days after onset of swelling or until swelling of salivary glands has subsided
Staph Infection	24 hours after treatment and any oozing lesions should be covered with a leak proof bandage
Streptococcal infection	24 hours after beginning a prescribed treatment
Scabies (itch)	24 hours after beginning a prescribed treatment
Ringworm	Evidence of medication required and continuous treatment
Vomiting	24 hours after vomiting stops

Any child with a temperature of 100° and above, vomiting, or suffering diarrhea must be picked up immediately. Students sent home with any of these conditions cannot return to school until free of symptoms without fever reducing medication for 24 hours. All draining or bleeding wounds MUST be covered. VWSD follows recommendations from the CDC and MDHS.

Head Lice

Pediculosis (head lice) is a common occurrence in children, particularly during the elementary school years. When children have head lice, they experience itching of the scalp and the presence of live lice in the hair or viable ovaries (nits) attached to the hair shafts. While head lice can be a nuisance, they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Head lice require a human host in order to survive more than a few hours. Head lice are most often transmitted within the family or through close head-to-head contact with infected persons (c.g. sleepovers). Although less common, it also may be transmitted by contact with infested person's personal articles (combs, hair ornaments, hats, helmets, and clothing). Bed linens, pillows, stuffed animals, carpeting, and upholstery that come in contact with the head may also serve as a means of transmission.

VWSD procedures are aligned with recommendations from the CDC, American Academy of Pediatrics, and the National Association Of School Nurses in that the management of pediculosis should not disrupt the education process. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. The burden of unnecessary absenteeism outweighs the risks associated with head lice. Students found to have lice are required to show proof of treatment in order to return to school. Education for parents/guardians of affected students regarding treatment, including application of pediculicide, removal of nits, environmental controls, and screening of family members, as well as protocols to return to school will be discussed.

Evidence based research indicates that school wide or classroom screening and notification is not necessary. The focus is on education of affected students and families. Therefore, only affected students and their families will be notified by the school.

If you have any questions or concerns, contact your school nurse for further information.

Health and Wellness

VWSD requires a Student Health Form to be completed by the parent/guardian at the beginning of each school year. Medical Action Plans from the physician are also required for students with Asthma, Diabetes, Life Threatening Allergy and Seizures, or any Special Procedures. The School Medication Authorization form is required to give any medication and requires signatures from both guardian and physician to be valid. All medical forms can be found on the VWSD website and in each school's office.

USDA Federal Regulations require all foods offered to students through sale, service, class or club parties to be purchased and delivered in a pre-sealed container. Container labels shall identify where and when the product was produced with expiration dates for the product. No home-prepared foods will be served to any VWSD students. (This does not include lunches sent from home for personal student consumption.)

CONFERENCES

The Vicksburg Warren School District endorses a productive working relationship among teachers, parents, and students. Teachers and principals will conduct student conferences as needed, to help students assess and evaluate their performance and their progress. Parents may secure an appointment for a conference with the teacher(s) and/or principal by calling the school office. Parents are urged to request a conference with each of their child's teachers. This will benefit both parent and child.

If there are any special circumstances about which the school needs to know regarding a child's health, family situations (custody/guardianship), or learning or behavioral problems, arrangements should be made to discuss these with the principal and/or teachers early in the year. If deaths in the family, separation, divorce, or other unusual situations develop during the school year, the school needs to know this in order to assist the child in a positive manner. School personnel want to work with parents in every way possible to help children through difficult times. Please keep the school informed so that this can be done.

In order to help facilitate open communication during teacher and parent meetings, video or audio recordings of parent and teacher meetings will not be allowed unless there is a physical disability which prevents an individual from being able to take notes during the meeting.

DISCIPLINE

Code of Student Conduct

Students must arrive at their schools at the designated time; report to all classes and/or school-sponsored student activities promptly; prepared to work and participate in learning activities as required by teachers, advisors, sponsors, and/or coaches;

respect individuals and property; refrain from use of profanity and obscenity in verbal, written, or gestural form; and abide by school rules and regulations pertaining to all learning experiences and activities sponsored and/or sanctioned by the school, including the student transportation system and after-school events. Students are expected to conduct themselves appropriately and act with due regard for authority vested by the Vicksburg Warren Board of Trustees and all district employees.

Discipline is based on the belief that all students must follow basic rules of behavior. Consequently, a violation of rules constitutes a willful and conscious act on the part of the individual. The school district believes that disciplinary actions should be minimized while assuring and guaranteeing the entire school community that an orderly learning environment is maintained.

The faculty and staff will exert every effort to maintain an orderly, educational atmosphere. The teacher, as the authority in classroom matters, shall have authority to recommend removal of a disruptive student from the classroom based upon evidence that the teacher has complied with the school district's policies and regulations regarding student discipline and has attempted to correct the disruptive behavior. Final disposition of discipline resides with the administration. All procedures of due process will be observed in administering the school district's rules and regulations.

Uniform Discipline Code

The Vicksburg Warren School District has established a Uniform Discipline Code applicable to all students enrolled in the school district. It is expected that this Code shall be followed and enforced in the same spirit and manner throughout the school district. Principals of the schools and their administrative personnel shall assure that every student's right to constitutional due process is followed in every instance of the application of the Code. Principals and their assistants may also consider appropriate mitigating circumstances in the administration of disciplinary actions under this Code. "Mitigating circumstances" include, but are not necessarily limited to, the following factors:

- Age, health, maturity, and academic placement of the student
- Prior conduct of the student
- Attitude of the student
- Cooperation of parents or guardian
- Willingness of the student to accept responsibility for his or her acts and to take the severity of the applicable offense or disciplinary infraction

Discipline Report Form

Whenever a student violates any of the rules and regulations of the school, the teacher documents the misbehavior and gives the information to the principal for disposition. A copy of this form indicating the violation and action taken by the administrator is given to the student to be taken home for parental notification. Although the school makes reasonable attempts to notify a parent or guardian, it is ultimately the responsibility of the student to deliver the parental notification to his/her parents or guardian. The parent and student are expected to sign and return the form.

Due Process

Students who violate the Code of Student Conduct shall receive oral or written notice of the alleged violations(s) and the consequence(s) by the principal or designee. If students deny the allegations, the principal will give an explanation of the evidence against them and afford the students an opportunity to rebut the allegations.

When deciding the consequences for code violations, the principal considers the students' explanations and may consult with others before making a final determination. Whenever possible, parents/guardians of student violators are notified immediately of the Code violation and consequences either in person, by telephone, or by written notice. In all cases of suspension, the parent/guardian shall be notified in writing within 24 hours of the violation of such suspension, giving the reason(s) thereof.

Level I Offenses

The following areas of misconduct may be corrected by corporal punishment, in-school detention, after-school detention, out-of-school suspension for a period up to, but no more than three (3) days OSS, or other options deemed appropriate by the principal:

- Being in unauthorized/restricted areas, including the parking lot, at unauthorized times
- Defacing or destroying school property
- Disrespect of a school employee
- Disruptive Behavior
- Dress Code Violation

- False pretense (giving incorrect names or other pertinent information, forging notes or excuses, misrepresentation on tests or other assignments, etc.)
- Elementary Students only -- Fighting or provoking a fight that does not involve the use of a weapon or any instrument that may be used as a weapon to cause bodily harm. (Use of fists may constitute "use of a weapon" depending on the fight and other mitigating factors)
- Gambling or possession of gambling paraphernalia including playing cards
- Inappropriate physical contact (PDA)
- Leaving school campus without permission
- Possession of pornographic material
- Possession, use, or transfer of tobacco, tobacco products, or vaporizer pens
- Tardiness to school or class (habitual)
- Truancy
- Unauthorized use of electronic device
- Visiting another school campus without proper approval of school officials
- Vulgarity, profanity, or obscenity, whether written, spoken, or by gesture
- Stealing (the student may be required to make monetary restitution or to replace the item with one of its kind that is new as opposed to returning to the victim what has been illegally taken and put to the personal use of the offending student or students)
- Any other offense the principal deems to appropriately fall under Level I offenses

Level II Offenses

The following violations of the Discipline Code may result in the student being suspended from school or placed at the Alternative School for a period of up to five (5) school days. Principals may request a hearing before the District Review Committee before being allowed to return to school. Students who are habitual perpetrators of Level 2 infractions will be referred to the District Review Committee. Two (2) violations for fighting on the secondary level during one school year may result in a student being referred to the Discipline Review Committee.

The following offenses are considered Level 2 offenses:

- Defacing or destroying school property
- (Grades 7-12) -- Fighting or provoking a fight that does not involve the use of a weapon or any instrument that may be used as a weapon to cause bodily harm (use of fists may constitute "use of weapon" depending upon the severity of the fight or other mitigating circumstances). Fighting that causes a major disruption to the school day will be seen as a Level III offense.
- Insubordination or failure to comply with a directive
- Initiation of or participation in a major disturbance of the school
- Possession or use of fireworks
- Trespassing (or on school property while under suspension, expulsion, or absent from school)
- Distributing pornography
- Repeated level one offenses
- Any other offense the principal deems to appropriately fall under Level II offenses

Level III Offenses

The following violations of the Uniform Discipline Code shall result in a suspension for up to nine (9) school days and a hearing before the District Discipline Review Committee, before the student is allowed to return to school:

- Computer sabotage or misuse of computer technology (e.g., "hacking", placing a virus, removing programs or operating systems, etc.) [restitution required] or accessing inappropriate websites (e.g., hate groups, pornography, etc.).
- Harassing, intimidating, or threatening fellow students (sexually, physically, or psychologically).
- Participating in or causing a disturbance (fighting, battery, aggravated or simple assault or violent act/action resulting in physical injury or mental anguish)
- Stealing, larceny, extortion (the student may be required to make monetary restitution or to replace the item with one of its kind that is new as opposed to returning to the victim what has been illegally taken and put to the personal use of the offending student or students)
- Weapons (e.g., possession of any weapon such as mace or other chemical irritant, knives, or any other item used as a weapon other than a firearm which is a Level IV offense)
- Threatening, harassing, or disrespecting (major) an employee of the school district
- Misuse of video device/phone for inappropriate recording
- Repeated Level I or Level II offenses.

- Any other offense the principal deems to appropriately fall under Level III offenses

Level IV Offenses

The following violations of the Uniform Discipline Code are considered as to be Level IV offenses and shall result in a suspension from school for up to nine (9) school days and a hearing before the District Discipline Review Committee for consideration up to expulsion for one calendar year (twelve months from the date of the commission of the violation or infraction):

- Gang activity or physical/verbal altercations regarding more than (2) students
- Open defiance, striking, attacking, or assaulting an employee of the Vicksburg Warren School District.
- Voyeurism
- Possession of a firearm in violation of the Laws of the State of Mississippi and/or applicable federal legislation pertinent to the Gun-Free Schools Act of 1994 (Title VIII, Elementary and Secondary Education Act of 1965, as amended) use or attempted use of a deadly weapon as defined in State Laws §97-37-17; possession of any dynamite cartridge, bomb, grenade, mine, or powerful explosive (e.g. possession of any weapon such as mace or chemical irritant, knives, or any other item used as a weapon; and possession of ammunition)
- Weapons (not including firearms, but including such weapons as mace, knives of any fashion or length, dirks, throwing stars, and all other such paraphernalia, or any sharp or pointed instrument or other item that is used as a weapon)
- Possession, transfer, sale, or use of alcohol, illegal drugs, narcotics, or any other controlled substances in violation of applicable state and federal laws
- Sexual assault, sexual battery, rape, engaging in a sexual act, or indecent liberties with a minor
- Threatening or using a weapon in confrontation with another person
- Arrest for infractions in or on school property, including student transportation system
- Kidnapping; murder
- Repeated violations of previous level offenses
- Any other offense the principal deems to appropriately fall under Level IV

In the event a student is arrested and charged with a criminal offense for any reason other than minor traffic violations, violations of the game and fish laws, or other misdemeanors, and if it is determined that the student is a threat to the safety of others, or disrupts the educational process, the student may be suspended from school.

The School Safety Act of 2001

The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The Superintendent is authorized to more fully develop and implement these discipline procedures in the school district.

Participating In or Causing a Disturbance

In the event a fight breaks out, students are advised to move away from the area of disturbance, tend to their own business, and not get in the way of school personnel who are attempting to deal with the situation. ***Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so, all of these are violations of the disturbance/fighting policy.*** In more severe cases, prosecution through appropriate legal avenues may be an alternative. Students who instigate a disturbance but are not actively involved, (i.e., students who carry rumors, put others up to fighting, carry information back and forth between individuals who subsequently become involved in an altercation) submit themselves to disciplinary action as deemed appropriate by the school administration. Teachers are to report such incidents immediately to a school administrator. ***In summary, a disturbance of any nature will not be tolerated on school campus, on transportation system, or at a school-sanctioned event.***

Student Conduct Outside the Classroom

The student conduct required in the classroom is expected of students outside the classroom, anywhere on campus; (. i.e., in hallways, cafeteria, library, parking lot, etc.). Failure to recognize adult authority, even though the adult is not the student's teacher, shall result in the disciplinary action as described in Levels I - IV.

Student Conduct at Events After School Hours

Students traveling in private vehicles to after-school activities will be the responsibility of their parents. However, once the students are in attendance at the event sponsored or sanctioned by the school, the students shall be under the jurisdiction of the school; and all conduct will be subject to the rules and regulations of the school district. Students traveling under the school district's supervision, regardless of the means of transportation, are subject to all the school district's rules and regulations. Students should be aware that they and/or their personal property are subject to search before, during, and/or after any school-sponsored event/trip.

The Mississippi High School Activities Association stipulates that the superintendent, principal, coach, sponsor, or other school representative of the school shall be responsible for the conduct of all individuals - students and adults - connected with their school at events both at home and at other locations.

Use of a Controlled Substance (Alcohol and/or Drugs)

The possession, use, transfer, or sale of alcohol, illegal drugs, narcotics or controlled substances as defined by state or federal laws by any student while on school property, to and from school, at any school function or school-sponsored activity, or while under the supervision and direction of any school personnel acting in an official capacity is prohibited.

Any student acting or being under the influence of alcohol, illegal drugs, narcotics or controlled substance shall be deemed guilty and in violation of state and/or federal laws, including the school district's policies and procedures. In addition to such disciplinary action as may be determined by the school district, law enforcement agencies shall be notified of such offense.

Any student who is under the care of a licensed medical care-giver and is taking prescribed medicine at the direction of such medical care-giver must have all such medicine in the numbered and labeled containers provided by the pharmacy or drugstore. Possession or use of any such medicines must be pursuant to a current prescription for the particular student and for no other person or family member.

Student Transportation Program

The student transportation program is an extension of the school campus. Therefore, violation of school rules while on the school buses carry the same disciplinary action, including restrictions to participate in the student transportation program. When an incident on a school bus involves students from more than one school, the principals from the respective schools, in collaboration with each other, will determine the appropriate disciplinary action in compliance with due process safeguards and guidelines specified elsewhere in this handbook.

Cheating

The Vicksburg Warren School District Board believes that a pupil's work should be a reflection of that individual's knowledge and ability. Cheating including plagiarism on the part of pupils violates the basic premise stated above.

Students violating the provisions of this policy statement shall be dealt with in the following manner:

First Offense: A confidential conference between the teacher and the pupil will be conducted. The building principal and parents will be notified. The student will be given an opportunity for work to be redone, receiving a grade no higher than 60.

Second Offense: The pupil will receive a zero (0) grade on the work or test involved. The building principal and parents will be notified.

Subsequent offenses may result in suspension.

Definition of Consequences of Code Violations

Students who demonstrate acts of misconduct may be subject to any of the following disciplinary consequences (depending on the severity of the infraction):

- Warning
- Loss of recess or other privilege/detention
- Parents contacted
- Parent/teacher/administrative conference
- Referral to principal
- Counseling
- Corporal Punishment
- Detention/Suspension

Corporal Punishment

Corporal punishment may be administered only in the presence of a witness. All corporal punishment measures are reported in writing on disciplinary referral forms. These reports are on file for future reference, and a copy of the report is sent home. If a parent prefers that his/her child not receive corporal punishment, the principal must have this request in writing at the beginning of the school year.

If corporal punishment is not allowed, the child may be suspended for a number of days appropriate to the offense. All questioning and searching of students are carried out in accordance with state and federal regulations.

Students and parents are furnished written rules of conduct as part of the Behavior Management Plan at the beginning of each school year. Parents are urged to read and go over these rules with their children. Parents are asked to sign and return the forms sent home. Parental support and cooperation in the area of discipline are essential to the success of the school program.

Detention--Before/After-School and In-School Detention

Before/After-School and In-School Detention have been established to complement the district-wide discipline program and are applicable to Level 1 offenses. At VWSD secondary school students may be assigned After-School Detention for one hour per day to be held on Monday through Thursday. Referrals made on these days are to be served on Monday or the next school day. For example:

<u>Day Assigned</u>	<u>Day to Report to ASD</u>
Thursday/Friday before Labor Day	Tuesday following Labor Day
Thursday/Friday before Thanksgiving	Monday following Thanksgiving
Thursday/Friday before Christmas	First day of school in January

Failure to attend after-school detention

If a student is in school on the date for which an after-school assignment was made and does not attend the After-School Detention program, she/he will report to ISD upon returning to school. If a student checks out from school early the day that ASD is assigned, the student must present a court or medical document verifying the reason for checkout in order to be allowed into class the following day. Without a court or medical document verifying the reason for check-out, the student will report to ISD upon return to school.

Students removed from ASD for misbehavior or failures to follow directions are subject to suspension for two days. Students will not be admitted to ASD tardy, and such tardiness will be interpreted as an absence. A student will be assigned to ASD no more than two (2) times per semester per teacher. Additional assignments will result in further disciplinary action. Students with an unexcused ASD absence will be assigned to ISD upon return to school.

In-School Detention (ISD)

In-School Detention is applicable to various level offenses. In-School Detention assignment is made by a school principal or assistant principal. In-School Detention is an effort to allow students to keep up with their assignments and school work. Any student who gives the supervisor disciplinary problems or does not adhere to ISD rules may be suspended from school. **After the student returns from his or her out-of-school suspension, the student will be required to report to ISD and complete the original ISD assignment.** Failure to report to ISD may result in the assignment by the administrator of additional days in ISD.

Suspension

Suspension is defined as removal from the regular school program for one (1) to nine (9) school days for infraction of the school district's Code of Student Conduct. The student shall be afforded informal due process.

When unacceptable behavior cannot be corrected by the resources of the school, the board hereby authorizes the school principal, or designee, to suspend any student for violations of any published rule or regulation or for any act of misconduct or insubordination as a final effort to influence the student's behavior. The principal, or designee, may suspend students for a period not to exceed nine (9) school days without prior approval by the Board of Trustees for the school district.

Out-of-school suspension (OSS)

Suspension results in the forfeiture of participation in all school activities, including extracurricular activities and programs, for no more than nine (9) school days. When a student's conduct is so disruptive, aggressive, or vulgar as to interfere with the instructional process, constitutional rights, or safety of others, the administration will exclude the disruptive student from regular class. For all suspensions the student must appear before the principal, or designee, and be informed of the violation, the basis of the accusation, and the consequences of behavior (Levels I-IV). The principal shall investigate the allegations to the most reasonable extent possible including, but not limited to, interviewing other students or employees. In all instances of suspension, reasonable attempts will be made to notify parents/guardians in person or by phone. If attempts to reach parents are unsuccessful, parents may be notified by letter, including the parent's copy of the Discipline Report stating the incident, circumstances and punishment.

Disruptive behavior in In-School Detention or failure to attend ISD may result in additional days of ISD or out of school suspension. Students under suspension shall not be present upon any school grounds or property nor attend any school-sponsored activities. Students under suspension who are on school property or attending a school-sponsored event or activity may be suspended for additional days and/or may be prosecuted for criminal trespass. [See Level II Offenses.]

Zero Day Conference

A Zero Day Conference is a disciplinary intervention requiring a parent or legal guardian to meet with school administration prior to the student returning to class or school activities. This consequence does not assign a specific number of suspension days; however, the student may not return to class until the required conference has occurred. In many cases, the conference may occur the same day without the student missing instructional time. Pending the required conference, the student may be assigned to ISD or another supervised setting as determined by school administration.

Alternative School

Students in violation of Levels II-III infractions are subject to placement in the school district's alternative school program. The alternative school is a school for students who have exhausted all steps in the discipline code up to and including expulsion. Guidelines, as stipulated in state law, provide for placement in the alternative school program including:

1. Any compulsory school-age child who has been suspended or expelled from school. A student expelled for possession of a weapon or other felonious act is not eligible for placement at the alternative school.
2. Any compulsory-school-age child referred to such alternative school based upon a documented need for placement in the alternative school program by the parent, legal guardian, or custodian of such child due to disciplinary problems. A review of placement must be scheduled and held with the review committee of the alternative school prior to the placement of a student at the alternative school.
3. Any compulsory-school-age child is referred to such an alternative school program by the disposition order of a chancellor or youth court judge, with the consent of the principal.
4. The minimum length of time a student may be assigned to the alternative school program shall be one grading period. The student's academic progress and behavior as determined by a review committee will be the basis for reassignment to the regular school program.

Students charged with felony offenses may be placed in an alternative educational setting, pending judicial disposition or administrative review when deemed necessary by school administration for safety, welfare, or orderly school operations (Policy JCBE).

Expulsion

Expulsion is the total exclusion of the student from participation in or attendance at any school related activity for a grading period, semester, school year, or calendar year. Prior to expulsion, in compliance with the concept of due process, a District Discipline Review Committee, acting as the official representation of the Board of Trustees, shall review the allegations and administrator's recommendations, and determine appropriate action. Requests for readmission, after the terms of the expulsion have been met, must be submitted to the office of the Superintendent of Education for review by the school board to determine if the student has complied with the conditions set forth in the Order for Expulsion, and to determine the appropriate educational placement.

Deficit Credit

The school will make every effort to assist a student in overcoming loss of credit when suspension occurs, it shall be the responsibility of the student and/or parents, guardian, or custodian to contact school officials for an evaluation of the student's academic records so that an alternate educational plan can be developed and implemented.

District Discipline Review Committee

When a principal determines that a student should be expelled or recommends placement in an alternative program, the case shall be referred to the District Discipline Review Committee. This committee, as the designee of the Board of Trustees for the school district, will act on the principal's recommendation for expulsion. The student, parents/guardians/custodian, and/or their representative are entitled to be present at the hearing before the District Discipline Review Committee. Based on the evidence presented at the hearing, the committee will accept, reject, or modify the recommendations of the principal. Students enrolled in special programs may be placed on probation or removed from the program. Written notice of the action of the committee will be mailed to the student or parent/guardian/custodian.

DRESS CODE

PRE-K THROUGH 8

Any students who attend any of the Elementary or Junior High Schools will dress in the adopted clothing style and colors.

The following standardized dress requirements apply to all elementary and junior high school students. Deviation from or addition to this dress code is at the discretion of the principal.

South Zone Color Selection

Tops: White, Green,
Navy, Gray, Black

Bottoms: Khaki, Navy, Black

Outerwear, Jackets/Coats: Can be any color

North Zone Color Selection

Tops: White, Red, Navy, Gray,
Powder Blue

Bottoms: Khaki, Navy, Black

Outerwear,
Jackets/Coats: Can be of any color

*Dana Road, South Park, Warrenton, Vicksburg
Intermediate, Vicksburg Jr. High*

*Beechwood, Bovina, Redwood, Sherman Ave.
Warren Central Intermediate, Warren Central Jr. High*

**Academy of Innovation and Bowmar students may wear uniforms from either zone.*

Dress Selection

Tops

Acceptable tops are long or short sleeved, collared, or turtlenecks.
No T-shirts worn as tops. Tops must be of appropriate size.

Bottoms

Acceptable bottoms are pants/slacks, shorts, skorts, skirts, and jumpers.
Skirts, shorts, and jumpers may be pleated or unpleated.
No baggy, sagging, cargo, denim, holes, frays, jogging pants, rolled up pants, spandex, sweats, biker pants, or nylon material.
Bottoms that were manufactured to be worn with belts shall be worn with belts properly affixed.

Outerwear

Acceptable outerwear is cardigan, crew neck or V-neck vest or zippered sweaters. Sweatshirts, sweaters, or light-weight jackets no more than one size too big or one size too small may be worn. An appropriate top must be worn under the outerwear. Outerwear may be worn in the classroom.

Jackets/Coats

Acceptable jackets/coats will have no pictures depicting group affiliation, drugs, alcohol or obscenities.

Shoes

Athletic shoes are acceptable. No house slippers, beach shoes, shower shoes, flip-flops, high/spike heels, heels, platform shoes, or sandals without backs are allowed. Shoes with rollers are prohibited.

General Guidelines

- Pants must fit at the waist and be no more than one size too big or one size too small. Shorts, skirts, skorts, and jumpers should be no shorter than 3" above the top of the knee, even when leggings are worn.
- Bottoms will be made of cotton, cotton blends, corduroy or synthetic fibers. No jeans, sweats, or spandex clothing are to be worn.
- Leggings should not be worn as an outer garment.
- Clothing and outerwear must be free of distracting logos.
- Students may not wear basketball shorts or similar trousers except during field day or other such school-sponsored events.
- The principal will announce if there are special occasions, like Field Day or Spirit Day, when other clothing may be worn. Otherwise, school uniforms will be worn every school day. All clothing, especially shorts and pants, should fit appropriately.

Miscellaneous

- No caps/kerchiefs, bandanas, do-rags, head wraps, stocking caps or headbands
- Hats and scarves are not to be worn in the building.
- No combs, picks, brushes or rollers in hair are allowed.

- No medallions worn outside the shirt.
- Key chains should not be visible.
- No jewelry with drug, alcohol, or violence-related information is allowed.
- Any other item the principal deems inappropriate.

Spirit Day

Club shirts or school logo shirts may be worn on Spirit Day. The school principal may modify the dress on Spirit Day and must notify parents regarding the modifications.

High School Dress Code

Students are our school community's most valuable assets and most visible representatives. Each student's personal appearance should reflect this importance. Students should therefore be well-groomed and neatly dressed at all times. Any form of dress or appearance that is contrary to good hygiene, embarrasses others, presents a real possibility of concealing a dangerous or potentially dangerous article, or disrupts the learning environment will not be permitted. Violation of the dress code is a Level 1 offense. It is impossible to address all issues concerning the dress code in this handbook. If any student has any doubt about the appropriateness of any attire, it is the individual student's responsibility to consult with the school administration before wearing such attire. The following rules will serve as general guidelines for appropriate dress and personal appearance. These guidelines will apply at all times for students on school property or trips. Students shall not wear:

1. Caps, hats, stocking caps, bandanas, hoodies on the head and/or other head coverings.
2. Clothing advertising alcoholic beverages, tobacco or drugs.
3. Clothing advertising establishments whose main source of revenue is selling alcohol, such as bars or night clubs.
4. Clothing exhibiting profanity, obscene language, suggestive phrases or gestures, bandanas and other symbols/insignia.
5. Clothing in such a way as to signify gang identity (i.e. one pants leg pulled or rolled up).
6. Trench coats outside of the appropriate season (remove)
7. Clothing with holes that expose skin above the knee. Students may lower garments with tears or rips provided the tears or rips are below the knee. Rips/tears above the knee must be patched so that no skin is visible.
8. Shorts that are generally referred to as "biking shorts".
9. Sunglasses and/or gloves may not be worn inside the school building.
10. Rollers, combs, picks, wave caps, bonnets, stocking caps or other grooming instruments in the hair.
11. "See through" clothes.
12. Shirts unbuttoned below the second button.
13. Crop tops, spaghetti straps, or T-strap shirts or dresses. Tank tops or sleeveless tops must be three fingertips width on the shoulder.
14. Pants and shorts that "sag" below the waist line.
15. Pants and shorts that display wording anywhere which may cause a disturbance.
16. Mini-skirts or mini-shorts -- Skirts or shorts must be no shorter than 3 inches above the knee without leggings underneath.
17. Any clothing that exhibits printing or graphics that an administrator determines is offensive or insensitive to other students or the school community by virtue of its reference to nationality, race, religion or gender.
18. Pajamas/sleep-wear, house slippers.
19. Blankets should not be brought to school.
20. Earbuds, headphones are NOT to be worn inside the school.
21. Any other item the principal deems inappropriate.

Shirts must touch, at minimum, the top portion of the lower garment at all times. Shirts must be long enough to cover the bottom if wearing leggings.

Students are to wear shoes at all times. House slippers, cleats, or other shoe attire of this nature shall not be worn.

Clothing exposing the torso or midriff, either front, back or sides shall not be worn. Necklines of all upper garments must be modest. Low cut necklines are prohibited and the cut of garments must not expose undergarments or cleavage.

NOTE: The principal or principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code and hinders the education/safety of all students

Violation of Dress Code

If the principal determines that a student's clothing does not comply with Board Policy, his/her parent/guardian may be asked to bring an appropriate change of clothes to school, or the student may be asked to leave an after-school activity. The student

may also receive a disciplinary consequence for violating the school's dress code. Repeated violations may result in progressively more serious consequences.

DRIVER'S LICENSE CERTIFICATE OF ATTENDANCE

Requests for Certificates of Attendance should be made at the principal's office. Certificates will be available 24 hours after receipt of the request.

ELECTRONIC DEVICES

The school is not the proper place to bring personal items that are not necessary for educational purposes. The Vicksburg Warren School District provides students with district-issued Chromebooks that are sufficient for all instructional and educational activities during the school day. Personal electronic devices are not required for student participation in school activities or instruction.

Students are discouraged from bringing personal electronic devices to school, including but not limited to cell phones, smartwatches, smartglasses, earbuds, headphones, tablets, gaming devices, or similar electronic equipment. Students who choose to bring such items to school do so at their own risk. The school district assumes no responsibility for lost, stolen, damaged, borrowed, or misplaced personal electronic devices and such matters will generally not be the subject of administrative investigation.

Personal electronic devices shall not be used during the instructional school day unless specifically authorized by school administration or by a classroom teacher for an approved instructional activity or documented health-related purpose. During the school day, electronic devices must remain off and out of sight at all times and should be stored in a backpack, purse, locker, or other personal bag or enclosure.

The use of personal electronic devices to photograph, video record, audio record, livestream, transmit, or post images or recordings of students, employees, classrooms, or school activities without permission is prohibited and may result in additional disciplinary consequences. Personal devices will not be permitted access to the school district's internet or Wi-Fi network unless specifically authorized by the district.

Any student found using or displaying a personal electronic device without permission during the school day may be subject to disciplinary action. School personnel may confiscate electronic devices when violations occur and provide the student with a property or disciplinary receipt. Refusal to surrender an electronic device to a school employee upon request may be considered insubordination and may result in additional disciplinary consequences.

Consequences for violations of the electronic device procedures are as follows:

- **1st Violation**
The electronic device may be confiscated and a property or disciplinary receipt issued to the student. A parent or legal guardian must come to the school for an informal conference and to retrieve the device.
- **2nd Violation**
The student may receive one (1) day of In-School Detention. The electronic device may be confiscated and a property or disciplinary receipt issued. A parent or legal guardian must come to the school to retrieve the device.
- **3rd Violation**
The student may receive two to three (2-3) days of In-School Detention. The principal may also enact a Zero Day Conference before the student can return to class after their ISD. The electronic device may be confiscated and a property or disciplinary receipt issued. A parent or legal guardian must come to the school to retrieve the device.
- **4th Violation**
The student will receive an Out of School Suspension (OSS). The electronic device may be confiscated and a property or disciplinary receipt issued. A parent or legal guardian must come to the school to retrieve the device.
- **5th Violation**
The student may be referred to the school discipline review committee and may be subject to additional disciplinary consequences as determined by school administration.

EMERGENCY CONTACTS

It is very important that the office have current home and work phone numbers, as well as another number of a responsible adult that could be reached in case of illness, accident or emergency. This information should be reviewed by parents yearly and updated through the SAM Parent Portal as information changes. In the event of a local emergency, a student can only be released to the adults listed in their contact information in SAM.

EMERGENCY DRILLS

Disaster drills and monthly fire drills will be conducted during the school year. Students will be instructed and will practice the proper methods for carrying out these drills. Students must listen carefully and obey instructions given during drills. In the event of a disaster or emergency, prior preparation and training can save lives.

EXTRACURRICULAR ACTIVITIES (Please see the Athletic Department handbooks for more information)

Extracurricular activities are reviewed as an extension of the school day. All rules governing regular school day activities apply to all extracurricular activities at home or away. Students must be in attendance the entire school day in order to participate in extracurricular activities or have prior permission from the principal. Regulations are guided by MS High School Activities Association.

This handbook does not contain all rules and regulations governing all co-curricular activities. It is the student's and/or parent's responsibility to obtain those rules and regulations from the coaches and sponsors and adhere to them.

Students who are considered “chronically absent” (missing 10% or more of their school year) may not be allowed to participate in extracurricular activities.

FIRST AID

VWSD schools attempt to provide an environment in which the child will be safe from accidents. If an occurs, first aid will be administered. If the accident is considered to be of serious enough nature, a parent is called immediately.

If an accident or serious illness requires immediate hospitalization, students are sent to the hospital, but the school does not assume any responsibility for expenses incurred for the hospitalization or transportation to the hospital. Hospital authorities are informed when the patient enters, that the school is in no way responsible and that they must look to the parents of the patient for fee payment.

GATES (Gifted and Talented)

The mission of the Vicksburg Warren School District's GATES program is to develop life-long, self-motivated learners. The Vicksburg Warren School District provides a gifted education program for its intellectually gifted students in grades 2 through 6. The gifted education program is designed to meet the individual needs of these children and are, in addition to, and different from, the regular education program.

Criteria must be met for a student to be identified as intellectually gifted. GATES students are served a minimum of 300 minutes a week through a pull-out program. Information on the referral process is available on the district website and at each school.

Identification of Intellectually Gifted Students

1. Student is recommended for screening and a referral packet is completed. Recommendations come from:
 - a. Teachers
 - b. Administrators
 - c. Parents, relatives, or community members
 - d. Peers
 - e. Self
2. At the referral stage, documentation of three (3) or more of the following must be shown:
 - a. Results of group IQ test given within the last 12 months.
 - b. Characteristics of gifted checklist
 - c. Characteristics of creativity checklist
 - d. Characteristics of leadership checklist
 - e. Exceptional individual accomplishments (recognized at the state, regional, or national level)
 - f. Results of norm referenced group or individual achievement test given within the last 12 months.(A student must have at least one group IQ test or achievement test at the 80 percentile or above at the referral state.)
3. Permission for individualized testing is obtained.

4. IQ testing is completed; a student must score 121 or above (the IQ test that is administered is selected by a psychologist based on the information presented in the referral packet).
5. The District Screening Team meets and reviews the student's performance to determine eligibility.
6. Parents are notified of the results. If the student qualifies, parents must sign permission for placement.
7. Students are re-assessed on an annual basis to determine continued placement.

Students transferring to the Vicksburg Warren School District must meet the same criteria for eligibility in the GATES Program.

GRADES

Grades are available online at the district **website: www.vwsd.org by clicking on the Active Parent link on the FOR PARENTS tab.** The Vicksburg Warren School District expresses its commitment, in the philosophy of the school, to individualized instruction. Formative and Summative Assessments will be utilized in addition to the Retest/Redo Procedures. It is the school's philosophy to offer many varied experiences at varying levels of difficulty so that each student will be challenged to develop one's potential to the highest achievement possible.

PK-1 Grading Scale

5- Exceeding Mastery

4- Standards Mastered

3- Meeting Mastery

2- Approaching Mastery

1- Below Mastery

2-6 Grading Scale

A- 90-100 (Exceeding Mastery)

B 80-89 (Standards Mastered)

C 70-79 (Meeting Mastery)

D 65-69 (Approaching Mastery)

F 0-64 (Below Mastery)

Non-Numerical Grades

E- Excellent

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

I- Incomplete

Kindergarten and First Grade

The following subjects are graded with 1,2,3,4, 5:

ELA

Math

The following subjects are graded with E,S,N, and U:

Art

Physical Education

Music

Second and Third Grade

The following subjects are graded with A-F:

ELA

Math

The following subjects are graded with E,S N, and U:

Art

Social Studies

Science

Physical Education

Music

Fourth, Fifth, and Sixth Grades

The following subjects are graded with A-F:

ELA

Math

Science

Social Studies

The following subjects are graded E,S,N, and U:

Art

Music

Physical Education

** Elementary Schools may elect to use a standards based grading policy to compute and report grades as approved by the superintendent and school board. Additionally, students are assessed through formative and summative evaluations and are given opportunities to show mastery through District Retest/Redo Procedures.*

Elementary Promotion/Retention

Parents are encouraged to carefully review and monitor their child's progress.

Kindergarten and First Grades

In order to be promoted to the 1st and 2nd grade, the student must receive a 3, 4, or 5 on 12 of the 15 standards in mathematics and 13 of the 16 standards in ELA.

Second and Third Grade*

The student must receive an average grade of 65 (D) or higher in ELA and math.

*The Third (3rd) Grade Literacy-Based Promotion Act requires 3rd graders to pass a reading assessment to demonstrate they are ready for 4th grade reading instruction. Students are provided with three opportunities to pass the test. In 2018-19, The Third Grade Literacy-Based Promotion Act requires students to score above the lowest two achievement levels (which is a three or above) in order to be promoted to the 4th grade, unless the student meets the good cause exemptions specified in the law.

Grades 4-6

The student must receive an average grade of 65 (D) or higher in ELA, math, and science.

Secondary Schools

Grade Standards for Academic Subjects

A = 90 - 100	Superior work at grade level
B = 80 - 89	Good work at grade level
C = 70 - 79	Average work at grade level
D = 60 - 69	Poor work at grade level
F = 0 - 59	Failure to achieve minimum work at grade level
I = Incomplete	Some work not completed by reporting period (because of absences in the class, not because of failure to complete assignments when in regular attendance).

**Secondary Schools may elect to use a standards based grading policy to compute and report grades as approved by the superintendent and school board. Additionally, students are assessed through formative and summative evaluations and are given opportunities to show mastery through District Retest/Redo Procedures.*

Progress Reports & Report Cards

A report card is issued at the end of each quarter. The report card provides for academic marking and instructor's comments. Parents should expect these reports rather than special reports from the guidance office. Progress reports are issued mid-quarter. (See the school calendar for the dates on which report cards are issued.)

Grades 7-8

The student must receive an average grade of 60 (D) or higher in ELA, math, and science to be promoted to the next grade.

Grade-Level Classification & Promotion

The following schedule is used for classifying students, provided the criteria are met by the first day of school. No change is made in grade-level classification at midyear. (remove)

Certified by the Feeder School (and Eng 1)	Freshman
6 Carnegie Units	Sophomore
12 Carnegie Units	Junior
18 Carnegie Units	Senior

A Carnegie Unit is 140 hours of class or contact time with an instructor over the course of a year at the secondary level.

***In addition to the minimum units credit listed above, passing grade-level English is required for promotion.*

Computing Quarter, Semester, and Yearly Average

The **quarter grade** is computed by averaging the weighted summative and formative assessment grades. The **semester grade average** is computed by deriving an average of the two quarter grades, and the yearly average is determined by averaging the two semester grades. This grade is to be used in the overall computation of the final grade for said grading

period. Carnegie units are assigned to all subjects that are counted toward graduation. Computation is made at the .5 and 1 Carnegie unit level, depending on the length of the class. No auditing of regular education classes will be permitted.

Grade Point Average (GPA)

Grade Point Averages, which are sent to colleges, are based on a 4.0 scale FOR ALL COURSES.

GRADE	GRADE POINTS
A	4
B	3
C	2
D	1
F	0
W	

Grades are computed as an F grade. (remove)

Rank In Class (High School) Board Policy IHC

Rank-in-Class is the method of comparing one student, academically, with all other students in the same grade-level. Rank in Class is based on the quality point average. The Vicksburg Warren School District uses an extrapolated 4.0 QP scale. This procedure follows the guidelines established by the NASSP (National Association of Secondary School Principals), making allowance for students who are enrolled in equivalent of college-level courses while still in high school.

Computation of the (QPA) Quality Point Average will be completed at the end of each year. The student with the highest QPA at the end of the eight semesters is recognized as the First High Honor Graduate (Valedictorian) and second highest QPA will be the Salutatorian. Students with a QPA of 3.5-3.999 are classified as High Honor Graduates. Students with a 3.000 to 3.499 will be classified as Honor Graduates. Students must attend the same VWSD high school for 5 consecutive semesters during their Sophomore through Senior years in order to qualify for Valedictorian and Salutatorian. Students who transfer from RCEC back to their home schools are not eligible for Valedictorian or Salutatorian honors.

All subjects which count toward the minimum units credit required for graduation are computed when determining the QPA and rank-in-class. Computation is made at the end of the year.

Two sets of points will be maintained. One will be the quality/grade point average, which will be the one sent to colleges, and the other will be the weighted quality point total, which will be the one for class ranking.

For quality point total, credit will be given for every credit bearing class (athletics, newspaper, etc.) These will be reflected on a transcript. Students may not take more credits than classes allotted in the school day. Example: If there are 8 class periods throughout the year, a student can only take a maximum of 8 credits for the year. Exceptions to this can be considered by the building principal.

For graduation requirements, the district will follow the requirements as outlined in the MDE Accountability Standards.

The following will be used for grade point value:

REGULAR	HONORS	ADVANCED PLACEMENT DUAL ENROLLMENT/CREDIT
A = 4	A = 5	A = 6
B = 3	B = 4	B = 5
C = 2	C = 3	C = 4
D = 1	D = 2	D = 3
F = 0	F = 0	F = 0

U grades are computed as an F grade.

Students who choose to graduate early will not be included in final class rankings.

Students who are not in good disciplinary standing at the end of the school year may not be considered for yearly awards at the school or district level.

Students enrolled in self-contained special education classes are not included in the rank-in-class computation.

Class rank and all honors, privileges and corresponding activities shall be based upon the student's achievement regardless of race, color, creed, religion, sex, age, disability or national origin.

GRADUATION

Requirements: See <https://mdek12.org/secondaryeducation/diploma/> - available from a guidance counselor.

Graduation Expenses

There are many expenses associated with one's senior year- class ring, invitations, cap and gown, senior portraits - which can accumulate. It is the student's responsibility to determine one's own status relative to graduation and the purchase of any of these items. Invitations, class rings, cap and gown, pictures, and other graduation expenses incurred by the student will not guarantee graduation from high school. The senior will be permitted to order these materials if it is possible to complete graduation requirements; whether the senior graduates is based on successful completion of the year's program.

Participation in Graduation Ceremony

Participation in the Commencement Ceremony is regulated by the following state policy: *"A school shall not deliver a diploma, signed or unsigned, or any substitute for a diploma, to a pupil who fails to meet the requirements for graduation, nor shall such a pupil be permitted to participate in the graduation exercise. The school does not assume responsibility for money spent on class rings, invitations, etc. because a student does not meet the requirements for graduation."*

While participation in the graduation exercise is not a requirement for graduation, seniors who plan to participate in commencement must attend practice and must be on time. A schedule will be given to each senior explaining all details. Any student that disrupts or distracts from the formal graduation ceremony will have his/her diploma withheld for a period of thirty (30) days. Graduates who choose not to participate in the graduation ceremony may pick up their diploma at school the following day.

Seniors who are considered "chronically absent" (missing 10% or more of their school year) will not be allowed to participate in graduation exercises.

GUIDANCE: SCHOOL COUNSELING SERVICES

The Mississippi School Counseling Model is based on national standards endorsed by the American School Counselor Association (ASCA). The framework includes three standards in each of the areas of academic development (Engagement), career development (Achievement), and personal/social development (Inspiration). These student services are comprehensive in scope and preventive in design.

As school counselors follow this framework, they will address the challenges that face Mississippi schools and their students in the 21st Century. School counselors provide student services by responding to the direct and immediate concerns of students with methods that include, but are not limited to, individual counseling, group counseling, crisis counseling and referral or consultation with families, teachers, or other specialists. Counselors are advocates for equity and success for every student. School counselors have as their first responsibility to treat every student with respect as a unique individual. Counselors protect the confidentiality of information received in the counseling relationship as specified by federal and state law, written policies, and applicable ethical standards.

School Guidance Counselors Provide these Comprehensive Counseling Services: (*referenced in Senate Bill 2423—Amendment to MS Code 37-9-79—2014*)

- Academic and personal/social counseling;
- Use multiple student data sources to help students make informed academic and career choices;
- Career and educational counseling;
- Individual and group counseling (large/small);
- Crisis intervention and preventive counseling;
- Referrals to community services;
- Educational consultations and collaboration with teachers, administrators, parents and community leaders;
- Educational and career placement services;
- Conflict resolution; and
- Professional school counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students as outlined by the American School Counselor Association.

Testing Programs for Post-Secondary Education

There are two major testing programs, one of which is required of students who plan to enroll in college. These are the **American College Testing Program (ACT)** and the Scholastic Aptitude Testing Program (SAT). The ACT is often required of students who plan to attend a state-supported institution of higher learning in the State of Mississippi. The SAT is required by several private schools and some out-of-state institutions, particularly those in the northern and western states. The student should check with the college catalog or counselor to determine the particular test required. Schedules for the ACT, SAT and achievement tests are posted in the guidance office. Registration materials for either test can be secured from the guidance office.

The **PSAT/NMSQT**, an optional test administered to juniors, is a preliminary test to the SAT and the National Merit Scholar Program. Registration begins in late September. Students who have a B+ or higher average should consider taking this test. Sophomores are also eligible to take this test for experience and counseling purposes.

The **College Level Examination Program (CLEP)** is a battery of tests administered by the College Board. This test offers a student the opportunity to obtain college credit by examination. Not all colleges honor CLEP credit, so a student should check the college catalog to see if the school accepts CLEP credit if so, which particular tests it will honor.

Advanced Placement Exams - Any student taking an advanced placement course must take the advanced placement test. See your counselor for more details.

The **Armed Services Vocational Battery (ASVAB)** is administered by the Department of Defense. It is a free test and may be taken by any high school junior or senior to determine his/her vocational aptitude whether or not he/she is interested in the military. A student is in no way obligated to the military upon completion of the ASVAB test.

HINDS CAREER TECHNICAL CENTER

Discipline

Students attending the career-technical center from the schools within this school district shall be required to adhere to the rules and regulations established by the Career-Technical Center and VWSD. Students who receive an out-of-school suspension from the "home" school or the Career-Technical Center shall not be allowed to attend the other facility nor participate in any school- sponsored/sanctioned activities for the duration of the suspension

Transportation

Bus transportation to and from the Career Technical Center is provided by the School District. Students must use the bus transportation provided by the school district to and from the center. Students who miss the bus to the Career Technical Center must report to the OFFICE. Due to the increase in enrollment at Hinds Community College, high school students will not be permitted to drive to the center. Personal transportation may be used ONLY IF permission is given by the principal and CTE administrator. Students with a Career-Technical Center driving permit MAY NOT transport any other student to/from Career-Technical Center. Violation of this will result in the revocation of the driving privilege.

HONORS

The school recognizes students who have exemplified excellence in academics and those who have displayed discipline and leadership in extracurricular activities. A Faculty Honors Committee, consisting of members representing each department of major and elective subject areas, determines the recipient of honor awards and reviews candidates' eligibility into the Hall of Fame and the National Honor Society.

Honor Society

The National Honor Society is sponsored by the National Association of Secondary School Principals. Its main purposes are to stimulate scholarships, to endeavor to place secondary education on a high level, and to establish a spirit of learning with the school society. Candidates for membership must have spent one semester in River City Early College, Vicksburg High, Warren Central and must be members of the junior or senior class. Students eligible to election in these chapters must maintain a minimum GPA, service requirements, and exemplary school discipline record. This level of achievement must be maintained for membership to remain active; any student who receives a failing grade and/or deficiency notice shall be placed on probation. If such deficiency is not removed by the end of the following grading period, membership will be withdrawn. If students engage in behavior that requires disciplinary action, members can face disciplinary action up to membership revocation. A faculty honors committee considers the candidate's rating in the areas of service, character, leadership, and academic achievement.

National Junior Honor Society

Visit each school's website for specific requirements.

Honor Roll

The honor rolls are announced at the end of each nine week grading period. A student with all A's and B's is named to the A-B Honor Roll. A student with all A's is an Honor Scholar. (All A Honor Roll)

Honor Graduate

A student must have a 3.0 Quality Point Average (QPA) to be considered an Honor Graduate, a 3.500-3.999 be a High Honor Graduate and a 4.000 QPA to be an Honor Graduate with Distinction or a Distinguished Scholar. A student must have attended Vicksburg Warren School District for at least one full year and maintained these standards to be so designated.

IDENTIFICATION BADGES

Student photo identification badges are currently being utilized in secondary schools. Photo identification badges contribute to maintaining a safe and orderly environment for the learning community. ID badges will be utilized in the hallways, library, classrooms, and various student activities.

All students are required to have **a school issued identification badge and to display it**. The first ID badge will be given to the student at no cost. Each additional badge will cost \$5.00. ID badges shall be visible. **Students are required to readily present their ID badge to any school faculty or staff member on request.**

Individual schools will determine appropriate disciplinary action for students who are found in violation of ID badge procedures.

IMMUNIZATION

State Law requires that students in grades PK-12 provide the school a Certificate of Immunization. This certificate should be presented to the school on the day of registration.

MS School Entry Immunization Requirements

Vaccine/antigen	No of doses
Diphtheria, Tetanus, Pertussis (DTaP) ^b	5 ^c
Polio (IPV)	4 ^d
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	3
Varicella (chickenpox)	2 ^e
Tdap booster (entering 7th grade)	1

- All children entering a Mississippi school (any grade) for the first time will be required to have the above listed immunizations
- Children entering a Mississippi school after their 7th birthday, not meeting the above DTaP requirements will need at least 3 total doses of diphtheria/tetanus containing vaccines (preferably as the first of the 3 doses) for children age 10 years and older.
- If the 4th dose is received on or after the 4th birthday, a 5th dose is not required
- If the 3rd dose is given on or after the 4th birthday, a 4th dose is not required.
- If there is a history of chickenpox, the vaccine is not required.

Religious Exemption for Immunizations

Requests for religious exemption from immunizations will go through the MS Health Department. Parents must have a signed and approved Form 139R (temporary form) or a 122 in order to be cleared to enroll with the exceptions:

- If a parent comes to enroll a student and says that they are getting a religious exemption, they must call the hotline **855-767-0170** to schedule an appointment with the health department. The parent has 90 calendar days from enrollment to produce either a 122 form or the 139R form (temporary form).

- b. Parents must keep their appointment and bring a copy of the unapproved 139R to the school immediately following the appointment. The Health Dept. will send the school a signed form once they have the final, approved form.
- c. After the 90 day window has closed, we will need to unenroll students from the school until a 139R or 122 is produced.
- d. If a child is unvaccinated and an outbreak occurs, they will have to be quarantined, along with all other unvaccinated children in the classroom, and possibly, the school.

INVESTIGATIONS AND SEARCHES

Investigations and searches of students will be conducted in accordance with federal and state laws, statutes, and school board policies.

Section 1: Desks and Lockers

Desks and lockers are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers or desks may occur when there is a reasonable basis to do so and, in those cases, the student or a third party shall be present. Lockers located in athletic locker rooms are the only lockers utilized by students and are assigned as deemed necessary.

Section II: Search of Students

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present.

It will be an extremely rare situation that requires a more intrusive search of a student's person than a pat-down. Only if extreme emergency conditions exist, and only upon prior approval by the central office, shall a more intrusive search be conducted. If such a search is necessary, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present.

Section III: Notice of Policy

Students will be provided notice of the School Search Policy through the student handbook which is distributed to all students. **All individuals that come on a campus are subject to being searched, audio taped and/or videotaped. Video cameras are not monitored at all times; however, tapes, if available, are used constantly.**

LAW ENFORCEMENT

It is the philosophy and belief of the Vicksburg Warren School District that the responsibility for managing student discipline violations rests with the faculty, staff and administration. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state, **federal laws** or municipal ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where **safety of person or property becomes threatened**, the building level administrators will contact campus police and **initiate an investigation that could lead to arrest and prosecution proceedings.**

LEAVE PERMITS

Written leave permits (issued in office B) are required in order to leave campus prior to the end of the school day. Leave permits for those students who leave at a specified time each day will be issued at a cost of \$5.00 (work and athletics).

Students may not leave school early until such a **permit is acquired**. Leaving campus without proper authorization or an unaccountable absence from class will result in ISD and/or loss of driving privileges.

LIBRARY AND MEDIA CENTER

The library exists to provide students with academic, personal, and recreational materials. To insure maximum library service, the following regulations are used:

- Each student is responsible for all materials checked out in his/her name.
- Upon leaving the library, the librarian or her designee must check all books and bags.
- Non-reference materials are checked out for a two-week period and may be rechecked. A fine of \$.05 per day is

charged for materials turned in late.

- Reference and reserved materials may, under special circumstances, be checked out overnight. A fine of \$.10 per hour will be charged for materials not returned by the beginning of school the next day.
- Current periodicals are to be read only in the library. Mutilated copies will be paid for on the basis of damage done.
- Unreturned and lost materials are the responsibility of the person who checks them out. The full price of the materials plus \$2.00 processing fee will be charged for lost materials.
- Copies may be made of many printed materials at \$.15 a copy.
- Monies owed to the libraries are an outstanding debt to the school.

It is important that students help keep the library facilities pleasant and useful by not damaging or destroying materials and by following proper procedures before taking out any materials.

LOST AND FOUND

All articles found on campus should be turned in to the office. These articles will be kept in the office until properly identified. Pupils may inquire about lost articles in the office. When a student loses something of value, a report should be made to the secretary on duty in the office. At the end of each semester, all unclaimed articles are given to local charities.

MAKE-UP WORK

Students who have been absent must contact their teachers about make-up work within 3 school days after returning to school- homework, classwork, tests, etc. It is the responsibility of the student to contact the teacher about make-up work. Make-up work will not be done during regular class time including time from another teacher's academic class. The following will be an option for all makeup work:

Before and after school or during lunch (with pass) at teacher's discretion. In instances where the student was present when the work was assigned or tests were scheduled, it is expected that the student will submit the work or take the test on the scheduled day of the class.

Students who know in advance that they are to be excused from classes to participate in school-sponsored activities must make arrangements for make-up work prior to the activity. Students must contact their teachers immediately upon return to arrange for work or any tests missed. The teacher will determine the deadline for making up missed work. When work is not made up within the allotted time specified by the teacher, the student's grade will automatically become a zero.

Homework may be requested in advance when a valid excuse (see ABSENCES AND ATTENDANCE) is provided. Such requests are made by contacting the guidance office. Assignments from the teachers will be made available for pickup in the guidance office. (WCHS: 601-631-2865; VHS: 601-631-2800)

MEDICATION

The School Medication Administration Authorization form must be completed fully in order for the schools to administer the required medication. A new medication administration form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or of administration of a medication.

The following policy has been established regarding the administration of medication during school hours:

1. School district personnel or its agents will give ONLY medication prescribed by a healthcare practitioner licensed to prescribe by a state regulatory body.
2. Over-the-counter (OTC) medication (including Tylenol and ibuprofen) will not be given unless prescribed by a licensed health care practitioner licensed to prescribe by a state regulatory body. OTC medication administration may require assessment, evaluation, and nursing judgment to determine whether the medication is indicated. The Mississippi Board of Nursing delegation guidance states that tasks requiring assessment, evaluation, and nursing judgment may not be delegated to unlicensed personnel, therefore, if a licensed school nurse is not on campus, OTC cannot be given to a student.
3. The parent / legal guardian must provide the school with a completed School Medication Administration Authorization form that includes:
 - a. Copy of the prescription with the student's name, medication name and recommended dosage and current date. If unable to provide a copy of the prescription, then the information on the container issued by the pharmacy must match.
 - b. The health care practitioner requirements specifying frequency and method of administration.
 - c. The health care provider's description of anticipated adverse reactions of the prescribed medication.

- d. The healthcare practitioner's signature.
 - e. Legal parental/guardian permission and signature approving the administration of the prescribed medication
4. ALL medication MUST BE DELIVERED to school by a parent / guardian or a designated adult. It is the responsibility of the parent/guardian to supply half tablets if needed and to supply OTC medication for their child. The FIRST dose of daily medication should be given at home to ascertain if the child experiences any adverse reaction. It is recommended that routine medication not be given 1 hour prior to dismissal.
 5. All medications must be in the original container or one properly labeled by the pharmacy or Health Care Practitioner. Many pharmacists will provide an extra-labeled bottle. OTC medication must be in a sealed container with the original label intact. Prescription and OTC medication should be clearly labeled with current date, student and medication name, dosage, route, frequency and time of administration.
 6. The parent/guardian must notify the school immediately if the medication is no longer required. A parent/guardian should pick up discontinued medication. MEDICATION WILL NOT BE SENT HOME WITH THE STUDENT Discontinued medication and/or medication left beyond the end of a school year will be disposed of within 7 days.
 7. If a student has a health concern that requires medication on an as-needed basis for an emergency situation, then specific written instructions must be provided as to when and under what circumstances the medication is to be administered or self-administered. A current (1) Student Commitment Affirmation, (2) School Medication Administration Authorization form must be on file and (3) the procedure outlined in #3 above must be followed. Due to the recently amended section 41-79-31, Mississippi Code of 1972 the school district shall permit a "capable" student to possess and self-administer prescription asthma and anaphylaxis medication while on school property, on school transportation, or a school related event or activity. The health care practitioner MUST instruct the student and parent regarding proper use and administration of the above medication and deem the student capable of possessing the said medication. This information should be provided and signed annually by the student's health care practitioner, parent/guardian and eligible student.
 8. School district personnel will refuse to administer prescription or OTC medication to any student whose parent/guardian has not fully completed the approved School Medication Administration Authorization form. These forms are available at the school office and most local health care providers' offices. Please call your school nurse with any questions.

IT IS ENCOURAGED THAT WHEN POSSIBLE, MEDICATION BE GIVEN AT HOME BEFORE AND AFTER SCHOOL.

REGISTRATION (Policy JBC)

Age for Enrollment

The Vicksburg Warren School District complies with age requirements for entry into Pre-K, Kindergarten, and Grade 1 as follows: (37-15-9, Mississippi Code)

- Pre- Kindergarten: A child must have attained the fourth birthday on or before September 1 of the current year.
- Kindergarten: A child must have attained the fifth birthday on or before September 1 of the current year.
- Grade One: A child must have attained the sixth birthday on or before September 1 of the current year.

Verification of age shall be made by a certified birth certificate. All minor students enrolling in the district must be accompanied by a parent or guardian. A certified birth certificate, **Mississippi Certificate of Immunization Compliance Form No. 121, 121-T, or 122**, name and address of the former school attended, a social security card (preferred, not required), and the legal home address of parent or guardian must be presented at this time with two documents showing proof of residency per policy JBC.

Students seeking regular admission to the VWSD must be toilet trained prior to enrollment, unless there is medical documentation to support admission.

RESIDENCY

Residency: Policy & Verification

Definition of residence for school attendance purposes: The student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

1. All students who are seeking to enroll or continue to enroll in the Vicksburg Warren School District are to register at the school they are assigned to attend.
2. All students, new or returning, will be required to prove residency according to Policy JBC.
3. When a child is determined to be homeless, as defined by the Stewart B. McKinney Act, the school district shall consider and take enrollment action that is in the best interest of the child.
4. 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.

Residency: Procedure

Each student must establish his or her residency in the following manner:

Student Living with Parents or Guardians: parent or legal guardian of a student seeking to enroll must provide the school district a copy of their child's current discipline record from the previous school attended and one of the items numbered (1) through (3) and one of the items numbered (4) through (10) below as verification of their address, except that any documentation with a post office box as an address will not be accepted:

1. Filed Homestead Exemption Application Form;
2. Mortgage documents, property or warranty deed, or land tax documentation
3. Apartment or home lease or rental documents
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; and in the case of a student living with a legal guardian who is a bona fide resident of the school district;
10. Certified copy of filed petition of guardianship if pending and final decree when granted.

Students Living with Adults Other Than Parents or Legal Guardians:

1. The non-parent 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 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.
3. Provide a copy of the student's current discipline record from the previous school attended.
4. The parent or legal guardian of the student must submit a notarized affidavit acknowledging permission for this arrangement.
5. Provide proof of physical custody, if available

RIVER CITY EARLY COLLEGE HIGH SCHOOL

Admissions and Program Requirements

River City Early College (RCEC) is a specialized academic program within the Vicksburg Warren School District designed to provide students with the opportunity to earn both a high school diploma and an Associate's degree through Hinds Community College. Enrollment in the program is limited, and admission is competitive based upon academic performance, attendance, discipline, and college readiness indicators.

The maximum enrollment for the RCEC program shall be seventy-five (75) students per cohort unless otherwise approved by district administration. Students seeking admission to the program must complete the official application process and submit all required documentation by established deadlines. Required application materials include:

- A completed application;
- Two proofs of residency;
- A Mississippi Form 121 Immunization Certificate;
- Three letters of recommendation, including at least two recommendations from current or former teachers;
- No recommendation letters from family members shall be accepted.

Applicants must demonstrate strong academic standing and attendance history. Minimum eligibility requirements include:

- 3.0 GPA in core academic subjects only, including English Language Arts, Mathematics, Science, and Social Studies;
- At least 90% attendance during the previous two school years (all attendance records will be reviewed and considered)
- No more than 10% unexcused absences during the previous two school years;
- Benchmark and assessment data demonstrating college readiness;
- A score of Performance Level 3 (PL3) or higher on the 8th Grade Mississippi Academic Assessment Program (MAAP) assessments in English Language Arts, Mathematics, and Science.

Acceptance into RCEC is contingent upon meeting all admissions criteria and completing all required registration procedures. Upon acceptance, students and parents must attend all required meetings and submit all required enrollment documentation. Students must also complete all required summer assignments and assessments, including summer reading and summer math work. Grades earned from required summer assignments may be included as part of the student's course averages as determined by program administration.

Students enrolled in RCEC are responsible for completing college placement testing requirements established by Hinds Community College. By the end of the 10th grade year, students must meet the minimum ACT and/or Accuplacer score requirements established by the RCEC committee for continued participation in college coursework. Students shall be permitted only one Accuplacer retake opportunity.

Continued Enrollment and Academic Expectations

Continued enrollment in RCEC is reviewed at the conclusion of each semester. Academic performance, attendance, discipline, and college readiness shall be considered when determining continued eligibility for participation in the program.

Students must maintain:

- A minimum unweighted 2.5 GPA with at least a "C" average in core academic classes;
- Compliance with both Vicksburg Warren School District and Hinds Community College attendance requirements;
- A minimum attendance rate of 90%;
- Good disciplinary standing with both RCEC and Hinds Community College.

Students enrolled in dual credit coursework who earn a grade of "D," "F," "WP," or "WF" in a college course may be placed on Academic Probation. Students receiving an "F" in an RCEC high school course at the end of a semester must successfully pass the course by the end of the school year to remain enrolled in RCEC.

While on Academic Probation, any additional grade of "D" or "F" earned in either an RCEC or Hinds Community College course may result in the student being returned to his or her zoned school. Students on Academic Probation will be reevaluated at the conclusion of each semester.

Students may only withdraw from a college course with prior approval from the appropriate RCEC advisor and school counselor and completion of all required withdrawal documentation. Approved course withdrawals may be retaken at the expense of the student and/or parent or guardian. Unapproved withdrawals may require reimbursement to the district for tuition and fees associated with the course. Withdrawals could also impact graduation requirements.

Students must remain in good disciplinary standing throughout enrollment in the program. Students who accumulate more than two major discipline referrals during enrollment at RCEC may be subject to removal from the program. Additional disciplinary matters may be reviewed at the discretion of RCEC administration, district administration, and/or Hinds Community College officials.

Dual Enrollment and College Coursework Expectations

Students enrolled in the River City Early College (RCEC) program are provided the opportunity to attend classes on the campus of Hinds Community College and work toward both a high school diploma and an Associate's degree. Tuition and

approved course costs for eligible coursework are funded by the Vicksburg Warren School District in accordance with the guidelines outlined below.

The district will fund up to a maximum of sixty-four (64) college credit hours per student through the RCEC program. Any coursework exceeding sixty-four (64) hours will be the financial responsibility of the student and/or parent or guardian and will not be considered for additional high school credit. Additionally, if a student fails a course or earns a grade of “D” and elects to retake the course, the cost of the repeated course will be the responsibility of the student and/or parent or guardian.

Students classified as juniors in the RCEC program must enroll in a minimum of twelve (12) college credit hours and may not exceed eighteen (18) credit hours per semester. Students classified as seniors must enroll in a minimum of three (3) college credit hours per semester and may not exceed eighteen (18) credit hours per semester. All courses taken through the RCEC program must apply toward the student’s Associate’s degree pathway as approved by the school administration and college advisor.

Summer term and intersession courses are not funded by the district and will be taken at the expense of the student and/or parent or guardian. Courses completed during summer or intersession terms will not be recorded on the student’s high school transcript and will not be considered for high school credit. Additionally, courses carrying fewer than three (3) credit hours that are not directly associated with another required course, such as a one-hour science lab, will not qualify as dual credit coursework and will not be placed on the high school transcript.

Students are expected to enroll in traditional sixteen-week courses whenever such courses are available. Enrollment in eight-week courses must receive prior approval from the RCEC principal or designee before registration. Online dual credit courses may only be taken when an equivalent in-person course option is unavailable.

All grades earned in approved dual credit coursework shall be included in the calculation of the student’s overall GPA/QPA, regardless of the grade earned. Students and parents should understand that performance in college coursework may have a lasting impact on both high school and college academic records.

SCHOOL PROPERTY: DESTROYING, DEFACING & VANDALIZING

Students should not only refrain from defacing or destroying school property but should make every possible effort to encourage others to refrain as well. Even the act of throwing paper on the floor not only makes the building untidy but adds to the expense of extra janitorial services. It is the responsibility of the student body to keep our school among the best in the state in appearance. Students are subject to the rules and regulations of the school as long as they are on school property.

When it is determined that a student has destroyed or caused damage that requires repair to any school property or equipment whether as an act of carelessness, neglect, or purpose, said student will be suspended and all costs for repair or replacement will be paid. Parents may arrange payment processes with the administration. Students caught writing (defacing) on desks, walls, lockers, etc., will be placed in After-School Detention or Out-of-School Suspension and will be required to clean the defaced property or will spend one time cleaning areas as directed by the supervising principal. Students caught vandalizing the school will be reported to the proper legal authorities, and prosecution will be vigorously pursued.

SENIOR PRIVILEGES

College & Military Days: The Board of Trustees of the Vicksburg Warren School District has approved a maximum of two (2) days as a junior and senior (4 total) to visit a college campus or attend a military recruitment event without affecting the attendance policy. The request must be made and approved in advance of the campus trip. As verification of the student’s visit to the college campus to discuss admission, degree programs, financial aid, housing, etc., the signature of a college official shall be required. Request forms should be picked up 5 days prior to campus visit from the counselor’s office.

Semester & Yearly Examinations: Individual schools will determine examination schedules and exemptions.

SEXUAL HARASSMENT (Board Policy JB)

In accordance with Title IX of the 1964 Civil Rights Act, as amended in 1972, Section 703, no student in the Vicksburg Warren School District shall be subject to sexual harassment.

It is the intent of the school district to maintain an environment free from sexual harassment of any kind. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Legitimate allegations of violation of this policy may be made to the appropriate building Title IX contacts or the district Title IX coordinator, without fear of reprisal.

Employees/students in violation of this policy shall be subject to disciplinary action.

Building Title IX Contacts 2026-2027

SCHOOL	PRIMARY CONTACT	SECONDARY CONTACT
District	Eric M. Green	601-638-5122
Academy of Innovation	Charla Johnson	Melissa Rouse
Beechwood	Shalonda Johnson	David Adams
Bovina	Rebecca Jones	Kevin Fillebaum
Bowmar	Brittany Wawryszczuk	Dr. Candice Goodwin
Dana Road	Dr. Malinda Aaron	Nakisha Davis
Fresh Start Academy	Anitra Nichols	Mark Hughes
Redwood	Crystal Hood	Dr. Shannon Price
River City Early College	Kelda Bailess	Dr. Peaches Turner
Sherman Avenue	Dr. Tawanda Nichols	Marlena Bolls
South Park	Kadedda Young	Dr. Tiffany Hicks
Vicksburg High	Deidra Williams	Robert Lamkin
Vicksburg Intermediate	Dr. Allison Neal	Lakesha Batty
Vicksburg Junior High	Dr. Justin Watkins	Rebecca Trawick
Warren Central High School	Dr. Candy Thompson	Drew Rainer
Warren Central Intermediate	Dr. Woodrow Price	Dr. Tonya Magee
Warren Central Junior High	Michelle Fisackerly	Nicholas Dotson
Warrenton	Melody West	Ashley James

SPECIAL EDUCATION - The Due Process Rights: Notice of Rights - Section 504 - 1973 Rehabilitation Act

The Vicksburg Warren School District adheres to the following:

- Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability.
- It is the policy of the school district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act.
- The 1973 Rehabilitation Act requires the school system to locate, evaluate, and determine if the student is a qualified individual requiring accommodation(s) necessary to provide access to educational programs

- Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act. (FERPA).
- Parents or guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations for access to educational programs may request a hearing before an impartial hearing officer by notifying Exceptional Education Director, 689 Hwy 27 S, Vicksburg, MS 39180 or 601-636-4371. The parent or guardian is entitled to participate in the hearing and to be represented by counsel.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Vicksburg Warren School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact: Exceptional Education Director, 689 Hwy 27 S, Vicksburg, MS 39180 at 601-636-4371, who has been designated by the Vicksburg Warren School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504.

Assistance for Students with Special Needs

District Policy: The Vicksburg Warren School Board adheres to a policy of non-discrimination in educational programs, activities, and employment and strives affirmatively to provide equal opportunity for all as required by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the handicapped.

Vicksburg Warren School District has standardized procedures to ensure that:

- (A) all students can be successful in their learning; and,
- (B) all students receive a free and appropriate public education.

Teacher Support Team Policy

In accordance with district and state policy, all schools in the Vicksburg Warren School District work to meet student needs and improve the academic and behavioral achievement of students through a three-tiered model. Students are consistently monitored and provided instruction and/or intervention as needed to support learning. The tiers are described as follows:

- Tier 1: Quality classroom instruction based on Mississippi College and Career Ready Standards
- Tier 2: Focused supplemental instruction
- Tier 3: Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tier 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team (TST), the problem-solving unit responsible for interventions developed at Tier 3. Each school team must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education.

The Vicksburg-Warren School District will consistently identify students who are exhibiting academic and/or behavioral difficulties and provide these students, as appropriate, with focused supplemental instruction and intensive interventions specifically designed to meet the individual needs of these students.

The interventions will be:

- designed to address the deficit areas;
- research-based;
- implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions

After a referral is made, the TST team must develop and begin implementation of an intervention(s) within two (2) weeks. No later than four (4) weeks after implementation of the intervention(s) the TST must conduct a documented review to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review

must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tier 1 and 2, students will be referred to the TST for intervention(s) as specified in guidelines developed by the Vicksburg Warren School District if they meet any of the following criteria:

- a) students who have failed one grade in grades K-3;
- b) students who have failed two grades in grades 4-12;
- c) students who have failed either of the preceding two grades and have been suspended or expelled for more than twenty (20) days in the current year; and/or
- d) students who have scored at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test.

Referral to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D stated above.

Legal Reference: Mississippi State Board Policy 4300

Notification of Rights and Due Process Procedures

Under the provisions of Section 504 of the Rehabilitation Act of 1973 and Policies of the Vicksburg Warren School District: The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights. You have a right:

1. To have your child take part in, and receive benefits from, public education programs without discrimination because of his/her handicapping condition;
2. To have the school district advise you of your rights under federal law;
3. To receive notice with respect to the identification, evaluation, or placement of your child;
4. To have your child receive a free appropriate public education in the least restrictive environment;
5. To have your child receive services and be educated in facilities which are comparable to those provided to non-handicapped students;
6. To have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options;
7. To have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district

If you disagree with any of the decisions made concerning the identification, evaluation, or placement of your child, you have the following due process rights:

1. To examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement;
2. To request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to the district.

Child Find Policy for Children with Disabilities

The Vicksburg Warren School District is committed to providing appropriate educational services to children with disabilities as mandated in the Individual with Disabilities Education Act of 2004 (IDEA). The district will ensure that all children suspected of being children with disabilities within the school district, who may be in need of special education and related services, are identified, located, and evaluated. This will include children suspected of being children with disabilities who are homeless children or are wards of the State, children who may be advancing from grade to grade, highly mobile children, including migrant children and children in the age range birth through nine (9) years that could be identified as Developmentally Delayed regardless of the severity of their disabilities.

The district will integrate the requirements of State Board Policy 4300 (TST process) as part of the In-School Child Find process. The district will ensure that the In-School Child Find process encompasses all students—

- who are exhibiting significant academic difficulties;
- who are exhibiting significant behavior/discipline problems;
- who have failed one grade in grades K-3 (and are referred to the TST within the first twenty (20) days of a school year);
- who have failed two grades in grades 4-12 (and are referred to the TST within the first twenty (20) days of a school year);
- who have failed either of the preceding two grades and have been suspended or expelled for more than twenty (20) days in the current year (and are referred to the TST within the first twenty (20) days of a school year); and/or
- who have scored at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test (and are referred to the TST within the first twenty (20) days of a school year)

SECTION I: FREE APPROPRIATE PUBLIC EDUCATION

The district provides free appropriate public education programming for students with disabilities ages three through twenty who are enrolled in the district.

SECTION II: FULL SERVICE GOAL

The district is committed to serving students with disabilities and hereby sets a goal of providing full educational opportunities to all students with disabilities through age twenty-one. The opportunities will be provided in accordance with applicable state and federal laws and relevant court decisions.

SECTION III: CHILD FIND

Each year Vicksburg Warren School District will have an awareness campaign aimed at finding and identifying unserved students with disabilities age birth through twenty-one. When a student suspected of having a disability is referred, he/she will be evaluated and if a disability is recommended and confirmed by a Multidisciplinary Evaluation Team, he/she will be placed in an appropriate special education program to ensure that provisions for a free appropriate public education (FAPE) are applicable to federal and state laws and relevant court decisions.

SECTION IV: INDIVIDUALIZED EDUCATION PROGRAM (IEP)

The district will develop or revise, whichever is appropriate, and implement an Individualized Education Program (IEP) for each student with a disability. The IEP will be reviewed periodically but not less than annually.

SECTION V: DUE PROCESS

The district ensures that students with disabilities and their parents are guaranteed due process with respect to the provisions of a free appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA).

SECTION VI: PROTECTION IN EVALUATION/EXAMINATION

Evaluation materials and placement procedures used by the district will be, to the maximum extent possible, selected and administered and will not be racially or culturally discriminatory as required under IDEA.

SECTION VII: CONFIDENTIALITY

The district will ensure protection of confidentiality of all data in the records relative to students with disabilities.

SECTION VIII: LEAST RESTRICTIVE ENVIRONMENT

- a. The district will, to the maximum extent appropriate, ensure children with disabilities are educated with children who are nondisabled. The removal of children with disabilities from the *general* educational environment occurs only if the nature or severity of the disability is such that education in *general education* classes with the use of supplementary aids and services cannot be achieved satisfactorily.
- b. The district will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. Placement of students with disabilities will be determined at least on an annual basis and will be as close to the student's home as possible. This does not mean that if there is only one student in a school and if he/she needs the services of a teacher in a self-contained class that this will be provided on a one-to-one basis when there are several other children with the same need in a nearby school. These children will be brought together to be provided appropriate services. In selecting the least restrictive environment for each student consideration is given to any potential harmful effect on the child and the quality of service needed. If a student with a disability can function socially, emotionally, and mentally with students without disabilities of a similar chronological age, he/she will be given that opportunity in accord with his/her IEP.
- c. Equal opportunities for participation to the maximum extent appropriate in a variety of non-academic and extracurricular services will be available to children with disabilities.

SECTION IX: PARTICIPATION OF PRIVATE SCHOOL CHILDREN

To the extent consistent with the number and location of students with disabilities enrolled in private schools, the district will:

- a. be responsible for ensuring that the rights and protections under Part B of *IDEA* are given to children with disabilities
- b. make opportunities available for their participation in activities assisted by or carried out under Part B of *IDEA*

SECTION X: PLACEMENT IN PRIVATE SCHOOL

For any student with a disability placed in a private school by local school district personnel as a means of providing a Free Appropriate Public Education (FAPE), the student will be provided a FAPE in accordance with federal and state laws concerning children with disabilities.

SECTION XI: REMOVAL OF STUDENTS FROM SPECIAL EDUCATION

Special Education services for children with disabilities may be discontinued under the following procedures:

1. The parent initiates a request to discontinue special education services. The district sends WPN for Review of IEP to parents; receipt is confirmed and an IEP meeting is held. The parents agree in writing (Revocation of Services) to the discontinuation of services after consultation with the local district personnel.
2. The student is withdrawn from school by the parents.
3. A due process hearing results in a directive to remove the student from special education.
4. The following procedures are implemented in regards to the reevaluation of a student with disabilities;
 - 4.1 A report, including test results, test interpretations and a statement indicating why the student no longer has a disability in accordance with MDE eligibility criteria is written, signed and dated by the Assessment Team Core Members, data is submitted to the Screening Team for an ineligible ruling;
 - 4.2 For a student who is no longer in need of Language/Speech services; information is maintained on file to support the request for an ineligible Language/Speech ruling; the request for Language/Speech ineligible ruling form is submitted to the Screening Team for an ineligible ruling; and
 - 4.3 The removal is consistent with the student's IEP and the student is placed in the regular education program after verification of parent/guardian receipt of WPN for Change of Placement from Special Education to General Education.

Legal Reference: State Board Policy 7219 - State Policies Regarding Children with Disabilities under the Individuals with Disabilities Education Act Amendments of 2004 P.L. 108-446 - *The Individuals with Disabilities Education Act (IDEA)*, 2004 Amendments; The federal regulations - *Assistance to States for the Education of Children with Disabilities and Preschool Grants for Children with Disabilities: Final Rule* (34 CFR Part 300 and 301) - 2006.

STUDENT RECORDS

Student records are kept in compliance with requirements of the Family Educational Rights and Privacy Act of 1974 which guarantees to parents and students the right of access of educational records and imposes limits upon the release of educational records to others.

Directory information relating to students may be released through publication of school directories, yearbooks, honor roll lists, athletic programs, and other school related activities.

In the event a parent desires to have any or all directory information deleted from the various school publications, A **REQUEST FOR SUCH DELETION MUST BE MADE WITHIN A PERIOD OF FOURTEEN (14) CALENDAR DAYS FROM THE DATE OF RECEIPT OF THIS HANDBOOK. A NOTIFICATION FORM IS LOCATED AT THE END OF THIS HANDBOOK AND IS AVAILABLE THROUGH THE OFFICE OF THE PRINCIPAL.**

Notification of FERPA Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request]
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 Family Policy Compliance Office U.S.
 Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31 (a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31 (a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency (SEA) in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31 (a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31 (a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions (§99.31 (a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31 (a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31 (a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31 (a) (10))
- Information the school has designated as 'directory information' under §99.37. (§99.31(a) (11))

TECHNOLOGY ACCEPTABLE USE POLICY

Internet Access

Vicksburg Warren School District (VWSD) provides the privilege of Internet access to district faculty, staff, students, and occasionally guests. Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Vicksburg Warren School District, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of any technology provided by VWSD, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. VWSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's use of technology and access to the Internet. Access will be restricted as required to comply with the Children's Internet Protection Act. Web browsing may be monitored and records retained to ensure compliance. Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a VWSD Help Desk ticket to review the site. Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. Vicksburg Warren School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

VWSD Network Rules

- The person to whom an VWSD network account is issued is responsible at all times for its proper use.
- Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with VWSD and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law.
- Any district employee who uses the VWSD network inappropriately is subject to disciplinary action, including dismissal. Generic or shared accounts are not allowed
- Under no conditions should a VWSD network user give their password information to another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them.
- Schools may supplement any provisions of the District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the District AUP.
- Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.
- Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.

Acceptable Uses of Technology (not all inclusive)

A responsible user of the technology will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits. This is not intended to be an exhaustive list. Users should use their own good judgment when using VWSD technology.

Unacceptable Uses of Technology (not all inclusive)

- Violating any state and/or federal law (i.e., copyright laws).
- Using profanity, obscenity, or other language that may be offensive to others.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Not respecting the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.

- Student information shall be posted only with written parent/guardian permission.
- Forwarding personal communication without the author's prior consent.
- Using the Internet for commercial purposes, financial gain, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroying or altering the files of another user.
- Viewing or taking the files of another user.

Use of Outside Email Clients & Stipulation for Using District Email Clients as Direct Representative (Teachers, Administrators, Managers, etc.)

The District does not block use of Internet mail accounts, however, any "OFFICIAL" communications, e.g., Teacher to Parent, Teacher to Student, Staff to Staff, must be via the district's email system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, Choirs, Bands, Athletics, and the like. Students will only use VWSD provided email accounts for communication with teachers, staff, and other students when using technology provided by VWSD.

Filtering

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

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

This filter is updated on a daily basis in order to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. All inappropriate hits are logged along with the date/time and the IP address of the workstation making the request. Attempts to bypass the school Internet filters is in violation of this acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school disciplinary policy, and state or federal law.

Workstation Monitoring

All data transferred and/or transmitted over the VWSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the Principal of the school and the VWSD Central Office.

Student Issued Devices

All students within the Vicksburg Warren School District have access to a computing device for classroom instruction. These devices may be issued to a student for use during the day within the school building. These devices may also be issued to a student for use at home under a parent's agreement to take responsibility of the device and see to its care. The Technology Handbook sets forth all expectations and responsibilities of students and parents for the use of all technology owned by the Vicksburg Warren School District. Reference to the Technology Handbook should be made when questions of proper use need to be answered.

Technologies Covered

VWSD may provide the privilege for Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more. The Acceptable Use Policy applies to both District-owned technology equipment utilizing the VWSD network, the VWSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. Thus AUP also applies to privately-owned devices accessing the VWSD network, the VWSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. VWSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available. VWSD purchases and supports

the use of technology for educators to use for instruction, preparation, and conducting school supported activities. The storage of all district and school level data is to be accessed and stored in specified locations which will include cloud based storage. The use of personally owned devices is permitted on the VWSD Guest network only. Personally owned devices will not be supported by district technology staff. The VWSD Guest network may be disabled during times of state testing.

Email

Employee and student VWSD email is the property of VWSD. VWSD does not archive employee or student email. Though VWSD may choose to do so at any time if there is an appropriate issue. It is the responsibility of the employee and student to maintain this email account appropriately.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the VWSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information. If users believe a computer or laptop they are using might be infected with a virus, they must alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Online Etiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet. Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

Cyber Bullying

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment. Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored. All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyberbullying awareness and response.

Personally Identifiable Information

Users must not store any data with personally identifiable information (PID) such as Social Security Numbers, on any portable media. Examples include (Laptops, USB drives, and removable hard drives). Data with PID should be stored on or in protected areas of cloud storage or local servers and only shared with individuals that have the authority to access.

Limitation of Liability

VWSD will not be responsible for damage or harm to persons, files, data, or hardware. While VWSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their

effectiveness. VWSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the VWSD network. Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities

TEXTBOOKS

School textbooks are loaned to the school by the District for use by the students. It is the responsibility of the student to take proper care of these textbooks. Parents will sign a book card at the beginning of school accepting responsibility for those textbooks issued to their child. Students should see that books are not abused. A fine will be assessed for any book damaged due to abuse or improper care. If a book is lost, the fines will be levied as follows:

<u>Years of Use</u>	<u>Fine</u>
0-6 years	Original cost of book
7-12 years	½ the original cost of the book
12 years or more	\$5.00 per book

TOBACCO PRODUCTS

The Vicksburg Warren School District is a tobacco-free district. The use of tobacco in any form by students, employees, and/or visitors shall be prohibited inside all school buses, and all facilities owned by the district. Students are prohibited from having tobacco products in their possession and are subject to disciplinary action. Those students who are 18 years of age or older are subject to penalties under the Mississippi Adult Tobacco Use on Educational Property. Legal Reference: General Education Provisions Act, Section 1041, 199; 103-227 Pro Children Act of 1994 Approved: August 6, 1994 Revised: June 20, 1996.

TRANSCRIPTS

Release of any information on the official school record shall be in accordance with regulations governed by PL93-380. For your convenience, current and former students' transcript requests must be submitted online. Once the student graduates or leaves school, there is a processing fee applied to the request. Requests may be made using the link in the vwsd.org website.

VACATING SCHOOL GROUNDS

All students are required to vacate the school buildings and leave school grounds at the end of each school day unless under the direct supervision of a school official in an organized activity. This also includes extra-curricular activities. Students left on campus following after-school events without transportation to move off-campus will be instructed to leave campus at the end of the school day.

VISITORS

No person other than pupils, teachers, and other school personnel of a particular school shall be permitted on the grounds of or in any part of each school building other than the office of the principal during school hours without permission of the principal.

Parents or guardians of children enrolled at any school in the district may not interrupt the instructional day. Appointments must be scheduled through the office with the administrator's or teacher's approval.

The Vicksburg Warren School District requires that all visitors on campus come to the office for permission to be on campus. In order to maintain a normal classroom atmosphere, students will not be allowed to bring a visitor, relative, friend, or child to school for any part of the school day. All visitors are required to request a visitor's pass from the administrative office.

WITHDRAWAL FROM SCHOOL

When a student moves from the school's attendance area, withdrawal becomes necessary. The student and parent should report to the guidance office to secure the necessary withdrawal forms. No teacher should accept a textbook from a student who is withdrawing from school unless that student has the proper withdrawal forms (papers).

Updated and approved by the Vicksburg Warren School District Board of Trustees, June 25, 2026.

