

**WAYNE COUNTY
EDUCATION CENTER**



**ALTERNATIVE EDUCATION
HANDBOOK 2022-2023**

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WAYNE COUNTY EDUCATION CENTER

PURPOSE

The purpose of Alternative Education is to accommodate behavioral and academic needs of children and adolescents which cannot be adequately addressed in a traditional school environment. In addition, Alternative Education provides direct social, emotional, and behavior management instruction to students.

MISSION

The mission of the Alternative Education Program is to promote academic success, modify behavior, and facilitate employability and functional skills attainment, as well as to support career and character education development in an environment that differs from the traditional school setting and offers a more conducive setting for learning. Through ongoing direct instruction, guidance and monitoring, students will be provided support with the goal of returning the student to a comprehensive school environment with the necessary abilities to function therein.

DEFINITION

The alternative school program is defined through written board approved policies and procedures that define and provide appropriate educational opportunities for the categories of students to be served. Further, the program must meet the requirements of Section 37-13-92 of the Mississippi Code, which delineates the components of alternative education. An alternative education program involves temporary authorized departure from the traditional school setting. It is designed to provide educational and social development for students whose behavior places them at risk of not succeeding in the traditional school structure and/or in adult life without positive interventions.

ELIGIBILITY

Based on Mississippi Code 1972 Annotated §37-13-92, school districts shall establish, maintain and operate, in connection with the regular programs of the school district, an alternative school Program or behavior modification program for, but not limited to, the following categories of compulsory school aged students:

- Any compulsory school age child who has been suspended for more than ten (10) days or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct;
- 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.
- Any compulsory school age child referred to such alternative school program by the dispositive order of a chancellor or youth court judge, with the consent of the superintendent of the child's school district.

- Any compulsory school age child whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

ORIENTATION/ENROLLMENT PROCEDURES

Before any student can be enrolled at the Wayne County Alternative School, they (accompanied by a parent/guardian) must attend the orientation and enrollment session.

Orientation sessions will be scheduled by the coordinator. Students and parents/guardians should be prepared to stay at least 30 minutes to 1 hour. During this session, information will be provided on the Wayne County Alternative School and any necessary forms will be completed. A course of study plan will be established to meet the individual needs of each student. This plan will be developed with input from the administration and behavior specialist/counselor of the referring school, and the alternative school coordinator. This meeting will be held at an agreed upon time by both parties.

ENROLLMENT POLICY

***Each school will follow the procedures for student referral in order for a student to be accepted into the Wayne County Alternative School.**

Each enrolled student will have an Individualized Educational Plan (IEP) or an Individualized Instruction Plan (IIP) stating the objectives to be mastered for each course with additional objectives intended to assist the student to achieve successful learning experiences and modified social behavior that will entitle him/her to return to and re-enter his/her home school in order to graduate.

Students will be enrolled for the amount of time assigned by the Discipline Review Committee unless they are granted early completion, as per the Early Completion Guidelines.

PLACEMENT CRITERIA

The director shall require verification from the appropriate home school guidance counselor/behavior specialist that a student referred is suitable for placement.

Before a student is removed and placed in the program, the Superintendent must determine that the disciplinary policy of the local district is being followed. The removal of a student requires a committee of teachers and other appropriate professional personnel to develop the IIP or IEP, for students receiving special education service, to ensure the continued education for the removed student. The IIP should include the duration of placement. The IIP and IEP must be completed prior to placement.

Student placement into an alternative education program is based on a required referral process. This referral process will need to be included in the district's alternative school handbook. The Transition Team Committee may be comprised of a minimum of three members, (i.e., principal, teacher, counselor) and a special education teacher, when applicable. The parents or guardian of the student should be present during the Committee's hearing. A student's placement or assignment may be extended due to academic, behavior, or attendance deficiencies.

Students assigned to the alternative program are expected to pass their academic courses and attend school on a daily basis, unless otherwise excused. Students assigned to the alternative education program must exhibit appropriate behavior and adhere to the alternative school's rules and regulations. In the case of a recommendation for alternative education placement, the superintendent or his designee must conduct a review of the recommendation.

The review shall take into account the following factors:

- the student is suspended for more than ten days or expelled
 - the nature and seriousness of the violation
 - the degree of danger to the school community
 - the student's disciplinary history, including the seriousness and number of previous infractions
 - the appropriateness of an alternative education placement or program
 - the student's age and grade level
 - the results of any mental health, substance abuse, or special education assessments
 - the student's attendance and academic records
 - a customized intervention program with support services to meet the needs of individual students assigned to the program
- a comprehensive transition plan for each student returning to the traditional school setting that outlines support services that are to be provided upon the student's return to the home school.

TRANSITION TO ALTERNATIVE EDUCATION PROGRAM

Detailed information from the home school should be provided and include the following:

- academic reports
- attendance reports
- counselor referral
- detailed report surrounding the disciplinary infraction
- Due Process information
- emergency information
- IIP or IEP if student is receiving special education services
- intervention/s used (RTI, TST, including behavior logs)
- MSIS information
- behavioral/disciplinary reports
- referral form (include duration of placement)
- superintendent approval for placement
- test data

TRANSITION FROM ALTERNATIVE EDUCATION TO TRADITIONAL SETTING

A student's exit should be contingent upon regular attendance, achieving and exhibiting appropriate behavior, and academic progress during his/her assignment in the alternative program. An evaluation by the alternative education staff of the student's behavior, attendance, and academic progress should be performed prior to returning a student to their home school. If the student's behavior, academic progress, or attendance has been unsatisfactory, the student should remain in the alternative education setting until more favorable progress can be achieved.

A student who has been assigned to the Wayne County School District Alternative School during the expulsion period shall complete a minimum of 80% of the time for which he/she was

assigned to the alternative school program prior to being considered for early release or return to the regular school campus, unless a Court of Competent Jurisdiction orders an earlier release or an earlier release is required by IDEA or other applicable federal and state laws. Any student that is referred and received into the Wayne County Alternative School twice within the same year will remain at the Wayne County Alternative School for the remainder of the school year.

CURRICULUM

Cumulative records on each student placed in an alternative program remain at and are maintained by the school of origin. The curriculum and instructional methodology address the needs of the student through an IIP or IEP for students with disabilities. These programs emphasize academic performance, counseling, and behavior modification. Academic performance is defined as the achievement level of each assigned student. This performance can be documented by scores on classroom examinations, standardized examinations, or the level of competency on the WCSD testing readiness program. Students should be assessed by one of the methods stated above and their scores recorded as part of their IIP or IEP. The academic portion of the IIP or IEP should be developed based upon the student's ability and baseline data obtained from the selected assessment. Behavior modification is a structured process that must be implemented to help modify student behavior. There are various ways of achieving these results, i.e., group therapy and individual counseling. The curriculum shall also include a component for teaching socially acceptable behavior. In addition, the district shall provide certified staff in the core subject areas (math, science, English, social studies) or physical education as the student will still have time to take the course before graduating. Additional academic offerings may be provided at the expense and discretion of the district; however, no other courses are required by state guidelines for alternative education programs. The only exception to this rule is if a student is a senior and does not have his/her ½ credit for Health.

INSTRUCTION

School districts shall deliver instruction in accordance with the following standards:

- Curriculum and instructional practices shall reflect high expectations for students.
- Curriculum shall address cultural and learning style differences.
- Instructional activities shall be consistent with the written curriculum and appropriate for the students' developmental levels.
- Instructional materials shall be age appropriate, functionally appropriate, and of high interest level for students.
- Sufficient instructional materials, supplies and equipment shall be available to deliver the instructional program.
- The instructional program shall be delivered in a climate conducive to learning.
- The instructional program shall include educational and workforce development opportunities.

CUMULATIVE FOLDERS

Alternative education personnel may copy materials from the original cumulative folder to maintain at the AE site. Any copied material must be maintained in a secure location.

- A copy of any state test results that apply to the student.

- Cumulative folder copies may be updated at the alternative education site, but any added information must be placed in the cumulative folder at the home school of origin.
- The cumulative folder must reside in the home school of origin.
- When no longer in use, any information obtained from the cumulative folder **MUST** be shredded (**FERPA violations**).

ALTERNATIVE EDUCATION STUDENT FOLDER

- Academic and Behavioral Progress Reports
- Alternative Education Handbook Notification Form
- Alternative Education Transition Committee Checklist
- Behavior Modification Tracking Forms
- Counseling Schedule
- Counselor Referral Form
- Criminal or Unlawful Activity Reports
- Individual Instruction Plan or Individual Education Plan and revisions, if applicable
- Parent Notice of Student Placement in Alternative Education
- Superintendent Referral and recommendation Form
- Transition Team Exit Evaluation

STATE ASSESSMENT

Students enrolled in alternative programs will participate in the Mississippi Assessment System at sites determined by school officials and in accordance with established guidelines regarding student grade levels and eligibility. Test results for these students will be assigned to the school of origin for accountability purposes.

SUPPORT SERVICES

A student in alternative education programs shall receive school counseling services and/or other support services such as school social work or psychological services as indicated in the IIP or IEP. Many students assigned to an alternative school program have unique needs that cannot be totally addressed by resources in the local district. In order to meet the needs of students and parents, it is recommended that local districts collaborate with other entities in their community such as but not limited to the following:

- Attendance Officers
- Business, Civic and/or Community Organizations
- Department of Human Services
- Faith Based Organizations
- Health Department
- Law Enforcement Programs
- Local Colleges
- Medical Community
- Mental Health (The Mississippi Department of Health will work with alternative education programs that need assistance with students who qualify for Medicaid benefits.)
- Mentors/Tutors
- Partners in Education
- PTA, PTO, PTSA DHS

- Vocational Rehabilitation
- Youth Court

STAFF DEVELOPMENT

Staff development needs to promote growth and development as well as educational services for children with academic and behavior deficiencies. The Alternative Education teaching staff is provided Staff Development through the home school and district wide training activities.

SPECIAL EDUCATION

Local school boards shall comply with applicable state and federal laws and regulations in the education of exceptional students placed in alternative education programs. The IEP team shall develop a student's written plan which includes academic courses, behavioral components, criteria for reentry to the school of origin or to another appropriate setting, and provisions for periodic review of the student's progress. A student identified as having special needs must have a certified teacher in the area of special education working with him/her at the alternative education site. School personnel may remove a student to an interim alternative educational setting for not more than forty five school days and without regard for whether the behavior is determined to have manifested in association with the child's disability, if the child:

- carries a weapon to, or possesses a weapon on school campus or at school functions on any school campus in the school district under the jurisdiction of the state education agency or a local education agency; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at all school functions under the jurisdiction of a state education agency or a local education agency; or
- has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state education agency and/or local education agency.

The decision to remove a student with a disability from the student's current educational placement due to disciplinary infractions must be made by the student's IEP team. Students with disabilities who violate the code of Student Conduct or who engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and if applicable, their IEP and Board policy. A manifestation hearing must be held at the student's school of origin to determine if the infraction justifies alternative placement. A student with a disability may be placed in an alternative educational setting; however, removal of a student with a disability from his/her current placement to an interim alternative educational setting may be implemented by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim educational setting. The district shall comply with provisions and procedural safeguards of the Individuals with Disabilities Education Act (IDEA) federal and state regulations when disciplining students with disabilities for violations of district policy or school rules and regulations. A student with a disability may be suspended for ten (10) consecutive days for the

same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement. Also, use of interim alternative educational settings permitted by law does not constitute a change in educational placement for these purposes.

PERSONNEL

It is the responsibility of the district to select the most qualified applicant(s) to implement the alternative education program. Personnel shall be qualified for their assigned positions and comply with state directed Alternative Education elements (15:1). Alternative education teachers who are teaching core academic content courses must meet MDE requirements for course certification. Adequate instructional staff must be assigned to the alternative program to ensure the continuing education of students and classroom supervision at all times. Further, students assigned for a grading period or longer and receiving Carnegie unit credits will receive instruction from appropriately certified teachers. When the alternative school program is housed in a free-standing facility separate from the traditional school program, a certified administrator must be assigned to supervise the program.

SCHOOL BOARD RESPONSIBILITIES

Local school boards shall adopt policies and procedures for the operation of alternative education programs. Policies and procedures shall include, but are not limited to, Goss vs. Lopez due process procedures (advise student of infraction, allow students an opportunity to give his/her version of the story); manifestation hearing for students receiving special education services; the goals of the program; the eligibility criteria and process for the placement of students in the program (including the composition of the Transition Team which may be an existing school team such as the Teacher Support Team); the continuing education of students; the involvement of parents and community agencies; length and time of the school day; plan for awarding of credits; district discipline policy, the staffing plan (motivated and culturally diverse staff), personnel qualifications and class size limits (15:1); criteria for completion of the alternative education program or reentry into regular education; and the performance measures and process for program evaluation. Rules and regulations which address the unique needs of alternative program students have been developed and disseminated to parents and students.

DISTRICT RESPONSIBILITIES

- Define the alternative education program and procedures in Board Policy
- Ensure accreditation standards are being met
- Ensure that the Discipline Policy has been followed prior to removal of a student
- Provide a facility that is clean, safe and functional, and commensurate with facilities provided other students in the district
- Provide adequate, certified staff that is motivated and culturally diverse
- Provide an alternative school program or behavior modification program that meets the requirements of MS Code, §37-13-92
- Provide for the continued education of students
- Provide for the safety of regular staff and students
- Provide written policies that meet Goss vs. Lopez due process procedures

REGULAR EDUCATION RESPONSIBILITIES

- Determine suitability of student to be placed in the alternative education program
- Develop a process of educational review by teachers and other appropriate professional personnel to assist in the development of the Individualized Instruction Plan (IIP)
- Develop and implement consistent due process procedures
- Ensure student participation in the Mississippi Assessment System
- Ensure the written and distributed discipline policy has been followed
- Maintain cumulative (not original) records on alternative education students
- Notify parents or guardians regarding removal of student
- Provide data to show “failure to respond” to Tier II and III interventions
- Provide Tier II and III efforts using research and evidenced based practices and positive behavioral interventions

ALTERNATIVE EDUCATION RESPONSIBILITIES

- Assist in the development of an IIP that provides for courses required for graduation for each student with an emphasis in academics, applied behavioral analysis (behavior modification), functional skills, and career education
- Complete annual program review and evaluation as directed by MDE
- Determine duration of placement
- Ensure student participation in the Mississippi Assessment System
- Ensure the safety of staff and students by referring any student involved in criminal or violent behavior on campus to the appropriate authorities
- Ensure that the maximum teacher/student ratio is 1:15
- Ensure that there are high expectations for student achievement
- Meet MDE accreditation standards
- Meet requirements of MS Code, §37-13-92 and SBP (901)
- Provide academic instruction that is tailored to meet the specific needs and learning style of students
- Provide adequate, caring, certified staff who are motivated and culturally diverse
- Provide community involvement and support
- Provide continuous staff development that supports teachers in developing and enhancing classroom management skills
- Provide counseling for parents and students
- Provide evaluation of student’s progress at regular intervals and maintain records
- Provide for the continuing education of students
- Provide written rules addressing the unique needs of alternative education students to both parents and students (clearly stated mission and discipline code)

ADMINISTRATOR RESPONSIBILITIES

- Assist in the development of policies, procedures and programs
- Assist staff in the development of IIP
- Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs

- Identify resource needs
- Interpret, apply, and assure compliance with State law and policy, district law and policy and accreditation standards
- Maintain current knowledge of new trends and innovations
- Manage and oversee the day to day operations
- Plan, organize, control, and direct the provisions of services
- Provide staff development
- Recommend appropriate service and staff
- Research, analyze, and evaluate current and new service delivery models, procedures and techniques
- Resolve issues and conflict
- Supervise the performance of assigned personnel

WAYNE COUNTY EDUCATION CENTER

Alternative School

2022-2023 Bell Schedule

Buses Unload at 7:25 a.m.

Block	9th -12th Grade Bells
1st Block	7:45 - 9:25 (100 Minutes) (5 Minute Break)
2nd Block	9:28 - 11:03 (95 Minutes)
3 rd Block	11:06 - 1:04 (118 Minutes)
	23 Minute Lunch
4th Block	1:07 - 2:42 (95 Minutes)

Bus/Car Bell 2:42 p.m.

GRADING SYSTEM AND REPORTS TO STUDENTS AND PARENTS

Grades are placed on report cards each nine week term. All grades recorded on the student's report card will be stated both by letter and number (i.e., 93/A). During each nine week term, tests and other means are used by teachers to measure the progress students have made in various subjects. The grade given at the end of each nine week indicates the academic accomplishments of the student.

Grading Scale

91-100 = A

81-90 = B

71-80 = C

61-70 = D

60 and below = F

The school year is divided into two semesters. Each semester is further divided into two nine week terms. Nine week grades are obtained as follows:

1. Major assignments (weekly test, chapter test, major projects, etc...) make up 60% of a student's grade each nine weeks term.
2. Minor assignments (classwork, quizzes, small projects, etc...) make up 40% of a student's grade each nine weeks term.
3. The semester grade is obtained as follows: The average of the two nine week grades makes up the semester average. (The 1st nine weeks grade will be added to the 2nd nine weeks grade average. The average of these two grades will constitute the student's 1st semester grade. The yearly average is determined by averaging the two semester grades.

ATTENDANCE POLICY

(The procedures in this section shall constitute a good faith effort by the Wayne County School District to comply with state law, to foster academic growth, and to establish expectations of each student at Wayne County Alternative School to attend classes on a regular basis.)

STATE LAW

The Mississippi Compulsory School Attendance Law (37-13-91) requires all children who have attained or will attain the age of six (6) years on or before September 1 of the calendar year and who have not attained the age of 17 on or before September of the calendar year to be in regular attendance at school. The law also requires that the Superintendent report immediately to the local School Attendance Officer any compulsory school age child who has not enrolled within 15 calendar days after the first day of the school year. In addition, the Superintendent will report any child with five unexcused absences to the School Attendance Officer for appropriate consultation between the officer and parents/guardians. When the child has 12 unexcused absences, the law

provides that charges of “Education Child Neglect” may be brought against the parent/guardian. Potential punishment for Education Child Neglect is a fine up to \$1,000 and/or 1 year in jail. The School Attendance Officer is available to assist parents in having the children understand the importance of getting an education through our public school system.

EXCUSED ABSENCES

Under Mississippi law (37-13-91), in order for an absence to be determined as **EXCUSED**, satisfactory evidence of the excuse must be provided by the student, including a note from the parent or a physician’s excuse.

The following eight categories constitute **EXCUSED ABSENCES** :

1. an absence resulting from illness or injury of the student which prevents the student from being physically able to attend school
2. an absence resulting from the death or serious injury of a member of the immediate family (parents, grandparents, siblings)
3. an absence resulting from medical or dental reasons
4. an absence resulting from a student’s attendance at the proceedings of a court or administrative tribunal
5. an absence due to a required religious observance or event
6. an absence resulting from an authorized school activity
7. an absence that requires a student to be isolated for health purposes
8. an absence whereby the principal determines that conditions warrant that the absence be excused, which includes preapproval of the absence by the principal For state auditing purposes and to keep proper in house records, an excused absence must be submitted by the parent or by the principal or his designee in written form. It is the responsibility of the student and parent to keep up with or to track the excused absences turned in each month. Excuses should be received in the same month that the absences occur.

To obtain an **EXCUSED** absence for the student, the parent or guardian may do one of the following:

1. Send a written excuse by the student that clearly states the date(s) of the absence(s) and the reason for the absence(s). The student’s first and last names, a parent’s legible signature and contact’s number, and reason for the absence(s). The excuse must be presented to the office prior to the first period on the day that the student returns to school. Only three (3) parent/guardian notes or doctor’s excuses (excusing a maximum of 2 consecutive days each) per term will be accepted for excusing a student’s absences.
2. Send a written excuse for approval when there is prior knowledge of an absence. However, no absence of two weeks or longer will be approved unless the reason is covered by state law and confirmed in advance and documented by the principal or assistant principal. In such cases, the student will follow the procedure for obtaining an **excused absence slip** in the preceding paragraph when he/she returns to school.

UNEXCUSED ABSENCES

Also according to state law (37-13-91), an “unlawful” absence is an absence for which the student does not have a valid excuse. These absences are called **UNEXCUSED** absences. If the student does not follow the procedure in obtaining an **excused absence slip** on the day of the student’s return to school, then the absence will be considered **UNEXCUSED**. Students are expected to make up all work missed.

MAKE UP WORK FOR EXCUSED ABSENCES

The student will be allowed to make up work missed following an excused absence by contacting the particular teacher. The makeup work may be done under the following provisions:

1. The student has no later than the second day after he/she returns to school to see the teacher for makeup assignments.
2. Time permitted for work to be made up shall be in direct proportion to the days missed. In other words, once the teacher gives the makeup work to the student, the student has the same number of days to complete and turn in the work as the number of days he/she missed.
3. Makeup tests will be given at the discretion of the teacher.
4. Tests and assignments made prior to student’s absence are due upon the student’s return to school.
5. Work missed for school sponsored activities should be made up prior to the activity or made up in direct proportion to the days missed.
6. If a student fails to appear for an appointment for makeup work without being excused by the teacher, he/she has forfeited his right to make up work
7. Makeup work is to be done immediately when you return to school.

DISMISSALS FROM SCHOOL (Check-out)

While checking out of school is sometimes necessary, the school discourages check-outs as much as possible. Please make an attempt to schedule doctor’s appointments after the school day has ended. If check-outs are necessary, they should be done at the end of a block. Calling students to come to the office is disruptive to the instructional environment. No student will be allowed to check out unless the principal or his/her designee determines there is an emergency. No student shall leave school without permission from a principal or his/her designee. Students shall be allowed to check out of school for personal illness or a bona-fide emergency. Students must secure an early dismissal request from the personnel office and a parent/guardian must sign the student out before the student will be allowed to leave school.

Students having an appointment with a medical doctor or dentist or having other valid reason(s) may check out of school as follows:

- A parent/guardian may come to the school and check out a student.
- The student may present a doctor or dental appointment card to the attendance office and receive approval for an early withdrawal.

When a student is checked out, a note must be submitted when the student returns to school. In order for the check-out to be excused, it must meet the guidelines for excused absences. **Early check-outs are strongly discouraged.**

RESIDENCY REQUIREMENTS

Only students who are legal residents of the Wayne County School District as determined by residency requirements of this district, have been referred by local participating school of this district, and have met all requirements for placement will be allowed to attend the Wayne County Alternative School.

REQUIREMENTS FOR CLASSIFICATION

Students will be admitted to the Wayne County Alternative School based on the recommended grade level of the referring school. Course selections will be determined by the course offerings of the Wayne County Alternative School and the needs of the students.

TARDINESS

A pupil is tardy if he/she arrives at any time after the instructional day begins. Any pupil who is tardy must report to the personnel office before going to class.

Tardiness due to personal illness, serious illness in the family, death in the family or other similar emergencies will be excused if a written note or telephone call from the pupil's parent/guardian is presented at the time of arrival. All notes must contain the date, reason, time and phone number where parent/guardian can be reached during regular school hours. Oversleeping, clock failure, missed rides and failure of a vehicle will not be reasons for excused tardiness.

Any student with a medical reason, which due to its nature may cause a student to be tardy from time to time, shall be excused if a doctor has notified the school in advance. The notice must be in writing.

TRUANCY (SKIPPING)

A student is considered truant when he or she is absent without knowledge or consent of parents and school officials. A student that is truant will be suspended for two days and a mandatory parent conference will be held when the student returns from suspension.

DISCIPLINE

The objectives of discipline within our school may be considered threefold:

1. To establish and maintain favorable study conditions free from distraction and misbehavior.
2. To establish and maintain respect for authority within the school.
3. To develop on the part of the student, ideals, interests, habits, and skills that make for self-government and good citizenship. We recognize that for learning to take place we must maintain conditions conducive to learning. This implies a classroom and school environment that is orderly. Respect for authority is stressed, but it should come, at least partly, as a result of leadership and not forced tribute. The responsibility for a student's behavior rests with the parents or legal guardian and the individual student. The principal has the authority to administer any disciplinary action approved by the Wayne County School Board necessary to enforce the policies of the Wayne County School District and include, if necessary, the

involvement of appropriate law enforcement or juvenile authorities. Any student who is or becomes involved in violent behavior will be removed from the Wayne County Alternative School.

DISCIPLINE LADDER

The discipline ladder for the Wayne County Alternative School is as follows:

1st Offense: The student will be suspended for 2 days. A parent conference is required before the student can return to the alternative school.

2nd Offense: The student will be suspended for 6 days. A parent conference is required.

3rd Offense: The student will be recommended for expulsion.

Based upon the severity of the offense, a student may be recommended immediately for expulsion. This can occur with any level 4 or level 5 offenses as outlined in the Wayne County School District handbooks.

DUE PROCESS

No student may be suspended until the student has been informed of the charges, has been given an opportunity to be heard, and has been given a fair and impartial hearing. Cases involving expulsion are subject to review by the Wayne County School Board, and the student is entitled to a hearing before the board.

BEHAVIOR OFF CAMPUS

Students may be disciplined for acts or crimes off campus. The responsibility for a student's conduct rests with the parents/legal guardian and his/her youngster. The principal has the authority to administer any disciplinary action approved by the Wayne County School Board necessary to ensure the safety and well-being of all students. The administration will take whatever steps are necessary to enforce the policies of the Wayne County School District.

MISSISSIPPI STATE CODE 37-11-29 STATES THAT THE PRINCIPAL, TEACHER OR OTHER SCHOOL EMPLOYEE WHO HAS KNOWLEDGE OF ANY UNLAWFUL ACTIVITY WHICH OCCURRED ON EDUCATIONAL PROPERTY OR DURING A SCHOOL RELATED ACTIVITY OR WHICH MAY HAVE OCCURRED SHALL REPORT SUCH ACTIVITY TO THE SUPERINTENDENT OF THE SCHOOL DISTRICT OR HIS DESIGNEE WHO SHALL NOTIFY THE APPROPRIATE LAW ENFORCEMENT OFFICIALS. AS STUDENT KNOWINGLY IN POSSESSION OF A WEAPON AS DEFINED BY MS CODE 97-37-17 AND /OR ANY IMITATION WEAPON, WILL BE RECOMMENDED FOR EXPULSION, THE WEAPON WILL BE SEIZED, AND THE MATTER WILL BE REFERRED TO THE APPROPRIATE LAW ENFORCEMENT AUTHORITY.

POWERS AND DUTIES OF SCHOOL BOARD

The school boards of all school districts shall have the following powers, authority and duties in addition to all others imposed or granted by law, to with: (e) To suspend or to expel a pupil or to change the placement of a pupil to the school district's alternative school or homebound program

for misconduct in the school on school property as defined in Section 37-11-29, on the road to and from school, or at any school related activity or event, or for conduct occurring on property other than school property or other than at a school related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil'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, and to delegate such authority to the appropriate officials of the school district.

SEARCHES

Students of the Wayne County School District have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve good order and discipline of the school. Searches may be conducted with reasonable suspicion by not less than two members of the professional staff. Any vehicle on any campus will be subject to search with reasonable suspicion. Any student who commits an unlawful act on school grounds, at a school sponsored activity or a school related activity, is subject to having charges filed against him/her by the school district with proper law enforcement officials.

ELECTRONIC DEVICES / CELL PHONES

CELL PHONE PROCEDURES FOR WAYNE COUNTY ALTERNATIVE SCHOOL

Students may bring cellphones to class, but the phone will be turned off and turned into the Alternative School Administrator at the beginning of school. The devices will be returned at the conclusion of the school day. Any students that refuse to turn in his/her phone or attempts to hide his/her phone will face the following consequences:

1st Offense: The phone will be confiscated and the student will be suspended for two days.

2nd Offense: The student will be suspended for four days, the phone will be confiscated, and a parent conference will be required.

3rd Offense: At this point, the student will be suspended from the alternative school for a period of six days and the student may be recommended for expulsion for being a habitual offender. A parent conference will be required.

4th Offense: The student may be recommended to the expulsion committee at the discretion of the administrator.

TRANSPORTATION

Transportation to and from the Wayne County Alternative school will be provided by either the Wayne County School District Transportation Department or parents will provide transportation. Driving privileges are suspended while students are assigned to Alternative School. Student must ride bus or be picked up/dropped off by parent in the designated area. **All students attending the Wayne County Education Center should report to the alternative school at the start of the school day.**

All students are to clear the campus immediately following the dismissal of school for the day.

GRIEVANCE PROCEDURE

The Board realizes that there may be conditions in the school system that need improvements and that students should have some means to effectively express their concerns which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level.

DISPLAY OF AFFECTION

School is not the place for public displays of affection. We expect students to behave as ladies and gentlemen at all times. Students that exhibit this behavior will face disciplinary action.

THREATS, HARASSMENT, INTIMIDATION, FIGHTING, ETC.

The Wayne County Education Center is responsible for providing a safe, secure climate for all students. We will not tolerate threats, harassment, intimidation or fighting on our campus. Any student, parent or teacher who thinks there may be a problem should notify the administrator immediately. Every effort is made to handle problems in a most reasonable fashion. Any student who participates in a fight or encourages fighting, regardless of who started it, will be subject to severe disciplinary action. Severe disciplinary action may include long term suspension from school, expulsion and/or legal charges being filed against the student.

ALL THREATS ARE TAKEN SERIOUSLY! "JUST PLAYING" IS NOT AN ACCEPTABLE DEFENSE. ANY STUDENT WHO MAKES A THREAT IS SUBJECT TO VERY SEVERE DISCIPLINARY ACTION WHICH MAY INCLUDE EXPULSION, LONG-TERM SUSPENSION, AND LEGAL CHARGES BEING FILED. THE SCHOOL DISTRICT MAY REQUIRE PROFESSIONAL COUNSELING BEFORE THE STUDENT CAN RETURN TO SCHOOL.

SEXUAL HARASSMENT

Sexual harassment is unwelcome behavior that makes a person feel uncomfortable or unsafe. Sexual harassment is illegal and will not be tolerated at Wayne County Alternative School. Any student, parent or teacher who thinks there may be a problem should notify the principal immediately.

INTERROGATIONS

School administrators and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist.

GUIDANCE SERVICES

It is the aim of the Wayne County Alternative School to help each pupil profit as much as possible from their school program experiences. The teachers and administrators are here to help

you to obtain your goals. The counselors will be available to assist you. Guidance counselors will visit the alternative school on a daily basis.

Counselors may help you:

1. Select and outline a program of study.
2. Identify abilities, interests, and special aptitudes by use of standardized tests and other sources of information
3. Improve social and academic adjustments.
4. Provide information on career opportunities.
5. Maintain good attendance in school.
6. Make important personal decisions.
7. Deal with handicaps.
8. Find jobs, assisted by principals.
9. One on one counselee/counselor sessions as needed and at student's request.
10. Group sessions with guest speakers.
11. Small group conflict/resolution counseling sessions as need merits.
12. Assessment of student needs for referrals with outside agencies.

PARENT - TEACHER CONFERENCES

Parent Teacher conferences are an essential part of the education process. Parents have the right to know how their child is doing and they should be given the opportunity to assist in improving their child's achievement or behavior. Conferences should be scheduled during a teacher's preparation period during the regular school day and can be arranged by calling the Wayne County High School at 601-735-2581. Please remember that the purpose of the parent teacher conference is to solve problems and assist the student, not to create problems and hostilities.

When requesting a Parent-Teacher conference, the following procedures should be followed:

1. Parents should state the motive and purpose of the conference at the time the appointment is made. This will ensure that the teacher has appropriate information needed to answer parent concerns.
2. Parent teacher conferences are confidential and should address the individual needs of the student.

LUNCH

The ultimate goal of the child nutrition program is to provide nutritious meals to all students daily. Free meals are provided for all Wayne County School District students.

Lunch will be served in the Wayne County County High School Cafeteria.

EMERGENCY PROCEDURES

FIRE DRILL INSTRUCTIONS

When the alarm is heard, all students should walk briskly and orderly toward the designated places according to where they may be at the time of the alarm. Each room should have one

student assigned to close the windows in the room at the instant of the alarm. The teacher will be the last one out of the room and will direct the students out of the door and will close the door when leaving. Before leaving, the teacher will check to see that no one is left in the room.

TORNADO OR SEVERE WEATHER ASSIGNMENTS

A severe weather alarm will be given. When this alarm is sounded all teachers and students should move immediately to their designated places according to where they may be at the time of the alarm. Students in the halls will sit along the walls with heads on knees and hands on top of their heads. Every attempt will be made to contact a parent/guardian or someone in the emergency call list in the event of early dismissal. In the event of early dismissal, media sources including the school district website (www.wayne.k12.ms.us) and the district Facebook page will be notified. All parents are encouraged to listen to radios or televisions in case of bad weather. All days missed will be made up in correlation with the adjusted calendar for the district.

STUDENT APPEARANCE

Students are expected to present a clean, neat and well-groomed appearance at school. It is the responsibility of parents and guardians to see that their child is properly attired for school. The administration reserves the right to make the final decision concerning the appropriateness of clothing at school. Parents should be aware of potential drastic changes in weather and should see that their child is dressed accordingly.

MANDATORY DRESS CODE

Recognizing that first impressions are important and that people are generally more at ease and function better when they are dressed appropriately, the following guidelines for dress have been established for the Wayne County School District. The emphasis is upon cleanliness and neatness. Students will be restricted from attending classes if their attire is inappropriate. The school's administration reserves the right to make any decision necessary for the best interest of the students and which will protect the image of the school and community. The principal may allow some modifications to the dress code on designated days. This dress code outlines the only acceptable form of attire approved to be worn by students in this district. Every component of the student attire should be appropriate in length and/or size. Appropriate is defined as that which properly covers the body and which is in good taste. This dress code is outlined very specifically in the WCSD Handbooks for students in grades K-8 and students attending WCHS.

PERSONAL BELONGINGS

All personal belongings such as coats, sweaters and book bags should be labeled with the child's name. Students should not bring any valuable personal items such as electronic games, radios, C.D. players or C.D.'s to school. If a student brings items such as radios, electronic games, C.D. players or C.D.'s to school they will be taken up by the teacher and/or principal. A parent/guardian must come to the school to pick up any items that have been taken up.

CARE OF SCHOOL PROPERTY

All buildings and whatever they contain in the way of equipment are provided at great expense by the taxpayers of the Wayne County School District. Pupils should pride themselves in doing everything possible to take care of school property and should encourage others to do so.

All paper and waste should be placed in the containers arranged for this purpose. Paper should not be thrown on the campus or floors. Any student causing damage to school property either intentionally or through neglect on his/her part will be liable for such damages.

CHROMEBOOKS

Students will be allowed to use Chromebooks to complete their work in the class when appropriate. Students will be expected to treat them with care and will be held accountable for damage and loss. The Chromebooks are intended for educational use. Students are not to use these tools for entertainment purposes. Any student caught using Chromebooks for any other purpose than as an educational tool will face disciplinary actions similar to the actions taken for the violation of the cell phone policy.

TEXTBOOKS

Books will be issued and numbered by the teacher of each course requiring the use of such textbooks. Students will be held responsible for the loss or damage to textbooks issued to them. The teacher of each course will determine the amount of fines or cost of replacement of such textbooks as determined by the State Textbook Commission. Students may be asked to buy workbooks or laboratory manuals for some courses.

ILLNESS OR INJURY

Students who become ill or are injured at school will be given basic first aid as deemed appropriate. The parents/guardians of students who need off campus medical attention will be notified immediately.

MEDICATION

Parents/guardians are encouraged to administer medication to their children at home if possible. However, the school will cooperate should medication have to be administered at school. All medicines, vitamins, or drugs (including cough drops and aspirin) which are authorized by parents/guardians and /or medical doctors that are to be taken by students are to be turned into the office with written directions for use. A written request for the use of cough drops is to be sent to the administration if cough drops are to be used in the classroom.

DRUG FREE SCHOOLS AND WORKPLACE

Section: G

Policy Code: GBRL

No Employee engaged in work in connection with the Wayne County School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state and federal law.

“Workplace” is defined to mean the site for the performance of work done in connection with the Wayne

County School District. That includes any school building or any school premises: any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment in the Wayne County School District, each employee shall notify their supervisor of their conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

As a condition of employment in the Wayne County School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be nonrenewed or their employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

MEDICAL MARIJUANA

This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, this school district:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
2. May refuse to hire, discharge, discipline, or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

RESTROOMS

Restrooms should be kept as clean as possible. Students are to use the restrooms for the purpose for which they were built. Students are not to loiter in the restrooms. Students may use the restrooms between classes. If a special problem exists, even temporarily, contact the office, or in an emergency, send a note. Special permission can be arranged.

LOST AND FOUND

Lost books and equipment will be stored in the office in what is known as "Lost and Found". At the end of each nine weeks period unclaimed books and articles will be discarded. The school cannot guarantee the safe return of articles found. Such return is often governed by the time which lapses before claims are made and/or the honesty of the claimants.

AFTER SCHOOL EVENTS AND SPORTS

All alternative school students are forbidden to attend any and all extra-curricular activities either at home or a visiting school. This includes any and all practices, games or programs.

GENERAL INFORMATION FOR PARENTS

1. Some students lead their parents to believe that they are attending school for the day, but fail to report. Parents are urged to call the school, 601-735-2851, if there are any questions concerning their child's attendance. Every effort is made to contact the parent if the student actually arrives at school and then leaves without permission.
2. Personal articles are sometimes left for short periods, unguarded. This is an open invitation to theft.
3. If a student is "sent to the office" with a written report of misbehavior from the teacher, the teacher's version is accepted unless requested investigation reveals extremely unusual circumstances.
4. The responsibility for enrolling a student and being aware of his/her daily attendance or failure to attend rests with the student and his/her parents.
5. All medicines, vitamins, or drugs, including cough drops and aspirin tablets to be taken by students which are authorized by parents and/or medical doctors are to be turned in to the office secretary with written directions for their consumption. A written request for the use of cough drops is to be sent to the administration (if cough drops are to be used in the classroom).
6. Students are not allowed to bring visitors to class at any time.
7. A telephone call from the parent does not automatically excuse a student for absence or tardiness. The reason for the absence or tardy is the determining factor. There are NO official "cut" or "skip" days.
8. Parents are notified of disciplinary action by telephone or by letter. A discipline report is given to the student to take home and give their parents. The parent is asked to sign the discipline report and return it to school.
9. Students will be dismissed early for doctor visits and emergencies only. In all instances, parents or their designated representative (must be indicated in writing) will be required to come into the school to check out a student. Obviously, this may at some time be difficult, but the regulation is an attempt to provide the greatest protection possible for the student.
10. If special mental or physical problems exist which would affect the educational well-being of the students, the school principal should be notified in writing each school year.
11. Students are allowed to use the school's telephone facilities for illness and emergencies. Forgetting items needed at school does not constitute an emergency.

The purpose of this handbook is to inform students and parents/guardians of the policies and procedures of the Wayne County School District Alternative School. Students and parents/guardians will be able to avoid confusion and misunderstanding by being familiar with the contents of this handbook.

Please sign the form below and return it to your child's homeroom teacher within two days of receipt of this handbook.

SIGN AND RETURN THIS PAGE

We, the undersigned, have read and understand the policies, procedures and expectations as outlined in the Wayne County Alternative School Student & Parent Handbook. We further understand that it is the responsibility of the student and their parent/guardian to abide by the policies, rules, procedures and expectations set forth in this handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Alternative School Administrator Signature

Date