

RESIDENCE VERIFICATION PROCEDURE (JBC) 2019-2020

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

Residency may be determined in the following manner:

A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S) Beginning with the 2019-2020 school year, the parent(s) or legal guardians(s) of a student wishing to enroll or attend school in Western Line School District will have to provide the following proofs of residence.

Documents provided to me by Parent/Guardian:

Custodial agreement or Guardianship papers when the parent/guardian enrolling the child is not listed on the Birth Certificate.

RESIDENCY DOCUMENTATION

Group A: (one from this list)

- Filed Homestead Exemption Application Form
- Mortgage Documents or Property Deed
- Official Apartment or Home Lease (Current)

Group B: (one from this list)

- Current Automobile Registration
- Current Utility Bill (Electric, Gas, Cable TV or Water)

Affidavits

If the student **and** parent/guardian live with a non-custodial adult, **the non-custodial adult must provide a notarized affidavit and required residency documents from Group A AND Group B.**

In addition to the non-custodial documents, the custodial parent/guardian must provide one of the following with the in-district address on it.

- Automobile License Receipt / Registration
- Bank Statement / Work Check Stub / State or Federal Benefit Check
- IRS document, SNAP Verification or other Government Correspondence

WESTERN LINE SCHOOL DISTRICT
Schools and Principals

Western Line Schools

Lawrence Hudson, Superintendent
102 Maddox Road
P. O. Box 50
Avon, MS 38723
(662) 335-7186

O'Bannon Elementary School

James Johnson, Principal
Constance Williams, Asst. Principal
1209 South Raceway Road
P. O. Box 5816
Greenville, MS 38704-5816
(662) 332-4830

Riverside Elementary School

Daphne Young, Principal
Heather Stokes, Asst. Principal
939 Riverside Road
P. O. Box 130
Avon, MS 38723
(662) 335-4528

Riverside Elem – Kindergarten

-- **Morris Center Campus** --
4180 Highway 1 South
P. O. Box 130
Avon, MS 38723
(662) 332-7675

O'Bannon High School

Willie Goins, Principal
Tannica Ervin, Asst. Principal
1203 South Raceway Road
P. O. Box 5816
Greenville, MS 38704-5816
(662) 332-2637

Riverside High School

Donald Coleman, Principal
Tyinika Nash, Asst. Principal
939 Riverside Road
P. O. Box 80
Avon, MS 38723
(662) 335-4527

DISTRICT MISSION: (BA)

The Board of Trustees believes:

that the purpose of education in the United States of America is the development of each individual for the fullest participation in the American democratic way of life;

- that the school program should emphasize the worth and dignity of all essential work;
- that the quality of education will be determined principally by the quality of the persons who teach;
- that the structure of American school systems should be adaptable enough to meet the educational needs of a changing society;
- that the total educational experience of each individual must be designed to contribute to the development of effective ethical character;
- that spiritual, social, civic, economic, and vocational competencies are as important as academic literacy;
- that the Board is responsible to the people and therefore should reflect the opinion of the community

In accordance with its stated philosophy, the Board of Trustees strives:

- to facilitate the education and development of youth and adults of the community;
- to interpret the educational needs and aspirations of the community through the formulation of policies;
- to provide leadership in order that the goals and objectives as set forth in the Board policy manual are effectively carried out;
- to manage the school district in accordance with Board policy;
- to maintain adequate communication with the various publics served by the schools.

District Mission:

To education ALL students to become productive citizens by providing a world class educational system that prepares students for the 21st Century. It is our mission to graduate ALL student on an individualized career plan that will ensure that they are college and career ready.

District Vision:

The vision of the Western Line School District is to become an “A” rated district through the collaborative efforts of ALL concerned stakeholders.

INTRODUCTION

It is generally recognized that any organization will function more efficiently when it is guided by a set of written policies. With this in mind, this handbook was developed by administrators, teachers, parents, and students working collectively to achieve this goal.

Hopefully, this handbook will provide students and parents with a better understanding of the organization and administration of the Western Line School District. We hope that it will serve as a guide to students in making this school year a pleasant and profitable time for all concerned.

Each student is expected to be familiar with all of the regulations in this handbook.

This handbook was approved by the Western Line School District Board of Trustees on July 22, 2019.

Western Line School District 2019-2020

July 4 – 5, Thurs-Fri	Independence Day Holiday – No Staff
August 1, 2, Thurs, Fri	Professional Development
August 5, Monday	Convocation / PD
August 6, Tuesday	Students First Day of School
September 2, Monday	Labor Day Holiday – No School
September 4, Wednesday	Progress Reports
September 30, Monday	End of First Month (39 days)
October 4, Friday	End of first Nine Weeks (43 days)
October 14, Monday	Columbus Day Holiday (Fall Break) – No School
October 15, Tuesday	8 – 12 Professional Development
	1 - 6 Parent / Teacher Conference (No Students)
October 31, Thursday	End of Second Month (21 days)
November 13, Wednesday	Progress Reports
November 22, Friday	End of Third Month (16 days)
November 25 - 29, Mon – Fri	Thanksgiving Holidays – No School
December 17, 18, 19 (Tues, Wed, Thurs)	Mid Term Exams
December 19, Thursday	End of Fourth Month (14 days)
	End of Second Nine Weeks (47 days) End of First Semester (90 days)
December 20 – January 3	Christmas Holidays – No School
January 6, Monday	First Day of Second Semester
January 13, Monday	Report Card Day (School in session)
January 20, Monday	Martin Luther King Holiday – No School
January 31, Friday	End of Fifth Month (19 days)
February 5, Wednesday	Progress Reports
February 17, Monday	President’s Day – No School
February 28, Friday	End of Sixth Month (19 days)
March 6, Friday	End of Third Nine Weeks (43 days)
March 9 – 13, Mon – Fri	Spring Break – No School
March 20, Friday	8 – 12 Professional Development
	1 - 6 Parent / Teacher Conference (No Students)
March 31, Tuesday	End of Seventh Month (16 days)
April 10 & 13, Fri & Mon	Good Friday / Easter Holiday – No School
April 15, Wednesday	Progress Reports
April 30, Thursday	End of Eighth Month (20 days)
May 13, 14, 15, Wed, Thurs, Fri	Senior exams
May 17, Sunday	Baccalaureate
May 18 – 19 Monday, Tuesday	Senior Make-up Exams; Grad Practice
May 20, 21, 22 (Wed, Thurs, Fri)	Exams
TBD	RHS & OBHS Graduation
May 22, Friday	Last Day for Students
End of: Ninth Month (16 Days) Fourth 9-Weeks (47 Days) Second Semester (90 days)	
May 25, Monday	Memorial Day (Holiday)
May 26, 27, Tuesday - Wednesday	Teacher Work Days

** No extra days are built into this calendar. Days missed for emergency will have to be made up.

Students 180 Days Teachers 187 Days

Equal Educational Opportunity Federal/State Guidelines Policy of Nondiscrimination (BAAB)

Every pupil of the Western Line School District will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status.

No student shall be excluded on such basis from participation in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities.

**Title IX, American with Disabilities, and Section 504
Western Line School District
P.O. Box 50
Avon, MS 38723
Phone (662) 335-7186**

Title IX: (JB)

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance. This act includes protection from sexual harassment which includes: unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment.

Section 504 / Americans with Disabilities Act:

The Western Line School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

STUDENT ENROLLMENT (JBA)

Compulsory Age Law – HB 2571

“Compulsory school age child” means a child who attained or will attain the age of six (6) years on or before September 1 of the calendar year they wish to enroll in first grade. Kindergarten attendance is not compulsory; but a child wishing to attend kindergarten in the Western Line School District must be five years old on or before September 1 of the calendar year they wish to enroll. A child wishing to attend pre-kindergarten must be four years old on or before September 1 of the calendar year they wish to enroll.

The compulsory age for school attendance is six (6) (on or before September 1 of the school year) to seventeen (17). A parent, guardian, or custodian in noncompliance is guilty of child neglect and, if convicted, shall be punished by a fine not to exceed one thousand (\$1,000.00), or by imprisonment not to exceed one (1) year in jail, or both by such fine and imprisonment.

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 the Superintendent, or his designee, shall report this child to the school attendance officer of the youth court or family court for investigation. (MS Code 37-13-91(5) (6))

IMMUNIZATIONS (JGCB)

State law requires that all students in grades K – 12 provide the school a Certificate of Immunization Compliance. This certificate should be presented to the school on the day of registration.

Vaccine/antigen	# of doses
Diphtheria, Tetanus, Pertussis (DTaP) ⁶	5 ^a
Polio (IPV)	4 ^b
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2 ^c
Varicella (Chickenpox)	2 ^d
Tdap (tetanus, diphtheria and pertussis)	1 ^e

- All children entering a Mississippi School who are 5 years and older 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 vaccine (Td). Tdap

a – If the 4th dose is received on or after the 4th birthday, a 5th dose is not required.

b – The final dose in the series should be administered at age ≥ 4 years of age, regardless of the number of previous doses.

c – MMR vaccine may only be waived if there is a documented physician's diagnosis of previous infection with measles, mumps and rubella disease or serological confirmation of immunity to measles, mumps and rubella

d – Varicella vaccine will be waived for evidence of past infection, including past history of chicken pox or a serological confirmation of immunity to chicken pox.

e – Beginning with the 2012-2013 school year and each year after, all students entering, advancing to, or transferring to the 7th grade will need proof of an adolescent whooping cough (pertussis booster, Tdap immunization, before entry into school in the fall. Tdap Vaccine given on or after the 7th birthday meets the new requirement.

SCHOOL/ATTENDANCE ZONES (JBCCA)

Students must attend the school located within the designated school zone in which he/she resides. This requirement is based on statutes and federal court order. **Parents are required to verify residency according to the residency policy during the initial enrollment and at the beginning of each year the student is enrolled in Western Line School District.**

RESIDENCY VERIFICATION POLICY (JBC)

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A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S) Beginning with

the 2019-2020 school year, the parent(s) or legal guardians(s) of a student wishing to enroll or attend school in Western Line School District will have to provide the following proofs of residence.

Documents provided to Be by Parent/Guardian:

- Custodial agreement or Guardianship papers when the parent/guardian enrolling the child is not listed on the Birth Certificate.

Residency Documentation

Group A: (one from this list)

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Group B (one from this list)

- Current Automobile Registration
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Affidavits

If the student **and** parent/guardian live with a non-custodial adult, **the non-custodial adult must provide a notarized affidavit and required residency documents from Group A AND Group B.**

In addition to the non-custodial documents, the custodial parent/guardian must provide one of the following with the in-district address on it.

- Automobile License Receipt / Registration
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B. HOMELESS CHILDREN

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

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

- The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (10) above, required of a parent or legal guardian.
- The district resident must provide the school with an affidavit (see last page of this policy) stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where “in loco parentis” authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
 - Death or serious illness of the child’s parent(s) or guardian(s);
 - Abandonment of the child;
 - Child abuse or neglect;

- Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
 - Students enrolled in recognized exchange programs residing with host families.
3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

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

The School District reserves the right to required additional documentation and verification at any time.

Principals are empowered by the Western Line School District School Board of Education to determine if a child is not legally enrolled in the school and may require the parent unenroll the students from the district.

ENROLLMENT DOCUMENTS (JBC)

No student will be officially enrolled into the Western Line School District until all of the following requirements have been fully satisfied.

- A parent or legal guardian must accompany each student and execute a sworn statement of legal residency.
- Present a certified birth certificate (No copies)
- Present a social security card (No copies)
- Present court documentation of guardianship when enrolling a student as his/her legal guardian;
- Present a certificate of health compliance (immunization form) issued by the Mississippi Department of Health or a local physician;
- Present address of previous school attended
- Present withdrawal information from the previous school attended;
- Present a report card (elementary, middle school) or a transcript (high school);
- Receive student's cumulative folder from the last school attended.

Mississippi Law requires that a current certification of health (immunization form) be presented before a child can be allowed into a classroom.

Please note: Providing false information or documents in order to register a child within the Western Line School District may result in immediate withdrawal of that child from the school he/she is attending. Any suspicious information will be investigated and additional information may be needed.

STUDENT TRANSFERS (JBCD)

- Students who have been expelled from another school district are ineligible to enroll in the Western Line School District for the duration of the expulsion term.
- Administrators or counselors with the Western Line School District may request a letter of good standing from the previous school.
- Students who have been placed or are pending placement in alternative school settings, correctional institutions, or training facilities in another district are subject to alternative school placement upon enrollment in the Western Line School District.

CHANGE OF ADDRESSES

Mississippi Law requires the school to have the correct address and telephone number of students at all times. Students and parents are requested to submit to the office any change

in telephone number during the school year to maintain accurate information on file.

When an address is changed during the school year, parents are required to complete a new enrollment form with current, accurate address and provide new forms of documentation in accordance with the guidelines for enrollment.

STUDENT WITHDRAWAL (JBCD)

Before a child can be officially withdrawn from school to attend another school, parents are to notify the principal's office in person or by phone. A withdrawal form must be filled out by the teacher and all books returned to the child's teacher. Please give 2 days' notice so that we may have this documentation ready for you.

Children of estranged parents may be released only upon the written request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record.

SCHOOL ATTENDANCE POLICY (JBA)

STUDENT ATTENDANCE, REPORTING OF STUDENT ATTENDANCE, TARDINESS AND EXCUSES

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

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

Attendance Reporting

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

The superintendent shall develop and submit for board adoption a policy which includes:

- a definition of the instructional day for each individual school so that the 63% of the instructional day can be computed for each student within the school district's individual schools, and
- a process for computing 63% of the instructional day for each student within the school district's individual schools

Definitions

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

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

Chronic Absenteeism: Defined as missing ten (10%) percent or more of a school year or approximately eighteen (18 days) of the school year, which equals out to just two days every month.

Chronic Absenteeism Calculation

- Any student enrolled in a school for at least ten (10) days must be included in the calculation.
- Any student absent 10% or more of the time he/she was enrolled in any school
- Any student who misses 50% or more of the school day is considered absent and must be included in the calculation.

Excused Absences

In the event that a student is absent from school, the parent must notify the school's office in writing or in person for the absence to be considered a parental excuse. **It shall be the policy of the Western Line School District that excuses written by parents shall not be accepted for an absence of more than three consecutive days, and for no more than 10 days during the school year. Any absence beyond that must come from a doctor, nurse practitioner or hospital, or court, etc.**

All other absences require medical or legal documentation to be submitted to the school attendance office. Documentation must be submitted within three (3) days of when the student returns to school for the absence to be considered excused.

If parental, legal, or medical documentation is not presented as required, the absence shall be considered unexcused.

If a student is going to be absent for an extended period due to extenuating circumstances, the parent/guardian is required to notify the school in advance. Notification to the school does not ensure that the absences will be excused.

Absences that result from a school-sponsored activity will not be counted against the attendance requirement.

After five (5) unexcused absences, the school will follow the procedures of reporting the unexcused absences to the Compulsory Attendance Officer (MS Code 37-13-91).

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district, or his designee:

- An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
- An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
- An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
- An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child.

- An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- An absence may be excused if the religion, to which the compulsory-school-age child or the child’s parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee, but approval should be granted unless the religion’s observance is of such duration as to interfere with the education of the child.
- An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district, or his designee, before the absence, but the approval shall not be unreasonably withheld.
- An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that conditions are sufficient to warrant the compulsory-school-age child’s nonattendance. However, no absences shall be excused by the school district superintendent, or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

Unexcused Absences

The Western Line School District follows the “Mississippi Compulsory School Attendance Law” in reporting unexcused absences to the Washington County Attendance Officer. An accumulation of unexcused absences may be one (1) factor in determining promotion/retention of a student.

After not more than five (5) unexcused absences, the principal shall notify the Washington County Attendance Officer. The parent/guardian will then be notified that the student may be in violation of the “Mississippi Compulsory School Attendance Law”. Parents may also be prosecuted if the absences cannot be justified under the established attendance policies.

After twelve (12) accumulated unexcused absences, the principal shall notify the Washington County Attendance Officer. The parent/guardian will then be notified that the student may be in violation of the “Mississippi Compulsory School Attendance Law”. Parents may also be prosecuted if the absences cannot be justified under the established attendance policies.

ABSENCE FROM SCHOOL

Grades K-6

A student should adhere to the following attendance policy to assist in the required instructional minutes during the week for promotion to the next grade for students in grades K-6 non-Carnegie unit courses.

- Must be present one hundred sixty (160) days for a full year course. (Maximum twenty (20) unexcused absences)
- Parents will be notified daily upon each absence. Upon the fifteenth (15th) and twentieth (20th) absence (excused or unexcused) the principal or his/her designee will notify the parents of the school’s concern of possible retention and the student

will be referred to the school’s Teacher Support Team for possible interventions.

- Upon the fifth (5th) and twelfth (12th) unexcused absence the principal or designee will notify the Washington County Attendance Officer.

If the principal determines retention is necessary based on attendance, the parent/guardian will have five (5) days to appeal the principal’s decision. Appeal procedures will be reviewed annually.

Grades 7-12

A student should adhere to the following attendance policy to assist in the earning of credit or promotion to the next grade for students who are attempting to earn Carnegie units in grades 7-12.

- Must be present eighty-four (84) days for a semester course. (Maximum six (6) unexcused absences)
- Must be present one hundred sixty-eight (168) days for a full year course. (Maximum twelve (12) unexcused absences)
- Parents will be notified daily upon each absence. Upon the ninth (9th) and twelfth (12th) absence (excused or unexcused) the principal or his/her designee will notify the parents of the school’s concern of possible course failure and the student will be referred to the school’s Teacher Support Team for possible interventions.
- Upon the fifth (5th) and twelfth (12th) unexcused absence the principal or designee will notify the Washington County Attendance Officer.

Requirements for Carnegie Unit Credit

Students who exceed this standard may not, pending appeal, receive a grade or Carnegie unit credit in the course. A notation of inadequate attendance (IA) will be recorded on the report card and on the transcript if the student is passing the course. Students may, pending appeal, be required to make up the class in credit recovery or by re-taking the Carnegie Unit Class.

If the student is failing the course, the actual failing grade will be posted on the report card and on the transcript.

If the principal determines that credit should be withheld based on attendance, the parent will have (5) days to appeal the principal’s decision. Appeal procedures will be reviewed annually.

Perfect Attendance

A perfect attendance award will be given only to those students who have not been absent, tardy, checked in or checked out from any class during the entire year.

Perfect attendance is defined as:

- The student is present each day of classes.
- The student has no tardies to school or classes.
- The student does not check in late to school.
- The student does not check out early from school.

SCHOOL DAY SESSION

Buses and cars unload	7:20 – 7:30
Breakfast 3 – 12	7:25 – 7:45
Class begins 3 – 6	7:45
Tardy Bell for high school	7:49

TARDINESS

All students are required to get to school and class on time. TARDINESS prevents students from achieving all that is academically possible. Parents are encouraged to make sure that their children are prompt. When a child is tardy to school, the parent shall come to the office to check the child(ren) in.

Students that check-in late to school or out early from school will be given a tardy by the office. Students that miss more than 1/2 of a particular class/block will be counted as absent for that period but will be allowed to enter the classroom for the remainder of the class. This policy is on a semester by-semester basis. Students are to report to the appropriate class immediately upon checking in after receiving a tardy slip from the office.

Tardiness to School

- Students who drive to school and accumulate more than 3 tardies in a semester will not be allowed to drive the car to school for the remainder of the Semester. A request can be made to the Principal beginning 2nd semester for reinstatement.
- Parents who bring their children to school and are late more than three (3) times in a semester will be required to attend a meeting at the central office with Central Office staff and may be required to provide additional proofs of residency.
- Absences or tardy days that cause a student to miss more than half of any period in any single Carnegie Unit class can cause the absence policy to kick in and the student will not be able to gain the Carnegie Unit for the subject without credit recovery or retaking the class.

Habitual Tardiness to a Class (grades 7 – 12)

Students who are habitually tardy will be subject to the consequences outlined on the following discipline ladder:

1st TARDY Teacher records tardy

2nd TARDY Teacher records tardy; student warned.

3rd TARDY One day In-School Solution placement & In-School solution placement or After-School Detention for every tardy thereafter per semester;

Attorney General Opinion:

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant students who are otherwise passing, the district must afford the student procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

MAKE-UP Work

Make-up Assignments for Absences: The student will be allowed to make up missed work following an excused absence by communicating with his/her teachers on the first day back at school. **All work, including test and assignments, shall be completed within three days of return to school from the initial excused absence.** Each school shall establish procedural guidelines for making up tests and/or quizzes missed during an excused absence.

It is the student's responsibility to make up work due to an absence. Any student who

is assigned to the in-school solution program will be expected to complete assignments during the ISS time. A grade of zero (0) will be given for missing assignments not completed during the ISS period. **An out of school suspension is considered an unexcused absence.**

EMERGENCY PROCEDURES

Bad Weather / Tornado

When bad weather threatens, all schools are diligent in watching the local conditions. Schools have developed security plans for such conditions and will follow them accordingly.

Basic guidelines during bad weather:

During a Tornado Warning:

- Buses and cars drivers are not dismissed, and students are secured in the main buildings.
- Car riders are dismissed to their parents who wish to check them out, keeping in mind that it is difficult to locate a child quickly when you are in the midst of a storm drill procedure. We ask for your patience in this situation. (NOTE: Students are dismissed **only** to a parent or legal guardian during a weather emergency, unless prior arrangements have been made with the office.)

During Snow and Ice/Inclement Weather:

- This type of weather creates an entirely different problem because of its unpredictable nature. It is the policy of the Western Line School District to have school unless or until conditions (icy roads, downed power lines) dictate otherwise.
- The weather is monitored by television and radio at the schools as well as at the Central Office, through phone calls and faxes from the department of emergency management and local Sheriff's offices, and actual district personnel who ride the roads in all areas of the county.
- In the event of inclement weather, the decision to cancel classes will be made by the Superintendent and relayed to the schools and the local media Blackboard Connect System.

Emergency Dismissals

In the event of an emergency dismissal during the school day, parents should have already discussed with their child (and if necessary – the school) a plan for what he/she is to do. All efforts will be made to inform parents by all local media available. Western Line has installed an Alert Now System that will call parents (**at the primary number on file**) and deliver a recorded message if any early dismissals or changes in the school day occur. Parents must provide the school with emergency contact names and phone numbers in the event that they will be unavailable for emergency assistance.

Emergency Drills (EDDC)

The school principal shall have a current disaster plan and conduct regular safety drills as follows: tornado (2), bus (2), lockdown, (2), and fire (1) per month.

DRESS CODE / SCHOOL UNIFORMS (JCDB)

All students are urged to dress and groom appropriately for class as well as for any school activity. Western Line Schools has adopted a Uniform Policy for each of its schools. All dress code rules are to be strictly enforced. Violations of the uniform policy shall be dealt with according to the district discipline policy.

In addition to the other guidelines, if the student's dress is deemed unsafe or a disruption to the class or school by the principal or assistant principal, the student

will be required to obtain appropriate clothing before being admitted to class.

SHIRTS: 2 or 3- button pullover polo type shirt with a collar.
Solid colors only
All Shirts shall be tucked in.
All undershirts must be solid and must be in school colors.

SHIRT COLOR:

O'Bannon Elementary (Grades Pre-K – 6) – Kelly Green or Solid White (shall not be able to see through the shirt, solid white undershirt may be required)

O'Bannon Jr. High (Grades 7 & 8) – Red or Light Gray

O'Bannon High School (Grades 9 – 12) Kelly Green or Solid White (shall not be able to see through the shirt, solid white undershirt may be required)

Riverside Elementary (Grades Pre-K – 6) – Navy Blue, Bright Red or Solid White (shall not be able to see through the shirt, solid white undershirt may be required)

Riverside Jr. High (Grades 7 & 8) –Red or Light Blue

Riverside High School (Grades 9 – 12) Navy Blue or Solid White (shall not be able to see through the shirt, solid white undershirt may be required)

PANTS:

- School uniform jumpers, skirts and shorts are allowed (but can be no shorter than one inch above the knee).
- School uniform Capri pants are allowed.
- Pants, shorts, and skirts shall not sag.
- Pants shall be worn at the beltline and shall be the correct size.
- Low riders and Cargo pants are not allowed.
- Leggings worn under shorts/skirts must be solid black, white, brown or school colors.

Pants Color: Please consult the administration if you have any questions on the color

- **Khaki school uniform color** - This does not include the colors of gold, stone, reddish/brown, or olive (not an inclusive list).
- **Navy Blue school uniform color**

Belts:

- Must be solid black, white, brown or school colors with a dress style buckle.
- Belts shall be at the waist and visible from the back and front at all times.

Shoes: Shoes shall be worn at all times

- House-shoes, flip-flops and swim-shoes are not allowed.
- Shoes with laces must be laced and tied
- Shoes with Velcro must be fastened.
- Sandals shall not be worn on playground or in the gym for P.E.

Jackets:

- Pullover jackets or sweatshirts (with or without hoods) are not allowed.
- Jackets shall be unsnapped, unzipped or unbuttoned inside the school buildings
- Jackets must not fall below the knee. (Trench coats are not allowed.)

Other Regulations:

- All students shall wear shoes at all times by order of the Health Department
- No facial piercings; no jewelry that is deemed distracting or unsafe.

- No tattoos
- All pants shall be worn at the waistline with no undergarments or skin showing (No sagging pants)
- All tops shall not show or reveal any mid-section
- No clothing articles or patches are to be worn which advertise alcoholic beverages or other drugs
- Obscene slogans or slogans/signs that promote gang activity are not to be worn on clothing articles
- Sunglasses are not to be worn in the buildings unless otherwise prescribed
- **No caps, hats, doo-rags or headdress attire are allowed in the school building.** Students are not allowed to wear caps, hats, bandanas, or skull caps, etc. with bills on school campus. **All caps/hats worn in the school building will be confiscated and kept until the end of the school year.** Toboggans (with no bill) may be worn outside during cold weather.
- In P.E. and on the playground, only tennis shoes shall be worn

Violations of the dress code shall be handled by the principal or assistant principal. If the student's dress is deemed inappropriate or offensive, he/she shall be required to obtain appropriate clothing before being admitted to class. Violations of the dress code shall be dealt with according to the district discipline policy.

FOOD SERVICE (EE)

Cafeteria

The School Cafeteria is operated on a non-profit plan in cooperation with state and federal lunchroom programs. Meals served to students, which include salads and plate lunches, are nutritious and well balanced and meet state and federal guidelines.

Students are assigned a lunch number at the beginning of the school term. Students will be expected to memorize this number. Parents are requested to include their child's lunch number in any correspondence regarding food service matters.

Lunch time is a very important part of each student's schedule. Rules and policies that govern other areas of school life apply here also and must be strictly adhered to. Lunch time will be supervised by administration and instructional personnel.

Sack Lunch: Students who bring bag lunches to school may purchase milk with their lunch.

Charges: Students are not allowed to charge.

Student Meals

The Western Line School District will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called Community Eligibility Provision (CEP). All students enrolled are eligible to receive a healthy breakfast and lunch at no charge to the household. No further action is required and no application is required.

Prices for Adult Meals Adult Breakfast ... \$ 2.50 Adult Lunch ... \$ 3.75

Any other items offered will have prices posted in the cafeteria.

Competitive Foods Regulations (EE)

- No food items shall be sold on the school campus for one (1) hour prior to or during any meal service period (breakfast and lunch).
- The child nutrition department shall serve only those foods which are components of the approved federal meal patterns being served (or milk

products) and such additional foods as necessary to meet the caloric requirements of the age group being served.

- With the exception of milk, a student shall purchase individual components of the meal or any extra sell items, only if the meal unit is being purchased.
- Students who bring lunch from home shall purchase milk or ice cream, only.
- Students shall not bring carbonated beverages in original containers into the cafeteria at any time.
- Glass containers shall not be brought into the cafeteria at any time.
- Competitive food items shall not be brought into the cafeteria at any time.
- Items of non-nutritional value (such as candy, cakes, and pops) cannot be brought into the cafeteria unless it is brought in as a component of a sack lunch prepared at home.

WELLNESS POLICY (JG)

It is the goal of the Western Line School District to pass on the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. To meet this goal, the Western Line School District has adopted a Wellness Policy and has committed itself to promote wellness, nutrition, physical activity, comprehensive health education and a healthy school environment. From education in the classroom, and the marketing of healthy foods, to the encouragement of physical activity, we are promoting mental, educational, and physical wellness.

A copy of the Western Line School District Wellness Policy is on file in the Central Office and in each principal's office in the schools.

LIBRARY / MEDIA CENTER (IFBD)

The school library is important to the school setting and to the total educational program. Students are highly encouraged to make effective use of books and other library materials for both course requirements and recreational reading.

The library/media center is staffed by a full-time media-center specialist and/or student assistants to help in location and selection of library materials. The student will be held responsible for the loss or damage of the library books he/she checks out. If a book is lost or damaged, that book must be paid for before another book is checked out.

The computers in the Media Center are for the benefit of the students. Students are encouraged to utilize them for research and other educational purposes. Prior to the students being allowed to use the Media Center computers, appropriate technology and acceptable use forms must be completed and kept on file at the school. The forms are located in the appendix of this handbook or from the principal's office.

CARE OF SCHOOL PROPERTY (ECBA)

Students are expected to do their individual part in caring for the buildings, school buses, and school grounds. The care given to school property is a reflection of the type of student enrolled in the school. School spirit and pride are evidenced by the proper use of furniture and instructional equipment. It will be the policy of the school system to require the parent to pay for damages to buildings, equipment or buses when it is determined that any such damage was caused by his/her child's carelessness, neglect, or vandalism. We need cooperation of each student to do his/her part to help us maintain a clean and attractive campus.

TEXTBOOKS (ICFA)

Textbooks are furnished by Western Line School District and are paid for by taxpayer's money. Books will be issued by the teacher to each student for courses requiring textbooks each year. **The student will be held responsible for the loss or damage of the textbooks issued to them. If a book is lost or damaged, that book must be paid for before another book is issued.** Since each school is limited to the number of textbooks available to them, it is important that students exercise care and caution to prevent damage or loss of books provided for them.

TRANSPORTATION (EDA)

School Bus System:

Western Line School District provides transportation for all students who live in its attendance zones and live more than one (1) mile from the school they attend. School Transportation is a privilege and not necessarily a right. The privilege of a student to public transportation is based upon his/her behavior. Therefore it is a privilege that could be lost if proper conduct is not maintained.

Because of the Western Line School Board's concern for the safety of children riding buses to and from school, the following rules and regulations need to be observed at all times.

School Bus Regulations:

Pupils shall:

1. Be ready in the morning at the scheduled time and place for the bus to arrive.
2. Wait until the bus comes to a complete stop before trying to load or unload.
3. Pass in front of the bus, if necessary, to cross road or highway to mount bus or after dismounting.
4. Be quiet when the bus is nearing and crossing a railroad or highway.
5. Wait for a signal from the driver before crossing if it is necessary to cross the road to enter or leave the bus. Always look in both directions to be sure that it is safe before crossing.

Pupils shall not:

1. Have chewing gum or candy on the school bus.
2. Have cell phones, beepers, pagers, or other electronic devices on the bus.
3. Have radios, cigarette lighters, vape pens, stereos, electronic games or CD players on the school bus.
4. Play on the road while waiting on the bus.
5. Put head or hand out of the window.
6. Mar or deface, cut, tear, rip seats or any other part of the bus. (Board Policy requires anyone doing so will have to pay for the damages.)
7. Fight or scuffle while on or waiting for the bus.
8. Be out of seat while the bus is moving.
9. Use profane language or make vulgar gestures.
10. Carry weapon(s).
11. Make excessive noise.
12. Throw objects.
13. Strike or threaten the bus driver.
14. Distract the driver's attention except when necessary.
15. Commit any other act of improper conduct.
16. Bring balloons or flowers on any school bus.

17. Bring glass containers on any school bus.

Students may be disciplined by the principal or assistant principal for misconduct on the bus in the same manner provided for discipline in the school. Penalties for any offense above may include: required parent conferences, corporal punishment, bus suspension, denial of the privilege of riding the bus, payment for damages to the bus, and/or other disciplinary action deemed necessary by the principal.

NOTE: If parents would like to discuss a problem or concern with the bus driver, an appointment must be made with the principal. Drivers may not stop on the route for conferences.

COMMUTING STUDENTS (EDDB)

Students who are transported to and/or from school by parents or who ride with another student must come to designated areas to ensure proper safety. No student should be delivered to school before 7:30 a.m. and must be picked up no later than 3:15 p.m. The school district provides transportation. A parent who chooses to bring his/her child to school is responsible for having the child at school on time. **Parents who pick their children up, should be at the school no earlier than 2:15 p.m.**

SOCIAL SERVICES

Social Workers:

The Western Line School District is committed to providing services for students educational, nutritional, social/emotional and physical needs. In an effort to meet these needs, Licensed Social Workers are located in several of our schools. These staff members address needs that the classroom teacher is not always able to deal with. Both schools have staff members who work with parents on training them to deal with educational, social and emotional issues. Please contact the Social Worker at your child's school if you need information to assist you or your child's social/emotional needs.

Parent Center:

The Western Line School District Parent Center offers many services including: educational materials for home use and assistance in obtaining health related services. Other services offered are counseling for parents and students, parenting skills, training, and motivational techniques for students.

The Parent Center is located at O'Bannon Elementary School. Call Cindy Miers, Parent Center Director at O'Bannon Elementary, 662-332-4830 for information about services and materials. In addition to the Parent Center, O'Bannon High School has a social worker that can be reached through the office at 662-335-2637.

PARENT CONFERENCES

Daily conferences

Parent conferences are strongly encouraged. They may be scheduled by the parent, teacher, and/or principal. The school will make every effort for parents to meet with the student's teacher on a timely basis after receiving such a request. Conferences with your child's teacher are of the utmost importance. Each teacher has a 35 minute conference/planning period each day of the week. Parents are asked to call the office to request an appointment with their child's teacher as the need arises.

Parent / Teacher Conference Days

Tuesday, October 15, 2019 and **Friday, March 20, 2020** have been set aside as parent-teacher conference days. Parents are encouraged to come in and pick up their

child’s report card and meet with the teacher at this time concerning grades, behaviors and other relevant issues. Please make every effort to visit the school and have a conference with your child’s teacher.

GRADING AND GRADUATION (IHA / IHF)

The records and reports of individual pupils shall be kept in a form which will be meaningful and clearly understood by teachers, students, and parents.

Teachers must record, for each student, at least ten (10) grades per nine (9) week period for each subject taught. (Board Policy IHA) Grades shall be noted each nine (9) weeks as follows:

Grading Policies:

Pre-K S, N, U (with skills checklist)

Grades K - 6

A	90 – 100
B	80 – 89
C	70 – 79
D	65 – 69
F	64 and below

Grades on daily assignments, tests, homework, etc. shall be based on the actual grade earned by the student performance

Promotion and Retention:

It is the policy of the Western Line School District that pupil promotion be considered individually and decisions on promotion be contingent on what is best for that pupil. Retention, when enforced, shall occur only after careful consultation with teachers, administration and parents.

All students in K - 6 should master, at a minimum, 65% of the state and district core objectives listed for that grade level in order to be promoted. Promotion or retention shall be based on student performance from scores on daily assignments and tests in each area.

Basic guidelines for promotion for grades K – 6 are as follows:

1. Passing grades in reading, math, language arts (English), science and social studies.
2. Teacher’s judgment of overall classroom performance.

Literacy-Based Promotion Act

The Mississippi Literacy-Based Promotion Act will help ensure that every student reads at or above grade level by the end of 3rd grade. In 3rd grade, students begin to make the transition from *learning to read* to *reading to learn*. If they are unsuccessful, most will continue to have trouble reading grade level material after 3rd grade and will continue to fall behind. Students are screened quarterly in every grade, beginning in Kindergarten and interventions are put in place with an Individual Reading Plan (IRP) when indicated.

At the end of the third grade, students are given a 3rd Grade Reading Summative Assessment, which is part of the Mississippi K – 3 Assessment Support System (MKAS²). Students scoring below the passing score will have two opportunities to receive interventions and re-take the test prior to the beginning of the next school year. Students, who do not demonstrate sufficient reading skills on any of these assessment options and who are not eligible for a “good cause exemption”, will not be promoted to the 4th grade.

Cursive Writing Component

We have added cursive writing to our instruction as mandated by Senate bill 2273. The

bill includes an assessment piece that we are required to complete. The assessment will be administered before the end of 5th grade. The Cursive Writing Assessment will be consistent district wide.

Honor Roll:

At the end of each nine (9) weeks period, an honor roll shall be compiled by school officials and publicized in the following manner:

Superintendent's List	-	All A's
Principal's List	-	A's and one B
Honor Roll	-	All A's and B's

Extended School Year Requirements For Student Promotion – Grades 3-6

1. Students enrolled in the general education ESY program for promotion can have failed no more than two classes during the school year.
2. Students shall have no lower than a 60 in any area needed for promotion.
3. Students are only allowed to miss one day when the attending ESY for promotion.
4. Discipline problems are not tolerated. After the 3rd referral to the office, the student will not be allowed to return to the ESY program.

HOMWORK (IHB)

Home study by each student is both desirable and necessary (Board Policy IHB). However, excessive demands of homework on a student's after-school time do not enhance his/her intellectual growth, his/her community life, or his/her attitude toward learning or the school as a place of learning. Homework should fit into the total school program and should be purposeful.

Homework is not assigned on the weekends or holidays for students in grades K – 6. Projects, make-up work or other long range assignments are sometimes necessary over these times.

Teachers should use the following as a guide for assigning homework:

Pre-K through 1 Classwork may be sent home for review, such as word lists. Students should also spend at least 20 minutes reading or being read to.

Grade 2	30 minutes total homework
Grade 3	30 – 45 minutes of total homework
Grade 4 – 6	1 to 1½ hours of total homework

- In keeping with the school philosophy of individualized instruction, homework should be assigned according to the needs of the students.
- At the grade levels where students have more than one academic teacher, teachers should be aware of major assignments in other academic subjects so that assignment overloads may be avoided.
- In order for homework to be meaningful, **all assigned homework should be checked and feedback given to students.**
- Parents are urged to provide a quiet place for students to work uninterrupted on assignments, making sure that homework assignments are completed and returned to school.

IDEA GRADING AND REPORT OF PROGRESS POLICY (IDDF)

Based on the IDEA '04 Federal Regulations (§300.347(a)(7)), the IEP committee must address the method of measuring a student's progress and informing the parent/

guardian(s) of their child's progress. Federal regulations require the IEP Committee to determine the following:

- The method of measuring the student's progress toward the annual goals; and
- The method of regularly informing (through such means as periodic report cards) the student's parent/guardian(s) of their child's progress toward annual goals as well as the extent to which that progress is sufficient to enable the student to achieve the goals by the end of the year.

Federal Regulations also require that the parent/guardian(s) be informed "at least as often as parents are informed of their nondisabled children's progress."

The policy used for reporting grades or progress for students with disabilities will be as follows:

- The grading system used in the regular education program will be utilized for students who receive instruction through the regular education program and are expected to master the same objectives as regular education students (with necessary accommodations and modifications noted on the student's IEP).
- For students who receive instruction through the regular education program but an alternate or parallel curriculum (which differs from that provided to grade level peers) is taught, grades will be assigned for each academic area addressed on the student's Individual Education Plan (IEP). Grades given will be based on the mastery of objectives outlined on the IEP using the regular education grading system with input from both the regular and the special education teachers. The student's report card will reflect that these grades are based on objectives outlined in the student's IEP. At the end of each nine (9) weeks (or as indicated on the student's IEP), the Report of Progress for each objective on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s).
- For students who receive direct instruction in academic areas from a special education teacher, grades will be assigned for each academic area based on mastery of objectives identified on the student's IEP using the regular education grading system. The student's report card will reflect that these grades are based on objectives addressed in the student's IEP. At the end of each nine (9) weeks (or as indicated on the student's IEP), the Report of Progress for each objective on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s).
- For students who receive direct instruction from a special education teacher in functional/life skills areas or from a language/speech pathologist in a language/speech area(s), grades will be given for each area based on mastery of objectives addressed on the student's IEP using the following grading system: N = No progress made; P = Progress made. The student's report card will reflect that these grades are based on objectives addressed in the student's IEP. At the end of each nine (9) weeks (or as indicated on the student's IEP), the Report of Progress for each objective on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s).

Any student enrolled in regular education courses who does not meet course requirements, even though accommodations and modification have been implemented in accordance with the student's IEP, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function properly in a regular education setting, the student's IEP should be reviewed and possibly revised.

Special Education Promotion Procedures:

For students with disabilities, the Individual Education Plan (IEP) Committee will determine whether or not a special education student shall be promoted or retained based on the following:

- 1) The student's mastery/progress on the IEP objectives and/or
- 2) The student's meeting the requirements through regular education as outlined on the student's IEP.

STUDENT RECORDS (JR)

Permanent records of the work of every student in grades Pre K - 6 are on file in the Principal's Office. This record is a very important part of school work as it becomes a permanent record of the student's academic and extra-curricular achievements. It is important that each student keep this in mind regarding attendance, grades, test scores, or school activities. A student transferring to another school will have his or her record mailed to the new school **upon request from the new school.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) (JRAB)

1. Parent(s) or eligible students may request, in writing to the principal and appointment to inspect and review contents of the student's educational records. Appointments must be granted within forty-five (45) days of the request.
2. Parent(s) or eligible students may request, in writing, to the principal that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent(s) may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parent(s) or eligible student has the right to put a note in the record explaining his/her concern.
3. Parent(s) or eligible students may review the student's record on request. Copies of a student's permanent record may be obtained for a fee of \$5.00. All material in the student's cumulative folder may be copied for \$1.00 a page.
4. Educational records may not be released to a third party without the written consent of parent(s) or the eligible student. The following exceptions are legal:
 - a. School employees
 - b. Other schools to which a student is transferring
 - c. State or federal officials for audit purposes or for reporting information required by the state statute
 - d. Financial Aid officials in connection with a student's application for aid
 - e. Educational agencies for developing, validating, and administering predictive test or studies if such information will not permit identification of individual students
 - f. Appropriate persons who need information to protect health and safety of students
 - g. Parents of a student over eighteen (18) who is still dependent
5. A record of individuals requesting access to the educational records of each student will be maintained in each building. The record will contain the signature, the date, and the reasons for needing access and will be available for parent's review upon request.
6. Students records are located in the principal's office
7. Parent(s) or eligible student may request, in writing within thirty (30) days of the first official day of the school year the identifiable information regarding the student be deleted from school publications

8. The school will release directory information concerning students, unless the principal is requested in writing not to do so. Requests from colleges, military organizations, prospective employees, and other legitimate groups may be honored.

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.** Notification forms are available through the principal's office.

UNIFORM DISCIPLINE POLICY (JD)

Restrictions:

1. **CELL PHONES AND SIMILAR ELECTRONIC DEVICES ARE STRICTLY PROHIBITED** school campus during school hours. Students are not allowed to have/use cell phones, beepers, or pagers during school hours. Electronic Devices (including Cell Phones) found in a student's possession shall be taken by staff and turned into the office. The student will be given a receipt of property for the device.
 - **1st offense – The parent will be allowed to pay a fine of \$25.00 to get the phone/electronic device back.**
 - **2nd offense – the parent will be allowed to pay a fine of \$50.00 to get the phone/electronic device back.**
 - **3rd offense – the student will be given a receipt of property when they turn in the phone and the student or parent can pick the phone up on the last day of school.**
 - **Cell phones not picked up within 30 days after school is out will be donated to the Sheriff's department.**

On the first or second offense, if the student refuses to turn in the phone, the student will be placed in ISS until the phone is turned in, or the fine is paid. On the third offense, the student will be placed in ISS until the phone is turned in.

Fund collected based on these fines will be put into the student activities fund for activities honoring students.

2. **NO caps or hats are allowed in the school building.** Hats, caps, bandana, wave caps, head bands, etc. are strictly prohibited. Toboggans (without bibs) may be worn outside during cold weather. **All caps/hats worn in the school building will be confiscated and kept until the end of the school year.**
3. No radios, stereos, electronic games/devices, or CD players are allowed at school or on the school buses. These items will be confiscated by staff members. The student will be **given a receipt of property** and the parent may bring the receipt to pick up the electronic device at the end of the school year.
4. The school office is for business only; students should not be in the office except on official school business.
5. Use of the telephones is restricted to the business of the school. Administrative personnel, or designee, will contact parents of students in cases of emergencies. No personal telephone calls by students will be allowed. Messages received for students will be taken by office personnel and given to students at an appropriate time as to not interrupt class.
6. High school students are not allowed in the elementary school office building

without permission from the high school office.

7. No gum or candy is allowed at school or on school buses.
8. Any tobacco products, including cigarette lighters, pipes, vape pens, JUULs, electronic cigarettes, etc. found on campus in a locker, backpack, or on a person will be confiscated. They will not be returned to the student.

Discipline Policy:

It should be kept in mind that the primary responsibility of conduct rests with the student and parents. However, administrators and teachers shall hold students to strict account for disorderly conduct at school or any school function, to and from school, on the playground or any other place under school supervision. Teachers and administrators have the power to discipline any and all students in a reasonable and acceptable manner.

It should be noted that each school has discipline procedures specific to the needs of the students and staff at that school.

As a matter of school board policy (JD / JDA / JDB) reasonable corporal punishment of a student is permitted as a disciplinary measure if deemed necessary by the school principal. Corporal punishment shall be administered only after less stringent disciplinary measures have failed to produce the desired results. Corporal punishment may be administered only by the school principal or assistant principal. (Board Policy JDB) The superintendent or principal is authorized to institute appropriate disciplinary action on any student for disorderly conduct or misconduct including but not limited to the following:

1. Fighting
2. Disorderly conduct
3. Harassment, intimidation, threats or bullying
4. Disruption of school operations, functions or programs
5. Disobedience
6. Insubordination
7. Insulting Behavior
8. Insulting Language
9. Obscene language
10. Vandalism
11. Disrespect or insolence
12. Malicious mischief
13. Threats
14. Damage to property (private or school)
15. Unauthorized use of school property
16. Unauthorized entry to school premises
17. Loitering
18. Use of alcoholic beverages
19. Under the influence of alcoholic beverages
20. Indecent exposure
21. Public indecent display of affection
22. Leaving class, school programs, or meetings without permission
23. Any offence otherwise punishable by law

Possession of:

1. Alcoholic beverages or controlled substances
2. Fireworks, explosives or incendiary materials
3. Knives, firearms, slingshots, or any weapon

4. Pornographic materials
5. Stolen property or knowingly receiving stolen property
6. Otherwise disruptive materials
7. Noisemaking devices
8. Other materials, possession of which is punishable by law

Disciplinary action may include:

1. Required conference with parent/guardian
2. In-school detention
3. After school detention
4. Loss of privileges to school activities
5. Corporal punishment
6. Total restitution for injury to others requiring medical attention, items stolen, or damaged upon proof of the offense
7. In-School Suspension
8. Immediate suspension (1 – 5 days) by principal
9. Placement into the alternative program
10. Other disciplinary action deemed necessary by the principal or action taken by the disciplinary committee

ZERO TOLERANCE POLICY AGAINST BULLYING AND SEXUAL HARRASSMENT / STUDENT SAFETY (JDDA)

The Western Line 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

The District has adopted a zero-tolerance policy (Board Policy JDDA and JDDA-P) against bullying and sexual harassment. Such a statement sends a message to students, parents, staff and community that the school district believes school safety is important so that consistent prevention and response measures are available if and when a problem occurs.

Disciplinary Action

1. Any student who engages in the sexual harassment or bullying of anyone in the school setting will be subject to disciplinary action up to and including expulsion.
2. Any employee who permits or engages in sexual harassment or bullying of any student will be subject to disciplinary action up to and including dismissal.
3. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward the complaint to the principal or other personnel designated to receive notice of all sexual harassment complaints shall be disciplined appropriately.

Reporting Procedure or Investigation

1. The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
2. Any teacher, counselor or administrator who receives a report, verbal or in writing from any student regarding sexual harassment of that student or

another student by a student or adult in the educational setting must forward the report to the building principal and central office personnel within twenty-four (24) hours, or within a reasonable extension of time.

3. All complaints of sexual harassment will be investigated and promptly resolved. (See board Policy JDDA-P)

School employees with knowledge of an unlawful or violent act which occurs on school property or during a school activity must notify law enforcement officials (MS Code – Section 37-11-29).

House Bill 776 states the local school board shall have authority to suspend, expel, or reassign school placement for student for misconduct in the school, on the road to or from school, or at any related activity or events, or for misconduct on property other than school property or other than at a school related event.

Carrying Weapons: (JCDAE)

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law.

DEFINITION OF PROHIBITED WEAPONS (JCDAE)

A weapon is defined as any object that could be used or is used to inflict bodily harm.

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

1. Gun, rifle, pistol, other firearm
 2. Dynamite cartridge, bomb, grenade, mine or other explosive
 3. BB gun, air rifle, air pistol
 4. Bowie Knife, dirk, dagger, switchblade, pocketknife or other knife
 5. Slingshot
 6. Lead cane, blackjack
 7. Metallic or other artificial knuckles
 8. Razors, razor blades, box blades
 9. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property)
 10. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)
1. Any student who, at any time on the school grounds or in transit to or from school, has in his/her possession an object which could be classified as a weapon will immediately be suspended for 5 days by the principal until such time as a conference can be held with the student's parent or guardian to determine further actions.
 2. Any student who has in his/her possession a firearm of any description, or attempts to inflict injury upon another student or staff member with any object classified as a weapon while on the school grounds or in transit to or from school, will, after due process, be expelled for up to one calendar year and will be placed on probation upon his/her return to school the following year.

“The Superintendent or principal has the authority to automatically expel any student who possesses any controlled substance in violation of the Uniform Controlled substances Law, a knife, handgun, or other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property. The expulsion shall take effect immediately subject to constitutional

due process rights.” (Prevention of School Violence Act, 1994) **Any student or parent who feels they have been unjustly treated in relation to a discipline matter is entitled to a due process hearing as outlined in the Western Line School Board Policy Manual (JCDAE)**

In-School Solutions (JDCA)

The Western Line School District will make every attempt to keep students in school, so as to provide every means available to educate each student. The following rules will apply to the In-School Solution Program method of discipline:

1. In-School Solution (ISS) program will be utilized after other methods of discipline have not been successful in correcting misbehavior.
2. Only the school principal will assign students to in-school solution program.
3. Teachers must provide written work and homework assignments to students in ISS.
4. Students will be expected to bring books, notebooks, paper, pencil, and/or other necessary items to ISS.
5. Work must be completed on the date that it is due.
6. Students will report directly to ISS at the beginning of each day assigned.
7. Students in ISS will have no breaks, be escorted to the restroom, and have lunches catered to them in the ISS room.
8. There will be no “early out” for good behavior.
9. Continued misbehavior will lead to out-of-school suspension.
10. Continued misbehavior following the in-school solution program and out-of-school suspension will lead to expulsion.

Alternative Program: (JDC)

The Western Line School District has (in accordance with the Mississippi Code of 1972) established an alternative program for, but not limited to, the following:

- a. Students who have been suspended for more than ten (10) days or expelled from school, except that such a placement may be denied when the expulsion was for possession of a weapon or other felonious conduct;
- b. Students who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems; and
- c. Students who are referred by order of chancellor or youth court judge, but only with the consent of the principal.
- d. Students who are placed in the alternative program by the school disciplinary committee.

Tobacco Policy: (JCDA)

The Western Line School District Board of Trustees has banned the use of tobacco in any form (including possession) on school campus. This includes smoking, vaping, dipping, or chewing. Penalties are as follows:

1. First offence – three (3) days in ISS
2. Second offence – five (5) days in ISS
3. Third offence – referred to the school disciplinary committee for recommendation.

Any tobacco products, including cigarette lighters, pipes, vape pens, JUULs, electronic cigarettes, etc. found on campus in a locker, backpack, or on a person will be confiscated. They will not be returned to the student or parent.

NOTE: Furthermore, HB641 prohibits the use of any tobacco product on school property and violators may be fined for violation of this law and subject to court action.)

ALCOHOL, DRUGS, AND OTHER PARAPHERNALIA

No student attending school at any attendance center in this district shall be permitted to be under the influence of or to carry upon his/her person or in any other manner or have in his/her possession in any way alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law.

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. With regard to prescription medications, Policy JGCD applies.

The provisions of this policy shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district, while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district **or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.**

Any student violating any of the provisions of this policy, the sole and absolute discretion of the principal of the attendance center wherein such offense is committed, and the superintendent of this school district, shall be **automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in JCAA Policy. In the event of violation of this policy, all reporting requirements of Policy JCB shall be applicable.** Said student is also subject to having charges filed against him/her by the school district with the proper authorities.

INSURANCE (EGB)

The Western Line Schools are not promoting or sponsoring an insurance program of any kind. Accident insurance will be available to all students who wish to be covered. Soon after school begins, parents will be given information and decide which coverage, if any, they wish for their child. **Western Line School District is not held liable for incidents which occur through no one’s fault or negligence.**

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the Western Line School District. The School board has adopted a suicide prevention policy which will help protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. Western Line will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.

3. When a student is identified as being at risk, they will be assessed by a designated school employee who will work with the student and help connect them to appropriate resources.
4. Students will have access to national resources which they can contact for additional support such as:
 - a. The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK), www.suicidepreventionlifeline.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of the policy, please see the district’s full suicide prevention policy and procedures at www.westernline.org

SCHOOL HEALTH AND SAFETY (JGCD / JGF)

School Nurse

School nurses are located on each campus to assist students with needs that arise on a daily basis, or with issues that require daily monitoring.

Medications:

Western Line Schools has adopted a Medication Administration Policy. In order to protect the safety of your child, the Western Line School District requires that all students who need medication during school hours must do the following:

For Over-the-Counter (non-prescription) Medications:

1. The “Non-Prescription Medication Administration” form must be completed by the parent/guardian, and brought to the school office. The Western Line School District’s standing orders are obtained annually and signed by the District III State Health Officer / Physician. No over-the-counter medication will be given in the absence of the school nurse.
2. Non-prescription medication must also be in the original container and labeled with the student’s name. The school will not stock medication for students.
3. The medication must be brought to the school by an adult, not sent with the student.

For Prescription Medications:

4. The “Prescription Medication Administration” form must be completed and signed by the physician and the parent/guardian, and brought to the school office.
5. The Medication must be in the original prescription bottle, properly labeled for the student by a registered pharmacist as prescribed by the physician. (Check with your pharmacist for a duplicate bottle to keep at home as needed.)
6. The medication must be brought to the school office by an adult, not sent with the student.

All medications shall be kept and dispensed by the Nurse or school appointed designee from the Nurses’ or administrator’s office.

Any student found in violation of the medication policy will be subject to the disciplinary procedures. This includes being in possession of a prescribed medication (prescribed to the student).

Asthma Medications: (JGCDA)

The Western Line School District permits the self-administration of medications by a student if the student’s parent/guardian does the following each year:

1. Provides written authorization for the self-administration to the school and
2. Provides a written statement from the student health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement, which shall be kept on file in the office of the school nurse or school administrator shall include
 - a. Name and purpose of medications
 - b. Prescribed dosage
 - c. Time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and
 - d. The length of time for which the medications are prescribed.
3. The parent or guardian each year shall sign a statement acknowledging that the school shall incur no liability. (House Bill 1072)

Auto-Injectible Epinephrine Policy (JGCDB)

The Western Line School District takes the health of each of our students seriously. Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death. Children with food allergies, insect bite allergies, latex allergies, and asthma are at a greater risk for anaphylaxis. Epinephrine is the primary treatment for anaphylaxis with no absolute contradiction to its use or a life-threatening reaction. In accordance with Senate Bill 2218, the school nurse or trained school employee shall administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

Each school that maintains a supply of auto-injectable epinephrine at school shall require at least one employee at each school to receive training from the school nurse in the administration of auto-injectable epinephrine.

Communicable Diseases: (JGCC)

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

Fever:

Any temperature greater than 100 degree F is considered a fever. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is the best interest of the child or the child’s classmates.

MINIMUM TIME BEFORE RETURNING TO SCHOOL:

- Conjunctivitis (Pink Eye)..... Symptoms include redness of the eye(s), excessive tearing, itching, and discharge. May return with doctor’s excuse or when redness/discharge is completely gone.
- Measles **Fever free and 7 days minimum** from appearance of rash
- Meningitis Whenever he/she has been released by their personal physician.
- Strep Throat **24 hours after treatment has begun and fever free.**
- Scabies (itch)..... **After first treatment.** Doctor’s excuse required.
- Head Lice **Proof of treatment required.** No live lice shall be seen upon

examination before returning to classroom.

- Chicken Pox **Fever free and 7 days minimum** from appearance of blisters
- Ringworm Evidence of medication required
- Flu (influenza)..... **Fever Free** (less than 100° F) **for 24 hours** without the use of fever reducing medications.

SCHOOL VISITORS

All visitors must first report to the principal’s office to sign in and receive a visitor’s pass before being allowed to visit a classroom or enter the hallways. Students will not be allowed to bring a visitor to school. Parents are always welcome to visit our schools for conferences or other school business, but should always report to the principal’s office first. **Anyone who does not follow procedures will be asked to leave the campus and may be subject to trespassing charges.**

Disaster Evacuation Policy

A School Safety plan has been developed for your child’s school by the faculty, staff and, when appropriate, students. The plan covers natural disasters as well as other types of emergencies. Students will be made aware of this plan through classroom discussion, drills and information is posted on the walls of classrooms and hallways. It shall be the requirement of the Western Line Schools to conduct the proper number of safety drills per year.

Students should listen and obey instructions during the drills. In the event of a disaster or emergency, prior preparation and training can save lives. The drills are part of the Schools Safety Plan on file in the Principals office.

ACCEPTABLE USE POLICY (IJB)

Administrative guidelines for user exploration and use of electronic information resources shall address issues of privacy, ethical use of information with respect to intellectual property, illegal use of networks, and conditions of usage. In developing such guidelines, the administration will strive to preserve user rights to examine and use information to meet the educational goals and objectives of this school district.

The guidelines shall include language affirming that:

- Users have the right to examine a broad range of options and ideas in the educational process, using and exchanging information and ideas on the internet
- Users are responsible for the ethical and educational use of the district network and the internet
- Users have a responsibility to respect the privacy of other district network and internet users

The Board believes that Library Media Specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The Western Line School District is CIPA (Children’s Internet Protection Act) and COPPA (Children’s Online Privacy Protection Act) compliant. Through supports of the Mississippi Department of Education, the district makes use of technology protection measures which block or filter internet access to visual depictions which are obscene, child pornography, or harmful to minors.

Failure to abide by the board policy and administrative regulations governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violation may result in disciplinary action up to and including suspension or expulsion. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.

Internet Administrative Procedures (IJA-P)

The school district will enforce the following administrative procedures. The specific examples of prohibited uses by users stated herein are illustrations only and not intended to be an all inclusive list of inappropriate behaviors. Failure to comply with the administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary action and/or appropriate legal action.

Terms and Conditions:

Access to the school/district's internet is provided for educational purposes and research consistent with the school/district's educational mission and goals. The complex nature of accessible networks and the potential information available to users of the internet requires comprehensive administrative procedures in order to best serve the educational needs of users.

Parents shall be required to read and sign the Internet Access Agreement allowing their students access to the internet.

All users shall be required to sign said form affirming that they have read and understand the administrative procedures for appropriate use of the district network and the internet, and that the user understands the consequences for violating said administrative procedures. In order for a student to gain access to the internet, the student and student's parent(s)/guardian(s) must sign an Internet Access Agreement.

Users will be required to acknowledge agreement with the terms and conditions of this Internet Acceptable User Policy each time the district network or internet is accessed.

All district network and internet users must comply with all applicable board policies and administrative procedures. The School Board, through its administrative staff, reserves the right to monitor all computer and internet activity by students. All users are hereby advised that privacy in the use of the district network and the internet is not guaranteed.

This Board makes no assurances of any kind, whether expressed or implied, regarding any internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the internet is at the user's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

The superintendent is authorized to amend or revise the board-approved initial administrative procedure as he deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the internet makes it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents

that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

Privileges

- Use of the School/district internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege. The superintendent or designee shall make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time.

Personal Safety

- Users will not disclose, use, disseminate, or divulge personal and/or private information about himself, minors, or any others including personal identification information.
- The Western Line School District will not disclose personal information about students on websites – such as their full name, home or email address, telephone number, or social security number.
- Users will immediately report to the Western Line School District authorities any attempt by other internet users to engage in inappropriate conversations or personal contact.

UNACCEPTABLE USE

The user is responsible for his/her actions and activities involving the internet. Examples of prohibited conduct include:

1. Accessing materials or communications that are:
 - a. Damaging to another's reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening
 - f. Contrary to the school/district policy on harassment
 - g. Harassing
 - h. Illegal
2. Sending or posting materials or communications that are:
 - a. Damaging to another's reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening
 - f. Contrary to the school/district policy on harassment
 - g. Harassing
 - h. Illegal
3. Using the internet for any illegal activity, including violation of copyright or other contract or transmitting any material in violation of U.S. and State of Mississippi Regulations.
4. Copying or downloading copyrighted material on any system connected to the school or district system hardware/software without the owner's permission. Only the owner/s or individuals specifically authorized by the owner/s may copy or download copyrighted material to the system.
5. Copying or downloading copyrighted material for the user's own use without the

owner's permission. Users may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, school board policies, and administrative procedures.

6. Failing to comply with resource quotas or disk usage quotas (memory) as set by the superintendent, principal, or designee/s or other identified staff. A user who is not in compliance of disk space quotas after five (5) calendar days of written notification may have his/her file removed by the superintendent, principal, or designee/s or other identified staff.
7. Using the internet for private financial or commercial gain
8. Wastefully using resources
9. Utilizing any software having the purpose of damaging the school/district system or other user's system
10. Gaining unauthorized access to resources or entities
11. Invading the privacy of individuals
12. Using another user's account or passwords
13. Posting material authorized or created by another person without his/her consent
14. Posting anonymous messages
15. Using the internet for commercial or private advertising
16. Forging of electronic (e-mail) mail or messages
17. Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive mail
18. Using the network while access privileges are suspended or revoked
19. Using the network in a manner inconsistent with district policy or the directions of district authorities and generally accepted network etiquette.

Staff Supervision

Staff should become familiar with these procedures and should enforce the rules concerning appropriate use when their duties include supervision of students using the internet. When in the course of their duties staff members become aware of student violation of the Board Policy on Internet Use by student(s) and/or these procedures, they should correct the student and address the matter in accordance with these procedures and general disciplinary policies and procedures.

Compensation

The user and/or the user's parent(s) / legal guardian(s) shall be responsible for compensating the school/district for any losses, cost, or damages incurred by the school/district relating to or arising out of any user's violation of these procedures.

Security

Network security is high priority. If the user identifies or perceives a security problem or a breach of these responsibilities on the internet, the user must immediately notify the principal or designee or other identified staff. The user must not demonstrate the problem to other users. User accounts and passwords are to be kept confidential. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. For

the purpose of these procedures, vandalism is defined as any malicious attempt to harm or destroy school/district equipment or materials, data, or another user, the internet network, or agency. This includes, but is not limited to the uploading or creation of computer viruses. Internet Agreements are located at the back of this handbook or available through the principals, office.

REF: Policies IJ, IJ-E (1), IJ-E (2), IJA-E, IJA-P

TEACHER SUPPORT TEAMS (IEA)

Each school has a Teacher Support Team implemented in accordance with the process developed by the Mississippi Department of Education.

The model shall consist of three tiers of instruction:

- Tier I: Quality Classroom instruction based on MS Curriculum Frameworks
- Tier II: Focused supplemental instruction
- Tier III: Intensive interventions specifically designed to meet the individual needs of students

Teachers use progress monitoring information (a) to determine if students are making adequate progress, (b) identifying 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 classroom assignments, benchmark assignment instruments, and large-scale assessments.

If strategies at Tiers I and II are unsuccessful, students must be referred to the TST. The TST is the problem-solving unit responsible for interventions developed at Tier III. The chairperson of the TST is the school principal or the principal's designee. Interventions shall be:

- ✓ Designed to address the deficit areas;
- ✓ Research based;
- ✓ Implemented as designed by the TST; and
- ✓ Supported by data regarding the effectiveness of the interventions.

In addition to failure to make adequate progress following Tiers I and II, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur.

1. Grades 1 – 3: A student has failed one (1) grade;
2. Grades 4 – 12: A student has failed two (2) grades;
3. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) school days of the current school year; or
4. A student scores in the minimal category on the 3rd or 7th grade MCT2 test.
5. A referral from a teacher, parent or administration.

TESTING PROGRAM (II)

Mississippi Academic Assessment Program (MAAP)

The Mississippi Assessment Program (MAAP) consists of grades 3 – 8 ELA and Math assessments, and grades 5 & 8 science assessments. These assessments are based on the most recent Language Arts and Mathematics frameworks developed by the Mississippi Department of Education. The assessments will be used in the Mississippi Accountability system to determine each school Accreditation Level. The results will also provide information that will be used for the purpose of improving instruction and

student achievement.

FEDERAL PROGRAMS (IDDA)

Parental Involvement Under Every Student Succeeds Act (ESSA):

- **Notification of Qualifications**
 - A district must notify all parents of children in Title I schools that a parent may request information on teacher qualifications at any time. Additionally, parents must be notified if the child is assigned to, and has been taught for four (4) or more consecutive weeks by a teacher who does not meet the appropriate teacher qualifications.
- **Notification of Services**
 - Parents must be notified if their children are placed in a program for English Language Learners (ELL) or if the school or district has been identified as not meeting AYP and is in school improvement.
- **Report Cards**
 - States, districts, and school must have report cards for public dissemination in the fall of each school year. This report card contains information concerning the status of your school on the state and federal requirements.
- **Planning and Implementation**
 - It is important for parents to be involved in planning and implementing the programs funded through state and federal government.

Please direct questions and/or request for information to OR if you (or a parent) would like to serve on the District Federal Programs Planning and Implementation Committee please contact:

Lena Tatum
Federal Programs Director

If you (or a parent) would like to serve on the School Level Federal Programs Planning and Implementation Committee, please contact your school principal.

Section 504 / Americans with Disabilities Act: (IDDDH)

The Western Line School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

Western Line Schools is also seeking to identify and locate every qualified individual with a disability residing in its jurisdiction who is not receiving a public education. The following person has been designated as the Section 504/American with Disabilities Act Coordinator and will handle inquiries regarding the Western Line School District's child find, nondiscrimination policies, the filing of grievances, and request for copies of grievance procedures covering discrimination on the basis of disability.

Amy Spencer
Western Line School District
102 Maddox Road / P.O. Box 50
Avon, MS 38723

Individuals with Disabilities Education Act - IDEA

The Western Line School District follows State and Federal Guidelines for providing services for students with disabilities. Information on Grading and graduation of students with disabilities can be found under the Grading and Graduation Section of this

handbook. Discipline Procedures are followed in accordance with the Western Line School Discipline policy and the IDEA guidelines from the state and federal government.

Child Find Publicity Campaign

It is the policy of the Western Line School District that the district-wide child identification, location, and evaluation process is on-going. Local school district personnel are continuing the search for un-served children with disabilities in the age range of birth through twenty-one (21) years of age.

Early identification of children in need of special education experiences is most important to each child. Furthermore, this information gathered from contacts with parents and other agencies will be used to help determine present and future program needs as progress is made toward the goal of providing a free appropriate public education to all children with disabilities.

The child-find director works with the local Head Start, Welfare, Health and Mental Health agencies as well all local educational agencies, physicians, licensed day care providers, local juvenile correctional facilities, and other individuals to identify and locate children out of school and in school who may be in need of special education services. Information which could identify an individual child will be maintained by this agency and will be provided to other agencies only in accordance with the Family Rights and Privacy Act and IDEA-B. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent.

If you have any questions, regarding the collection, maintenance, and use of data about your child please contact:

Amy A. Spencer, Special Services Office
102 Maddox Road • Avon, MS 38723 • (662) 335-7186

The child-find director is responsible for district-wide coordination of the planning and implementation of the child identification, location, and evaluation effort of children (birth – 21) who have disabilities (regardless of the severity of the disability), and who are in need of special education and/or related services.

Once a referral is made, it is the responsibility of the child-find director to ensure that the referral-to-placement procedures are followed. The director works with the local survey committees at each school to implement the following procedures:

- Prior to evaluation, copies of the Parent Information Pamphlet” and “Procedural Safeguards” are given to parents.
- District personnel explain the “Parent Information Pamphlet” to parents and ensure that they understand the “Procedural Safeguards”.
- After parental consent for testing is obtained, a non-discriminatory evaluation is conducted.
- Students are evaluated in all areas related to the suspected disability by qualified personnel
- Parents are notified when a student is ruled eligible for a special education program
- An Individual Education Plan (IEP) is developed for the student before the student is placed. Parents must sign permission for placement.
- All students receiving special education services are reassessed at least once a year and reevaluated at least once every three years.

The district now has special education programs (which vary in type depending on

students needs) which serve students ages 3 – 20 who have developmental delays, physical, mental, communicative, and/or emotional disabilities.

GIFTED OPTIONS (IDE)

Gifted Programming:

Currently the Western Line School District offers a pull-out program at Riverside and O'Bannon Elementary (grades 2 – 6) where students are provided instruction developed specifically for gifted students.

Later Options:

Gifted students are encouraged to proceed into higher level classes in grades 7 – 12, with Advanced and AP classes offered online or on campus. Western Line also works with the Mississippi Scholars Program to encourage students to continue taking higher level classes.

STUDENT ACTIVITIES (JH)

SPORTS AND ACTIVITIES

Elementary students do not participate in junior high/high school athletics and school activities. However, in order for any student to participate in junior high sports, cheerleading, or other activities, upon entering the 7th grade, he/she must meet administrative and MHSAA requirements in order to be eligible (i.e., grades, attendance, conduct, etc.). See junior high coach or Athletic Director for requirements.

UNAUTHORIZED CLUBS OR GROUPS (JCA)

Fraternities, sororities, gangs or secret societies may not be organized. Students who remain or shall be members are subject to suspension, referral to the alternative program, expulsion, or other disciplinary action.

STUDENTS RIGHTS

1. Right to a Public Education
Students have a right to a public education and the equal opportunities associated with this right which included school programs and activities
2. Right to Freedom of Expression
Students have the right to express their opinions verbally or in writing as long as it does not interfere with the learning process
3. Right to Privacy
Students' academic and personal records are confidential and can only be inspected by eligible students, parents/guardians, school officials, and the Department of Human Services
4. Right to Due Process
Students have the right to due process and to disciplinary hearings as outlined by district policy JCAA
5. Right to be Free from Unreasonable Search and Seizures
Students have the right to be free from unreasonable search and/or seizure, but anything on school property is subject to search if there is a reasonable suspicion

STUDENT RESPONSIBILITIES

1. Attend all classes and be punctual in attendance
2. Come to class prepared and have appropriate working materials
3. Be respectful of all individuals and property

4. Refrain from profane or inflammatory statements
5. Conduct him/herself in a safe and responsible manner
6. Be responsible for his/her work and behavior
7. Abide by the rules and regulations of the school and each classroom teacher

PARENTAL RESPONSIBILITY

Damage to School Property or Persons

A parent, guardian, or custodian of any student enrolled in Western Line Schools shall be responsible financially for his/her minor child's destructive acts against school property or persons. The parent, guardian, or custodian may be requested to appear at school by an appropriate school official for a conference regarding his/her child's disruptive acts. Once the parent, guardian or custodian has been summoned by proper notification by an appropriate school official, he/she shall be required to attend the disciplinary conference. Any parent, guardian, or custodian who refuses or willfully fails to perform these duties shall be guilty of a misdemeanor. The Western Line School District is entitled to recover up to \$20,000 in damages, in addition to any other recovery, from the parents of a child who maliciously and willfully damages or destroys district property (MS Code – Section 97-37-13).

Weapons Possession

The parent, guardian, or custodian of the student shares responsibility of providing a safe and orderly school climate for all students. While a student may be expelled for bringing a weapon of any type to school, the parent, guardian, or custodian may be guilty of a misdemeanor and fined up to \$1,000 and/or 5 months in county jail for knowingly allowing a child to have, own, or carry a concealed weapon. (MS Code – Section 97-37-13)

Conference Attendance

At various times throughout the school year, parents may be requested to come to school for conferences. Parents are expected to work closely with school staff in developing the most appropriate education possible. A parent, guardian, custodian who fails to attend a noticed conference may be guilty of a misdemeanor and fined \$250. (MS Code 37-11-53 (3))

COMPLAINTS AND GRIEVANCES (JCE)

Student's complaints and grievances shall be resolved through orderly processes at the lowest level possible. However, the Board shall provide channels for eventual hearings, should circumstances dictate.

Complaints and Grievances shall be approached in the following manner:

1. The opportunity shall be provided for a student or his parents to discuss with the teacher (s) a decision or situation which is considered unfair or unjust.
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. If the matter is still unresolved, it may be brought to the superintendent for his consideration.
4. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board of Trustees.

LEGAL REF.: 1972 *Educational Amendments, Title IX*; 45 *CRF* Part 86; 1964 *Civil Rights Act*, Title VI; 1973 *Rehabilitation Act*, Section 507; 45 *CFR* Part 84.2

PARENT – STUDENT – TEACHER – PRINCIPAL CONTRACT

School Name: O'Bannon and Riverside Schools

School Mission: We are committed to working collaboratively to provide a quality learning environment in which ALL children can learn and develop to their maximum potential

HAND IN HAND WE CAN LEARN TO WORK TOGETHER TO BUILD A BETTER WORLD

PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between teacher, parent and student;
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction;
- Show that I care about ALL students;
- Have high expectations for myself, students, parents, and staff

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Believe that all students can learn;
- Show respect for each child and his/her family;
- Come to class prepared to teach;
- Provide an environment conducive to learning;
- Help each child to grow to his/her potential;
- Provide meaningful and appropriate homework activities;
- Enforce school and classroom rules fairly and consistently;
- Maintain open lines of communication with the student and his/her parents;
- Seek ways to involve parents in the school programs;
- Demonstrate professional behavior and a positive attitude.

PARENT/GUARDIAN AGREEMENT

(Any person who is interested in helping this student may sign with the parent)

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly;
- Support the school in its efforts to maintain proper discipline;
- Insist that all homework assignments are completed;
- Communicate regularly with my child's teacher;
- Stay aware of what my child is learning;
- Provide a home environment that encourages my child to learn;
- Volunteer time at my child's school;
- Read with my child and let my child see me read;
- Monitor his/her TV viewing;
- Attend PTSA meetings Parent-Teacher conferences.

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Always strive to do my best in my work and in my behavior;
- Work cooperatively with my classmates;

- Show respect for myself, my school, and other people;
- Obey the school and bus rules;
- Take pride in my school;
- Come to school prepared with my homework and my supplies;
- Believe that I can learn and will learn;
- Spend time at home daily studying or reading.

**HAND IN HAND WE WILL WORK TOGETHER
TO CARRY OUT THE AGREEMENT OF THIS COMPACT.**

INTERNET PARENTAL CONSENT AGREEMENT (IJE-(2))

Important Note to Parents

Due to the nature of the Internet, it is neither practical nor possible for the school district to enforce compliance with user rules at all times. Accordingly, parents and student must recognize that student will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its appropriate educational use.

As a parent/guardian of this student, I have read the board-adopted policies on Internet Use by Students, the administrative procedures, the Internet Network Access Agreement.

- I understand that Internet access is designed for educational purposes and that the school/district will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the school district to restrict access to all objectionable material, and I will not hold the school or school district responsible for materials acquired or contacts made on the Internet.
- I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the school/district to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.
- I understand that any conduct by the herein named student that is in conflict with this is inappropriate, and such behavior may result in termination of access and possible disciplinary action.
- I have reviewed these responsibilities with my child, and I hereby grant permission to the school to provide Internet network access.
- I agree to compensate the school/district for any expenses or cost it incurs as a result of my child's violation of Internet Policies or administrative procedures.

INTERNET NETWORK ACCESS AGREEMENT

I accept the responsibility to abide by this school district's board approved policy on Internet Network Access and by procedures as stated below in this Agreement. I understand that the use of the Internet and access to it is a privilege and not a right. I agree:

- To use the Internet network for appropriate educational purposes and research;
- To use the Internet network only with permission of designated school staff;
- To be considerate of other users on the network and to use appropriate language for the school environment;
- To not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- To report immediately any security problems or breeches of these responsibilities to appropriate staff;
- To comply with all rules and expectations included in the policies included under the Internet Use by Students Policy (IJ-R) and with administrative procedures and guidelines; and,
- To not divulge personal information such as addresses and telephone numbers over the internet.

SIGNATURE PAGE

Student's Name: _____ Grade: _____

- I have hereby read and been informed of the policies and regulations of the Western Line School District
- I have hereby read and been informed of the policies and regulations of the Internet Parental Consent Agreement and the Internet Network Access Agreement
- I have hereby read and been informed of the Parent-Student-Teacher compact and the Parental Involvement Policy of the Western Line School District.
- I understand that I have no right to privacy when I use the school internet and consent to the monitoring of my communications over the internet by school/district staff.
- I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of internet access and possible disciplinary action.
- I accept responsibility for all textbooks and library books issued to my child during the current school year. If any book is lost, damaged, or destroyed, I agree to pay for such loss before my child will be entitled to any further textbooks and/or library books.
- **I have read the handbook on page 23 and understand that any cell phone removed from my (my child's) possession, will result in a fine and ultimately (on the 3rd offense) will remain locked up in the school office until the last day of school for the current school year.**

Student's Signature: _____ Date: _____

Parent Name: _____
(Printed)

Parent's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

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