Western Line School District

Employee Handbook

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Lawrence Hudson,
Superintendent

2020-2021

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SECTION I

PERSONNEL GOALS AND OBJECTIVES

Guiding Philosophy of the Schools / District Mission: (BA)

The Board of Trustees believes:

1. 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;
2. that the school program should emphasize the worth and dignity of all essential work;
3. that the quality of education will be determined principally by the quality of the persons who teach;
4. that the structure of American school systems should be adaptable enough to meet the educational needs of a changing society;
5. that the total educational experience of each individual must be designed to contribute to the development of effective ethical character;
6. that spiritual, social, civic, economic, and vocational competencies are as important as academic literacy;
7. 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:

1. to facilitate the education and development of youth and adults of the community;
2. to interpret the educational needs and aspirations of the community through the formulation of policies;
3. to provide leadership in order that the goals and objectives as set forth in the Board policy manual are effectively carried out;
4. to manage the school district in accordance with Board policy;
5. 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 though the collaborative efforts of ALL concerned stakeholders.

District Goals:

1. Continue to improve achievement at all grade levels for ALL students and decrease achievement gaps where they exist.

2. Create a cost-effective budget that provides for educational resources as well as preventative maintenance and on-going facilities improvement in ALL schools.

3. Enhance communication and relationships with internal and external stakeholders by communicating the vision, mission, and goals of the district.

4. Safety and Security – Provide a school environment for staff, teachers, students and families that is inviting, accessible, safe and secure.

5. Improve the district's technology infrastructure to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching, learning, and day-to-day operations.

Equal Opportunity Employment / Non-Discrimination Policy (BAAB)

The Western Line School District Board of Trustees fully subscribes to the principle of the dignity of all people and of their labors. Therefore, it shall be the policy of the Western Line School District that race, religion or lack thereof, sex, marital status, handicap, national origin, age, or color shall not be a factor in the hiring, assignment, reassignment, promotion, demotion, or dismissal of the personnel of the district.

SECTION II

STAFF

Work Schedule and Time Requirements: (GBRB)

The academic year provides a minimum of 180 teaching days (330 minutes of instruction per day) or 36 teaching weeks (27½ hours of instruction per week). Twenty days of actual teaching in which both teacher and students are in regular attendance for scheduled work shall constitute a scholastic month.

The work day shall be set within the legal parameters with consideration of the instruction and activity schedules established by the principal. Every effort shall be made to provide a uniform work day for employees where this is practical and consistent with the safe and efficient administration of the school. Exceptions to the length of the school day may only be authorized by the superintendent. Time is provided within each day for instructional preparation, planning and conferences.

The teaching day shall be as follows:

- Elementary (Grades K – 8) – a day in which a minimum of 330 minutes of instruction and/or evaluation is provided for each student.
- Secondary (Grades 7 – 12) – a day in which a minimum of 330 minutes of instruction and/or evaluation. Other schedule configurations which provided a minimum or 27 ½ hours per week may be approved by the Commission on School Accreditation.

Teachers shall be contracted for 187 days. Other certified employees may be contracted for additional days beyond the teacher contractual period as specified in the individual's contract. The Superintendent shall decide how these days shall be divided before and after the teacher contract period each year.

All non-certified employees are considered "employed-at-will" or non-contractual employees. The Superintendent or his designee shall determine their work schedules. Refer to Section IV of this handbook for more information.

****All employees are required to contact their principal when they will be absent from work.**

Working Hours: (GBRB)

- Instructional Staff: Instructional Staff must report to work by 7:30 A.M. each day (unless otherwise notified).
  Duty Staff: Must report to work by 7:20 A.M. each day

Instructional Staff will be dismissed at 3:30 on Monday, Tuesday, Thursday, and Friday. On Wednesday time is set aside for staff development and/or faculty meetings. Instructional Staff dismissal is at 4:00 P.M.

All Instructional staff is required to sign-in upon arrival at school and sign-out prior to leaving school campus each day.

- Administrative and Office Staff:
  - Secretaries shall work from 7:30 a.m. until 4:00 p.m.
  - Counselors shall work from 7:30 a.m. until 4:00 p.m.
  - Principals shall work from 7:00 a.m. until 4:00 p.m., unless otherwise noted

All administrative, instructional, office and support staff are required to sign-in upon arrival at school and sign-out prior to leaving school campus each day.

- Central Office Staff: All central office staff shall work from 7:30 a.m. until 4:00 p.m. each day unless otherwise notified.

Mississippi Educator Code of Ethics and Standards of Conduct (GAA)

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the Code of Ethics Policy which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

- Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.
- Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator / student relationship (Standard 4).

See Code of Ethics and Standards of Conduct Policy (GAA) in the Appendix

Staff Dress Code: (GAHA)

All instructional staff members are to dress in a manner which reflects positively upon the District and the professional roles they play. Shorts and blue jeans (unless otherwise noted) will no longer be considered acceptable dress for staff members. The only exception shall be for coaching and physical education staff members during P.E. classes or other athletic duties.

Staff members may be required to change if clothing is deemed inappropriate or disruptive to the classroom environment. Examples of such clothing are, but not limited to the following:

- Unreasonably tight fitting clothing
- Long blouse/sweater insufficient to cover tight pants
- Clothing that displays cleavage or undergarments
- Shoes that are hazardous or inappropriate (ex. flip-flops)
- Skirts above acceptable levels
- Exposed tattoos

Professional Development: (GAD)
The district provides professional development opportunities for all employees each year. A professional development handbook is published each year and should be kept as part of this handbook.

See the current professional development handbook for specific instructions concerning professional development sessions.

CEU Procedures:
Continuing Education Units are available through the District Professional Development Program in partnership with Delta State University. All forms and procedures are outlined in the Professional Developmental Handbook at the end of the employee handbook.

Cell Phone Policy:
Cell phones are strictly prohibited for all staff, including certified and non-certified, in classrooms and hallways; this includes phone calls or text messaging. Western Line School Employees who need to make or receive emergency calls on a cell phone must do so in the office area. Staff may not leave their classroom, job site, or duty post to make or receive cell phone calls. Cell phones (including ear buds) are not to be worn in the classroom or in the hallways during school hours.

Cell-phones or other electronic communication devices should be kept out of the sight of students at all times. Any deviation from procedures will result in a written reprimand and additional disciplinary actions following the reprimand if the action continues.

Drug and Weapon Free Schools and Workplace (GBRL)

No employee engaged in work in connection with the Western Line School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined to mean the site for the performance of work done in connection the Western Line School District. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment in the Western Line School District, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

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

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

The proper use of drugs as prescribed by a licensed physician is not subject to disciplinary action. If an employee's ability to work safely may be affected by the use of a prescribe drug, the employee must inform his/her supervisor so that precautions can be taken. The District's Procedures when the prescription interferes with an employee's ability to perform his/her duty is that employees shall not be allowed to work or participate in any district activities while using alcohol or any controlled substance, which alters their ability to work safely and productively.

Reporting to work under the influence of or when ability is impaired by alcohol or the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance, is cause for termination. The use of alcohol or the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while on the job, in the office premises, or participating in any Western Line School District activity is cause for termination.

The Western Line School District, however, is under no obligation to maintain the employment of anyone who constitutes a threat to the workplace or whose current use of alcohol or drugs prevents him/her from working safely or productively, or otherwise performing his/her duties.

The Western Line School District has the right to revise this policy. Nothing in this policy grants any property right to any employee who serves at the will and pleasure of the Western Line School Board.

Tobacco Policy: (GBRM)

Effectively July 1, 1993, smoking and/or the use of tobacco in any form shall be prohibited by all employees, students, visitors and guests in/on all buildings and grounds of the Western Line School District. "No Smoking" signs shall be posted at all entrances of buildings, offices, and lounges within the district.

Effective July 1, 2015, this policy shall include vaping, or the use of electronic cigarettes, e-cig's, JUUL's, and pipes, etc.

Violation or abuse of the smoking policy by district employees shall result in a conference with the superintendent and/or school board and may be basis for adverse employment action, including suspension, non-renewal, and/or termination.

Communicable Disease Control Policy (JGCC)

See the Communicable Disease Control Policy (JGCC) in the Appendix of this Handbook.

Licensed Staff Complaints and Grievances (GAER)

The Board believes that it is most important to settle differences that may arise among employees, between employees and administrations, and between the public and teacher, as promptly and equitably as possible. The purpose of this procedure is to secure, at the first possible administrative level, an equitable solution to any grievance.

Definitions: The following definitions shall apply.

1. A "grievance" is a complaint by an individual based upon alleged violation of an employee's rights under state or federal law or Board Policy.
2. A "grievant" is the employee(s) making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays, or vacation days.

Procedures for Processing Grievances:

Grievances shall be processed in accordance with the following procedures:

LEVEL ONE

1. All grievances, as defined in No. 1 above, must be presented orally to the principal/immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal/immediate supervisor and the grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by the principal/immediate supervisor, the grievant shall, within five (5) days after the meeting with his/her principal/immediate supervisor, file a written statement of appeal with his/her principal/immediate supervisor setting forth in detail how the grievant claims to have an unresolved grievance. The written statement shall contain, in addition to the above, the time and place, and nature of the alleged act or omission and the state or federal law or Board Policy allegedly violated. This statement must be signed by the grievant.
3. The principal/immediate supervisor shall deliver the written statement of appeal to the superintendent within three (3) days of receipt. In the event the grievant does not submit to his/her principal/immediate supervisor a written statement as required, his failure to do so shall be deemed an acceptance of the informal decision rendered by his/her principal/immediate supervisor.

LEVEL TWO

1. Upon receipt by the Superintendent of the written notice that the grievant intends to appeal the decision of his/her principal/immediate supervisor, the Superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date and time upon which the matter will be considered by the Superintendent. The Superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of the receipt of the grievance's written notice of intention to appeal the written decision of his/her principal/immediate supervisor.
2. The written statement submitted by the grievant to his/her principal/immediate supervisor in Level One shall form the basis of the grievance before the Superintendent. The grievant shall submit any and all information on his/her behalf which he/she desires to the Superintendent in writing no later than five (5) days prior to the date upon which the matter is scheduled for hearing by the Superintendent.
3. In the event that the grievant does not personally attend the hearing scheduled by the Superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal/immediate supervisor at Level One.
4. The Superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

LEVEL THREE

1. If the grievance is not resolved to the satisfaction of the grievant at step two above, or if the Superintendent does not render a decision within five (5) days, the grievant may file the grievance with the Secretary of the Board of Trustees.
2. If the grievance is not filed with the Secretary of the Board of Trustees within five (5) days of the hearing at Level Two, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the Secretary of the Board of Trustees, in concert with the President and the Superintendent, shall schedule a hearing before the Board of the grievance.
4. The Board of Trustees shall render it decision within seven (7) days of the hearing.

Conflict of Interest

It shall be illegal for any teacher to be employed by the Board of Trustees of this school district if the teacher is related within the third degree by blood or marriage according to the common law to a majority of the members of the board. No member of the Board shall vote for any person as a teacher who is related to him/her within the third degree by blood or marriage or who is dependent upon him/her in any way. Any contract entered into in violation of the provisions shall be null and void.

It shall be unlawful for any member of the board of trustees of any school district, any member of the county board of education, the county superintendent of education or any superintendent, principal, teacher, or employee of a county board of education or any school district to have or own any direct or indirect interest individually or as agent or employee of any person, partnership, firm or corporation in any contract made or let by the county board of education, the county superintendent of education or the board of trustees of the school district for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children or upon any subcontract arising therefrom or connected therewith in any manner. The board of trustees of any school district shall be authorized to contract with a teacher or school district employee to perform extra work without being in violation of the provisions of this section. The board of trustees shall make a case by case determination of the possible conflicts of interest arising from any extra work contracts and such decision by the board shall be final. Any contract entered into in violation of the provisions of this section shall be void and of no effect. Any person who shall authorize or enter into any contract in violation of the provisions hereof, or who shall knowingly or willfully pay out or receive any money upon any such contract shall be civilly liable for the amount so paid or received, and, in the case of an official who has furnished a bond, the surety upon such bond shall likewise be liable for such amount. In addition thereto, any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars ($100.00) nor more than Five Hundred Dollars ($500.00), or by imprisonment in the county jail not less than thirty (30) days nor more than ninety (90) days, or by both such fine and imprisonment, in the discretion of the court. ' 37-11-27 (1989)

- No public servant shall use his official position to obtain or attempt to obtain, pecuniary benefit for himself other than that compensation provided for by law, or to obtain or attempt to obtain, pecuniary benefit for any relative or any business with which he is associated.

- No public servant shall be interested, directly or indirectly, during the term for which he shall have been chosen, or within one (1) year after the expiration of such term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any board of which he may be or may have been a member.

- No public servant shall:
  - Be a contractor, subcontractor or vendor with the governmental entity of which he is a member, officer, employee, or agent other than in his contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he is a member, officer, employee or agent.
  - Be a purchaser, direct or indirect, at any sale made by him in his official capacity or by the governmental entity of which he is an officer or employee, except in respect of the sale of goods or services when provided as public utilities or offered to the general public on a uniform price schedule.
  - Be a purchaser, direct or indirect, of any claim, certificate, warrant or other security issued by or to be paid out of the treasury of the governmental entity of which he is an officer or employee.
  - Perform any service for any compensation during his term of office or employment by which he attempts to influence a decision of the authority of the governmental entity of which he is a member.
  - Perform any service for any compensation for any person or business after termination of his office or employment in relation to any case, decision, proceeding or application with respect to which he was directly concerned or in which he personally participated during the period of his service or employment.

- Notwithstanding the provisions of subsection (3) of this section, a public servant or his relative:
  - May be an officer or stockholder of banks or savings and loan associations or other such financial institutions bidding for bonds, notes or other evidences of debt or for the privilege of keeping as depositories the public funds of a governmental entity thereof or the editor or employee of any newspaper in which legal notices are required to be published in respect to the publication of said legal notices.
  - May be a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent where such contract is let to the lowest and best bidder after competitive bidding and three (3) or more legitimate bids are received or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
  - May be a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent where the primary contract is let to the lowest and best bidder after

competitive bidding or where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.

- May be a contractor, subcontractor or vendor with any authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor, subcontractor or vendor with any authority of the governmental entity of which he is a member, officer, employee, or agent: (I) where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws; or (ii) where the contractual relationship involves the further research, development, testing, promotion or merchandising of an intellectual property created by the public servant.
- May purchase securities issued by the governmental entity of which he is an officer or employee if such securities are offered to the general public and are purchased at the same price as such securities are offered to the general public.
- May have an interest less than a material financial interest in a business which is a contractor, subcontractor or vendor with any governmental entity.
- May contract with the Mississippi Veteran's Home Purchase Board, Mississippi Housing Finance Corporation, or any other state loan program for the purpose of securing a loan; however, public servants shall not receive favored treatment.
- May be employed by or receive compensation from an authority of the governmental entity other than the authority of the governmental entity of which the public servant is an officer or employee.
- If a member of the Legislature or other public servant employed on less than a full-time basis, may represent a person or organization for compensation before an authority of the governmental entity other than an authority of the governmental entity of which he is an officer or employee.

❖ No person may intentionally use or disclose information gained in the course of or by reason of his official position or employment as a public servant in any way that could result in pecuniary benefit for himself, any relative, or any other person, if the information has not been communicated to the public or is not public information.

❖ Any contract made in violation of this section may be declared void by the governing body of the contracting or selling authority of the governmental subdivision or a court of competent jurisdiction and the contractor or subcontractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or the services furnished prior to the date of receiving notice that the contract has been voided.

❖ Any person violating the provisions of this section shall be punished as provided for in Sections 25-4-109 and 25-4-111. '25-4-105 (1994)

Staff Involvement in Decision Making: / Staff- Community Relations: (GAC)

The Western Line School Board encourages employee participation in decision making for the school district.

The Board directs the superintendent to establish mechanisms which solicit regular input of community, students and staff regarding policies, procedures, programs and operations of local districts. Such input will be considered for incorporation in the district's educational plan, school board policies and district operational procedures. The board may request a summary of community input.

To ensure community involvement in the development and implementation of the academic, vocational and extracurricular programs of the schools, the Board believes it is the responsibility of the administration and professional staff to inform the citizens of the district about all aspects of the school program through the news media and presentations to local parent and civic groups.

The Board also believes the citizens of the district should aid in the development of the total program of the schools, provide financial and moral support to the schools, and participate in the activities of the schools in the district.

Participation in Community Activities: (GAH)

The staff shall be encouraged to take an active part in the affairs of the district. The teacher, as a citizen of the district, has a direct relationship with the degree of understanding and goodwill flowing from the community to the schools.

Political Activity of Staff Members (GAHB):

The Board recognizes the right of its employees, as citizens, to engage in political activity. The Board also recognizes that school property and school time should not be used for political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations.

Nothing in this policy should be interpreted as prohibiting employees from conducting appropriate activities which encourage students to become involved in the political processes of the party of the student's choice or as independents, nor does it prohibit the use of political figures as resource persons in the classroom.

SCHOOL TIME

School time shall be defined as the time employees are required to be on school grounds during the school day and includes:

- the specified time before school begins
- the specified time after school is dismissed
- the specified time immediately prior to and after school-sponsored events
- the specified time immediately prior to and after extra-curricular activities

CANDIDACY FOR POLITICAL OFFICE

An employee who intends to campaign for an elective public office shall, at the earliest possible moment, notify the school board in writing of the office which he intends to seek, together with his decision as to whether he wishes to continue his employment and under what terms and conditions. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling his responsibilities to the district. The board shall not require an employee seeking public office to resign or take a leave of absence.

GENERAL GUIDELINES

All employees shall be encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools in political campaigns.

Campaign literature supporting one or more candidates shall not be distributed within the schools or on school buses by pupils, teachers, or others, nor shall campaign posters be displayed on school owned property. Customary community political activities may be expected on election days at schools when schools are used as polling places.

Employees shall not poll their pupils to determine how their parents are voting on any issue, and shall not attempt to indoctrinate pupils with personal political and social philosophy; however, employees are not prohibited from political activity after hours of official employment.

SPECIFIC PROHIBITIONS

Activities specifically prohibited during school time include, but are not limited to:

1. The circulation of political posters, petitions or other campaign material;
2. The collection or solicitation of funds in support of a candidate's campaign;
3. The solicitation for campaign workers;
4. The writing or addressing of campaign material and distribution of campaign materials on school property;
5. Any activity that indicates that an employee is using his or her position to further personal views on candidates for office;
6. The intimidating, harassing or coercing an employee relative to a political race or issue;
7. The use of school system facilities, equipment or supplies;
8. A candidate talking to school personnel during school time regarding the candidate's campaign.

VIOLATIONS
Violations of this policy shall be reported and discussed in a conference between the employee and the superintendent. In the event the political activity is associated with the person seeking the office of county superintendent of education, violations of the policy shall be reported in writing to the president of the school board.

Violations of this policy shall be reported and discussed in a conference between the employee and the superintendent. In the event the political activity is associated with the superintendent of education, violations of the policy shall be reported in writing to the president of the school board.

If the superintendent finds the complaint to be factual, he shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Depending on the severity of the violation, the result may be non-renewal of an employee's contract or dismissal.

If the school board investigates a complaint against the superintendent of education and finds the complaint to be factual, it shall direct the school board president to issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Continuous violation of this policy may result in additional disciplinary action.

Staff Protection: (GAEA)
This school board directs the superintendent to develop programs, procedures, and guidelines to promote a safe environment for teaching and learning.

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes. ' 37-11-20

If any parent, guardian or other person, shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school-related activity, in the presence of school pupils, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Ten Dollars ($10.00) nor more than Fifty Dollars ($50.00). ' 37-11-21

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars ($10.00) nor more than fifty dollars ($50.00). ' 37-11-23

The governing authorities of the municipality may, at its discretion, investigate and provide legal counsel for the defense of any claim, demand or action, whether civil or criminal, made or brought against any school district employee as a result of his actions while acting in his official capacity. ' 25-1-47

HARASSMENT PROHIBITED

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

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

Solicitations:

No person shall solicit members or otherwise engage in the interest of any group, organization, or association what so ever on school premises, except those groups which serve the professional interests of the school personnel.

By Staff Members: Teachers will not sell, solicit for sale, or advertise for sale merchandise or services or organize students for such purposes without the approval of the Superintendent.

Of Staff Members: No organization may solicit funds from employees or may distribute flyers related to fund drives through the schools without the approval of the Superintendent.

In order to provide its employees with the opportunity for united participation in the financial support of the services performed by the humanitarian agencies of this community, and annual United Fund Drive among school personnel is approved.

No other fund raising drives are to be conducted among school personnel without approval from the Superintendent and Board of Trustees.

Gifts To Staff Members:

Many school patrons, in their sincere effort to express appreciation to school employees, at various times participate in money-raising campaigns among parents in order to purchase gifts for school employees. These activities are often misunderstood and frequently cause embarrassment to our personnel.

The Western Line School Board wishes to express itself as opposed to expensive gifts to school employees on the part of individual or to solicitation of funds from a group for this purpose and directs that the school board employees shall not accept gifts of more than nominal value from anyone doing business with the schools.

There shall be no fund raisers for gifts, or any gift-giving, or any exchange of gifts at school during school hours.

This does not in any way prohibit Christmas and other parties that are held in schools where students contribute food and refreshments. This policy is designed to stop solicitation of funds for gifts.

Staff Rights and Responsibilities: (GBEA)

Any person employed by the Board of Trustees who shall be guilty of a violation of any of the policies of the Board may be issued a written reprimand by the Superintendent and/or the employee's immediate supervisor and shall suffer such additional penalty as may be recommended to and approved by the Board. Such violation of policy may result in suspension, non-renewal, dismissal, or other adverse employment action.

Wellness Plan: (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.

See the attached Wellness Policy in the Appendix of this book.

SECTION III

PROFESSIONAL PERSONNEL

Applicant Requirements:

The Board believes it to be of prime importance to obtain the best qualified persons available to provide the highest quality educational program possible for students in the district. Teachers of the district shall carry out those duties prescribed by law.

Every effort will be made to employ teachers who hold a proper license which is valid at the time of their employment. No teacher may be selected if he/she is related to the third degree of blood or marriage to a majority of the members of the Board of the district.

Each teacher is required to have the following on file at the Central Office prior to August 1 of each year:

1. Application
2. Valid teaching certificate
3. Complete **official** transcript of work taken, including transcript of work taken to renew certificate
4. References
5. Fingerprinting and child abuse background check.
6. Verification of prior work/employment experience.

In the event a teacher is hired during the year, a paycheck will not be issued until the required forms are complete and on file in the Central Office.

Persons with a valid emergency certificate may be employed, if a certified teacher is not available, and if approved by the State Department of Education.

If at any time a teacher's home address or telephone number changes during the school year, he/she should give this information to the Superintendent's office immediately.

Recruitment and Selection:

A list of all vacancies shall be posted at each school. Every effort shall be made to secure the best qualified person for every vacancy, using state mandated standards as a minimum.

Teachers shall be selected by the Board upon recommendation of the Superintendent and the principal. Applications shall be processed according to the procedures recommended by the Superintendent and adopted by the Board.

All candidates shall be considered on the basis of the needs of the district and their merits and qualifications. There shall be no discrimination or preferential treatment with regard to age, race, national origin, marital status, sex, or religion.

Certified Staff Assignment: CGE)

Teachers may be assigned to any school and to specific duties by the Superintendent, provided that the Superintendent shall have regard, both for the welfare of the District and the preparation and qualification (Licensed Area) of the staff member.

Compensation Guides and Contracts:

The Superintendent shall enter into a contract with each teacher approved by the Board.

It is the policy of this board to attempt to pay its administrators at a level which will attract and hold people with administrative ability who can exercise professional leadership in the school system.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. ' 37-9-17

CONTRACT FORM AND EXECUTION

The superintendent shall enter into a contract with each assistant superintendent, principal, licensed employee in the manner prescribed by law and the State Board of Education.

If any principal, licensed employee or other person recommended for a licensed position who has been elected and approved shall not execute and return the contract within ten (10) days after same has been tendered to him for execution, then, at the option of the school board, the election of the licensed employee and the contract tendered to him shall be null and void and of no effect.

LENGTH OF CONTRACT

All contracts shall include the exact period of time for which the licensed person shall be employed.

AMOUNT OF SALARY

In employing and contracting with principals and licensed employees, the school board shall determine and fix the amount of salary and ensure compliance with all applicable laws and regulations.

In employing principals and licensed employees and in fixing their salaries the school boards shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee or principal.

SALARY PAY SCHEDULE

This school district shall process a single monthly payroll for licensed employees with electronic settlement of payroll checks secured through direct deposit of net pay. In December, salaries or wages shall be paid by the last working day.

Licensed employees shall earn a salary payable in equal monthly installments beginning in the first month of employment, regardless of the number of days worked in any particular month by the employee.

Any employee failing to complete the contractual obligation of service, and who receives payment in excess of the monthly installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of the Western Line School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed.

PAY CERTIFICATES

The salaries of principals and licensed employees shall be paid by pay certificates issued by the school district superintendent. All pay certificates shall be preserved as a part of the official records of his/her office for the same time and in the same manner as other records are preserved. All pay certificates and warrants issued shall show the gross amount of the salary and all authorized deductions therefrom for income taxes, social security, retirement contributions and other lawful purposes.

EXECUTED CONTRACT REQUIRED

It is unlawful for any principal or licensed employee to be paid for any services as such until a written contract has been executed. If the school district superintendent shall make any such payment prior to the execution of the contract he shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, or principal shall willfully and without just cause breach his contract and abandon his employment he shall not be entitled to any further salary payments either for services rendered prior to such breach or for services which were thereafter to have been rendered.

SALARY DEDUCTIONS

All deductions from salaries shall be in accordance with all state and federal laws, regulations, and school board policies.

RELEASE FROM CONTRACT

All contracted licensed employees desiring to be released from contract shall submit a written request to the school board for release. The request shall include clearly stated reasons for the release. If the board acts favorably upon the request for release, the licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order. '37-9-55

BREACH OF CONTRACT

If licensed employee in this school district shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided by law, the contract of such principal or licensed employee shall be null and void. In addition, upon the written recommendation of the majority of the members of the school board, the license or certificate of the licensed employee may be suspended by the State Board of Education for a period of one (1) school year as provided by law.

Personal Leaves and Absences: (GADGB)

See Board Policy (GADGB) located in the Appendix of this Handbook.

Military Leaves and Absences: (GADGB)

In the event of a Military Leave, the District will follow policies outlined in USERA.

Work Load: (MS Accountability Standard 25)

Individual teachers (grades 7-12) are limited to three (3) course preparations per scheduling cycle or five (5) in the same subject/content area. Any request for an exception must be submitted in writing to the Commission on School Accreditation for review and action. The classroom teacher shall be provided with a period of time during the school day which is unencumbered by instructional or supervisory responsibilities. This time will be used for instructional planning, either individual or departmental. This time will be exclusive of time allocated for lunch and will be no less than 150 minutes per week

Teacher Liability:

It is essential that teachers understand that failure to enforce or abide by policies and regulations may result in actions for which the teacher and the District can be held legally liable. Liability for one's actions may include but are not limited to the following:

1. Classes and pupils unattended
2. Improper enforcement of policy on corporal punishment
3. Improper enforcement of policy on medication and first aid
4. Possible injury due to teacher carelessness, etc.
5. Teacher profanity
6. Improper enforcement of policy on grooming and dress
7. Interview and release of pupils
8. Teacher using pupils for off-campus errands
9. Improper enforcement of policy on search and seizure
10. **The use of cellular phones in the classroom is strictly prohibited**

Extra Duty: (GBRE)

Teachers are expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services may take minor demands on the teacher's basic assignment. Administrators shall strive to equalize such duties among teachers.

Any employee of the Western Line School District who is compensated by the district for an additional approved work related activity will receive payments through payroll. These payments are considered supplemental wages and according to IRS "Circular E, Employer Tax Guide" are to be included in an employee's taxable income.

Tutoring For Pay: (GBRGB)

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall receive no money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make. Further, no tutoring for which a teacher receives a fee will be carried on in the school building or on Western Line School property.

Any Teacher who tutors private pupils after school hours shall secure approval of the Superintendent of Schools. Tutoring shall at no time interfere with school meetings or take time from planning periods.

No teacher shall use his official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is association. ' 25-4-105 (1) (1994)

INDIVIDUAL LESSONS FOR MUSIC, ART, OTHER

Private lessons of music, art and other curriculum related activities are not allowed to be offered during regular school hours by district employees.

Lessons may be given after school hours by district employees using district equipment with written approval from the Superintendent. The amount charged the student shall be determined by the individual giving the lessons. The student shall pay directly to that individual.

Private lessons of music, art, and other curriculum related activities are not allowed to be given on campus by non-district employees at any time.

Mississippi Educator Licensure – General Guidelines from MDE

Validity Periods:

Licenses will be valid from the day the completed application packet is received and validated by the Office of Educator Licensure. All licenses expire on June 30 of the year of expiration. A five year license issued at any time during the school year shall be valid for five (5) school years including the school year in which it is granted. A school year is from July 1 to June 30.

License Renewal Requirements:

Teachers are responsible for license renewal as well as for obtaining a copy of the new license from the Mississippi Department of Education and forwarding the license to the Superintendent. **Teachers are also responsible for providing a copy of any license that had advanced or new certifications to the Superintendent.**

Within each five (5) year cycle, an individual must complete and submit to the Mississippi State Department of Education the following for license renewal:

Bachelor Degree (Class A Certificate) or equivalent

- Ten (10) CEUs
  OR
- Three (3) semester hours **AND** Five (5) CEUs
  OR
- Six (6) semester hours
  OR
- Completion of the National Board of Professional Teaching Standards Process

Master's Degree or Above (Class AA, Class AAA, and Class AAAA)

- Three (3) semester hours in content
  OR
- Five (5) CEUs
  OR
- Completion of the National Board of Professional Teaching Standards Process

* Semester hours and/or Continuing Education Units (CEUs) must be in the content area or in a job skill related area. Content area refers to the area of licensure (e.g., mathematics, science, special education, etc.). Job/skill related areas include pedagogy and skills essential for effective teaching and leadership (e.g., computer technology, cooperative learning, learning styles, and methodology, etc.)

See "Guidelines for Mississippi Educator Licensure Manual" or visit www.mde.k12.ms.us/ed_licensure

Supplemental Endorsements

Supplemental Endorsements may be added to a valid license to become highly qualified in a subject area or to be able to teach in other subject areas or other grades.

See Praxis Series Registration Bulletin for information about test dates, test center, locations, fees, test codes, registration, study materials, and procedures. The Bulletin is available at the Praxis Series Website – www.ets.org/praxis

Note: For licensure, test scores must be submitted to MDE as originals. Take into account 4 to 6 weeks for scores to be reported. Even though you may ask the testing company to send your scores to MS Department of Education, please include your original score report with your application. Your scores will not be returned to you.

Additional ways to add endorsements to a valid license

Supplemental Endorsements Added by Completion of Approved Program (Institutional Program Verification) Required	**Supplemental Endorsements Added with 21 Hours in Subject Area (Course Work must have a Grade of "C" or Better)**

Guidelines for "HIGHLY QUALIFIED" Status

New Teachers

New Elementary K – 6

- Hold a baccalaureate degree
- Complete one of the following:
  1. an approved pre-service teacher preparation program for elementary education from a regionally/nationally-accredited Institution of Higher Learning
     OR
  2. an approved alternate route to certification program (4 – 8 only) for middle / secondary education
- Pass designated Praxis test

New Middle 7 – 8

- Hold a baccalaureate degree
- Complete one of the following:
  1. an approved pre-service teacher preparation program for middle/secondary education from a regionally/nationally-accredited Institution of Higher Learning
     OR
  2. an approved alternate route certification program for middle/secondary education
- Pass designates Praxis test
- Hold an endorsement for every core academic subject taught (English, reading, language/arts, mathematics, science, foreign language, civics, government, economics, arts, history, geography)

New Secondary 9 – 12

- Hold a baccalaureate degree
- Hold an endorsement for every core academic subject taught (English, reading, language arts, mathematics, science, foreign language, civics, government, economics, arts, history, geography)
- Complete one of the following:
  1. an approved pre-service teacher preparation program for middle/secondary education from a regionally/nationally-accredited Institution of Higher Learning
     OR
  2. Pass designated Praxis test

Non-School Employment:

This school board considers a professional assignment in the school district to be full time employment. Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular assigned duties; would compromise or embarrass the school system; or would in any way conflict with assigned duties. Employees shall not be employed or involved in any private or other public business during the hours necessary to fulfill their contractual responsibilities; nor will the employee use district materials, supplies or property for outside employment.

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of schools may dismiss or suspend any licensed employee in any school district. ' 37-9-59

The Western Line School District will purchase no products from a business in which any employee of the district has a vested interest through ownership or employment. Section 25-4-105, Mississippi Code. Mississippi Ethics Commission Advisory Opinion to Green, dated November 4, 1996.

Employees wishing to seek non-school employment shall file application with the Superintendent. **See application found in the Appendix of this Handbook.**

Supervision and Evaluation: (GBH / GBI)

It shall be the policy of the Western Line School District to require all employees to be subject to the yearly evaluations. All instructional staff shall be evaluated to affect continues improvement in the quality of instruction and curriculum offered to the students in Western Line School District.

Supervision Procedures:

Stage I:

1. Involves training all certified employees on teaching strategies that are supported by research to be effective, efficient, and relevant.
2. Each certified employee will receive a copy of their job description and the appropriate evaluation instrument.
3. Each employee will be trained on job responsibilities, sound teaching methods and policies and procedures to be followed through-out the year.
4. Each employee will be trained on using curriculum documents, benchmarks and test blueprints to most effectively integrate them into the class

Stage II:

1. Administrators will observe teachers in the classroom and in other daily activities.
2. Evaluations will be developed to evaluate all other employees that do not teach such as: librarians, counselors, administrators, etc.
3. Evaluations will be developed for all non-certified employees.

All certified teachers will be trained in what is expected of them. Supervisory visits and conferences will be conducted by the building level administrators.

A formal conference to assess the supervision process of each certified employee will be conducted by the principal before March 1 of each year. During the conference, the principal and teacher will discuss the performance of the teacher, test scores, promotions/retentions, and other relevant assessment data to identify the improvement of the students. If improvement is necessary the principal and the teacher will define in writing any difficulties

what should be addressed to help the teacher become more effective, efficient, and relevant. Student improvement will be used as a major tool for teacher assessment. By March 15th the principal will recommend to the Superintendent those certified employees for the next school year. If any certified employees are on probation, an improvement plan will be on file.

Progressive Growth System

What is a PGS?

The Mississippi State Department of Education Goal 4 of the strategic plan specifically addresses teacher and leader effectiveness by ensuring "every school has effective teachers and leaders." The Mississippi Educator and Administrator Progressive Growth System was designed by a statewide team of teachers and leaders to ensure that teaches receive the high-quality feedback necessary to support the growth they must maintain.

Professional Growth System Goals:

- Provide a shared vision for high-quality teaching and learning and guide educators in improving their practices
- Encourage regular, evidence-based observation and feedback for all teachers
- Support teachers and school leaders in identifying priorities for strengthening practice
- Serve as a guide for teachers as they reflect upon their own practices.

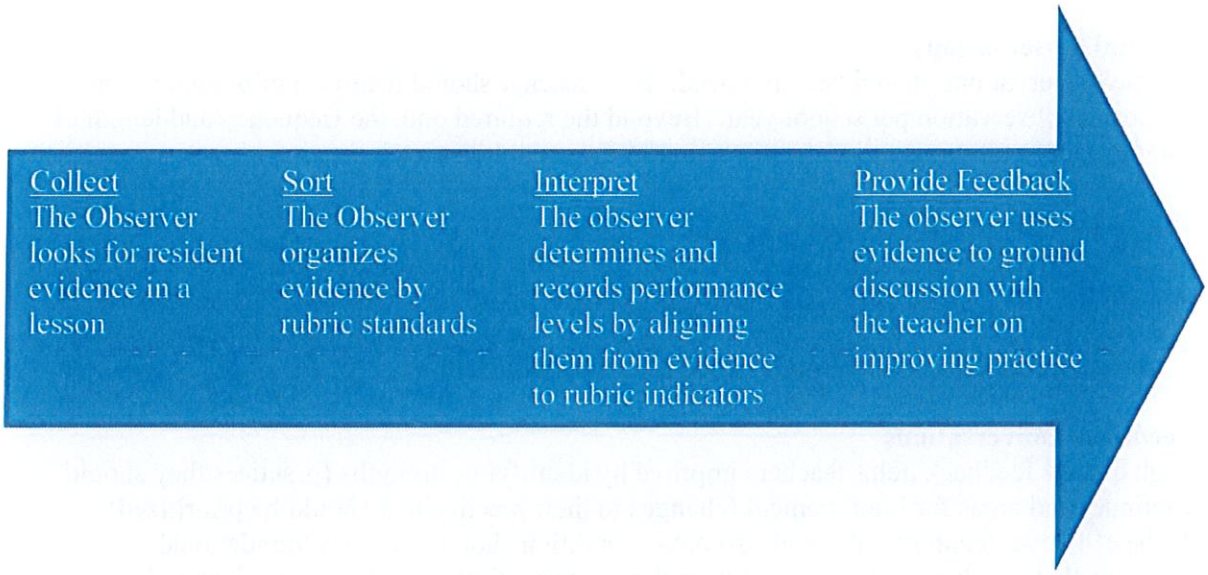
Teacher and Principal/Observer Responsibilities
Teacher Responsibilities:

- Know and understand the Teacher Growth Rubric Domains, Students and indicators
- Understand the observation process
- Prepare for and fully participate in each component of the observation process
- Develop strategies to improve teaching practice in areas individually or collaboratively identified
- Implement strategies to improve teaching practice in areas individually or collaboratively identified.

Principal/Observer Responsibilities:

- Complete the MDE's Observer training to understand an implement the Teacher Growth Rubric with fidelity and consistency
- Know and understand the Teacher Growth Rubric domains, standards, and indicators
- Supervise the observation process and ensure that all steps are conducted according to the process
- Identify the teacher's strengths and areas for growth and provide specific, actionable feedback for improving practice
- Ensure that the Summative Observation Rating accurately reflects teaching practice

The Observation and Feedback Process



The four-step process for collecting evidence serves to support feedback conversations. These steps should be followed when observing teaching. This process represents best practice and is not intended to be a burdensome but provide observers with a clear process to make identifying high-quality feedback easier. As observers gain experience and expertise with the Teacher Growth Rubric, collecting and sorting evidence can be done simultaneously.

Classroom Observations and Feedback Conversations

Classroom Observations:
Classroom observations serve as a snapshot of practice captured through watching teaching and providing feedback on what is observed. Observations, both informal and formal, should be of sufficient length so that the observer can analyze the lesson and accurately collect evidence. Time between observations must be sufficient for teachers to improve their practice using the action steps identified during the feedback conversation. If the teacher needs support(s) to improve his/her teaching practice (i.e., coaching and professional learning opportunities), then the time between observations must be sufficient for the teacher to have had the opportunity to access appropriate supports.

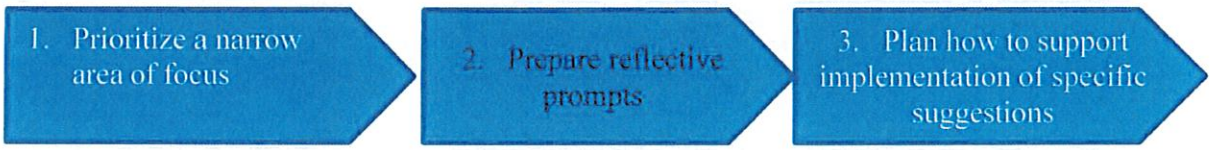
Informal/Walk-through Observations
Informal observations / walk-throughs are unannounced classroom observations that support the collection of evidence to provide high-quality feedback to teachers about specific lessons. The informal / walk-through observations should occur throughout the school year. Two informal observations are required. Beyond the required two, the frequency and length of time of the informal / walk-through observations are at the discretion of the school district. While two (2) is a minimum requirement, more frequent informal observations may be

needed to strengthen a teacher's practice. A single informal observation does not need to assess every aspect of a teacher's practice, but observers should use the rubric to identify potential areas for feedback.

Formal Observations
Formal observations should be announced. Each teacher should receive a minimum of one (1) formal observation per school year. Beyond the required one, the frequency and length of the formal observations are at the discretion of the school district.

Pre-observation Conferences
Pre-observation conferences provide the opportunity for the teacher to describe the context and plans for the lesson prior to a formal classroom observation. The teachers would also discuss goals related to teaching practice. Pre-observation conferences are not required, but are useful in building shared trust with the observation process.

Feedback conversations
High quality feedback helps teachers improve by identifying strengths (practices they should continue) and areas for improvement (changes to their practice that should be prioritized). To be effective, feedback after a classroom observation should focus on foundational practices that will have a domino effect on the mastery of other practices, be clear and observable, and be bite-sized so it can be implemented quickly. Feedback should be provided to the teacher very soon after each classroom observation.



Observers should **prioritize a narrow area of focus** to discuss with the teacher. The area should focus on something that the observer and teacher can co-plan strategies for implementation that can quickly make a noticeable difference in the classroom.

Teachers should be meaningfully engaged in the feedback conversation and not just recipients of information from the observer. A two-way conversation allows a teacher to better understand the relationships between his/her teaching and student learning. Reflective prompts provide a structure for teachers to self-analyze their own teaching and what they might improve.

Feedback must include more than prompts crafted to promote self-reflection. The onus for identifying techniques to improve teaching should not rest only on the teacher. Observations need to bring something to the table. For instance, if the focus of feedback is on writing better lesson objectives, **the observer should come with a handful of very specific and practical techniques** for doing so. A teacher who leaves a post-observation conference with something of value is much more likely to view observation in positive light.

Teacher Growth Rubric Domains and Standards

Domain 1: Lesson Design

1. Lessons are aligned to standards and represent a coherent sequence of learning
2. Lessons have high levels of learning for all students

Domain II: Student Understanding

3. Assist Students in Taking Responsibility for Learning and Monitors Student Learning
4. Provides Multiple Ways for Students to Make Meaning of content

Domain III: Culture and Learning Environment

5. Manages a Learning-Focused Classroom Community
6. Manages Classroom Space, Time, and Resources (including Technology when appropriate) Effectively for Student Learning
7. Creates and Maintains a Classroom of Respect for all Students

Domain IV: Professional Responsibilities

8. Engages in Professional Learning
9. Establishes and Maintains Effective Communication with Families/Guardians

Continued Employment:

On or before March 15th of each year, the principal of each school shall recommend to the Superintendent the teachers to be employed for the school involved. If such recommendations meet with the approval of the Superintendent, he/she shall recommend the employment of such teachers to the board. Unless good reason to the contrary exists, the Board shall elect the teachers so recommended. A list, including the names, length of employment and salary, shall be entered into the minutes.

If, for any reason, the Board shall decline to elect a teacher or teachers so recommended, additional recommendations for the places to be filled shall be made by the principal to the Superintendent and then by the Superintendent to the Board. A report of the Superintendent's decision regarding recommendations for continuation of employment shall be given to the teacher before April 15th of each year.

If, at the commencement of the scholastic year, any certificated employee shall present to the superintendent a certificate of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade certificate would have entitled the individual, had the certificate been held at the time the contract was executed.

Suspension/Dismissal of Professional Personnel: (GBK)

BREACH OF CONTRACT

If any licensed employee shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition thereto the license of such licensed employee shall be suspended by the State Board of Education for a period of one (1) year as provided by law.

REASONS FOR DISMISSAL OR SUSPENSION

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of this school district may dismiss or suspend any licensed employee. Before being so removed or suspended any licensed employee shall be notified of the charges against him/her and he shall be advised that he/she is entitled to a public hearing upon said charges.

IMMEDIATE RELEASE

In the event the continued presence of said employee on school premises poses a potential threat or danger to the health, safety or general welfare of the students, or in the discretion of the superintendent, may interfere with or cause a disruption of normal school operations, the superintendent may immediately release said employee of all duties pending a hearing if one is requested by the employee. In the event a licensed employee is arrested, indicted or otherwise charged with a felony by a recognized law enforcement official, the continued presence of the licensed employee on school premises shall be deemed to constitute a disruption of normal school operations.

HEARING

This school board, upon a request for a hearing by the person so suspended or removed shall set a date, time and place for such hearing which shall be not sooner than five (5) days nor later than thirty (30) days from the date of the request. The procedure for such hearing shall be as prescribed for hearings before this board or hearing officer in Section 37-9-111. From the decision made at said hearing, any licensed employee shall be allowed an appeal to the chancery court in the same manner as appeals are authorized in Section 37-9-113.

APPEAL

Any party aggrieved by action of the chancery court may appeal to the Mississippi Supreme Court as provided by law. In the event that a licensed employee is immediately relieved of duties pending a hearing, as provided in this section, said employee shall be entitled to compensation for a period up to and including the date that the initial hearing is set by this school board, in the event that there is a request for such a hearing by the employee.

In the event that an employee does not request a hearing within five (5) calendar days of the date of the notice of discharge or suspension, it shall constitute a waiver of all rights by said employee and such discharge or suspension shall be effective on the date set out in the notice to the employee. ' 37-9-59 (1997)

Insubordination is one of the "other good causes" for which one may be dismissed.

At a suspension or dismissal hearing before the school board, the burden rests upon the superintendent to prove by a preponderance of evidence that adequate grounds for dismissal exist.

Professional Personnel Separation / Nonrenewal: (GBN)

IMPORTANT NOTICE: This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code ' 37-9-103. Please refer to the **Education Employment Procedures Law Handbook**, published by MSBA.

It is recognized by this school district that it is necessary, from time to time, to release from future employment licensed personnel where their performance fails to meet the standards established by the State Department of Education and/or this board or where their services are no longer needed.

NOTICE OF NONRENEWAL

If a recommendation is made by the school district not to offer an employee a renewal contract for a successive year, written notice of the proposed non-reemployment stating the reasons for the proposed non-reemployment shall be given no later than the following:

(a) If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or

(b) If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) calendar days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later.

An interim superintendent appointed pursuant to Section 37-17-6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37-9-18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators or other professional educators. ' 37-9-105

A decision not to renew licensed employees of this school district shall be based upon valid educational reasons or noncompliance with school district personnel policies.

LICENSED EMPLOYEE RIGHTS

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed non-reemployment, be entitled to:

(a) written notice of the specific reasons for non-reemployment together with a summary of the factual basis therefor, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing;
(b) An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the employee to be the reason for non-reemployment; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
(c) Receive a fair and impartial hearing before the board or hearing officer; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
(d) be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the non-reemployment of the employee shall be final.

It is the intent of this school district to establish procedures for providing professional educators with notice of the reasons for not offering him/her a renewal of his/her contract and to provide an opportunity for principals and other professional educators to present matters relevant to the reasons given for the proposed non-reemployment determination and to the reasons the employee alleges to be the reasons for non-reemployment. The board is required to determine whether the recommendation of non-reemployment is a proper employment decision and not contrary to law and whether the nonrenewal decision is based upon valid educational reasons or noncompliance with school district personnel policies.

Any and all hearings shall be conducted pursuant to the ARules of Procedure Under the Education Employment Procedures Law of 2001" (Policy GBN-R), adopted by this board. All proceedings under this policy are and shall be governed by the AEducation Employment Procedures Law of 2001,@ where applicable. '37-9-101 et. seq.

Where a school board has acted in a manner which is arbitrary and capricious and where its actions are not supported by substantial evidence, the Chancery Court and ultimately the Supreme Court have the responsibility to intervene.

Professional Personnel (Reduction in Force:) (GBKAR)

The Board of Trustees has the responsibility for providing and maintaining quality schools within the district. In order to carry out its responsibility, the board may: (1) abolish or combine job positions, (2) reduce the length of the work year with a concomitant reduction in salary (the same to be in no event less than 187 days per contract year), (3) reduce administrative supplements, or (4) reduce the number of employees. Initially, staff reduction will be accomplished by attrition.

When reducing the number of licensed employees, the board will take into account the following reasons for such reduction in force:

1. Enrollment declines,
2. Financial decline/reduction
3. Educational program(s) elimination, and
4. Priority need for human, material and financial resources.

The primary objective of the board when reducing the work force will be the maintenance of a fair and balanced educational program consistent with the needs of the students and the functions and responsibilities of the school district. When deciding reduction in force, the board will consider the following factors, not necessarily in the order listed:

1. Criticality of the position to the mission, goals, and objectives of the school district
2. Subject area(s) and advanced degrees by certification.
3. Experience, professional training, length of service within the district and work assignment.
4. Quality of performance including the proven ability to accomplishment the educational mission of the school district.
5. Executive ability.
6. Employee attendance and discipline history.
7. Skills and licensure in the area(s) where the district has instructional and/or supervisory needs.

Professional Personnel Release from Contract: (GBOA)

All contracted licensed employee desiring to be released from contract shall submit a written request to the school board for release. The request shall include clearly stated reasons for the release. If the board acts favorably upon the request for release, the licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order. ' 37-9-55

If any licensed employee in this school district shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided by law, the contract of the licensed employee shall be null and void. In addition, upon the written recommendation of the majority of the members of the school board, the license or certificate of the licensed employee may be suspended by the State Board of Education for a period of one (1) school year as provided by law. 37-9-57

Professional Personnel Promotion: (GBJ)

Professional personnel shall be promoted on their own merit by the superintendent.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher license would have entitled the individual, had the license been held at the time the contract was executed. ' 37-9-17 (1) (1997)

The Board agrees to publish in each school, prior to the filling of such vacancies, the vacancies for promotion and positions which provide salary advancement. Current employment in the district shall be a factor to be considered in making promotions, assignments or transfers.

Race, creed, color, national ancestry, age, religion, handicap, marital status, or sex shall not be considered in promotion. The process of administrative promotion shall be free from pressures considered detrimental to the best conduct of the schools.

Professional Personnel Retirement: (GBQ)

Professional educators shall be retired from public employment under such conditions and provisions established by the Public Employment Retirement System (PERS).

Substitute Teachers:

When the services of a substitute teacher are required, for whatever reason, the teacher should notify the principal at the earliest possible moment – the day before, if possible. Teachers are to call their principal/designee not later than 6:30 a.m. on the day of absence.

The principal is responsible for obtaining substitute teachers through SubTeach following the appropriate procedures. The teacher should have available for the substitute class rolls, lesson plans, and keys in order that the substitute can more effectively take charge of the class based on the procedures laid out by SubTeach. Whenever possible, the teacher should notify the principal the day before the expected return to class so that the substitute teacher can be notified.

The rate of pay for substitute teachers is as approved by the Board each year and is available in the business office. If the time served by the substitute is less than a full day, the pay shall be computed on a full day as approved by the Board.

Fingerprint and background checks are required prior to employee receiving payment for any days worked. All paperwork should be completed through the SubTeach office in a timely manner.

Substitute teachers shall be responsible for complying with all District policies and procedures. Violations of said policies or procedures shall be grounds for adverse employment actions.

Substitute Teacher Guidelines:

1. Be prompt – A schedule of all classes will be provided.
2. Call roll and report absentees each period.
3. Never leave class unattended.
4. No Smoking – Ours is a smoke-free school (Federal Law)
5. Wear appropriate attire – No shorts or blue jeans allowed
6. Be aware of all emergency drills and procedures for each school in which you work.
7. Follow all teacher instructions and assignments left for you.
8. Do not leave campus without reporting to the office.
9. Substitutes will not eat or drink in the classrooms.
10. If you have any doubts about handling a student or situation, ask the person designated to help you or the principal/assistant principal.
11. Treat all students, parents, visitors, and staff with respect. If there is a disagreement, resolve the situation in a private or calm manner.
12. Profanity is not allowed at any time.
13. No medications will be administered to any student.
14. Use positive remarks and responses when dealing with students, staff, parents, or visitors.
15. There is to be no physical contact with student. Ask a student to accompany you to the office if disciplinary measures are required. **Do not touch the students.**
16. If a fight is to be broken up, do not resort to physical violence in dispersing the conflict. Do not put yourself in a situation where you as a substitute teacher or any students in the school might be injured. Get the assistance of a fellow staff member in a volatile situation.
17. You are the adult. You are expected to act like one. Students are to address you as "Mr./Ms./Mrs.". Do not interact on the students' peer level.
18. Return all materials, papers, etc. to the principal's office. Secure the room before leaving campus.

SECTION IV

CLASSIFIED STAFF

Assignment and Workload: (GC)

Classified non-instructional personnel are "at will" employees whose duties do not require a certificate (or license) issued by the State Department of Education. Classified employees have no property rights in their employment, which may be terminated without notice at any time by either the employee or the employer.

- The superintendent has the power, authority and duty to make assignments to the various schools in the district of all non-instructional and non-licensed employees, as provided in Section 37-9-17, and to make reassignments of such employees from time to time. ' 37-9-14 (2) (s)
- The superintendent has the power, authority and duty to employ and dismiss non-instructional and non-licensed employees as provided by law. ' 37-9-14 (2) (y)
- Within the limits of the available funds, the superintendent of schools shall recommend to this school board all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. ' 37-9-3
- This board has the power, authority and duty to employ all non-instructional and non-certificated employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the superintendent of schools. ' 37-7-301 (w)
- The board considers its classified personnel who serve as secretaries, cafeteria workers, public relations consultants, custodians, maintenance workers, bus drivers, and other non-licensed and non-instructional positions to be vital to the smooth functioning of the school system.
- Certificated and non-certificated personnel are to work together as partners to provide the best possible learning situations for the students of this school district.

NOTE: All new hire licensed and non-licensed employees after July 1, 2000 must have a state child abuse registry check and criminal records background check via fingerprint card. Please see sample policy GCD- Classified Personnel Hiring.

"At-Will" Employment Status: (GC)

Classified non-instructional personnel are "at will" employees whose duties do not require a certificate (or license) issued by the State Department of Education. Classified employees have no property rights in their employment, which may be terminated without notice at any time by either the employee or the employer.

Compensation: (CG)

The district shall pay salaries and wages of classified personnel in accordance with the compensation plan adopted by the Board.

Overtime:

Overtime shall be authorized in extreme emergencies, but only with approval of the Superintendent. Overtime pay shall be at the rate of time and a half.

Leaves and Absences:

See Policy (GADGB) in the Appendix of this Handbook.

Supervision and Evaluation: (GDI)

A strong, competent classified staff is essential to the smooth functioning of a school system. All employees shall make continuous efforts to improve their work and their supervisors shall assist them through supervision and evaluation.

Each member of the classified staff shall come under the direct supervision of the administrator assigned the responsibility of that particular unit or division of the district.

Job descriptions and checklists will be developed for all non-certified employees. Staff shall be given a copy of the job description prior to the evaluation. The Superintendent or his designee shall develop the checklists. Such plans shall ensure that the classified staff is evaluated at least annually. A copy of the evaluation shall be signed by the employee and his supervisor and given to the employee. The supervisor shall discuss the standards of performance and behavior required of the employee in the position in which he/she is appointed.

The appropriate director will review an additional copy of the evaluation report, signed by the employee and all supervisors. The original copy of the fully signed report will be retained in the employee's file in the personnel office.

Non-School Employment:

Employees shall not engage at any time in any employment that would interfere with their effectiveness in performing regular assigned duties; would compromise or embarrass the school system; would adversely affect their employment status or professional standing; or would in any way conflict with assigned duties. Employees shall not be employed or involved in any private business during the hours necessary to fulfill appropriate assigned duties. Employees wishing to seek non-school employment shall file an application with the Superintendent. **See exhibit found in the Appendix of this Handbook.**

Promotion:

Whenever new jobs are created or vacancies occur in a higher-rated position, present employees shall be eligible for consideration. Promotions shall be made without regard to age, race, creed, color, religion, handicap, nationality, sex, or marital status.

Transfer:

The superintendent or his designee shall make transfers of classified personnel in the best interest of the school district. Such transfers may be either permanent or temporary.

The preference of employees may be taken into consideration in making transfers. Employees may request a transfer of assignment from job to job, or one unit or division to another to be granted at the discretion of the District.

Release or Separation:

Non-certified employees will be given due warning of any discrepancy in their work, which, if continued, could lead to their termination. Transfer or termination will be determined by the Superintendent after recommendation from supervisory personnel.

Procedure:

1. If it is necessary to warn employees of some serious discrepancy in his/her work, a written report will be forwarded to the personnel office to be placed in his/her individual file. A copy will be kept by the principal or director of the department where employed.
2. If discrepancies are not corrected or new ones appear, a recommendation to the superintendent shall be made in writing that employment be terminated at that particular school.
3. A transfer will be considered after all information and recommendations are evaluated and approved by both principals.
4. Transfer or termination will be made by the Superintendent following recommendations by the principals upon approval of the Board.
5. Should an occasion ever arise that an employee should be terminated immediately; the principal may suspend the employee at that point and then follow with written recommendations as outlined above for termination.

Retirement:

Personnel shall be retired from the school district at the date established by the Public Employees Retirement Act and according to its provisions.

SECTION V

INSTRUCTION AND CURRICULUM

Instructional Goals:

The Board of the Western Line School District believes that all children can learn; therefore, it holds high expectations for professional staff and students. At a minimum, the instructional staff shall demonstrate through behaviors that essential basic skill objectives at every level are included in teacher's daily lesson plans and that clearly defined objectives of the core curriculum are communicated to all students by teachers. Staff behaviors shall be such that they promote positive student attitudes toward learning and toward the learning situation.

The WLSD Board of Trustees encourages its students to complete the planned program of instruction. As a minimum goal, the percentage of graduates for each school year should meet or exceed the average for the previous two years. It shall be the responsibility of the Superintendent and his staff to develop and implement a program which promotes the analysis, evaluation, and improvement of the district's educational practices. As a minimum, this program shall require that all professional staff members participate in a minimum of two scheduled meetings per year, one each semester to review student progress in mastering specified learning objectives and state benchmarks as indicated by the school or district testing program.

It shall be the policy of the Western Line School District that teaching is based upon a planned program of instructional management where student objectives/benchmarks have been developed for every subject area for which grades are issued. Said instructional management shall include all objectives contained in the State Curriculum Guidelines.

Student evaluation procedures shall be fair and accurate. They shall be based upon demonstrated mastery of course objectives which match the state objectives/benchmarks. Each objective shall be measured at least one time per year. The Superintendent shall require the professional staff to review and revise the planned instructional program. Student performance results and teacher input shall be taken into account in the review and revision process. Said review shall be done not less than one time per year.

The WLSD Board of Trustees expects leadership activity on the part of its teaching staff that will contribute to the quality of the school's and the district's program of education evidenced by:

1. Exhibiting continuous goal-setting behavior such as establishing goals for acquiring additional knowledge and skills;
2. Initiating planned experimentation such as trying new techniques;
3. Contributing to the development of the school's and the school district's instructional management plan and long-range plan.

CURRICULUM

Planning:

It shall be the policy of the WLSD to evaluate the extent to which students master specific learning objectives on benchmark assessments and use such information in making instructional decisions. Teachers will be given time during the school year to determine strengths and weaknesses of each student in the class. This information should be used along with the curriculum frameworks, objectives for the subject/grade from the Mississippi State Department, blueprints for any grade-level or end-of-year test, and supplemental materials such as computer software or textbook to develop daily lesson plans.

The administrative staff along with the Board of Trustees of the District recognizes the importance of formal and informal planning meetings. Therefore the Board of Trustees directs the Administrative staff to provide such meetings at least once per month during the school year. These meetings should involve discussion of curriculum, selection of materials and interventions for students who are not currently mastering the benchmarks/objectives needed to progress.

The focus of Professional Development will be to improve student achievement and training on the utilization of district programs.

Research:

The Board encourages involvement of teachers in the district in an effective curriculum research program that will be beneficial to its students.

The basic objectives of such research shall be:

1. To induce change in the curriculum and techniques under conditions which are conducive to the growth of the educational program;
2. To encourage and coordinate creative efforts so that duplications, conflict, and waste of time may be avoided;
3. To create a climate for professional growth through creativity and innovation;
4. To establish criteria for change in educational practices through innovative development and creativity.

Development:

The WLSD Board recognizes the necessity to constantly adapt and develop the curriculum if the district is to meet the needs of its students. The Board shall encourage and support the professional staff in their efforts to investigate new curricular ideas, develop improved programs, and evaluate results.

The Superintendent shall set aside time for the study of curriculum improvements, including the selection of new instructional materials. The Superintendent shall also direct instructional and instructional support staff to work cooperatively to plan yearly, unit and daily learning activities. The instructional staff in each subject area or grade level shall jointly establish learner objectives for the year.

It shall be the policy of this school district that schools be provided resources, equipment, and supplies necessary to meet the needs of the curriculum for each school and the requirements of the Commission on School Accreditation. Each secondary school shall be provided a science laboratory. Each school shall have a central media center equipped with a balanced collection of books, reference materials, and periodicals which are cataloged and organized using standard library procedures and adequate audio-visual equipment. Upon recommendation of the Superintendent, the Board shall approve the purchase of equipment and supplies.

Scope and Sequence:

The Western Line School Board directs the Superintendent to coordinate the local school curriculum so that teachers are aware of what has been taught in previous grades and what will be taught in subsequent grades. In the area of reading, language/arts and math, this shall be done by reviewing the curriculum benchmarks for all grades above and below in a specific subject taught. Teachers will be introduced to the objectives students will need in later grades to begin a foundation for building a solid skill basis. Teachers will use staff meetings to begin to understand how skills taught in lower grades affect the development of skills in upper grades.

Adoption:

No basic course of study shall be eliminated or new courses added without approval of the WLSD Board or Trustees. Neither shall any sharp alteration or reduction of a course of study occur without Board Approval.

Course Outlines/Instructional Management:

It shall be the policy of the Western Line School District that the instructional management plan shall be designed to integrate curriculum objectives/benchmarks from the Mississippi College and Career Readiness Standards and technology into the classroom. The plan is to assist all users in strengthening and in clarifying the teaching of a subject, and suggest a variety of possibilities for instruction, variations of approaches and materials.

1. The instructional management plan shall be developed, using the Mississippi College and Career Readiness Standards and blueprints to tests required by the State, by the instructional staff and instructional support staff who will use them.

2. Where entire staff participation is not possible, representatives of staff and/or departments concerned shall form system-wide committees for study, creations, and revision of any particular area.
3. When the plan is completed, it shall be presented to the Superintendent, who upon approval will recommend it to the Board for adoption.
4. The instructional management plan shall serve as a framework from which a teacher may develop units of study, individual lesson plans, and approaches to instruction to serve the pupil's particular needs at a particular time. The plan shall be a sketch map including basic concepts, content, objectives/benchmarks and the logical sequence of instruction.
5. In all subjects where skills will be assessed on the Mississippi Assessment System or where sequence is important teachers shall be expected to adhere to the plan.
6. In all cases, sufficient latitude shall be permitted to provide the teacher with time to teach the current, topical and incidental material which adds to motivation and meaning teaching and learning.
7. A copy of the instructional management plan shall be easily accessible (in the classroom) for all instructional staff. In areas involved in Mississippi Assessment System Testing, plans for the preceding and future grades of subjects will be available to the instructional staff.

Equal Educational Opportunity:

Every pupil of the district will have equal educational opportunities regardless of race, creed, color, sex, religion, marital status, or handicap. No students shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

"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, Title IX, includes protection from sexual harassment which includes: unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment.

No persons shall be discriminated against 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 (Section 504/Americans with Disabilities Act).

Any student/employee may contact the Title IX, Section 504/ADA Coordinator listed below concerning any claims of discrimination under these laws:

TITLE IX - Lawrence Hudson
Homeless Coordinator – Lena Tatum

SECTION 504 – Amy Spencer
ADA Coordinator – Jequay Franklin

P.O. Box 50
Avon, MS 38723
662-335-7186

Instructional Programs:

The educational program shall provide both formal studies to meet the general academic needs of all students and, to extent possible, opportunities for individual children to develop specific talents and interests in more specialized fields. An atmosphere shall prevail in which healthy growth is fostered, in which ability is recognized and excellence encouraged, and in which a productive life is held before pupils as a model to emulate.

The various instructional programs shall be developed with the view toward maintaining balanced, integrated, and sequentially articulated curricula which will serve the educational needs of all school-ages children in the district. The elementary, junior and senior high school program shall include a minimum of 330 minutes of instruction per day in those courses as required by law as well those established by the Board following the recommendation of the Superintendent.

Vocational Education:

It shall be the policy of this Board that vocational education is an essential part of the comprehensive high school concept for the district. It shall be geared to take into account technological and economic conditions and changes as a basic component of comprehensive education.

The Board shall cooperate with the state board in the establishment and maintenance of vocational education programs as approved by the state board.

Career Education:

The WLSD Board believes understanding the dignity of all kinds of work should be part of the existing curriculum, even in the beginning grades. The Board, therefore commits itself to a meaningful program of career education for all students, grades kindergarten through 12th, and charges the Superintendent with the responsibility of the implementation of such a program within the framework established by the State Department of Education.
It shall be the commitment of the Western Line School District to expose students to a variety of disciplines related to employment needs of the community. Career day will be encouraged in elementary, junior and senior high grades.

Drug Education:

The Western Line School District shall provide drug abuse education and prevention activities for grades K – 12 on the effect of drug use. Use of the Mississippi Substance Abuse Prevention Curriculum is a required part of the overall district curriculum. In addition, instructional activities dealing with self-esteem shall be incorporated into the existing classroom structure.

In addition to the Mississippi Substance Abuse Prevention Curriculum, additional materials shall be available to all instructional staff.

Driver Training:

The Superintendent shall develop a curriculum according to the rules and regulations established by the state board of education which will provide driver education training to eligible students to the district. The Board shall provide the facilities and the necessary personnel.

Driver Education Requirements

1. Student must be in at least the 9th grade
2. Student should have a valid Mississippi Driver's permit prior to entering the class. (Birth Certificate Required to get permit – copies are not accepted)
3. Student entering the course without a valid permit can be replaced by another student having a valid permit
4. Students who remain in the class without a permit past the course drop date will fail the course.

Summer Program:

The Western Line School District in accordance will follow policy on Summer School from the Mississippi Public School Accountability Standards. Students in secondary schools are permitted to attend summer school in another district to make up a course failed during the regular school year, only with permission from the principal.

New courses that are required for graduation may not be taken during the summer session except for a Senior who does not need more than one (1) unit to graduate.

Students may take electives as new courses in summer school, but may earn only four (4) credits during four (4) years in high school. Seniors who must attend summer school will not be allowed to participate in graduation exercises with their class, but will receive a diploma at the end of summer school when all records have been finalized, and the student meets all requirements for graduation.

Extended School Year – General Education Requirements for Student Promotion – Grades 3 - 8

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.

Correspondence Courses:

Based on Appendix A (Graduation Requirements from the Mississippi Public School Accountability Standards), a maximum of one (1) Carnegie unit may be earned toward graduation by completing correspondence courses.

A student must be classified as a junior or senior to be approved to take a correspondence course. The counselor will review the student's records and make a recommendation to the principal. The principal will recommend approval to the Superintendent who will make the final determination. Upon approval a contract will be signed by the student and the parent. The contract will include an agreed upon completion date. The counselor will monitor each student enrolled in a correspondence course.

Federal Programs:

The Western Line School District provides supplemental, research based instruction through Title I. This instruction includes the areas of mathematics, reading and/or language arts. It is the policy of the WLSD that Title I expenditures for salaries of staff members and the ratio of students per staff members meets the criteria in the Mississippi Public Schools Accountability Standards.

The Western Line School District continues to maintain an Advisory Committee of parents from all schools who meet for the purpose of assisting the district in the development and implementation of the Title Programs. The names of the committee members are available in the principal's office of each school.

Multi-Tier Support Systems (MTSS)

The Board of Western Line School District following the belief that all students can learn, will use the form of a Student Intervention Team to determine area of weaknesses and utilize intervention methods to improve these areas. When results of the MAAP test are returned, teachers will be able to see specific objectives that students are week in. The Student Intervention team will focus on the 3rd and 7th grade students as mandated by the State Department of Education. However the teams will not stop with just these grades. Emphasis on deficit skills in **all grades** will improve student's abilities in the targeted grades.

Student Intervention Teams will also be utilized in high school focusing on the areas tested by the Subject Areas Test required for graduation.

A Multi-Tier System of Supports shall be set up at each school to develop, implement, and monitor interventions of students who fall into one of the categories from MSIS as needing the interventions. The MTSS Teams shall work together to keep students progressing through the regular education program when possible. When necessary, the information gathered from the Teacher Support Team shall be used to refer the student for further evaluations.

The Board, Superintendent and Administrative staff see the importance of the Student Intervention Teams in strengthening students in all areas. Time will be set aside during Professional Development Activities to review individual student test scores and to determine which students should be involved in the interventions.

Intervention Process / MTSS

The Western Line School District along with MDE shall require an instruction model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

Tier 1: Quality classroom instruction based on MC Curriculum Frameworks
Tier 2: Focused supplemental instruction
Tier 3: Intensive interventions specifically designed to meet the individual needs of students

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

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

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

After a referral is made, the MTSS Team must develop and begin implementation of an intervention(s) within two (2) weeks. No later than eight (8) weeks after implementation of the intervention(s) the MTSS team must conduct a documented review of the intervention(s) to determine success of the intervention. No later than sixteen (16) weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur.

- Grades 1 – 3 A student has failed one (1) grade
- Grades 4 – 12 A student has failed two (2) grades
- A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; OR
- A student scores at the minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test.

Referrals to the Multi-Tier System of Supports team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A – D stated above.

Guidance Program:

Guidance services shall be available for every student in the district. The program shall be supervised by a staff member designated by the Superintendent and shall include testing services, guidance services, counseling services, and in-service programs in guidance and other programs related to self-esteem, personal growth, and hygiene.

Guidance shall include aiding the student in discovering and measuring his/her capabilities; abilities and real interest in helping him/her obtain adequate and accurate information about schools, courses, occupations, and careers and in helping solve personal and academic problems.

Programs for Disabled Students:

The district will provide a free appropriate public education to student with disabilities consistent with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Homework:

Homework study by each pupil is both desirable and necessary. Inordinate demands on a pupil's after school time enhances neither his/her intellectual growth, community life, nor his/her attitude toward learning or school as a place of learning. Homework should fit into the total school program and should be purposeful.

Homework is not assigned on weekends and holidays for students in grades K – 6th. Students in grades 7 – 12 may be given weekend assignments, but these should be limited to projects, make-up work or other long-range assignments.

Use the following as a guide for assigning homework:

- Grades K – 1 Classwork may be sent home for review such as word lists, etc. Students should also spend at least 20 minutes reading or being read to
- Grade 2: Should be assigned 30 minutes of total homework.

- Grade 3 Should be assigned 30 – 45 minutes of total homework.
- Grades 4 – 8: Should be assigned from 1 to 1½ hours of total homework.
- Grades 9 –12: Should be assigned approximately 2 hours of total homework.
- Research papers are required in English III and IV.

In keeping with school philosophy of individualized instruction, homework should be assigned according to the needs of the students.

Dropout Prevention:

Refer to the Procedures outlines in the Graduation Restructuring Plan (JQH) found in the Appendix of this Handbook.

Library/Media Center:

An organized media center is an integral part of the instructional program through the acquisition, maintenance, and circulation of resources. Each School has a central library which shall meet the needs of students and staff.

The library selection policy will ensure that materials for the collection are selected on the basis of their contribution to the total instructional program that input from teachers and support staff is solicited and utilized when selecting and purchasing materials (both print and non-print) and equipment. Each library program will make provisions for training students and staff in library uses and in appropriate use of library within instructional time.

Instructional Assistants:

The Western Line School District shall utilize instructional assistants as directed by the Mississippi State Department of Education. Each instructional assistant shall have met the requirements set forth in the District Board Policy (GDA) which is in accordance with the provisions of the Elementary and Secondary Education Act (ESEA).

The use of instructional assistants will permit the teachers more time to devote to instruction, more effective grouping for instructional purposes, and greater individualized attention for meeting pupil needs. Instructional assistants may not have direct responsibility for or supervision of student instruction or activities, but shall be under the supervision of a professional staff member.

Textbook Selection and Adoption:

The Board shall adopt textbooks for use in the district upon the recommendation of the Superintendent. The professional staff shall advise the Superintendent through a textbook selection committee. Membership of the school committee shall include representation of administrators, other appropriate staff and teachers who would use the text. Students and parents may also serve.

Evaluation of Instructional Programs:

Professional accountability for pupil performance and progress is the shared responsibility of teachers, administrators, and the Board. Accordingly, individual pupil progress and the instructional efforts of the school shall be evaluated systematically. The purposes of evaluation of instruction shall be:

1. To indicate instructional strengths and weaknesses;
2. To provide information needed for advance planning;
3. To provide data for public information;
4. To demonstrate the relationship between achievement and the school system's stated goals; and
5. To check the suitability of the instructional program in the terms of community requirements.

The professional staff shall provide continuous evaluation of the educational program and instructional processes. The Board may participate with the professional staff in such evaluation if the nature and the scope of the evaluation process so warrants.

The Board shall adopt a plan for a local accountability program designed to measure the adequacy and efficiency of educational program offered by the district in accordance with recommendations and criteria set forth by the State Department of Education.

Academic Achievement:

The Board believes that academic achievement is based on the premise that children have diverse capabilities and interests and individual patterns of growth and learning. The Board, therefore, feels that teachers must have knowledge of each student through tests and observation of students' intelligence, achievement, work habits, learning styles, skills, health, and home environment.

Achievement shall be judged:

1. In relation to a student's learning capacity.

2. In terms of his degree of mastery of the course work, as ascertained by the teacher.

Co-Curricular Activities:

The Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The following should serve as guidelines to the development of student activities:

1. The majority of activities should be an outgrowth of curriculum activities;
2. Groups may meet either during or outside or regular school hours;
3. All school-sponsored groups shall have a faculty adviser;
4. Student participation should be voluntary;
5. The students, with assistance from school administration, shall be responsible for the management of student funds.

Clubs, councils, and extracurricular activities serve a useful function in the school. Such activities should exist with supervision, and under no conditions should these activities involve trips, visitations, or other similar involvement without proper parental and sponsor consent which reflects administrative supervision.

Interscholastic Activities:

The Board believes individual students will grow physically and mentally through their experience in self-discipline and their contribution to team effort made possible through competitive interschool team and individual sports activities.

Participation in interscholastic activities shall be limited to students in grades 7 – 12.

Those teachers having directed responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as established by the Board and Administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.

Community Participation:

The Board recognizes the importance of the involvement of the community in the education of the districts' youth, and further encourages the staff members of the district to strive to involve the community whenever possible.

Community Resource Persons:

The use of resource persons from the community in the classroom can be an invaluable educational instrument. The Board wishes the professional staff to be concerned with locating and contacting people in various areas of interest and expertise who might serve as resource persons in particular units of study. All requests to use such resources persons shall be cleared with the principal of the school.

School Volunteers:

The Board believes that volunteers can make many valuable contributions to our schools. The Board endorses a volunteer program in the schools subject to regulations and safeguards. Suitable recognition of volunteer services may be made annually.

Religion and Controversial Issues:

No doctrinal, sectarian, or denominational teaching shall be permitted in the schools of the district.

Controversial issues are defined as those problems, subjects, or questions about which there are major differences of opinion, for which there are no easy answers, and discussion of which generally creates strong feelings among people. Controversial issues, however, provide stimulation to learning by creating intellectual excitement and are thus an important part of the classroom environment. Free inquiry in a democratic society requires that controversial issues arising in the classroom be handled as a regular aspect of instruction and learning in such a way as to not inhibit the dignity, the personality, or the intellectual integrity of either the teacher or the students.

Class Size:

The Board is aware that class size has a bearing upon effective teaching. Therefore, the Board directs the Superintendent to work with principals in establishing a reasonable and equitable class enrollment for each teacher within the guidelines approved by the Board. Pupil-teacher ratio shall not exceed:

- Twenty-two (22) to one (1) in Kindergarten, except in instances where an instructional assistant is in the classroom. If an instructional assistant is employed, twenty-seven (27) pupils may be enrolled.
- Twenty-seven (27) to one (1) in self-contained classrooms serving grades 1 – 4
- Thirty (30) to one (1) in self-contained academic core classes serving grades 5 – 8
- Thirty-three (33) to one (1) in departmentalized classes serving grades 5 – 12.
- One hundred and fifty (150) students per day maximum student load for teachers of academic cores classes in grades 7 - 12

Exceptions to the rule may be granted by the State Department of Education for enrollment not to exceed thirty (30) students in any class in grades 1 – 4, by written request.

Instructional Time:

The Board shall provide instructional time and environment to provide students the opportunity to master specific learning objectives at all instructional levels through the following:

- The academic year shall consist of a minimum of 180 teaching days with no less than 330 minutes of academic instruction with the following exception: Two days in the academic year may be shortened in order to offer staff development activities or student examinations. Such days must offer at least 60% of the designated minutes of academic instruction contained in a regular teaching day.

Testing Programs:

In order to adequately make decisions for school improvement, valid test results must be guaranteed and obtained. We cannot assist children in academic improvement if assessment of progress is contaminated by false test results. The Western Line School District has a District test Security Plan that is submitted to the Board of Trustees each year. Each school has a copy of the District Test Security Plan with and additional section specific to the school detailing the testing process for that school. The purpose of the plan is to ensure that the requirements of the state law are followed during administration of the Mississippi Academic Assessment Program (MAAP) and its components.

The Mississippi Academic Assessment Program consists of MAAP Assessments in grades 3 – 8, with a 5th and 8th grade science component, the Subject Area Testing program (Algebra I, Biology I, U.S. History from 1877, and English II) and the MKAS (Pre-K and K assessments along with a summative assessment in grade 3). Provided there is funding, students in the 11th grade will take the ACT.

State law makes it unlawful to:

1. Give students access to tests prior to testing.
2. Copy or otherwise reproduce all or part of the test.
3. Coach students during testing.
4. Alter or interfere with students' responses on the tests.
5. Make answers available to students.
6. Fail to account for all test material before, during, or after testing.
7. Participate in, direct, aid, counsel, assist in, encourage or fail to report a violation to any or all of the above. Furthermore, state law provides that any person who violates any of the seven items listed above is guilty of a misdemeanor and upon conviction, shall be fined not more than $1,000 or be imprisoned for not more than 90 days or both. The State Board of Education may also revoke the person's certificate.

It is the policy of the Western Line School District that any employee who violates the above law will be terminated in accordance with District policies and procedures. The Board further instructs the administration to provide copy of this policy to each employee and require each employee to sign a statement of acknowledgement indicating that he/she has received, read, and understands the law and the consequences of breech of test security.

Basic Skills and Literacy:

It shall be the policy of district that each student graduating from high school will have demonstrated the ability to apply basic skills successfully as evidenced completing the graduation requirements of the State Board of Education and the Western Line School Board. Furthermore, students will have to demonstrate mastery on end-of-the-year test in the areas of Algebra I, Biology I, US History from 1877, and English II (with a writing component).

Standardized and Intelligence Tests:

The main objective of the district's testing program is to enable the schools to do a more effective job in planning for and educating the students in the district. Secondary objectives are:

1. to secure objectives evaluation criteria which are needed for the district's use
2. to provide teacher with back-up data for grades, reports and counseling.

The testing program, which includes all standardized group and curriculum based tests, shall be coordinated by the district test coordinator. The Psychometrists within the district shall administer all individual intelligence test and other specialized tests required to evaluate students under IDEA.

Assemblies:

Any person or group requesting participation in assembly type programs system-wide must first clear through the office of the Superintendent. If clearance is granted, the principal of the school will decide if the person or group will be invited.

After careful screening, the teachers working through the principal may invite persons or groups for class lectures or homeroom programs. This type of program does not require clearance from the Superintendent.

No assembly programs of a religious or evangelical nature shall be permitted.

School Sponsored Trips:

The Board recognizes that the learning experiences provided by field trips are most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips as an integral part of the educational program of the school to the extent that funds, transportation equipment and staff are available.

The Board encourages various activities characteristic of its comprehensive curriculum and realized the necessity of school-sponsored trips. It is expected that adequate supervision be of utmost concern to those persons responsible for such activities.

In the interest of proper communication between the home and school, official notification of and permission shall be gained, in writing, for the school-sponsored trip from the parents of participating pupils. Staff members shall contact the principal for specific guidelines and the appropriate administrative procedures. All trips, including day and over-night trips require proper supervision with administrative and school board approval.

Students who are players, participants, or performers in school sponsored activities shall be transported to all such activities in school district owned vehicles, and shall travel to and from school sponsored activities as a group, unless approved by the Superintendent or his designee.

In all instances of school-sponsored field trips, Students shall be transported to all such activities in school district buses.

Procedures for requesting a trip

1. **Field trips involving students**
    a. Teacher must complete the Travel Request Form **(See Appendix for copy)** in its entirety and submit it to the principal by Thursday morning the week before the board meeting.
    b. Principal shall submit all travel request forms for approval to the Superintendent by noon on Thursday of the week before the School Board meets.
    c. Upon approval by the Board, a copy of the **approved travel request form** will be forwarded to the principal who shall forward a copy to the teacher requesting the trip.
    d. Permission must then be granted by the parent/legal guardian, for all students who are to attend the activity/trip. Permission forms will be turned in to the principal.
    e. School Activity Trip Forms, "Trip Tickets," **(See Appendix for copy)** must be completed by the teacher(s) sponsoring the activity and submitted to the principal who will forward them to the Superintendent.
    f. Trip Tickets must be returned to the Superintendent's office NO LATER THAN 3 DAYS after return from the trip/activity.
    g. Tickets for cancelled trips should be marked as VOID and returned to the Superintendent's office.

Grading and Graduation:

The Board shall approve a method of evaluating and recording pupil progress to be devised by the administration and professional staff and expedited in a professional, consistent manner. 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. Four (4) of the ten (10) should be test grades. While each teacher may grade as his/her work demands, the grade should be recorded as a numerical grade in the grade book (grade book in this instance refers to written and/or student database grade book). . (There may be exceptions – kindergarten, and first grades; compositions, etc., in junior high and high school.)

In transferring numerical grades to letter grades on the report cards, the following schedule is to be used, except in exceptional circumstances with the permission of the principal:

(a) Pre-Kindergarten: Checklist (S,N, and U)

(b) Grade K – 12

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

Computing Grades for students in grades 3-12

The school session is divided into two (2) semesters. Each semester is further divided into two (2) nine-week terms. Nine-week tests are given to students in grades 3-12. Semester exams are given to students in grades 6-12. The end of the second nine weeks also ends the first semester.

Nine-week averages are computed as follows:

1) daily grades count 2/5
2) test grades count 2/5
3) nine-week test grade counts 1/5

First and Second Semester averages are computed as follows:

1) nine-week grade of the semester counts 2/5
2) nine-week grade of the semester counts 2/5
3) semester exam counts 1/5

The final grade shall be determined by adding the first and second semester averages and dividing by two (2).

Conduct (citizenship) and academic grades shall be kept separately. Points shall not be deducted from academic grades for poor conduct.

Exemptions

Students who have an "A" average in any subject may be exempt from taking the final exam in that subject as long as they have no discipline referrals and no more than a total of 5 absences or tardies combined.

A final examination is considered an end of the course test.

Reporting Progress

- A class record will be kept by each teacher for all subjects and filed in the office of the principal at the end of each semester. At the end of each semester, teachers and/or counselors will record the semester grades on the cumulative record forms.
- Progress reports shall be sent to parents at the mid-point of each nine-week term for all pupils. Supplementary reports shall be provided as needed. Report cards shall be issued for each nine (9) week period.
- Conferences with parents also may be used at the elementary level and secondary level as part of the reporting system.
- All teachers should be willing to justify any grade to any student. If a student wants to know why he/she made an "F," the teacher should be able to tell him/her. Grades should be well defined in the grade book so that if the occasion arises, they can be explained to the student and/or his/her parents.

The following steps shall be followed in reporting poor academic progress (D or below in major subjects excluding spelling and writing):

Two parent teacher conferences are provided in the schedule each year, in addition to report cards sent home, the teacher should schedule appointments with parents of students who are not performing successfully in any class.

Graduation Requirements

Graduation requirements follow MDE requirements and are listed in the Student Handbook as approved each year.

In order to receive a diploma, all students will be required to pass academic end of course test These tests will be given for Algebra I, Biology I, US History from 1877, and English II with a writing component.

Grading and Report of Progress Policy
Regulations Regarding Reporting of Progress

Based on the IDEA '04 Federal Regulations (§300.347 (a)(7)), the IEP Committee must address the method of measuring as student's progress and informing the parent(s) of the 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
- The method or regularly informing (through such means as periodic report cards) the student's parent(s) of their child's progress toward the 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 parent(s) be informed "at least as often as parents are informed of their non-disabled children's progress."

State policies and procedures require the IEP Committee to address student progress on the student's IEP as follows:

"A statement of how the child's progress toward the measurable annual goals, including benchmarks or objectives, will be measured and how parents will be regularity informed of:

- Their child's progress toward the yearly goals; and
- The extent to which that progress is sufficient to enable the child to achieve the goals by the end of the year."

Notification to the parents must occur at least as often as parents are informed of their non-disabled children's progress by the public agency. Methods such as periodic report cards that reflect the agency's grading policies in meeting academic classroom requirements and/or performance results from curriculum-based assessments may be utilized. The IEP Committee must record the method(s) that will be utilized to inform the parent(s) of the child's progress in meeting the yearly goals.

The policy below allows a district to forward a progress report to the parents at the mid-term point of a grading period, if such reports are provided for regular education students. It also provides for a report card to be sent to the parent(s) informing them of their child's progress at the end of each grading period. **The Special Education Service Goal sheet(s) of a student's IEP is forwarded to the parents at the end of each semester.** This method of informing parents of their child's progress toward meeting annual goals and objective/benchmarks addressed on the IEP meets the requirements and the intent of State and Federal regulations.

Documentation on IEP, Progress Reports and Report Cards

IEP Documentation:

The IEP Committee must document the method of informing the parent(s) of their child's progress on the IEP. When utilizing the policy below, the committee should indicate on the IEP that notification of progress towards meeting annual goals will be provided through the use of progress reports at the mid-term point of a grading period (if such reports are provided for regular education students), a report card (at the end of each grading period) and the Special Education Service Goals Sheet(s) (at the end of each semester).

Graduation Policy for Students with Disabilities
Under the Individuals with Disabilities Act

Students with disabilities will be issued a Regular Education High School Diploma, or a Certificate of Life Skills Completion.

1. By age fourteen (13) or prior to a student entering the ninth grade, an Individual Education Plan (IEP) Committee will consider the exiting options from high school. The parent(s) and, if appropriate, the student will be informed of the requirements for each option and the various alternatives in post-school activities based on each exiting

option. The IEP Committee will determine and document the option appropriate for each student.

2. Students pursuing a regular education diploma must meet the requirement set forth by the State Board of Education and the Western Line School District. Special Education and related services will be provided to assist a student to reach his goal based on the student's IEP.

3. For those students pursuing a certificate of life skills completion, a comprehensive curriculum of basic life skills will be utilized for instructional purposes. Transition services, including a functional vocational evaluation (if appropriate), will be provided based on each student's preferences and interests, his/her IEP and the planned outcomes for post-secondary activities specific to the student. As determined appropriate by the IEP Committee, transition services may include:

   - Instruction in functional academics;
   - Community experience;
   - Adult living;
   - Employment skills;
   - Related services; and
   - Daily living skills.

4. An IEP Committee will review the previous option decision for each student at least annually. The Committee, along with the parent(s) and if appropriate, the student, may change the original or previous decision regarding the student's exiting option.

5. Every student who completes an approved course of study by or before age 21 will receive a regular education high school diploma or a certificate of life skills completion and will be permitted to participate in graduation activities.

Promotion and Retention:

It is the policy of this school that pupil promotion be considered individually and decision on promotion is contingent on what is considered best for that pupil. Retention, when enforced, shall occur only after careful consultation with teachers, principals, and parents. Promotion and retention shall be applied to pupils on an individual basis.

All students in grades K – 12 should master, at a minimum, 65% of the state and district core skills listed for the grade level or subject area in order to be promoted or receive Carnegie units for the course.

In grades kindergarten through six (K-6) the school principal will determine promotion or retention based on teacher recommendation and review of student performance. (Steps for reporting unsatisfactory performance to parents are listed in the GRADING AND GRADUATION – IHA). The principal may consider other factors such as age level, level of

maturity, and the number of previous retentions on the individual. Basic guidelines are shown below:

1. Teacher's observation of overall classroom performance based on the student's performance on all classwork and assessments.
2. Attendance requirements as set by policy (JBA)

Promotion from Kindergarten:

Promotion of any child from kindergarten to grade one (1) is contingent on mastering readiness skills as stated in the kindergarten curriculum as established by the Western Line School District. The decision for promotion of kindergarten children to the first grades rests with the student performance. The school principal and parent will review the decision.

Promotion of Students in Grades 1 – 6:

Students must be able to successfully meet the requirements in at reading/language arts, math, science and social studies. Students must master 65% of grade level objectives in the curriculum as established by the Western Line School District.

Promotion of Students in Grades 7 – 8:

Students must be able to successfully meet the requirements in at reading/language arts, math, science and social studies. Students must master 65% of grade level objectives in the curriculum as established by the Western Line School District

Promotion of Students in Grades 9 – 12:

Grade level placement in the high school grades (9 – 12) shall be determined on the basis of Carnegie Units earned. Placement shall be according to the chart below:

Grade 9	0	–	5.5 Units
Grade 10	6.0	–	11.5 Units
Grade 11	12	–	16.5 Units
Grade 12	17 or more Units		

Graduation for high school in the Western Line School District is contingent upon meeting the requirements of the School Board Policy (IHE). Students must also meet the requirements on all required Mississippi Department of Education Subject Area Tests (Algebra I, Biology I, US History from 1877 and English II)

Extended Requirements for Student Promotion for Students in Grades 3 – 8:

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.

Parent Conferences:

The Board recognizes the importance of parent/teacher conferences. Two days in the school calendar have been designated for parent/teacher conferences. Parents may pick up the child's report card at this time and there should be a dialogue between the parent and the teacher concerning the student's progress. Teachers should present skills the parent can be working on at home, express concerns over the student's success, or make note of the student's strengths. In the event there are several parents at the same time, an appointment may be made at a later time to discuss issues in private during the teacher's conference period or some other pre-determined time.

Flag Displays:

The flag of the United States and the State of Mississippi shall be displayed in close proximity to the school building at all times during the hours of daylight when the school is in session when the weather will permit without damage to the flag.

SECTION VI

STUDENTS

Entrance Requirements:

Certificates of Compliance shall be issued by the local health officer or physician on forms specified by the Mississippi State Board of Health and the responsible school officials shall post or file the form with the student's record.

A Certificate of exemption for medical or religious reasons may be offered on behalf of the child and placed in the child's cumulative folder. Such certificates shall be based on the following:

1. A duly licensed physician, when in his/her opinion, such exemption will not cause undue risk to the child or community; and

2. An officer of their church stating that such vaccination is against said family's religious teachings and belief.

If a child shall offer to enroll at the school without having completed the required vaccinations, the local health officer may grant a period of time up to ninety (90) days for such completion when, in the opinion of the health officer, such delay will not cause undue risk to the child, the school, or the community. No child shall be enrolled without having had at lease one (1) dose of each specified vaccine.

It shall be the responsibility of the person in charge of each school to enforce the requirements for immunization. Any child not in compliance at the end of the ninety (90) days from the opening fall term must be suspended until in compliance, unless the health officer shall attribute the delay to lack of supply of vaccine or some other such factor clearly making compliance impossible.

Failure to enforce provisions of this act shall constitute a misdemeanor and upon conviction be punishable by a fine or imprisonment or both.

Residence:

For the purpose of attending school, the residence of a child shall be in the zone where his/her parent(s) or legal guardian resides at the time of enrollment for said school year. Each year, students must be registered with current proofs of residence. The residency policy shall be printed in the student handbook each year and available in the office of each school.

School Admission:

The State of Mississippi provides for a uniform system of free public school consisting of grades one through twelve (1 – 12). Kindergarten became inclusive in 1986.

The Board encourages the admission of all eligible pupils into our schools. Verification of eligibility shall be the duty of the administration to protect out pupils from possible overcrowding with all of its attendant disadvantages and to protest our taxpayers from unwarranted financial burden.

Students will be allowed to enter Western Line Schools without a waiting period as long as the student and parent(s) or guardian(s) are legal residents of the district.

Any student who is a legal resident of the school district and has been accepted or who has a clear release from another school will be allowed to enroll in Western Line School District. Any student who has been suspended or expelled from another school shall be handled in accordance with Board Policy JDDA.

All new students must provide the respective school with the following:

1. Birth Certificate (new students to the system)
2. Certificate of Compliance (blue or yellow health form)
3. Report card
4. Name and address of former school attended
5. Legal home address of student and parent(s) or guardian(s)

No non-resident pupils may be admitted to Western Line School District schools without approval from the board and written authorization from the Superintendent.

Certified employees of Western Line School District may enroll their children in the Western Line School of their choice. Non-certified employees may enroll their children only at the school which is their principal place of employment.

School Attendance Zones:

The Western Line School District is still under federal court orders in many areas or our operation. We must obey these orders. The Western Line School Board has set the attendance zones for O'Bannon and Riverside Schools. This office will adhere to the following procedure when students are enrolled in one of our schools.

1. Students will be accepted in the school in which they reside according to the address of their residence. Section 1-3-27 (1972) defines a minor as "...any person, male or female, under twenty-one years of age."

The residency of a minor is clearly that of the minor's parents. The law is unchallenged that the residency of a minor is that of his/her parents and remains so during the period of minority in spite of temporary absence.

2. If a complaint is received by any official of the WLSD stating that a student is not living in the zone in which the student attends, the parents will be notified by the school principal to show proof of the correct zone address. If the student is not living in the current zone, then that student must transfer to the correct school zone. The courts have ruled that a family must be residing in good faith at the address given to the school officials. The residence is the place where the family sleeps, eats, and lives.

3. When a principal receives a complaint that a student is out of the zone, the principal will investigate to verify that the student is out of zone, and will then notify the parent(s) or guardian(s) to withdraw the student from school. The parents will be informed that they may appeal the principal's action at the next school board meeting, or the president of the school board may call a special board meeting if the president deems it necessary.

4. Principals will enroll only students who are living in their school zone at the date of enrollment. However, for students who are new to the Western Line School District, the Superintendent may grant a period of not more than thirty (30) days for a student to move into the correct zone, provided proof of purchase of a house or rent is supplied to the Superintendent. If the student is not living in the correct zone at the end of thirty (30) days, the student will be dropped from the roll(s).

5. If a student is legally enrolled in a Western Line School at the start of the school year, and if during the school year the parents of a student must leave the district for "hardship" reasons, then the student may continue at that school for the remainder of the school year, but may not return the following year unless the parent/guardian moves back into the school zone. (Hardship is defined as family, economic, or other unforeseen problems.)

6. Students who are reported for being out of zone during the last nine weeks of school will be permitted to complete the school year, but will not be enrolled the following school year unless they have moved into the correct school zone.

The Western Line School Board has addressed this problem on a number of occasions, and Board Policy is clear and to the point. Simply stated, students must attend the school in the zone where their parent/guardian lives.

Verification of Residency:

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi State Board of Education on April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the School Administration the following documents:

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 & 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

Assignment to Schools:

Upon recommendations of the Superintendent, the Board shall establish attendance zones in compliance with applicable court orders. However, in some cases, the Superintendent may permit a child to attend school temporarily until a permanent assignment has been made.

Attendance, Tardiness, and Excuses

Attendance:

The Western Line School District commends those students who make an effort to attend school on a regular basis. Each student who has perfect attendance each year will be awarded with a certificate at the end-of-the-year award ceremonies.

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:

1. 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
2. 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.**

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 Coode 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:

a) 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.
b) 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.
c) 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.
d) An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child.
e) 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.
f) 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.

g) 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.
h) 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 Carnage 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 Suspension & In-School Suspension 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 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 the absence.** Each school shall establish procedural guidelines for making up tests and/or quizzes missed during an 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 or suspended out of school will be expected to complete assignments during the ISS/OSS time. A grade of zero (0) will be given for missing assignments not completed during the ISS or OSS period.

Permission to Leave School:

Any student who wishes to leave school must check out through the principal's office. Permission must be obtained from the principal or assistant principal. If he/she is not available, the secretary or counselor may grant permission. No other school employee is authorized to allow a student to leave campus. The following procedure shall be used:

1. Parents may pick up the student at school.
2. Parents must send signed written permission with a phone number for verification to the office by 8:00 a.m. on the day that the student must leave school.
3. Any student leaving the school grounds during the school during the school day for any reason must sign out in the office after receiving permission. If a student leaves the school grounds during the school day without signing out in the office, he/she will be subject to punishment. (Parents will be notified and student possibly suspended.)

Early school dismissal is highly discouraged. This policy is intended to prevent abuse of school policies and regulations of attendance.

School-Related Activities:

Participation and/or practice in school-related activities shall not be permitted the day that an absence occurs, whether excused or unexcused.

Truancy:

Unauthorized excessive absences will be considered truancy. When a student's unexcused absences reach a total of five (5), the school office shall report this to the County Attendance Officers. The teacher will continue to report the student's unexcused absences.

Student Involvement in Decision Making:

The Board believes that students, in keeping with their level of maturity, should be given a role in the development of procedures, rules and regulations that affect them. Their participation in decision making is part of the educational process.

The Board shall consider student opinions in established policies particularly in those areas affecting student programs, privileges and responsibilities.

Students are welcome at board meetings and will be granted privileges of speaking in line with such privileges extended the general public.

Appropriate to the age of the students, class or school organizations, including student councils, may be formed to offer practice in self-government and to serve as channels for the expression of student opinions.

Student Conduct/Discipline:

It should be kept in mind that the primary responsibility of conduct rests with the student and parent. 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.

As a matter of School Board Policy, reasonable corporal punishment of a student is permitted as a disciplinary measure if deemed necessary by the school principal. The administration of corporal punishment shall be in accordance with the procedures set forth below.

The principal or assistant principal is authorized to institute, at his/her discretion, appropriate disciplinary action, on any student for disorderly conduct or misconduct including, but not limited to:

1. Fighting
2. Disorderly conduct
3. Harassment, intimidation or threats
4. Disruption of school operations, functions, programs
5. Disobedience
6. Insubordination
7. Insulting behavior
8. Insulting language
9. Obscene language
10. Vandalism
11. Disrespect or insolence
12. Malicious mischief
13. Theft
14. Damage to property, private or school

15. Unauthorized use of school property
16. Unauthorized entry on 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 of meetings without permission
23. Any offence otherwise punishable by law.

Possession of:

1. Alcoholic beverages
2. Fireworks, explosives or incendiary materials
3. Knives, firearms, slingshots or any weapon
4. Pornographic materials
5. Stolen property
6. Otherwise disruptive materials
7. Noisemaking devices
8. Other materials, possession of which is punishable by law

For the offences listed above, disciplinary action by principal, assistant principal or Superintendent may include:

1. Required conferences with parents
2. In-school solutions
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 damages upon proof of offence
7. In-school solutions
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.

Carrying Weapons:

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 that could be classified as a weapon will immediately be suspended for five (5) days by the principal until such time as a conference can be held with the student's parent or guardian.

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 suspended for one calendar year and will be placed on probation upon his/her return to school the following year.

"The Superintendent or principal has 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)

In all cases the principal must consult with the superintendent and complete proper paperwork before suspending any student for 10 or more days.

Corporal Punishment:

As a matter of Board Policy, reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the Board. The Superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment that are consistent with the following requirements:

1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.

2. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.

3. Corporal punishment shall be administered by the school principal or assistant principal.

4. Corporal punishment will be used as a last resort and no wooden paddles will be used on anyone.

5. In order to be consistent in corporal punishment, the Western Line School District will adhere to the following guidelines:

    a. Give the child a choice. If the child refuses the punishment or if the parent does not agree to this form of correction, use suspension or some other method.

b. Be sure the child fully understands why he/she is being punished.

c. No wooden paddle is to be used. Plexiglass paddles will be used.

d. Paddling shall take place in the principal's or assistant principal's office in the presence of an adult witness the same sex and race as the student (when possible) and not in view of other students.

e. The number of licks shall not exceed five (5) for any offense.

Drugs and Alcohol (Possession or Reasonable Suspicion)

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.

This policy is for the discipline and protection of the students of this school district and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

Aware of the community problem of alcohol and drug abuse, the Board recognizes that the use of alcohol, narcotic drugs, depressants, and other controlled substances illegally and/or inappropriately constitutes a hazard to the positive development of students. Accordingly, the following measures shall be taken:

1. Establishment of programs to bring about student awareness and understanding of the dangers inherent in the use of alcohol and controlled drugs; 37-13-37; 37-13-39; 37-13-41;
2. Emergency health and safety care which may be necessary for those students under the active influence of drugs at school or in connection with any school activity;
3. Close cooperation by school officials with parents or guardians of students suspected to be illegally involved with controlled drugs. Parents shall be notified and a conference with them shall be arranged when suspicion of drug abuse in any form (use, possession, or distribution) appears sufficiently founded. This shall be a time when school officials may work with parents or guardians without involving law enforcement agencies and without taking disciplinary action;
4. The prohibition of the use, possession, or distribution of alcohol and illegal drugs on school property or in connection with any school activity. Violation of this prohibition shall result in a parental conference. When violations involve controlled drugs, the proper law enforcement officials will be notified. The student will be subject to suspension and may be recommended for expulsion;
5. Any student who comes to school, a school-sponsored activity, or a school-related activity, under the influence of alcohol/illegal drugs, etc., is subject to being recommended for expulsion or other appropriate disciplinary action. Said student is also subject to having charges filed against him/her by the school district with the proper authorities.

LEGAL.: Mississippi Code, as cited above

TOBACCO USE PROHIBITED

This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000."

DEFINITIONS

1. Adult: any natural person at least eighteen (18) years old.
2. Minor: any natural person under the age of eighteen (18) years old.
3. Person: any natural person.
4. Tobacco product: any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco, e-cigarettes or vape pens.
5. Educational property: any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu

land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

PENALTY FOR VIOLATION

No person shall use any tobacco product on any educational property as defined in this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows:

1. for the first conviction, a warning;
2. for a second conviction, a fine of Seventy-Five Dollars ($75.00); and
3. for a all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars ($150.00) shall be imposed.

ISSUANCE OF CITATION

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are violations committed on any educational property within the State of Mississippi. ' 97-32-27 through 97-32-29 (2000)

LEGAL REF.: MS CODE Sections 37-11-18; 41-29-101 et seq.; 97-32-27 thru 97-32-29
CROSS REF.: Policies JCAA - Due Process
JCBE - Unlawful or Violent Acts
JGCD - Student Health Services -- Medicines

In-School Solution Program (ISS):

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

1. Only the school principal/assistant principal will assign students to in-school solution program.
2. Teachers will provide written work and homework assignments to student in ISS.
3. Students will be expected to bring books, notebooks, paper, pencil, and/or other necessary items to ISS.
4. Work must be completed on the date that it is due.
5. Students will report directly to ISS at the beginning each assigned day.
6. Students in ISS will have no breaks, be escorted to the restroom, and have lunches catered to them in the ISS room.
7. There will be no "early out" for good behavior.

8. Continued misbehavior will lead to additional days in ISS or out-of-school suspension.
9. Continued misbehavior following in-school solution program and out-of-school suspension will lead to expulsion.
10. Any student tardy or signed out of school early on a day they are in ISS without a doctor's excuse will be required to make the day up.

Alternative Program:

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 (10) days or expelled from school, except that such 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 a chancellor or youth court judge, but only with the consent of the principal.
d. Students who are placed in the alterative program by the school disciplinary committee.

Bus Conduct:

School transportation is a privilege and not a right. The privilege of a student to public transportation is conditioned upon his/her behavior. Therefore, it is a privilege that could be lost if proper conduct is not maintained.

Because of the Board's concern for safety of students riding buses to and from school, the following rules and regulations need to be observed at all time:

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. Play on the road while waiting for the bus.
2. **Chew gum on the school bus.**
3. **Have Cell phones, beepers, or pagers on the school bus.**
4. **Have radios, cigarette lighters, vape pens (etc.) stereos, electronic games or tape/CD players on the school bus.**

5. Put head or hand out of the window.
6. Mar or deface, cut, tear or rip seats or any part of the bus (Board Policy JCDAG requires anyone doing so will have to pay for damage.)
7. Fight or scuffle while on or waiting for the bus.
8. Be out of seat while bus is moving.
9. Use profane language or make vulgar gestures.
10. Carry weapons of any kind.
11. Make excessive noise.
12. Throw objects.
13. Strike or threaten bus driver.
14. Distract the driver's attention except when necessary.
15. Commit any other act of improper conduct.
16. Bring balloons on any school bus.
17. Bring glass objects on any school bus.

The principal or assistant principal for misconduct on the bus may discipline students in the same manner provided for discipline in the school. Penalties for ay offence above may include one or more of the following:

- Required parent conferences
- Corporal Punishment
- Bus suspension
- Denial of the privilege of riding bus
- Other penalties used for misbehavior on the school campus

Interrogations and Searches:

Interrogations:

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

Searches:

Students in the District have the right to privacy and security against invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare or other students or is necessary to preserve the good order and discipline of the school.

It is the policy of the District that searches of a student's person, possessions, lockers, or desks may be conducted if a District employee has prior reasonable cause, supported by articulated facts, to suspect that a student has violated or is violating a District policy, school

rule or regulation, or the law and to suspect that the search will result in discovery of evidence of such violation. It is the policy of the Board of Trustees that searches of automobiles driven to school by or for students and searches by canines may be conducted with reasonable cause to suspect such violation.

Lockers, student desks, and automobiles driven to school by or for students shall be subject to searches without notice to or consent of the student when reasonable cause exist to suspect a violation. However, locker searches must be limited to individualized suspicion and be conducted only upon authorization of the principal.

Any student driving his/her own vehicle to school shall be required to submit a consent form, signed by both the parent or legal guardian and the student, affording school officials the authority to search, if necessary, the said vehicle at any time that it is on the school campus. Any student refusing to sign the required consent form shall be refused the privilege of bringing his/her vehicle to the school campus.

Complaints and Grievances:

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

A complaint/grievance is a claim by a full time student that there has been an action that has unjustly caused a loss of some benefit or has imposed an unjustified burden as a result of a misinterpretation or misapplication of a school district policy.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided for a student or his/her parents to discuss with the teachers a decision or situation that is considered unjust or unfair.
2. If the matter remains unresolved, the student or his parents, or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. If the matter remains 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.

Sheriff's Notification:

Listed below are specific instructions to principals as to when to call the Sheriff's office. The regulations are based on an agreement between the sheriff's department and the Western Line School District.

1. Place any call directly to the Washington County Sheriff's Office.
2. The principal **shall** call the Sheriff whenever:

a. There is a reasonable belief of unlawful or violent act which occurred or may have occurred on school property or during a school activity.
b. When any student uses, possesses, sells, distributes, or is under the influence of drugs, alcohol, or any other controlled substance at school or any school function.
c. There is a fight resulting in medical treatment.
d. There is a fight involving an object used as a weapon.
e. There is an assault on any school personnel.

3. The principal may call the Sheriff whenever:
   a. The principal needs assistance in keeping order at school.
   b. The principal judges he needs police assistance in situations other than those listed above.

The Principal shall also report the incident and details to the Superintendent. The State Board of Education shall prescribe a form for making reports to the Mississippi Department of education required under this subsection with details of the incident, but withholding names of the students. Any superintendent or his designee who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35.

Dress Code – Uniform Policy

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.

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
- **Caps, hats, doo-rags or headdress attire are NOT 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
- All students shall wear shoes at all times by order of the Health Department
- All shirts shall be tucked in

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.

Safety Program:

The Western Line School Board is aware of its duty to provide due care to its students and not to expose them to any serious hazards to safety exceeding those which normally attend school operations.

The Board has adopted the Western Line School District Safety Plan Policies and Procedures to be followed by its employees and directs the Superintendent to insure that all reasonable steps are taken to protect the students.

The Policies and Procedures include the following guidelines:

School Buildings and Grounds:

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

Fully charged and recently inspected fire extinguishers of the appropriate type shall be accessible every 75 feet and also located in the cafeteria, hallways, heater/boiler room, science labs, athletic buildings and shops.

The school principal shall develop contingency plans for the operation of his/her school. These policies and procedures for dealing with routine and emergency situations, ill or injured student or staff shall be gathered in a **School Safety Plan**, readily accessible in the school building.

The school principal shall develop a monthly schedule of inspection to ensure that the buildings and grounds are safe, clean and orderly and promptly notify appropriate school personnel of any dangerous condition of the Board's property.

Any activity-taking place in the school building or on the school grounds shall be adequately supervised.

Transportation of Students:

The private vehicles of students shall remain parked and locked while at school and until the end of the student's school day. The private vehicle of a student shall not be used by the student or by another student to run errands, transport students to school sponsored activities, field trips or for any other purpose other than the personal transportation of the student to and from school and bona fide emergencies approved in advance by parent/guardian and principal. The parent reassumes control over the student at the time the student leaves the school premises.

Students who are to play, participate or perform in school sponsored activities shall be transported to all such activities in school district owned or leased vehicles, and shall travel to and from school sponsored activities as a group. Parents who wish to transport their child or children to or from a school sponsored activity shall be required to sign a waiver releasing the district from any liability prior to transporting their child or children.

All school buses shall meet minimum specifications approved by the State Board of Education and shall be well maintained. Each bus driver shall have a valid bus driver's certificate and shall operate the bus in according to all specified safety procedures to ensure optimal safety of passengers. Each school bus shall be systematically checked for maintenance problems on a quarterly basis.

School Sponsored Clubs / Extra Curricular Activities:

For any school sponsored activity, each participant shall be required to furnish to the sponsor the required form(s) signed by the parent/guardian prior to being allowed to participate. This form shall include a waiver of the liability in the event of injury or death and acceptance by parent/guardian of responsibility for health care due to injury or death.

The Western Line School District shall not sponsor, without approval from the Superintendent and School Board, directly or indirectly summer activities for children commonly referred to as camp, competitions, or foreign and domestic travel. Such activities shall not be organized, promoted or funds solicited or collected at the school or away from the school in the name of the school, without prior approval from the Superintendent. Attendance shall not be required by school personnel. Transportation to such events will not be provided by the district.

Attendance and participation in such activities by children and/or adults who may also be students and/or employees of this school district shall be strictly voluntary and at the sole cost and expense of said adult. Participants shall in no way imply that their participation is in any way sponsored by the district.

Each sponsor/coach shall develop contingency plans for his/her sport/activity to be used in the event of an injury to a participant. All practices and rehearsals for any school sponsored activity shall take place in a school or on school grounds under the supervision of school

personnel. There shall be no practices or rehearsals for school sponsored activities in private homes or public businesses.

The Western Line School District shall furnish and each sponsor/director shall require the use at each practice, performance, or event, each and every kind of safety equipment recognized by the sport or activity as being necessary to provide adequate security and protection to the participants. The school Superintendent shall make personnel assignments for school sponsored activities only to those district employees specifically trained to properly instruct and supervise such activities.

No school principal shall offer or promote any activity not appropriate to the age and maturity of the student. There shall be no school sponsored performance or competition by school students in places where alcoholic beverages are being served.

Student club members/athletes who have competed through school sponsored activities for state or national honors and who are eligible and elect to attend a final event which takes place after the regular term shall end, should such trip be approved by the principal, be accompanied by the appropriate competent adult to such an event which shall also be considered a school sponsored activity.

Sponsors/directors of club/extra curricular activities shall not allow student participants or chaperons to smoke or otherwise use tobacco products while involved in such activities.

Supervision of Students Pre-K through 12:

The school principal shall provide for adequate supervision of students while in the school building or on the school grounds, before, during and after school. Students shall not be permitted to arrive more than 30 minutes prior to the beginning of the school day are expected to leave school promptly at the end of the school day unless staying in or participating in a school sponsored and supervised activity.

Classroom teacher, club sponsors and sponsors/directors of extra-curricular activities, including sports shall never leave those in their charge unsupervised and unattended whether at school, away from school, during school hours or after school hours. This includes field trips, club trips, and sports events.

All supervision of school students shall be conducted by a competent adult regular staff member, except where competent adult chaperons have been selected and assigned by the school principal. The school principal shall determine the fitness of a chaperon to supervise.

A chaperone shall not be allowed to supervise any school sponsored activity wherein there lies a reasonable risk of injury or death to the student (some sports, labs, shops, etc.)

The Director of Transportation shall provide for adequate supervision of students using the pupil transportation system in compliance with all laws, rules, and regulations of the State Board of Education which governs pupil transportation.

Student Health Services:

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness and only designates personnel should attempt to administer first aid to pupils.

Medication is not to be provided by the schools. However, with parental consent, the schools may cooperate with pupils who need to take medications or medicines at school. All medication that must be taken during the school day shall be kept in the office of the principal or school nurse.

In the absence of a school nurse, the principal or designee shall provide emergency services (first aid) in cases of injury to, or sudden illness of a child or staff member.

Procedures shall be developed at each school for the proper handling of such emergencies and made known to staff. Should the illness or injury appear serious, every effort shall be made to contact the parent and/or family physician immediately. No young child who is ill or injured shall be sent home alone. Serious accidents to students shall be reported as soon as possible to the Superintendent and the School Board.

Student Medical Care:

School district employees not render medical care to students except for first aid. Parents/guardians shall be notified immediately by school authorities should a student become ill or injured at school or school sponsored activity so the parent/guardian cannot be contacted, school authorities shall seed immediate professional medical care. Such care shall be at the expense of the parent/guardian.

Student Medication:

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 prescription medications:

a. The "Prescription Medication Administration" form must be completed and signed by the physician and by the parent/guardian, and brought to the school office.
b. 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 on at home as needed.)
c. **The medication must be brought to the school office by an adult, not sent with the student.**

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).

For over-the-counter (non-prescription medications)

a. 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.
b. 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.
c. **The medication must be brought to the school office by an adult, not sent with the student.**

Students are not allowed to transport medication to school with the exception of the Asthma inhaler and/or anaphylaxis medication (epi-pen) as prescribed by a physician to be carried and self-administered by the student. The Medication Administration forms can be picked up in the office or from the school nurse.

Asthma Medications

The Western Line School District permits the self-administration of medications by a student if the student's parent/guardian 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 also 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.

The parent or guardian each year shall sign a statement acknowledging that the school shall incur no liability. (House Bill 1072)

Auto-Injectable Epinephrine Policy

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.

Defibrillators

Defibrillators are located on each campus.

Release of Students:

- No student shall be suspended from school or a school sponsored activity prior to scheduled release time without first notifying the parent/guardian.
- No student shall be released to the custody of an individual other than parent/guardian unless written notice from parent/guardian is received by school authorities. Said written notice shall identify, by name, the person to whom the student is being released.
- No student shall be allowed to withdraw from school or school sponsored activity prior to scheduled release time unless written request from parent/guardian has been received by the school in advance.
- Students shall not be allowed to leave and return to school or to a school sponsored activity to run personal errands, purchase supplies, parts or food.
- No student shall be released at the conclusion of any out-of-town school sponsored activity to return home via alternate means.

Bomb Incidents:

1. Whoever receives the phone call needs to ascertain whether the caller has a definite knowledge/belief that an explosive/incendiary bomb has been or will be placed and whether he/she wants to minimize personal injury or property damage. It is important to remember that the caller could be either the person who placed the device or someone who has become aware of such information.
2. School officials need to determine whether the caller wants to create an atmosphere of anxiety and panic which will, in turn, result in disruption of the normal activities at the facility where the device is purportedly placed.
3. All personnel, specially those employees that answer the school telephone, should be instructed in what to do if a bomb threat is received.
4. More than one person should listen in on the call, if possible. A covert signaling system should be implemented, perhaps by using a coded buzzer signal, to an individual at a second telephone. In addition to using a buzzer, a prearranged hand signal, color coded card, and a "code word" could be used to alert other employees that a bomb threat call is in progress.
5. A calm response to the caller could result in obtaining additional information, especially if the caller wishes to avoid injuries or death. If told that the building is occupied or cannot be evacuated in time, the caller may be willing to be more specific information on the bomb's location, components, or method of initiation.

6. The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in, the receiver of the call should:
    a. Keep the caller on the line as long as possible. Ask him to repeat the message. Record every word spoken by the person.
    b. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
    c. Inform the caller that the building is occupied, and the detonation of a bomb could result in death or serious injury to many innocent children and adults.
    d. Pay particular attention to background noises, such as motors running, traffic noises, people talking, music playing, and any other noise that may give a clue as to the location of the caller.
    e. Listen closely to the voice (male/female), voice quality (calm/excited), accents and speech impediments. Immediately after the caller hangs up, report the threat to the principal or designee.
    f. Report the information immediately to law enforcement, fire department and other appropriate agencies and to the Superintendent's Office. The sequence of notification should be established in the School Safety Plan.
    g. Remain available if law enforcement needs to interview you.
7. Written messages are usually associated with generalizes threats and extortion attempts. A written warning of a specific devise will occasionally be received. It should never be ignored. When a written threat is received, the receiver should follow these suggestions.
    a. Immediately notify the principal. The principal should then notify law enforcement officials and the Superintendent.
    b. Save all materials, including envelop or container.
    c. Once the message is recognized as a bomb threat, avoid further unnecessary handling.
    d. Make every possible effort to retain evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.

Strategies for Dealing with the Discovery of a Bomb:

1. Report the location and accurate description of the object to the principal or designee, who should report the incident to the Superintendent.
2. Principal is to evacuate the building. Use evacuation plan for fire from the School Safety Plan, but plan to move off campus if directed by fire officials or law enforcement personnel.
3. Designee should report the information immediately to law enforcement and to the fire department.
4. Law enforcement officials should be met by the principal or designee and escorted to the scene of the suspected bomb.
5. Cooperate with law enforcement and fire officials. Do not allow re-entry in the building until they have given the "all clear".

Dismissal Precautions:

Procedures shall be established for the approval of request for easily dismissal to ensure that children are release only for proper reason and into proper hands.

Students may be released on the basis of a verified telephone call.

Children of estranged parents may release only upon the written requests of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record. The school shall not take part in other arrangements with estranged parents.

Interview and Release of Pupils:

Upon request made to the principal, parents, guardians, and other individuals who have parental or legal guardian permission may interview a pupil at school. No pupil may be interviewed without parental or guardian permission except where permitted or required by law. Parents wishing to talk to their child at school should call the principal's office in advance. Pupil release to individuals other than parents or legal guardians is contingent on permission from the parents or guardians to the school to do so.

Pupil Errands – Off School Campus:

Pupils are not allowed to run errands off the school campus for themselves or school personnel. In extreme emergencies the school principal may in good judgment give his/her permission for errands. Pupils may not drive school personnel vehicles.

Non-School Sponsored Activities Involving Groups of Pupils:

Requests by non-school organizations for pupils to participate in civic activities are to be cleared through the Superintendent's Office. Schools must be uniform in following this regulation. Principals are not authorized to release pupils until the Superintendent or his designee has approved the release.

Automobile Use:

No student may bring an automobile on any campus without permission from the principal of that school. Permission will be granted to students in grades 10 – 12 with proof of insurance, a copy of the driver's license, and an approved application form filed with the school office. **Students must exit the vehicle immediately.**

Students who bring their automobiles to school will park only in student designated parking areas. All students entering or leaving campus in their automobiles are required to travel in a slow, safe manner **AT ALL TIMES**. Once on campus, students should lock their auto and

not return to them until leaving campus for the day. Driving privileges will be suspended or revoked if students abuse school policies.

Any student driving his/her own auto to school shall be required to submit a consent form, signed by both the parent or legal guardian and the student affording school officials the authority to search, is necessary, said auto at any time that it is on school campus. Any student refusing to sign the required consent form shall be refused the privilege of bringing his/her auto to the school campus. The consent form may be obtained from the school principal.

Any student who drives or has a rider in the car who exceeds 3 tardies in a year will lose the privilege to bring an automobile on campus.

Any student who drives a vehicle on campus after the privilege has been taken away will have the vehicle subject to towing at the owners expense.

Food Service:

The Western Line School District is currently 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 each day of the school year. No further action is required, and no application is required.

1. It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their classes at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children. Dissatisfaction with the manner in which the cafeteria prepares and serves food and any recommendations for improvement will be expressed to the principal who will take the matter under advisement with the cafeteria administrators.
2. Bulletins issued by the schools should be given to the manager in order that she may know the activities for the day/week, more especially if it affects the lunchrooms total number of students to be served. Information regarding large groups leaving campus who ordinarily eat shall be given the manager at least the day before the event takes place.
3. The Director of Food Services must be notified at least three (3) weeks in advance of any change in menu. Special dinners, sack lunches, etc.
4. Students who bring lunch can purchase only milk and ice cream.
5. With the exception of milk products, a student may purchase individual components of the meal only if the full meal unit is also being purchased. Adults may purchase a full meal and/or individual components of the meal.
6. No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. The sale of any food item must first by approved by the Superintendent.

7. Food and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits.
8. Children are not allowed in the kitchen.
9. Teachers are to be served from the serving lines only. Teachers are not to come into the kitchen for special service unless unavoidable.
10. No one except employees shall be admitted to the kitchen during preparation and serving hours except repairmen, delivery persons, or other persons essential to the operation of the cafeteria.
11. Relatives of school lunch employees should not be granted privileges denied other children.
12. Breakfast shall be prepared and served to both elementary and high school students.
13. Students must have a lunch number when purchasing a lunch.

Activity Funds:

All funds derived from athletic events, school functions, and any and all activities of the school involving school property or students from which funds are derived and disbursed, shall be classified at activity accounts and shall be subject to regulations by the School Board. Procedures for handling these accounts are outlined in the Board Policy Manual (DK/DKB/DJEA). Management shall be the responsibility of the school principal and Central Office personnel. Local school activity funds cannot be used to compensate employees. Donations cannot be made from activity funds.

Student Clubs:

The Board encourages the establishment of school clubs. However, no club shall be organized without the approval of the building principal and the Superintendent. All clubs must have a faculty advisor.

Student Club funds are for the students only. They must be a club and not a class or other activity. No salary or transfer can be made from a club fund. Club funds can only be used for the individual club for which they were made.

Funds raised for classes must be maintained within the activity funds.

Unauthorized Clubs or Groups:

Fraternities, sororities, gangs or secret societies may not be organized. Students who remain members or shall become members are subject to suspension, placement in the alternative program or expulsion by the board.

Student Government:

High School and Junior High school students may maintain and operate student councils, thus offering further opportunity for training in the democratic processes.

Such councils shall assist in improving the general welfare of all students. The councils shall have no authority to make policies for the district or regulations for the school. The council shall have no disciplinary authority, except for recommending removal of one of their members from the council. However, a council may make recommendations or suggestions to the administration on any topic of concern.

Student Publications:

Providing publications shall be a part of the school program. These shall be appropriate for students as to grade level and content of material. All publications shall have a faculty advisor. As far as possible, school publications shall be self-supporting and advertising may be used in support thereof.

Student Social Events:

Providing student with appropriate social activities is beneficial to their overall development. These events may be on a school-wide basis or limited to a portion of the students in the school. All events shall be under the authorization and supervision of the principal and staff. Proper chaperoning shall be provided under the direction of the principal.

Student Volunteers:

The Board encourages the use of student volunteers in the educational program and in useful community services. However, student volunteers should be able to carry the additional load without interfering with their academic achievement.

Teachers and members of the community shall check with the guidance counselor and the principal before students are sought for volunteer help to make sure that the students can afford academically to undertake the additional responsibility.

Student Performances:

Public Performances by Pupils:

The Board recognizes that worthy and appropriate educational values accrue from pupil participation in civic and community affairs. Teachers shall be encouraged to provide pupils for public conferences, contribute the educational process and objectives of that particular class and when they do not interfere unduly with other scheduled classes or activities within the school.

School groups may with approval of the activity from the principal, **(after appropriate procedures are followed for a trip request)** participate in local public events which fall into the following classifications:

1. Events sponsored by the schools.
2. Educational events in which the schools serve.
3. As host shall have priority in scheduling
4. Community functions organized in the interest of the school as such as those that might be originated by the Parent-Teacher Association.
5. Non-commercial civic occasions of community, county, state or national interest of sufficient breadth to enlist general sympathy and cooperation.
6. Events that are primary patriotic in nature, such as Veteran's Day.
7. Charity benefit activities provided such activity has been specifically approved in advance by the Superintendent.
8. Programs sponsored by established character building agencies, or programs sponsored jointly by the school and mass communications media where the time and space are given to the programs are of a public service nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of any commercial project of product. A school name, the names of school sponsored groups or school equipment shall not be exploited in the events of a commercial nature.
2. Events that are primarily for the furtherance of any sectarian concern.

Solicitations:

The Board authorizes the solicitation among school pupils for the following purposes:

1. To create a habit on the part of future citizens of participating in community-wide activities.
2. To develop active leadership on the part of pupils in carrying on community activities which will be limited to the school community of which they are apart.

Any teacher or principal shall receive permission form the Superintendent before engaging in any type of fund raising.

It is not the goal of the school system to sell for the purpose of profit-making. Consequently, any selling to the public for this purpose of any other profit-making activities should be avoided. The high schools will be permitted one selling campaign per club to the public for this purpose annually, however. This should receive the closest of supervision. Any alteration of this policy may come only upon direct permission of the Superintendent.

Gifts to Students:

The acceptance of trophies, prizes or awards from persons or organizations not connected with the schools is not approved unless those trophies, prizes or awards conform to the policy of the board and the corresponding administrative regulations providing for award for distinguished success in any school activity.

Contests:

The primary aims of the schools and the needs and interests of their pupils must be the first consideration at all times.

Criteria for Selection of Educationally Desirable Contests:

1. On a national basis, the schools should confine their participation to those national contests which are currently place on the approved list published annually by the Committee on National Contests and Activities of the National Association of Secondary School Principals.

2. On a state and local basis, the contest or activity should be:
   a. One that supplements and does not interfere with the regular school program.
   b. One that is beneficial to youth in education, civic, social, or ethical development.
   c. One that makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration.
   d. One whose subject is not commercial, controversial, sectarian or concerned with propaganda. It must emphasize high moral standards, good citizenship, and intellectual competence
   e. One from which no contestant should be excluded because of race, color, creed, or payment of entry fee.
   f. One which does not place an undue burden on pupils, teachers or the school, nor require frequent or lengthy absence of participants from the school.
   g. One sponsored by an organization engaged in a creditable or acceptable enterprise regardless of kind or amount of prizes offered and must not use the contest or activity as a "front" for advertising a company name or product.
   h. The approval of the contest is permissive in nature and in no way obligates individual schools to participate. The school must decide whether the contest fits into the instructional program of that particular school.

Winners must be notified personally and through school officials as soon as winners have been determined.

Student-Community Relations:

In order not to use the time of schools, the pupils, and the parents for non-school purposes, the distribution of outside materials and communications to the homes through pupils shall be kept to a minimum and confined to sources dedicated to the interest of young people.

All requests from groups or individuals to distribute materials in the community through pupils, with the exception of those listed below, will be referred to the Superintendent. He will determine whether the requests comply with over-all school purpose and policy.

Exceptions:

1. PTA and scouting materials
2. Education institution materials approved by the Superintendent
3. Materials pertaining to activities of recreation programs.

Student Fees, Fines, and Charges:

Fees shall not be charged to students for the purpose for generating income for the district. However, fees may be charged for some consumable supplies, or for repair or rental of equipment. Such fees shall not be used for any other purpose.