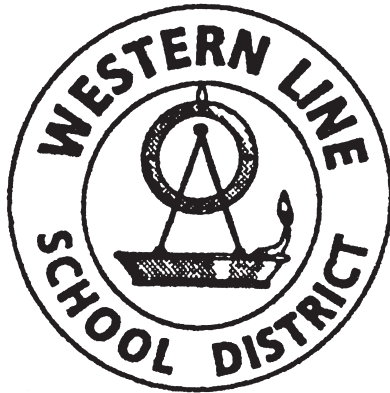


Western Line School District

High School
Student Handbook
2010-2011
XX



Larry Green
Superintendent of Education

O'BANNON • RIVERSIDE

WESTERN LINE SCHOOL DISTRICT
Schools and Principals

Western Line Schools
Larry Green, Superintendent
102 Maddox Road
Avon, MS 38723
(662) 335-7186

O'Bannon Elementary School
Mrs. Sawanda Washington, Principal
Mrs. Nina Taylor, Asst. Principal
1209 South Raceway Road
Greenville, MS 38703
(662) 332-4830

Riverside Elementary School
Mrs. Becky Avis, Principal
Mr. Chip Branning, Asst. Principal
939 Riverside Road
Avon, MS 38723
(662) 335-4528

Riverside Elem - Kindergarten
Michael Ray, Administrator
4180 Highway 1 South
Avon, MS 38723
(662) 332-7675

O'Bannon High School
Mr. Willie Goins, Jr. Principal
Mrs. Nina Taylor, Asst. Principal
1203 South Raceway Road
Greenville, MS 38701
(662) 332-2637

Riverside High School
Mr. Donald Coleman, Principal
Mr. Chip Branning, Asst. Principal
939 Riverside Road
Avon, MS 38723
(662) 335-4527

MISSION STATEMENT

It is the mission of the Western Line School District to prepare students to reach their greatest potential academically, socially, culturally, and ethically by providing quality education.

VISION STATEMENT

The Western Line School District is committed to providing a quality education by offering instruction and support programs that meet the needs of all our students in an environment that is conducive to academic excellence and personal growth.

INTRODUCTION

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

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

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

This handbook was approved by the Western Line School District Board of Trustees on June 10, 2010.

Western Line School District 2010-2011 School Calendar

| | |
|---|---|
| August 2, Monday | School Opening / District Wide Meeting |
| August 3 - 4, Tuesday – Wednesday | Professional Development |
| August 5, Thursday | Students First Day of School |
| September 6, Monday | Labor Day Holiday – No School |
| September 7, Tuesday | Professional Development – No School |
| September 8, Wednesday | Progress Reports |
| September 30, Thursday | End of First Month (39 days) |
| October 8, Friday | End of first Nine Weeks (45 days) |
| October 11 – 12 , (Mon, Tues) | Fall Break – No School |
| October 18, Monday | Parent / Teacher Conferences – 60% day for students |
| October 30, Friday | End of Second Month (19 days) |
| November 10, Wednesday | Progress Reports |
| November 22 – 26 Monday – Friday | Thanksgiving Holidays – No School |
| November 30, Tuesday | End of Third Month (17 days) |
| December 15, 16, 17 (Wed, Thurs, Fri) | Mid Term Exams |
| December 17, Friday | End of Fourth Month (13 days) |
| | End of Second Nine Weeks (43 days) |
| | End of First Semester (88 days) |
| December 20 – December 31 | Christmas Holidays – No School |
| January 3, Monday | First Day of Second Semester |
| January 17, Monday | Martin Luther King Holiday – No School |
| January 31, Friday | End of Fifth Month (20 days) |
| February 2, Wednesday | Progress Reports |
| February 21, Monday | President’s Day Holiday – No School |
| February 28, Monday | End of Sixth Month (19 days) |
| March 11, Friday | End of Third Nine Weeks (48 days) |
| March 14 - 18 Monday – Friday | Spring Break – No School |
| March 28, Monday | Parent / Teacher Conferences – 60% day for students |
| March 31, Thursday | End of Seventh Month (18 days) |
| April 13, Wednesday | Progress Reports |
| April 22 - 25, Friday & Monday | Good Friday / Easter Holiday – No School |
| April 29, Friday | End of Eighth Month (19 days) |
| May 17, 18, 19 (Tues, Wed, Thurs) | Senior Exams |
| May 20, Friday | RHS & OBHS Graduation – Convention Center |
| May 23, 24, 25 (Mon, Tues, & Wed) | Final Exams |
| May 25, Wednesday | Last Day for Students |
| | End of Ninth Month (18 days) |
| | End of Fourth Nine Weeks (46 Days) |
| | End of Second Semester (94 Days) |
| May 26, Thursday | Teacher Work Day |

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

Students 182 Days

Teachers 187 Days

**State Testing Calendar
2010-2011**

MWAP – Mississippi Writing Assessment Program

***Re-testers** who were first-time test takers **IN 2010-2011 ONLY**

***Expository, position paper and/or response to literature (E/PP/R)**

| Test | Date | Date |
|-------------|-----------------|------------------|
| MWAP | August 19, 2010 | October 14, 2010 |

SATP Re-test* Please note test order

***On-line** for re-testers who were first-time takers **prior to 2007-2008.**

Paper-Pencil for re-testers who were first-time takers **in 2007-2008.**

| Test | Date | Date |
|------------------|----------------|---------------|
| English II | Sept. 20, 2010 | Nov. 30, 2010 |
| Algebra I | Sept. 21, 2010 | Dec. 1, 2010 |
| U.S. History | Sept. 22, 2010 | Dec. 2, 2010 |
| Biology I | Sept. 23, 2010 | Dec. 3, 2010 |
| Make – Up | Sept. 24, 2010 | Dec. 4, 2010 |

Writing Assessment

| | | |
|---------------|----------------|----------------|
| Grades 4 & 7 | March 3, 2011 | March 4, 2011 |
| English II WR | March 23, 2011 | March 24, 2011 |

SAPT Re-test – Note Order of test

***On-line** for re-testers **and Seniors who plan to graduate in May 2011 (LAST OPPORTUNITY)** and who were first-time takers **prior to 2007-2008.**

Paper-Pencil for re-testers and **Seniors who plan to graduate in May 2011 (LAST OPPORTUNITY)** and who were first-time takers **2007-2008 or later.**

| Test | Date | Date |
|--------------|---------------|----------------|
| English II | April 5, 2011 | April 11, 2011 |
| Algebra I | April 6, 2011 | |
| U.S. History | April 7, 2011 | |
| Biology I | April 8, 2011 | |

SATP – Major Administration

| | | |
|--------------|----------------|-------------|
| English II | April 27, 2011 | May 4, 2011 |
| Algebra I | April 28, 2011 | |
| U.S. History | April 29, 2011 | |
| Biology I | May 3, 2011 | |

| Science Test | Date | Make-up |
|---------------------|-------------|----------------|
| Grades 5 & 8 | May 3, 2011 | May 4, 2011 |

MCT - Grades 3 – 8

| | | |
|---------------|--------------|--------------|
| Language Arts | May 10, 2011 | May 13, 2011 |
| Language Arts | May 11, 2011 | |
| Mathematics | May 12, 2011 | |

Equal Educational Opportunity Federal/State Guidelines Policy of Nondiscrimination

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

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

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

Title IX:

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

Section 504 / Americans with Disabilities Act:

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

STUDENT ENROLLMENT Compulsory Age Law

“Compulsory school age child” means a child who attained or will attain the age of six years on or before September 1 of the calendar year they wish to enroll in first grade. Pre-kindergarten (Headstart) and Kindergarten attendance is not compulsory; but a child wishing to attend Pre-kindergarten (Headstart) and kindergarten in the Western Line School District must be four (4) and five (5) years, respectfully, on or before September 1 of the calendar year they wish to enroll.

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

If a compulsory school age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year the Superintendent shall report this child to the school attendance officer of the youth court or family court for investigation.

IMMUNIZATIONS

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

| Vaccine/antigen | # of doses |
|--|----------------|
| Diphtheria, Tetanus, Pertussis (DTaP) ⁶ | 5 ^a |
| Polio (IPV) | 4 ^b |
| Hepatitis B | 3 |
| Measles, Mumps, Rubella (MMR) | 2 |
| Varicella (Chicken Pox) | 2 ^c |

- All children entering a Mississippi School who are 5 years and older for the first time will be required to have the above listed immunizations.
- Children entering a Mississippi school after their 7th birthday, not meeting the above DTaP requirements will need at least 3 total doses of diphtheria/tetanus containing vaccine (Td). Tdap

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

b - If the 3rd dose is given on or after the 4th birthday, a 4th dose is not required.

c - If there is a history of Chicken Pox, the vaccine is not required.

SCHOOL / ATTENDANCE ZONES

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

RESIDENCY POLICY

The definition of “residence” for school attendance purposes: the student physically resides full time, weekdays/nights and weekends, at a dwelling located within the boundaries of Western Line School District. The family cooks, eats, and sleeps in this specific residence during every day of the week and claims it as the family’s sole or primary residence. The family mail must also be received at the address of this abode. Any legal guardianship formed for the purpose of establishing residency for a school zone or district attendance purposes shall not be recognized as a bona fide residence.

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

A. Students living with Parents or Guardian

The parent or legal guardian (as shown by court documentation) of a student seeking to enroll must provide the school district with at least two of the items numbered 1 through 10 below as verification of their address. Any documents with a post office as an address will not be accepted.

1. Filed Homestead Exemption Application form;
2. Mortgage documents or property deed
3. **Original** apartment or home lease – all leases must be current and the name of every occupant must be listed on the lease.
4. Utility Bills (electric, water, land line phone, cable)

5. Driver's license
6. Voter precinct identification
7. Automobile registration
8. Affidavit and/or personal visit by a designated school district official.
9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district.
10. Certified copy of filed petition of guardianship if pending and final decree when granted.

B. Homeless Children

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Sections 1143(1), 11432(3)(4) and 11302(a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432(e)(3).

C. Students Living with Adults Other Than Parents or Legal Guardians

- a. The non-parent claiming district residency must meet the criteria required of a parent or legal guardian, and be seeking guardianship
- b. The district resident must provide the school district's administrative staff with a legal court document stating his/her relationship to the student, and that the student will be living at his/her abode full time. Documentation must fully explain the reason for this agreement.

D. Residency requirements are strictly enforced. The residency requirements outlined above are minimum requirements, which will be maintained on file. **The school district reserves the right to require additional documentation and verification at any time.**

Principals are empowered by the Western Line School District Board of Education to determine that a child is not legally enrolled and may not attend classes.

ENROLLMENT DOCUMENTS

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

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

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

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

STUDENT TRANSFERS

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

CHANGE OF ADDRESSES

Mississippi Law requires the school to have the correct address and telephone number of students at all times. Students and parents are requested to submit to the office any change in telephone number during the school year to maintain accurate information on file.

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

STUDENT WITHDRAWAL

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

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

SCHOOL ATTENDANCE

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT LAW / HOUSE BILL 1443

If a compulsory-school-age child has not been enrolled in a school within fifteen (15) days after the first day of the school year which the child is eligible to attend or the child has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the district designee shall report, within two (2) school days or within (5) calendar days, whichever is less, the absences to the school attendance officer. **(MS CODE 37-13-91 (6))** The State Department of Education shall prescribe a uniform method for schools to utilize in reporting the unlawful absences to the school attendance officer. The Superintendent, or his designee, also shall report any student suspensions or student expulsions to the school attendance officer when they occur.

When a school attendance officer has made all attempts to secure enrollment and/or attendance of a compulsory-school-age child and is unable to effect the enrollment and/or attendance, the attendance officer shall file a petition with the youth court

under Section 43-21-451 or shall file a petition in a court of competent jurisdiction as it pertains to parent or child. The youth court shall expedite a hearing to make an appropriate adjudication and a disposition to ensure compliance with the Compulsory School Attendance Law, and may order the child to enroll or re-enroll in school. The Superintendent of the school district to which the child is ordered may assign, in his discretion the child to the alternative school program of the school established pursuant to Section 37-13-92.

The State Board of Education shall adopt rules and regulations for the purpose of reprimanding any school Superintendents who fails to timely report un-excused absences under the provisions of this section.

School Attendance

It is expected that all high school students will attend school every day possible. When a student has more than five (5) unexcused absences, he or she is reported to the Compulsory Attendance Office by the Superintendent, or his designee as stated in MS Code 37-13-91. Good attendance and promptness to classes are extremely important matters. Time on task is essential if students are to succeed in their educational efforts.

Perfect Attendance

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

Perfect attendance shall be defined and observed by all schools in Western Line School District as **no absences, no tardies, and no early dismissals** from school each and every day for the entire year. Exemptions shall be school bus tardies or school-sponsored field trips.

ABSENCE POLICY

An absence from school is classified official, excused or unexcused.

- **Official** An official absence is when the student is representing the school in some capacity such as field trips, athletic events, or club sponsored or organizational trips. This absence shall not be counted against the student. However, all work missed must be made up. No more than five (5) days can be missed due to school related activities.
- **Excused** Each of the following shall constitute a valid excuse for temporary non-attendance 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 (Mississippi Code 1972 Section 37-13-91)
 - An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district, or his designee. These activities may include field trips, athletic contests, student conventions, music festivals and any similar activity.
 - An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
 - An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
 - An absence is excused when it results from the death or serious illness of a

member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.

- An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child.
- An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- An absence may be excused if the religion, to which the compulsory-school-age child or the child's parent adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the Superintendent of the school district, or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
- An absence may be excused when it is demonstrated to the satisfaction of the Superintendent of the school district, or his designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. **Approval of the absence must be gained from the Superintendent of the school district, or his designee, before the absence**, but the approval shall not be unreasonably withheld.
- An absence may be excused when it is demonstrated to the satisfaction of the Superintendent of the school district, or his designee, that the 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.

• **Un-Excused** When an absence does not meet the criteria for an excused absence as defined above, the absence shall be classified as an unexcused absence. When the student is determined to have an unexcused absence, **he/she will be required to make up work missed. (See Make-up Work Section of this handbook)**

• **Medical or Dental Appointments** Instructional time of each student is most important. Medical and/or Dental appointments should be scheduled after school. In the event this is not possible, parents are encouraged to bring their child to school before and/or after an appointment the appointment.

Excused absence note requirements

In order for ANY absence, with the exception of an official absence, to be excused, pupils must submit a note signed by a parent/legal guardian, within 2 days of the student returning from school. The excuse note shall include the following:

- The date the note was written
- The child's first and last name (according to MSIS)
- The cause of the absence (illness, injury, etc.)
- The parent/legal guardian's legal signature
- And a phone number for verification.
- A physician's excuse (if applicable) shall contain the cause of the absence (illness, injury, etc), the date of the visit to the physician and the physician's signature

Roll checks are to be made and recorded in the system by every teacher for each class

every day. Students are expected to be present and on time for class. Absences will be verified on a timely manner.

The school attendance officer employed by the Mississippi Department of Education shall be notified by letter from the Superintendent when a student has accumulated 5 unexcused absences from school. Additional notices shall be sent to attendance officers after 10, 12, 15, 20, and 25, etc. days.

TARDINESS

Tardy to School: Failure to report to first period class prior to the morning tardy bell. When a student is tardy

- A parent or legal guardian must sign the student in at the front office
- Late buses will be excused, but the student is required to report to the office for an admittance slip to class.

Tardy to class: Any student who is late to a class must go by the office for an admit slip to class.

If the student has been to the doctor or dentist, an excuse from his/her office is required (following the guidelines listed under an excused absence) for an excused tardy. **The school district provides transportation. A parent who chooses to bring his/her child to school is responsible for having the child at school on time.**

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 his/her designee. No other school person is authorized to allow a student to leave campus.

1. Parents may pick up the student at school.
2. Parents may write a note (including a phone number where the parent can be reached) giving the student permission to leave. **No phone calls will be accepted.**
3. Any student leaving the school grounds during the school day for any reason must sign out in the office. If a student leaves the school grounds during the school day without signing out in the office, he/she will be subject to discipline actions. (Parents/legal guardian will be notified)

Early dismissal is highly discouraged. The policy is intended to prevent abuse of school policies and regulations of attendance. Dismissals follow the same policy as excused and unexcused absences.

MAKE-UP WORK

Any student who has an absence (excused, unexcused or suspension) shall make up any work missed. In instances where the student was present when work was assigned or tests scheduled, the student is expected to submit the work or take the test upon the day of returning to school.

Students who have been or will be absent on successive days should contact their teacher(s) regarding their make-up work. Any work missed by such an absence will have to be made up within 2 – 5 days (as determined by the teacher) after returning to school. If the work is not made up by this time, a zero will be recorded for the assignment or test. All make-up work (including test) shall be completed on or before the last day

of school. Any work not completed will result in a 0. **It is the responsibility of the teacher to make the work available and the responsibility of the student to see that the work is completed.**

EMERGENCY PROCEDURES

Bad Weather / Tornadoes

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

Basic guidelines during bad weather:

During a Tornado Warning:

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

During Snow and Ice/Inclement Weather:

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

Emergency Dismissals

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

Emergency Drills

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

DRESS CODE / SCHOOL UNIFORMS

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 will be dealt with according to the discipline policy of each school.

- Shirts: A 2 or 3 – Button pullover polo type shirt with a collar.
All shirts must be tucked in.
- Shirt Colors: **O'Bannon** – Solid Kelly Green color or Solid White
(Must not be able to see through the shirt. Solid undershirt may be required)
Riverside – Solid Navy Blue, Solid Bright Red or Solid White
(Must not be able to see through the shirt. Solid undershirt may be required)
All undershirts must be solid and must be in the school colors.
- Pants: Khaki color (must have hem)
Khaki jumpers, skirts and shorts are allowed in grades 6 – 12,
(but can be no shorter than one inch above the knee).
Capri and Cargo pants are allowed.
Pants, shorts, and skirts must not sag.
Pants must be worn at the belt-line & must be the correct size.
Low riders are not allowed.
- Belts: Brown or black color with dress style buckle
Belts must be visible from the back and front at all times
- Socks: Socks must be solid black, white, brown or school colors
- Shoes: House-shoes and flip-flops are not allowed
Shoes with laces must be laced and tied
Shoes with Velcro must be fastened
Sandals may not be worn on playground or in the gym for PE
- Jackets: Pullover jackets or sweatshirts are not allowed (Jackets must be
unsnapped, unzipped & unbuttoned inside school buildings at
all times.
- Special Day Events: Spirit Shirts or other shirts may be worn only on announced days.

Other Regulations:

1. All pants must be worn at the waistline with no undergarments or skin showing.
(No sagging pants)
2. All tops must not show or reveal any mid-section
3. No clothing articles or patches are to be worn which advertise alcoholic beverages or other drugs
4. Obscene slogans or slogans/signs that promote gang activity are not to be worn on clothing articles.
5. Sunglasses are not to be worn in buildings unless otherwise prescribed.
6. **No caps or hats are allowed in the school building.** Students are not allowed to wear caps, hats, bandanas, or skull caps, etc. with bibs on school campus.
All caps/hats worn in the school building will be confiscated and kept until the end of the year. Toboggans (with no bib) maybe worn outside during cold weather.
7. In P.E., only tennis shoes may be worn
8. All students must wear shoes at all times by order of the Health Department.

9. All shirts must be tucked in.
10. Hair accessories must be solid black, white, brown or school colors.

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

LOCKERS

Lockers are available for students for a rental fee of \$3.00. Lockers are the property of the school and not the individual student. Lockers are subject to inspection. Students are encouraged to take care of lockers as this provides a convenient storage place for books during the course of the school year. **Each student must rent his/her own locker.** A fee will be charged to the student in the event that the lock from the locker is lost.

FOOD SERVICE

Cafeteria

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

Students are not allowed to charge lunches in the cafeteria. Applications for free or reduced lunches are handed out at the beginning of each school year and when any new student completes enrollment papers. Consideration for free/reduced lunches follows federal and state guidelines and is based on income and the number in the family.

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

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

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

Payment: Lunch money can be paid daily, weekly, monthly or yearly. Cash or check payment is accepted.

Charges: **Students are not allowed to charge meals.**

Free and Reduced Price Meals:

Free and reduced price meals are available for those students who qualify and complete the proper free & reduced application form. Applications for free and reduced priced meals must be completed and returned to your child's classroom teacher promptly at the beginning of each school year or upon enrollment. A new application is required each year. Student applying for free or reduced price meals are expected to pay full price until approval notification is received from the Child Nutrition Office.

Prices: Breakfast \$.75

| | |
|-------------------|--------|
| Reduced Breakfast | \$.30 |
| Adult Breakfast | \$2.00 |
| Lunch | \$1.25 |
| Reduced Lunch | \$.40 |
| Adult Lunch | \$3.00 |

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

Competitive Foods Regulations

- No food items shall be sold on the school campus for one (1) hour prior to or during any meal service period (breakfast and lunch).
- The child nutrition department shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
- With the exception of milk, a student shall purchase individual components of the meal or any extra sell items, only if the meal unit is being purchased.
- Students who bring lunch from home shall purchase milk only.
- Students shall not bring carbonated beverages in original containers into the cafeteria at any time.
- Glass containers shall not be brought into the cafeteria at any time.
- Competitive food items shall not be brought into the school cafeteria at any time.
- Items of non-nutritional value (candy, cakes, soft drinks) cannot be brought into the cafeteria unless it is brought in as a component of a sack lunch prepared at home.

WELLNESS POLICY

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

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

LIBRARY / MEDIA CENTER

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

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

The computers in the Media Center are for the benefit of the students. Students are encouraged to utilize them for research and other educational purposes. Prior to the students being allowed to use the Media center computers, appropriate technology and

acceptable use forms must be completed and kept on file at the school. The forms are located in the appendix of this handbook or from the principal's office.

CARE OF SCHOOL PROPERTY

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

TEXTBOOKS

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

TRANSPORTATION

School Bus System:

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

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

School Bus Regulations

Pupils shall:

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

Pupils shall not:

1. Have chewing gum or candy on the school bus.
2. Have cell phones, beepers, pagers, or other electronic devices on the bus.
3. Have radios, cigarette lighters, stereos, electronic games or CD players on the school bus.
4. Play on the road while waiting on the bus.

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

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

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

COMMUTING STUDENTS

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

AUTOMOBILES

- 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 upon arrival to school each day.**
- 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 automobiles 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 automobile 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 automobile 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 automobile 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 three (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 owner's expense.**

SOCIAL SERVICES

Social Workers:

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

Parent Center:

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

The Parent Center is located at O'Bannon Elementary School. Call Cindy Miers, Parent Center Director, at 662-332-4118 for information about services and materials. In addition to the Parent Center, O'Bannon High School has a social worker that can be reached through the office at 662-335-2637.

PARENT CONFERENCES

Daily conferences

Parent conferences are strongly encouraged. They may be scheduled by the parent, teacher, and/or principal. The school will make every effort for parents to meet with the student's teacher on a timely basis after receiving such a request. Conferences with your child's teacher are of the utmost importance. Each teacher has a 50 minute conference/planning period each day of the week. Parents are asked to call the office to request an appointment with their child's teacher as the need arises.

Parent / Teacher Conference Days

Monday, October 18, 2010 (60% day for students) and Monday, March 28, 2011 (60% day for students) have been set aside as parent-teacher conference days. Parents are encouraged to come in and pick up their child's report card and meet with the teacher at this time concerning grades, behaviors and other relevant issues. Please make every effort to visit the school and have a conference with your child's teacher.

WORKING STUDENTS

The Western Line School District Board has adopted the following policy in allowing students to leave early for employment purposes:

1. Seniors will be considered to leave school early for work. Other students will be considered on an individual basis and only in case of hardship.
2. Each student must maintain at least a "c" average in each scheduled course.

| | |
|-----------------------|--|
| Mathematics | 4 credits (Algebra I and Geometry) |
| Science | 3 credits (Biology I and Physical Science or Chemistry) |
| Social Studies | 4 credits (World History, U.S. Government, Mississippi Studies, U.S. History, Geography and Economics. |
| Health & Physical Ed. | 1 credit (½ Comprehensive Health or ½ Family and Individual Health and ½ Physical Education) |
| Business & Technology | 1 credit (1 Computer Discovery or ½ Keyboarding and ½ Computer Applications) |
| Vocational | 1 credit (1 unit other than Tech Prep Courses) |
| Arts | 1 credit |
| Electives | 5 credits |

A-3 (Entering 9th graders 2008-2009 and after)

Twenty-four (24) credits shall be required for student's graduation from Western Line School District.

| | |
|-----------------------|--|
| English | 4 credits (English Ii) |
| Mathematics | 4 credits (Algebra I, Geometry, and Algebra II) |
| Science | 4 credits (Biology I and a lab based Physical Science or Chemistry) |
| Social Studies | 4 credits (World History, U.S. History, U.S. Government, Mississippi Studies, Geography and Economics. |
| Health & Physical Ed. | 1 credit (Comprehensive Health or Family and Individual Health and ½ Physical Education) |
| Business & Technology | 1 credit (1 Computer Discovery or ½ Keyboarding and ½ Computer Applications) |
| Vocational | 1 credit (1 unit other than Tech Prep Courses) |
| Arts | 1 credit |
| Electives | 4 credits |

For details of elective options, requirements for a 4-year college enrollment, taking select Carnegie unit classes in the 8th grade and other information pertaining to graduation, please see the High School Counselor.

According to the Appendix A-3 of the Mississippi Accountability Model, students have the right to opt out of the A-3 graduation requirements and meet the requirements of A-2. Parents of students shall request in writing a meeting with school officials to complete the opt-out process (including all forms and documentation).

TESTING COMPONENT

All students graduating in Mississippi are required to pass all components of the Subject Area Testing Program (SATP2) to include Algebra I, Biology I, U.S. History from 1877, and English II (Multiple Choice and Writing components). Students must pass the State Test even if they take the course(s) prior to 9th grade. See High School Guidance Counselor for additional information.

Honor Roll:

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

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

Exemptions from Final Exams:

In grades 7 - 12, students can be exempt from their final exams under the following conditions:

- Students who have an **“A” average** in a subject may be exempt from taking the final exam in that subject.
- Students who have **perfect attendance** will be exempt from taking the final exam in any class they have an **85 average** in.
- Students who have **no discipline referrals** will be exempt from taking the final exam in any class they have an **85 average in**.

HOMEWORK

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

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

| | |
|---------------|---|
| Grades 7 – 8 | 1 to 1½ hours of total homework |
| Grades 9 – 12 | Approximately 2 hours of total homework |
| | Research Papers are required in English III and IV. |

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

IDEA GRADING AND REPORT OF PROGRESS POLICY

Based on the IDEA '04 Federal Regulations (§300.347(a)(7)), the IEP committee must address the method of measuring a student's progress and informing the parent/guardian(s) of their child's progress. Federal regulations require the IEP Committee to determine the following:

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

Federal Regulations also require that the parent/guardian(s) be informed “at least as often as parents are informed of their non-disabled children's progress.”

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

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

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

Special Education Promotion Procedures:

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

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

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

Students with disabilities will be issued a regular education high school diploma, Occupational Diploma, or certificate of life skills completion.

1. By age sixteen (16), or prior to a student entering the ninth grade, an Individual Education Program (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. An IEP Committee will determine and document the option appropriate for each student.
2. Students pursuing a regular education high school diploma must meet the requirements 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 this goal based on the student's IEP.
3. Students placed on an occupational diploma track by the IEP Committee must have the 20 course credits, career/technical requirements and an approved portfolio containing a collection of evidence of the student's knowledge, skills and abilities related to the occupational core curriculum.
 - Introduction;
 - Community experiences;
 - Employment and training;
 - Post-school adult living; and
 - Functional vocational evaluation and daily living skills, when appropriate.
4. 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 or 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:
 - Introduction in functional academics;
 - Community experiences;
 - Adult living;
 - Employment skills;
 - Related services; and
 - Daily living skills.
5. An IEP committee will review the previous exiting IEP 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.
6. Every student who completes an approved course of study by or before age 21 will receive a regular education high school diploma, occupational diploma, or certificate of life skills completion and will be permitted to participate in graduation activities.

CORRESPONDENCE COURSES

- A maximum of one (1) Carnegie Unit may be earned toward graduation by completing correspondence courses. (Mississippi School Accountability Model; Standard 20)
- A student must be classified as a junior or senior to be approved to take a correspondence course. He/she must be passing all subjects and have an acceptable attendance record at the time of the request.
- The school counselor will take requests from students for correspondence courses. She 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 parent. The contract will include an agreed upon completion date. The counselor will monitor each student enrolled in a correspondence course.

SUMMER SCHOOL

- Students in secondary schools are permitted to attend summer school in another school district to make up **one course failed** during the regular school year, only with permission for the principal. (Mississippi School Accountability Model: Policy 19.6)
- **Required** courses for graduation may not be taken during a summer session (as a new course) except by 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 no more than 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.
- Students enrolled in a summer school program are limited to earning one Carnegie unit of credit during the summer session.

MISSISSIPPI VIRTUAL SCHOOL

- Students in secondary schools are permitted to enroll in the Mississippi Virtual School for on-line courses (during the summer or during the school year) to make up courses failed during the school year, with permission of the school principal.
- Required courses for graduation may not be taken on-line (as a new course) with the exception of a senior who only needs one (1) additional course to graduate.
- Students in grades 10 – 12 who earned at least an 85 overall average the previous year and currently have a good attendance record, may take electives not offered on the school campus through the on-line program. Under extenuating circumstances, with approval of the principal, other courses may be taken.
- No student may earn more than one (1) Carnegie unit during the school year. One additional credit may be earned during the summer session.

STUDENT RECORDS

Permanent records of the work of every student in grades 7 - 12 are on file in the Principal's Office. This record is a very important part of school work as it becomes a permanent record of the student's academic and extra-curricular achievements. It is important that each student keep this in mind regarding attendance, grades, test scores, or school activities. A student transferring to another school will have his or her record mailed to the new school **upon request from the new school.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

1. Parent(s) or eligible students may request, in writing to the principal and appointment to inspect and review contents of the student's educational records. Appointments must be granted within forty-five (45) days of the request.
2. Parent(s) or eligible students may request, in writing, to the principal that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent(s) may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parent(s) or eligible student has the right to put a note in the record explaining his/her concern.
3. Parent(s) or eligible students may review the student's record on request. Copies of a student's permanent record may be obtained for a fee of \$2.00. All material in the student's cumulative folder may be copied for \$.50 cents a page.
4. Educational records may not be released to a third party without the written consent of parent(s) or the eligible student. The following exceptions are legal:
 - a. School employees
 - b. Other schools to which a student is transferring
 - c. State or federal officials for audit purposes or for reporting information required by the state statute
 - d. Financial Aid officials in connection with a student's application for aid
 - e. Educational agencies for developing, validating, and administering predictive test or studies if such information will not permit identification of individual students
 - f. Appropriate persons who need information to protect health and safety of students
 - g. Parents of a student over eighteen (18) who is still dependent
5. A record of individuals requesting access to the educational records of each student will be maintained in each building. The record will contain the signature, the date, and the reasons for needing access and will be available for parent's review upon request.
6. Students records are located in the principal's office
7. Parent(s) or eligible student may request, in writing within thirty (30) days of the first official day of the school year the identifiable information regarding the student be deleted from school publications
8. The school will not release directory information concerning students, unless the principal is requested in writing not to do so. Requests from colleges, military organizations, prospective employees, and other legitimate groups may be honored.

In the event a parent desires to have any or all directory information deleted from the various school publications, **A REQUEST FOR SUCH DELETION MUST BE MADE WITHIN A PERIOD OF FOURTEEN (14) CALENDAR DAYS FROM THE DATE OF RECEIPT OF THIS HANDBOOK.** Notification forms are available through the principal's office.

DRIVER TRAINING REQUIREMENTS

- A Student must be in at least the ninth (9th) grade
- Student should have a valid Mississippi Driver's Permit prior to entering the

class (Birth Certificate required to get a permit – copies are not accepted)

- Students entering the course without a valid permit can be replaced by another student having a valid permit
- Students who remain in the class without a permit past the course drop date will fail the class.

UNIFORM DISCIPLINE POLICY

Restrictions:

1. **CELL PHONES AND SIMILAR ELECTRONIC DEVICES (MP3 PLAYERS, IPODS, ETC.) ARE STRICTLY PROHIBITED** on school campus during school hours. Students are not allowed to have/use cell phones, beepers, or pagers during school hours. Cell phones found in a student's possession shall be taken by staff and turned into the office. The student will be **given a receipt of property** and the parent may bring the receipt to pick up the electronic device at the end of the school year.
 - a. **Cell phones not picked up within 30 days after school is out will be donated to the Sherriff's department.**
2. **No caps or hats are allowed in the school building.** Students are not allowed to wear caps, hats, bandanas, wave caps, head bands, etc.. Toboggans (without bibs) may be worn outside during the cold weather. **All caps / hats worn in the school building will be confiscated and kept until the end of the year.**
3. No radios, cigarette lighters, stereos, electronic games/devices, or CD players are allowed at school or on the school buses. These items will be confiscated by staff members. The student will be **given a receipt of property** and the parent may bring the receipt to pick up the electronic device at the end of the school year.
4. The school office is for business only; students should not be in the office except on official school business.
5. Use of the telephones is restricted to the business of the school. Administrative personnel, or designee, will contact parents of students in cases of emergencies. No personal telephone calls by students will be allowed. Messages received for students will be taken by office personnel and given to students at an appropriate time as to not interrupt class.
6. High school students are not allowed in the elementary school office building without permission from the high school office.
7. No gum or candy is allowed at school or on school buses.

Discipline Policy:

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

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

As a matter of school board policy (JD / JDA) reasonable corporal punishment of

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

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

Possession of:

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

Disciplinary action may include:

1. Required conference with parent/guardian
2. In-school detention
3. After school detention
4. Loss of privileges to school activities
5. Corporal punishment
6. Total restitution for injury to others requiring medical attention, items stolen,

- or damaged upon proof of the offense
7. In-School Suspension
 8. Immediate suspension (1 – 5 days) by principal
 9. Placement into the alternative program
 10. Other disciplinary action deemed necessary by the principal or action taken by the disciplinary committee

Bullying Policy

Students and employees in the Western Line School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

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

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

Carrying Weapons:

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

1. Any student who, at any time on the school grounds or in transit to or from school, has in his/her possession an object which could be classified as a weapon will immediately be suspended for 5 days by the principal until such time as a conference can be held with the student's parent or guardian.
2. Any student who has in his/her possession a firearm of any description, or attempts to inflict injury upon another student or staff member with any object classified as a weapon while on the school grounds or in transit to or from school, will, after due process, be expelled for up to one calendar year and will be placed on probation upon his/her return to school the following year.

“The Superintendent or principal has the authority to automatically expel any student who possesses any controlled substance in violation of the Uniform Controlled substances Law, a knife, handgun, or other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property. The expulsion shall take effect immediately subject to constitutional due process rights.” (Prevention of School Violence Act, 1994) **Any student or parent who feels they have been unjustly treated in relation to a discipline matter is entitled to a due process hearing as outlined in the Western Line School Board Policy Manual (JCAA/JCEB)**

In-School Suspension

The Western Line School District will make every attempt to keep students in school, so as to provide every means available to educate each student. The following rules

will apply to the in-school suspension method of discipline:

1. Only the school principal or assistant principal will assign students to in-school suspension.
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 the ISS room upon arrival on campus each day assigned to ISS
6. Student 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 out-of-school suspension.
9. Continued misbehavior following in-school suspension and out-of-school suspension will lead to additional discipline actions up to and not limited to referral to the disciplinary committee.

10. Any student tardy to or signed out of school early on a day they are in ISS without a doctor’s excuse will be required to make up the entire day.

Alternative Program:

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

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

Tobacco Policy:

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

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

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

ALCOHOL, DRUGS, AND OTHER PARAPHERNALIA

Use and/or Possession:

Any student who uses, possesses, or is under the influence of drugs, alcohol, or other controlled substance or has in his/her possession drug/alcohol paraphernalia at school

or at a school function shall be suspended for a minimum of five (5) days and shall be brought before a disciplinary committee who may recommend further disciplinary action. Parents and law enforcement authorities shall be notified of the offence. A conference between parent, student, counselor and principal will be held before the student enters school.

Sales or Distribution:

Any student who distributes and/or sells drugs, alcohol, paraphernalia, or other controlled substances at school or any school function shall be subject to immediate expulsion. Law enforcement officials shall be notified immediately.

NOTE: The Superintendent or principal has the right to expel any student who possesses any controlled substance in violation of the Uniform Controlled Substances Law. The expulsion shall take effect immediately subject to constitutional due process rights. Any student or parent who feels they have been unjustly treated in relation to a discipline matter is entitled to a due process hearing as outlined in the Western Line School Board Policy Manual (JCAA/JCEB)

INSURANCE

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

SCHOOL HEALTH AND SAFETY

School Nurse

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

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 include
 - a. Name and purpose of medications
 - b. Prescribed dosage
 - c. Time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and
 - d. The length of time for which the medications are prescribed.
3. The parent or guardian each year shall sign a statement acknowledging that the school shall incur no liability. (House Bill 1072)

Medications:

The Western Line School District has revised their medication policy in accordance

with the guidelines established by the Mississippi Department of Education and the Mississippi State Department of Health. Any student requiring medication during school hours must do the following:

1. Present a written consent form signed by the parent or legal guardian and the child's physician. This will be required for both prescription and over-the-counter medications. This form will have to be renewed annually.
2. Medications are not to be brought to the school by the student. The parent or legal guardian must bring them to school.
3. The medication must be brought to the school in the original prescription bottle, properly labeled by the pharmacist as prescribed by law. If the doctor changes the dosage, you will be required to provide a new bottle with the correct dosage on the label.

All medications will be kept and dispensed from the Nurses' or administrator's office.

Communicable Diseases:

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

MINIMUM TIME BEFORE RETURNING TO SCHOOL:

| | |
|------------------------------|--|
| Conjunctivitis (Pink Eye) | Symptoms include redness of the eye(s), excessive tearing, itching, and discharge. May return with doctor's excuse or when redness/discharge is completely gone. |
| Measles | Fever free and 7 days minimum from appearance of rash |
| Meningitis | Whenever he/she has been release by their personal physician. |
| Strep Throat | 24 hours after treatment has begun and fever free. |
| Scabies | After first treatment. Doctor's excuse required |
| Head Lice | Proof of treatment required. No live lice shall be seen upon examination before returning to classroom |
| Chicken Pox | Fever free and 7 days minimum from appearance of blisters |
| Ringworm | Evidence of medication required |
| Flu (influenza) | Fever free (less than 100° F) for 24 hours without the use of fever reducing medications. |

SCHOOL VISITORS

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

Disaster Evacuation Policy

A School Safety plan has been developed for your child's school by the faculty, staff and, when appropriate, students. The plan covers natural disasters as well as other types of emergencies. Students will be made aware of this plan through classroom discussion, drills and information is posted on the walls of classrooms and hallways. It shall be the requirement of the Western Line Schools to conduct the proper number of safety drills per year: fire (2), tornado (2) and bus (2).

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

ZERO TOLERANCE POLICY AGAINST BULLYING AND SEXUAL HARASSMENT / STUDENT SAFETY

The Western Line School District is committed to belief that students should be afforded a safe and orderly environment. Every effort shall be made to provide all reasonable precautions to protect the safety of all students, employees, visitors and those present on district property.

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

Disciplinary Action

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

Reporting Procedure or Investigation

1. The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
2. Any teacher, counselor, or administrator who has receives a report, verbally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building principal and central office personnel within twenty-four (24) hours, or within a reasonable extension of time.
3. All complaints of sexual harassment will be investigated and promptly resolved. (See Board Policy JCDCA)

ACCEPTABLE USE POLICY

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

The guidelines shall include language affirming that:

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

- Users have a responsibility to respect the privacy of other district network and internet users

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

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

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

Internet Administrative Procedures

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

Terms and Conditions:

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

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

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

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

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

This Board makes no assurances of any kind, whether expressed or implied, regarding any internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained

via the internet is at the user's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

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

It must be understood by all concerned that the global and fluid nature of the internet makes it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

Privileges

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

Personal Safety

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

Unacceptable Use

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

1. Accessing materials or communications that are
 - a. Damaging to another's reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening
 - f. Contrary to the school/district policy on harassment
 - g. Harassing
 - h. Illegal
2. Sending or posting materials or communications that are:
 - a. Damaging to another's reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening

- f. Contrary to the school/district policy on harassment
 - g. Harassing
 - h. Illegal
3. Using the internet for any illegal activity, including violation of copyright or other contract or transmitting any material in violation of U.S. and State of Mississippi Regulations.
 4. Copying or downloading copyrighted material on any system connected to the school or district system hardware/software without the owner's permission. Only the owner/s or individuals specifically authorized by the owner/s may copy or download copyrighted material to the system.
 5. Copying or downloading copyrighted material for the user's own use without the owner's permission. Users may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, school board policies, and administrative procedures.
 6. Failing to comply with resource quotas or disk usage quotas (memory) as set by the superintendent, principal, or designee/s or other identified staff. A user who is not in compliance of disk space quotas after five (5) calendar days of written notification may have his/her file removed by the superintendent, principal, or designee/s or other identified staff.
 7. Using the internet for private financial or commercial gain
 8. Wastefully using resources
 9. Utilizing any software having the purpose of damaging the school/district system or other user's system.
 10. Gaining unauthorized access to resources or entities.
 11. Invading the privacy of individuals.
 12. Using another user's account or passwords
 13. Posting marital authorized or created by another person without his/her consent.
 14. Posting anonymous messages
 15. Using the internet for commercial or private advertising
 16. Forging of electronic (email) mail or messages
 17. Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive mail.
 18. Using the network while access privileges are suspended or revoked
 19. Using the network in a manner inconsistent with district policy or the directions of district authorities and generally accepted network etiquette.

Staff Supervision

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

Compensation

The user and/or the user's parent(s) / legal guardian(s) shall be responsible for

compensating the school/district for any losses, cost, or damages incurred by the school/district relating to or arising out of any user's violation of these procedures.

Security

Network security is high priority. If the user identifies or perceives a security problem or a breach of these responsibilities on the internet, the user must immediately notify the principal or designee or other identified staff. The user must not demonstrate the problem to other users.

User accounts and passwords are to be kept confidential. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. For the purpose of these procedures, vandalism is defined as any malicious attempt to harm or destroy school/district equipment or materials, data, or another user, the internet network, or agency. This includes, but is not limited to the uploading or creation of computer viruses.

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

Internet Agreements are located at the back of this handbook or available through the principals, office.

TEACHER SUPPORT TEAMS

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

The model shall consist of three tiers of instruction:

Tier I: Quality Classroom instruction based on MS Curriculum Frameworks

Tier II: Focused supplemental instruction

Tier III: Intensive interventions specifically designed to meet the individual needs of students

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

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

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

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

1. Grades 1 – 3: A student has failed one (1) grade;

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

TESTING PROGRAMS

Mississippi Criterion Referenced Test – 2

The MCT2 consists of customized criterion-referenced reading/language arts and mathematics assessments that are fully aligned with the 2006 Mississippi Language Arts Framework Revised and the 2007 Mississippi Mathematics Framework Revised. These assessments allow Mississippi to be in compliance with the requirements of the federal legislation No Child Left Behind (NCLB). The assessments are administered to students in grades 3 through 8, including special education students whose Individual Education Plan (IEP) specify instructional goals that are aligned with the 2006 Mississippi Language Arts Framework Revised and the 2007 Mississippi Mathematics Framework Revised for the aforementioned grades. The results of these assessments will be used in the Mississippi Statewide Accountability System, specifically the Achievement, Growth, and Adequate Yearly Progress (AYP) Models. The results will also provide information that will be used for the purpose of improving instruction and accelerating student achievement.

Subject Area Testing Program

The Subject Area Testing Program (SATP) consists of four academic, end-of-course tests. Since the 2001-2002 school year, students have been required to pass the subject area test(s) as a requirement for graduation. Students are assessed on the content at the completion of the course in Algebra I, Biology I, English II, including a writing component, and U.S. History from 1877. As part of the No Child Left Behind (NCLB) and Title I requirements, all students who are enrolled in Algebra I and English II (multiple-choice only) for the first time must be tested. The scores of all these first-time test takers must be included in the annual report cards and Adequate Yearly Progress (AYP) calculations to comply with the federal law.

FEDERAL PROGRAMS

No Child Left Behind

Parental Involvement Under No Child Left Behind:

- **Notification of Qualifications**

- A district must notify all parents of children in Title I schools that a parent may request information on teacher qualifications at any time. Additionally, parents must be notified if the child is assigned to, and has been taught for four (4) or more consecutive weeks by a teacher who does not meet the No Child Left Behind teacher qualifications.

- **Notification of Services**

- Parents must be notified if their children are placed in a program for English Language Learners (ELL) or if the school or district has been identified as not meeting AYP and is in school improvement.

- **Report Cards**

- States, districts, and school must have report cards for public dissemination in the fall of each school year. This report card contains information concerning the status of your school on the state and federal requirements.

• **Planning and Implementation**

- It is important for parents to be involved in planning and implementing the programs funded through state and federal government.

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

MICHAEL RAY
Federal Programs Director
662-335-7675

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

Section 504 / American with Disabilities Act

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

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

AMY SPENCER
Western Line School District
102 Maddox Road
P.O. Box 50
Avon, MS 38723
662-335-7186

Individuals with Disabilities Education Act - IDEA

The Western Line School District follows State and Federal Guidelines for providing services for students with disabilities. Information on Grading and graduation of students with disabilities can be found under the Grading and Graduation Section of this handbook. Discipline Procedures are followed in accordance with the Western Line School Discipline policy and the IDEA guidelines from the state and federal government.

Child Find Publicity Campaign

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

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

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

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

AMY A. SPENCER
Special Services Office
102 Maddox Road
Avon, MS 38723
(662) 335-7186

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

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

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

The district now has special education programs (which vary in type depending on students needs) which serve students ages 3 – 21 who have developmental delays, physical, mental, communicative, and/or emotional disabilities.

GIFTED OPTIONS

Gifted Programming:

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

Later Options:

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

ATHLETICS AND SCHOOL ACTIVITIES

At the time of the handbook printing, the Mississippi High School Association is changing the regulations, please see the Athletic Director or check the high school office for regulations.

DRUG TESTING POLICY

In an effort to protect the health and safety of students involved in extracurricular activities from illegal and/or performance-enhancing drugs, the Western Line School District has adopted a policy for random drug testing of all students who participate in extracurricular activities. Students can find more information about the random drug testing policy from the coaches, principal, or from the District Website.

EXTRA-CURRICULAR ACTIVITIES

Policies are on file in the principal's office on requirements for the Beauty Review, the Homecoming Court and for Cheerleading activities. These policies have been Board approved and all students involved in these activities must abide by the rules and qualifying guidelines.

UNAUTHORIZED CLUBS OR GROUPS

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

STUDENTS RIGHTS

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

STUDENT RESPONSIBILITIES

1. Attend all classes and be punctual in attendance
2. Come to class prepared and have appropriate working materials
3. Be respectful of all individuals and property
4. Refrain from profane or inflammatory statements
5. Conduct him/herself in a safe and responsible manner
6. Be responsible for his/her work and behavior
7. Abide by the rules and regulations of the school and each classroom teacher

PARENTAL RESPONSIBILITY

Damage to School Property or Persons

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

Weapons Possession

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

Conference Attendance

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

COMPLAINTS AND GRIEVANCES

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

Complaints and Grievances shall be approached in the following manner:

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

may be referred in writing to the Board of Trustees.

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

INTERNET PARENTAL CONSENT AGREEMENT

Important Note to Parents

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

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

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

INTERNET NETWORK ACCESS AGREEMENT

I accept the responsibility to abide by this school district's board approved policy on Internet Network Access and by procedures as stated below in this Agreement.

I understand that the use of the Internet and access to it is a privilege and not a right. I agree:

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

SIGNATURE PAGE

Student's

Name: _____ Grade: _____

- I have hereby read and been informed of the policies and regulations of the Western Line School District.
- I have hereby read and been informed of the policies and regulations of the Internet Parental Consent Agreement and the Internet Network Access Agreement of the Western Line School District.
- I understand that I have no right to privacy when I use the school internet and consent to the monitoring of my communications over the internet by school/district staff.
- I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of internet access and possible disciplinary action.
- I understand that the first time a cell phone is removed from my (my child's) possession, it will not be returned until the end of the school year to my parent/legal guardian.
- I accept responsibility for all textbooks and library books issued to my child during the current school year. If any book is lost, damaged, or destroyed, I agree to pay for such loss before my child will be entitled to any further textbooks and/or library books.

Student's

Signature: _____ Date: _____

Parent Name: _____
Printed

Parent's

Signature: _____ Date: _____

Teacher's

Signature: _____ Date: _____

Principal's

Signature: _____ Date: _____

