EMPLOYEE HANDBOOK

2026-2027

DR. FREDERICK ROBINSON
SUPERINTENDENT

"Our Focus: Teaching & Learning"

Dr. Frederick Robinson
Superintendent of Education

Dear Faculty and Staff,

Welcome to the 2026–2027 school year! It is my pleasure to welcome both our returning employees and those joining the Tunica County School District for the first time. Thank you for choosing to be part of a team that is committed to providing every student with a high-quality education in a safe, supportive, and engaging learning environment.

Our district's greatest strength is our people. Every employee—teachers, administrators, counselors, instructional assistants, office staff, bus drivers, cafeteria workers, custodians, maintenance personnel, technology staff, and support personnel—plays an essential role in the success of our students. Together, we are united by a shared commitment to excellence and a belief that every child can achieve.

Our vision: **Success for All**, guides every decision we make. Through collaboration, professionalism, innovation, and accountability, we will continue to build a culture where students thrive, employees are supported, and families and the community are valued partners.

This Faculty & Staff Handbook is designed to serve as a resource throughout the school year. It outlines district policies, procedures, expectations, and responsibilities that help us maintain a positive, respectful, and productive workplace. I encourage you to become familiar with its contents and use it as a guide in your daily work. For additional information, please refer to the Tunica County School District Board Policy Manuel.

As we begin this new year, I ask each of you to lead with integrity, embrace collaboration, and remain focused on what matters most—our students. Every interaction you have and every responsibility you fulfill contributes to the success of our schools and the future of our community.

Thank you for your dedication, professionalism, and unwavering commitment to the students and families of the Tunica County School District. I look forward to working alongside each of you as we continue to move our district forward and make the 2026–2027 school year one of excellence, growth, and success.

With appreciation,

Dr. Frederick Robinson
Superintendent of Education
Tunica County School District

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Introduction

This handbook has been prepared to provide you with guidance concerning school district policies and personnel procedures that affect you.

All personnel of the school district are expected to be thoroughly familiar with and actively support the enforcement of all district policies and procedures adopted by the Tunica County School Board and/or established by the administration.

This handbook is published for guidance in resolving issues that may arise during your employment with Tunica County Schools. It does not create any contractual obligations, and does not constitute a contract of employment with any employee.

All non-certified (classified) employees are at-will employees. Employment at-will means that an employee's employment can be terminated at any time for any reason. Nothing in this manual alters the employment at-will status for non-certified employees.

Neither an employee's employment status or the rules and policies in this handbook can be changed by any oral representation or statement. The Superintendent of Tunica County School District is the only person that can change an employee's employment status or the rules and policies in this handbook.

The information in this handbook should be used as a guide for employees who have questions about the school's employment rules and regulations. Questions about this handbook or about any other employment-related issue should be addressed to the supervisors and with school administration in carrying out the policies in this manual and with carrying out any other school policies.

The Tunica County School District Superintendent reserves the right to amend, modify or cancel this handbook, as well as all of the various policies, rules, procedures and programs outlined within it, at any time, for any reason.

All Policies of the Tunica County School District may be found in the central office, in the Principal's office at each school, and online at www.tunicak12.org. Employees are welcome to read or review these policies.

DISTRICT CONTACT INFORMATION

Tunica County School District
744 School Street, P. O. Box 758
Tunica, MS 38676
www.tunicak12.org
Phone: 662-363-2811 - Fax: 662-363-3061

Rosa Fort High School 1100 Rosa Fort Drive P. O. Box 997 Tunica, MS 38676 Phone: 662-363-1343 Fax: 662-363-4222	**Tunica Middle School** 2486 Hwy 61, P. O. Box 967 Tunica, MS 38676 Phone: 662-363-4224 Fax: 662-357-1058
Robinsonville Elementary School 7743 Old Hwy 61 N Robinsonville, MS 38644 Phone: 662-357-1077 Fax: 662-357-1087	**Tunica Elementary School** 690 School Street P. O. Box 1289 Tunica, MS 38676 Phone: 662-363-1442 Fax: 662-363-4221
Career Technical Center 2400 Hwy 61 P. O. Box 2618 Tunica, MS 38676 Phone: 662-363-2051 Fax: 662-363-2052	**Alternative School** 1100 Rosa Fort Drive Tunica, MS 38676 Phone: 662-363-2444 Fax: 662-363-2444
Assistant Superintendent **Personnel/Support Services** P. O. Box 758 Tunica, MS 38676 Phone: 662-363-2811 Fax: 662-373-1984	**Curriculum & Assessment** P. O. Box 758 Tunica, MS 38676 Phone: 662-363-2811 Fax: 662-363-1984
Janitorial & Maintenance Department 1100 Rosa Fort Drive P. O. Box 758 Tunica, MS 386 Phone: 662-363-4220 Fax: 662-363-2966	**Transportation Department** 6129 Fox Island P. O. Box 758 Tunica, MS 38676 Phone: 662-363-2812 Fax: 662-363-1749
Business Office P. O. Box 758 Tunica, MS 38676 Phone: 662-363-2811 Fax: 662-363-3061	**Special Education Department** Located on Tunica Elementary Campus P. O. Box 758 Tunica, MS 38676 Phone: 662-363-5057 Fax: 662-373-1889

Equal Opportunity Employer

The Tunica County School District shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Mississippi Public School Accountability Standard for this policy is standard 2.

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

LEGAL REF.: 1964 Civil Rights Act, Title VI; 1964 Civil Rights Act, Title VII;
Executive Order 11246, as amended; 1972 Education Amendments, Title IX;
45 CFR, Part 86; 1973 Rehabilitation Act, Section 503; 1973 Rehabilitation Act,
Section 504; 45 CFR, Part 84; 29 U.S.C.A. 621, et seq.
Mississippi Public School Accountability Standards

The name and address of the local **Title IX Coordinator** is:
Natasha Bates, Assistant Superintendent/Personnel/Support Services
744 School Street
P. O. Box 758
Tunica, Mississippi 38676
662-363-2811 ext. 9233
batesn@tunicak12.org

The name and address of the local **Coordinator of Section 504 of the Rehabilitation Act of 1973** is:
Natasha Bates, Assistant Superintendent/Personnel/Support Services
744 School Street
P. O. Box 758
Tunica, Mississippi 38676
662-363-2811 ext. 9233
batesn@tunicak12.org

Hiring – Background Checks – Fingerprinting - This school district shall employ licensed staff on a professional basis without regard to age, race, color, gender, or national origin. Every school teacher employed in this school system must possess a valid license and shall execute a written contract with the local School Board.

This school board has the power and authority to select all school district personnel in the manner provided by law, and to provide for such employee fringe benefit programs including accident reimbursement plans, as may be deemed necessary and appropriate by the board. ' 37-7-301 (p) (1993)

The Superintendent of the school district shall have the power, authority and duty to enter into contracts in the manner provided by law for each Assistant Superintendent/Personnel/Support Services, Principal and teacher of the public schools under his/her supervision, after such the Assistant Superintendent/Personnel/Support Services, Principal and teachers have been selected and approved in the manner provided by law. ' 37-9-14 (2) (a) (1999)

All certified personnel employed must hold a valid standard educator license from the State of Mississippi with endorsements in the area or areas employed. All non-certified personnel (classified) must be qualified as required by the district. The following credentials are necessary for employment for certified personnel and non-certified personnel, where applicable, and must be on file in the Superintendent's office. It is the duty of the employee to make sure this information is on file. Any applicant or employee who submits false or misleading documents or credentials to the Tunica County School District is subject to immediate termination of employment or the termination of consideration of employment.

1. A complete online application. Incomplete or illegible applications will not be considered.
2. A valid Mississippi Educator License (certified personnel).
3. Verification of previous teaching experience (certified personnel).
4. Verification of previous work experience (non-certified personnel).
5. Copies of photo ID and social security card.
6. Any document required by local or state laws and/or School Board regulations.
7. Official college transcripts.
8. Clearance of criminal background check, child abuse registry and drug screen testing.

Principals or supervisors will recommend applicants for hire and employees eligible for reemployment to the Superintendent.

NOTE: No salary warrant will be issued for an employee until the above requirements have been met in full.
All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel. The Superintendent will ensure that parents/guardians of students of Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The Superintendent will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by law. Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at rates higher than are other children in the district, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

Employee Rights and Responsibilities - All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The Superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training. A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. All rules applying to student conduct shall be posted in a prominent place in each school building.

Licensed and Non-Instructional Employees - On or before April 1 of each year, the Principal of each school shall recommend to the Superintendent of the local school district the licensed employees or non-instructional employees to be employed for the school involved except those licensed employees or non-instructional employees who have been previously employed and who have a contract valid for the ensuing scholastic year. If such recommendations meet with the approval of the Superintendent, the Superintendent shall recommend the employment of such licensed employees or non-instructional employees to the local school board, unless good reason to the contrary exists. If, for any reason, the local school board shall decline to elect any employee so recommended, additional recommendations for the positions to be filled shall be made by the Principal to the Superintendent and then by the Superintendent to the local school board as provided above. The school board of any local school district shall be authorized to designate a personnel supervisor or another Principal employed by the school district to recommend to the Superintendent licensed employees or non-instructional employees; however, this authorization shall be restricted to no more than two (2) positions for each employment period for each school in the local school district. Any non-instructional employee employed upon the recommendation of a personnel supervisor or another Principal employed by the local school district must have been employed by the local school district at the time the Superintendent was appointed to office; a non-instructional employee employed under this authorization may not be paid compensation in excess of the statewide average compensation for such non-instructional position with comparable experience, as established by the Mississippi Department of Education. The school board of any local school district shall be authorized to designate a personnel supervisor or another Principal employed by the school district to accept the recommendations of Principals or their designees for licensed employees or non-instructional employees and to transmit approved recommendations to the local school board; however, this authorization shall be restricted to no more than two (2) positions for each employment period for each school in the local school district. When the licensed employees have been appointed as provided in the preceding paragraph, the Superintendent of the district shall enter into a contract with such persons in the manner provided.
If, at the commencement of the scholastic year, any licensed employee shall present to the Superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. ' 37-9-17 (2001)

Criminal Records Background Check / Child Abuse Registry Check - Overview of Senate Bill 2658 / ' 37-9-17 (2) (2000) On May 22, 2000, the Governor signed SB 2658 into law. It provides for an implementation date of July 1, 2000, and mandates the following actions:

1. All new hire licensed and non-licensed employees after the implementation date must have a state child abuse registry check and criminal records background check via fingerprint card.
2. The cards will be forwarded by the school district to the Department of Public Safety who will in turn forward them to the FBI.
3. The district may charge the applicant up to $50.00 or may pay the fee at its discretion.
4. Information obtained via these checks is for employment use only and cannot be disseminated.
5. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:
    - Possession or sale of drugs,
    - Murder, Manslaughter, or Armed Robbery,
    - Rape, Sexual Battery, or sex offense as listed in Section 45-31-3 (1),
    - Child Abuse, Arson, Grand Larceny, or Burglary,
    - Gratification of Lust or Aggravated Assault
6. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract is voidable at the time of the report and the applicant's contract should so state.
7. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:
    - Age at commission of the crime,
    - Circumstances surrounding the crime,
    - Length of time and criminal history since the crime,
    - Work history and current employment and character,
    - Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children
8. No school district or employee may be held liable in an employment discrimination suit involving this statute.
9. The checks are required for new hire personnel (licensed and non-licensed) after July 1, 2000. The school district may hire applicants and let them work contingent upon the successful completion of the criminal background check.

Conviction Based on Erroneous Information - In the event an applicant wishes to contest a conviction based on erroneous information the applicant shall appeal the information to the Department of Public Safety.
The applicant will show the school board or its designee proof of the corrected record.
NOTE: Assistance in developing rules and procedures for fingerprinting and criminal background checks may be obtained from the Office of Safe and Orderly School's Division of School Safety at the Mississippi Department of Education (601-359-1335).
Employment Qualifications - Tunica County School District is committed to high levels of academic achievement for all students, and thus seeks to employ highly qualified teachers in the elementary, middle, and high schools. The district shall employ teachers on a professional basis without regard to age, race, color, gender, or national origin. Every school teacher employed in this school system must possess a valid license and shall execute a written contract with the local School Board.

The term "teacher" shall include any employee of a local school who is required by law to obtain a teacher's license from the State Board of Education and who is assigned to an instructional area of work as defined by the State Department of Education. ' 37-151-5 (f) (1997)

"Highly Qualified Teacher" Requirement" - All certified employees must have a license as required by the Mississippi State Department of Education.

Licensure Renewal Requirements - Within each five-year (5) cycle, an individual must complete the following for licensure renewal:

Bachelor Degree (A)

- Ten (10) continuing education units (CEU's) in content area or job/skill related area **or**
- Five (5) continuing education units (CEU's) plus Three (3) hours of college coursework in content area or job/skill related area **or**
- Six (6) semester hours of college coursework or National Board Certification in content areas or job/skill related area.

Master Degree (AA), Specialist Degree (AAA), or Doctorate Degree (AAAA) Level Licensure

- Five (5) continuing education units (CEU's) in content area or job/skill related area **or**
- Three (3) hour college coursework or completion of National Board Certification in content area or job/skill related area

Renewal requirements for Standard Career Administrator License: 70 SEMI credits or 6 hours of college coursework or 35 SEMI credits plus a 3-hour course.

Content area refers to the area of endorsement (e.g., mathematics, science, special education, etc.). Job/skill related areas include pedagogy and skills essential for effective teaching and leadership (e.g., computer technology, cooperative learning, learning styles, methodology, etc.). Only one renewal method may be utilized during a five-year period.

NOTE: A grade of "C" or higher must be obtained on all coursework taken for renewal or reinstatement of license or the adding of supplemental endorsements.

It is the RESPONSIBILITY of the EDUCATOR to obtain a license. All documents MUST BE submitted to the Office of Personnel and/or The State Department of Education in one (1) packet. It is the RESPONSIBILITY of the EDUCATOR to ensure that the ORIGINAL Mississippi Educator License is on file in the Office of Personnel.

Time Clock - All employees of the district, regardless of classification, are expected to clock in and out on a daily basis. Failure to do so will be considered a willful violation of this policy and may result in disciplinary action for failure to clock in or out.

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

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

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

Dismissal of Personnel

Breach of Contract - If any licensed employee shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition, thereto the license of such licensed employee shall be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2(8) upon written recommendation of the majority of the members of this school board. ' 37-9-57

Reasons for Dismissal or Suspension - For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the Superintendent of this school district may dismiss or suspend any licensed employee.

As stated previously, all non-certified employees are at-will employees. Certified employees are employees at-will unless specifically mandated otherwise by the Mississippi School Employment Procedures Act. Nothing in this handbook, or in any other school policy, alters any employee's at-will status or creates any contract of employment with any employee. Only a written statement from the Tunica County School Board may change any employee's status. No oral representation from anyone may change any employee's status, whether certified or non- certified. "Employment at-will" means an employee's employment may be terminated at any time for any reason.

Hours for Staff

The workday shall be set within the legal parameters with consideration of the instruction and activity schedules established by the Principal.

Every effort shall be made to provide a uniform workday for employees where this is practical and consistent with the safe and efficient administration of the school.

Professional employees shall be on duty the number of days shown on the face of their current employment contract less and except those days granted by the board for illness, personal business, earned vacation and emergencies.

Janitors, Transportation, Maintenance, and Food Service employees will work the hours in their time schedules. A time schedule for each department detailing the employee's name and work hours will be placed on file in the Office of the Superintendent at the beginning of each school year. All employees, in this department, are required to have at least a minimum of thirty minutes of **uninterrupted** time **away from their area of daily assignments** for lunch.

The Superintendent or Principal/Supervisor must approve in writing any deviation of time from the above stated schedules. All requests must be in writing, and must state the employee's name and the hours the employee is expected to work on a daily basis. Though classified and non-exempt employees and staff have the work schedules above, salaried, classified staff and non-exempt employees are not entitled to any additional wages or salary for hours that exceed the scheduled hours listed above, unless the employee actually works more than 40 hours in a work/week, and otherwise stated in writing by the Principal/Supervisor.

All non-certified staff who do not take the required breaks or who work hours other than scheduled hours without written permission from the Superintendent or Principal/Supervisor will be subject to disciplinary action.

Length of School Day - The number of hours of actual teaching which shall constitute a school day shall be determined and fixed by the Superintendent of the school district.

Elementary, Middle School, and High School teachers are expected to be on duty at their respective schools at 7:30 a.m. each day. Except when carrying out assignments of the Principal, teachers are expected to remain at school or on duty during the designated hours. It is expected that all teachers remain at school Monday through Friday as follows:

Elementary - 3:30	Middle and High Schools - 3:30

Time is provided at the end of each school day for instructional preparation and planning, and conferences. Principals are expected to be on duty from 7:30 a.m. to 4:00 p.m.

Overtime - All non-certified employees are expected to work no more than forty (40) hours per week. All requests for overtime work must be pre-approved by the Superintendent **prior** to overtime work being permitted. Non-certified staff are charged with the responsibility of ensuring that their normal work week does not exceed forty (40) hours per week.

Any non-certified employee, who is faced with the choice of working overtime or of not completing a task or job duty, should not complete the task, unless informed otherwise in writing by the Superintendent or Principal/Supervisor.

Failure of non-certified staff to ensure that they do not place themselves in an overtime situation will subject the offending employee to discipline.

Supervisors or department administrators who subject non-certified staff to overtime without written authority from the Superintendent or Principal/Supervisor will be subject to discipline.

- **All dual employees will follow clock-in and clock-out procedures every day**
- **Please see your supervisor**
- **There is an hour break every day for dual employees**

Employee Transfer Procedures

The Superintendent shall have the power and authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the Mississippi Department of Education.

Professional Personnel Compensation Guides and Contracts Year of Teaching Experience

The term "year of teaching experience" shall mean nine (9) months of actual teaching in the public or private schools. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefor.

School Librarians - In determining the experience of school librarians, each complete year of continuous, full-time employment as a professional librarian in a public library in this or some other state shall be considered a year of teaching experience.

School Administrators - If a full-time school administrator returns to actual teaching in the public schools, the term "year of teaching experience" shall include the period of time he or she served as a school administrator.

Military Service - In determining the salaries of teachers who have experience in any branch of the military, the term "year of teaching experience" shall include each complete year of actual classroom instruction while serving in the military.

Speech-Language Pathologists and Audiologists - In determining the experience of speech-language pathologists and audiologists, each complete year of continuous full-time post master's degree employment in an educational setting in this or some other state shall be considered a year of teaching experience.

Salary Pay Schedule - The standard contract for school district employees prescribed by the State Board of Education shall provide that school district employees shall earn a salary payable in equal monthly installments beginning in the first month of employment, regardless of the number of days worked in any particular month by the employee. Any employee failing to complete the contractual obligation of service, and who receives payment in excess of the monthly installment for the period which such employee ceases employment with the school district, shall become liable immediately to the school board of the Tunica County School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service. Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this section shall be construed to entitle any employee to payment of salary or wages when no work has been performed. ' 37-9-39

Execution of Written Contract - It shall be unlawful for any licensed employee to be paid for any services as such until a written contract has been executed as is provided and required. If any Superintendent shall make any such payment prior to the execution of the contract he shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, shall willfully and without just cause breach his contract and abandon his employment he shall not be entitled to any further salary payments either for services rendered prior to such breach or for services which were thereafter to have been rendered. Nothing in this section, however, shall prevent the employment and payment of substitute teachers without a written contract.

Salary Deductions - It shall be unlawful for the Superintendent of schools to deduct or permit to be deducted from the salary of any licensed employee any dues, fines or penalties payable or alleged to be payable because of the membership of such licensed employee in any organization or association. However, dues or premiums in health associations or corporations and tax-sheltered annuity deductions authorized by the United State Internal Revenue Code may be deducted upon written authorization from the licensed employee involved. The Superintendent of schools shall make such deduction or permit any such deduction to be made, except those herein provided, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than Twenty-five Dollars ($25.00) for each such deduction.

Release from Contract - Any licensed employee in this school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to this school board for release. The request shall include clearly stated reasons for the release. If this board acts favorably upon such application for release, such licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order.

Breach of Contract - If any licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition, thereto the license of such licensed employee may be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2(8) upon written recommendation of the majority of the members of this school board. ' 37-9-57

Prohibited Action - This school board is prohibited from denying employment or reemployment to any person as a licensed employee, as defined in Section 37-19-1, for the single reason that any eligible child of each person does not attend the school system in which such licensed employee is employed.

The Mississippi Public School Accountability Standard for this policy is Standard 2.

Evaluation of Employees - All Tunica County School District employees will be evaluated during the school year. Certified teachers will be evaluated under the provisions outlined in the Mississippi Statewide Teacher Appraisal Rubric. Certified Principals will be evaluated under the provisions outlined in the Mississippi Principal Evaluation System.

Certified and Classified employees who hold positions outside of "teacher" and "Principal" will be evaluated in accordance with the provisions outlined in their job descriptions.

Compensation and Benefits

Payroll Procedures - Mississippi Code Section 37-151-103 requires that the Tunica County School District issue a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay for all certified district employees. All certified and classified district employees will be paid once monthly except for December when salaries are paid on the last working day.

Payment Procedures - Mississippi Code Section 37-151-103 mandates that all Tunica County School District employees have their net salaries electronically secured through direct deposit. In order to participate in direct deposit, there are requirements and responsibilities that the employee must acknowledge and adhere to. Participation will require that the employee complete the "direct deposit agreement" form. This completed form along with a voided check form from the receiving institution must be returned to payroll department ten (10) business days before the next scheduled date. It is the responsibility of the employee to notify the District's payroll department of any changes associated with his/her financial institution account by completing the "change in direct deposit enrollment" form.

No Salary Warrants Shall Be Issued Without Proper Tax Forms on File and Other Documents - New hire employees **must provide** a photo ID and a copy of their social security card to the central office. All employees must be approved by the Superintendent and the following documents must be filed with the Tunica County District Office prior to the issuance of the first salary warrant:

1. Completed original application
2. Original valid Mississippi Educator License (if applicable)
3. Verification of Previous Teaching or Work Experience (whichever applicable)
4. Signed Contract (if applicable)
5. W-4 Form
6. Retirement Membership Form
7. Insurance Form
8. Official college transcripts (if applicable)
9. Registered in the district's time clock (Marathon)

Careful consideration is given to each individual's salary warrant before its issuance. The District is considered a same day tax depositor for IRS purposes. In the event of an error, to salary warrants, adjustments and corrections will be made on the next scheduled payroll date.

Retirement System - Professional educators shall be retired from public employment under such conditions and provisions established by the Public Employee Retirement System (PERS). ' 25-11-101 et seq. Tunica County School District employees who desire to retire shall complete the Separation Form. All separation forms will be included in the employee's personnel file.

Worker's Compensation - It is the policy of Tunica County School District to assist employees injured at work to receive appropriate medical care and return to work as soon as possible within medical restrictions. This will support the employee's sense of job security and help the employee to return quickly to his or her pre-injury lifestyle. It will also help the Tunica County School District maintain productivity and reduce workers compensation costs.

Our early return to work program provides opportunities for an employee who is injured on the job to return to work at full duty. If the injured worker is not physically capable of returning to full duty, the program provides opportunities to temporarily perform his or her regular job with modifications or, when available, to perform alternate temporary work that meets the injured worker's physical capabilities.

In order for this program to be successful, all injuries must be reported immediately or as soon as medically possible. We will assist you with immediate transportation from work to the medical facility. Your supervisor will report the injury to the district claims coordinator. Following medical treatment, we ask that you report your medical status to your supervisor and/or district claims coordinator. If you are unable to return to your normal duties, we will attempt to provide a position with modified duties, if applicable. The modified duty position will comply with the medical provider's job restrictions.

All employees of the School District are covered for medical expenses and loss of income due to accidental injury on the job through Workers' Compensation. On-the-job accidents must be reported to the employee's Principal or supervisor immediately so the proper claim forms can be processed. Failure to report accidents in a timely manner could result in disciplinary action or problems with an employee receiving workers' compensation. An employee who is involved, contributed or caused an accident at work will be required to take a drug and/or alcohol test. (See Drug and Alcohol Testing Policy).

This return to work policy covers all employees. It is the responsibility of all employees to understand and follow the guidelines outlined in this policy.

No statement contained within this policy or procedures modifies the employment relationship of the parties as established by State law or the employment agreement signed by the employee and the school district when the employee was hired.

Deductions and Withholdings - The District shall deduct all state and federal withholdings from the wages of all employees:

1. The amount of federal income tax required by federal law; [26 USCA 3401-3402]
2. The amount of social security and Medicare tax required by federal law; [26 USCA 3101-3102; MS Code ' 25-11-3, et seq.]
3. The amount of contributions to PERS. [MS Code ' 25-11-123 (f) (1994)]
4. State income tax

Garnishment or Levy - Each school system employee is expected to attend to his own business affairs. When garnishment or levy is received in the Superintendent's office, the employee will be notified. A release should then be secured prior to the issuance of the next pay warrant. In the absence of a properly signed release, twenty-five percent (25%) of the employee's net monthly salary will be withheld until the garnishment and court costs are satisfied. Such garnishments or levies are attached to the release, and remain in the personnel file of that employee.

Leaves and Absences

Your attendance is extremely important to the success of the district. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your workday. However, it is imperative that if you cannot report to work as scheduled, you must notify your Principal/immediate supervisor. If your need for time off is foreseeable, you MUST provide as much notice as possible. If your need is not foreseeable, you MUST provide notice as well, but in no event, less than one (1) hour prior to your normally scheduled starting time. Of course, if you are unable to contact your supervisor yourself, you must have someone do it for you.

Any employee who has been absent for any reason must report absences directly to his/her Principal or supervisor or he/she will lose full pay for unreported absences. Any employee who has been absent must report the absence on a district leave form upon return but **no later than two (2) working days** from the absence or he/she will lose full pay for the unreported absence. **Corrections to salary warrants will not be made if leave is not completed in the time frame provided.**

School Business Leave - Certified and Classified - Absences for school business, as permitted under Board policy, will not result in loss of salary or of any leave benefits. All requests for school business leave should be addressed to the Principal or immediate supervisor and the Superintendent or his/her designated representative, and require written approval from these offices and the School Board, prior to the absence.

Jury Duty - Certified and Classified - When a teacher is absent from work as a result of jury service, he/she will not lose leave benefits nor will he/she lose any salary. Absences for jury duty must be recorded on the District's absence form.

Staff members who must appear in court under subpoena may do so provided that they use personal business leave. Part-day absences due to required court appearances must receive prior approval from the building Principal or Superintendent.

Sick Leave and Personal Business Entitlement - Certified Staff - The School Board has established guidelines for sick and personal business leave:

Certified Personnel

1. At the beginning of each school year, each certified staff member shall be credited nine (9) days of leave allowance, with pay. Two (2) of the nine (9) days may be used for personal leave, with pay, each year.
2. Any unused portion of the sick leave allowance shall be carried over to the next year, if the teacher remains in the District. In the event any teacher transfers from this District to another District in Mississippi, any unused portion of sick leave allowance credited to the teacher shall be credited to the teacher for retirement purposes (MS Code 25-11-109).
3. No deduction from the pay of a teacher shall be made because of absence of such teacher

caused by illness or physical disability of the teacher until all sick leave allowance has been used.

4. For the first ten (10) days of absence of a teacher because of illness or physical disability in any school year that occur after the teacher has exhausted all available sick leave, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district.
5. The amount deducted due to absence for personal reasons after all personal leave has been used shall follow the same procedure that is followed when all sick leave allowance has been used. Teachers and staff members are required to request personal business leave one (1) week in advance of the desired day for that leave. The request must be in writing to the school Principal or the Superintendent.

Certified or Classified Staff Who Drive Buses - A "bus driver day" is defined as a morning trip and an afternoon trip. Employees who do not make both the morning and afternoon trip have not driven a full day and their available driving leave will be reduced by one-half day for each morning or afternoon trip that is not driven.

School employees who only drive buses are entitled to personal and sick leave equal to five (5) driving days per school year. However, school bus drivers who work an additional job or jobs for the school district will not be entitled to any additional leave because of their duties as a bus driver. Specifically, dual function employees who drive buses as one of their jobs are entitled to no additional sick or personal leave days because of bus driving duties and shall have only the number of leave days allowed for their other job.

Sick Leave and Personal Business Entitlement – Classified Staff - At the beginning of each school year, each teacher assistant shall be credited nine (9) days of leave allowance, with pay. Two (2) of the nine (9) days may be used for personal leave, with pay, each year.

After the sick leave allowance has been exhausted, the employee's salary shall be reduced at the regular rate of pay. Unused sick leave allowance will be carried over to the next year. All other provisions of this policy shall be the same as that for certificated personnel.

Dual function employees shall not receive any additional sick or personal leave because they have more than one job. Dual function employees shall have only the number of leave days allowed for the job for which they perform the majority of their duties, and no additional leave for any other duties.

Non-Certified Personnel

1. School given sick leave shall be granted for reasons of illness or disability of the employee only. All other days of leave used by an employee shall be classified as personal leave days.
2. Required meetings, workshops, etc., related to the job description of the employee, upon approval through appropriate channels, shall be allowed without reduction in pay or loss of leave credited to the employee.

Use of Unearned Leave - If an employee terminates his/her employment and has used leave not earned or accumulated, the employee's final salary payment shall be reduced at the rate of one (1) day's pay for each day of leave used but not earned or accumulated.

Leave for Bereavement – Certified and Classified - The Tunica County School District DOES NOT HAVE a bereavement policy that grants days for a death in lieu of using sick and other accumulated leave.

Leave may be granted to the employee in cases of death of a mother, father, brother, sister, spouse, mother-in-law, father-in-law, child grandchild, grandparent, blood relative dependent as defined by the Internal Revenue Service, or foster parents. Absence for death in the immediate family or for extenuating circumstances will first be deducted from the employee's sick leave.

This means that the employee will lose a sick day or other leave day if one is available. If the employee does not have any accumulated leave a deduction from the salary warrant shall be made. **DAYS CANNOT BE DONATED FOR THIS PURPOSE.**

The Employee Absentee Form will be used to report absences and must show the relationship between the school employee and the family member whose illness or death occasioned the absence.

Special cases not covered in the above classification may be approved at the discretion of the Superintendent.

Vacation – Certified/Classified Employees - When certified/classified employees assume a 12-month position, they are eligible for vacation benefits. Beginning with the first day of employment in a 12-month position starting July 1, each employee can earn ten (10) vacation days each year. Thereafter, a minimum of 6 months must be worked to earn prorated vacation days. These days will be earned and accrued to the employee on a monthly basis.

The Superintendent may grant approval for vacation time beyond five (5) consecutive days on a case--by-case basis. Any unused vacation days from the prior school term as of June 30 of each fiscal year will be converted first to personal leave and then sick leave. The Superintendent retains the rights to determine **when** any vacation is to be taken.

Unused Leave – Certified and Classified - All unused sick leave may be added to accumulated leave in determining length of service for retirement purposes.

Falsification of Statement or Reason for Absence - Certified and Classified - An employee's falsification of reasons for absence shall result in a full loss of pay for the period of absence, entry on the employee's personnel record of the falsification, and a recommendation for termination of employment.

Absence for Five (5) Days or More - Certified and Classified - If an employee is absent five (5) days or more during a school year, a written doctor's statement and other documentation may be required at the discretion of the appropriate administrator before absences may be classified as sick leave days. The doctor's statement must specify that the person was ill and unable to perform his/her duties.

Absences Resulting from On-the-Job Injuries (Worker's Compensation) - Certified and Classified - In the event that an employee is injured on the job and must be absent from work because of a job-related injury occurring on the job, the employee shall be eligible for benefits in accordance with the workers' compensation laws of Mississippi. An employee may elect to use his/her accumulated sick leave benefit only for that portion of the daily rate of pay, which is not covered by workers' compensation. Normally a consecutive five-day separation from job duty is required by law before salary benefits are payable from worker's compensation. Eligible sick leave benefits will be computed after workers' compensation claim(s) have been fully considered by the state agency responsible for determining the merits of the claim(s) and a final computation has been made. In the event that the employee does not elect to use his/her accumulated sick leave benefits to supplement workers' compensation, his/her compensation for absences resulting from an on-the-job injury will be limited to benefits from workers' compensation only and he/she will retain all accumulated sick leave. Any person who willfully makes any false or misleading statement or representation for the purpose of obtaining or wrongfully withholding any benefit or payment under the workers' compensation laws of Mississippi is guilty of a felony and on conviction thereof may be punished by a fine not to exceed five thousand dollars ($5,000) or double the value of the fraud, whichever is greater, or by imprisonment not to exceed three (3) years, or by both fine and imprisonment.

Other Absences - Certified and Classified - Any other absences not covered in the preceding explanations shall be considered "other absences" and may result in loss of full pay. Any person required to be absent for "other reasons" must submit a written request stating the reasons for absence, the number of days requested, and the dates of the absences requested. The request must be submitted to the Principal and/or supervisor, who will in turn forward the request to the Superintendent or his/her designated representative for his/her approval or disapproval of the absence.

Personal Travel - Certified and Classified - Staff members may not be excused for personal travel other than personal leave on days school is in session except in very special cases of unusual opportunity for travel and with advance approval of the Superintendent for a limited period of time and without pay. Deductions shall be made at the employee's full rate of pay per day.

Documentation of Absences -Certified and Classified - Any employee claiming an absence by reason of illness may be required to substantiate the illness. A physician's statement or other appropriate documentation may be used or required to substantiate the illness.

Family and Medical Leave Act (FMLA) - The Tunica County School District will adhere to the provisions outlined in the Family Medical Leave Act of 1993. Please refer to the attached link. http://www.dol.gov/dol/topic/benefits-leave/fmla.htm

Procedures:

1. Employee will submit request for FMLA (Separation Form) to the Assistant Superintendent/Personnel/Support Services (Required documentation must be submitted within 2 days to the Assistant Superintendent/Personnel/Support Services)
2. The Personnel Office will verify eligibility through the Payroll Office
3. The Payroll Office will notify the employee via mail of eligibility and rights and responsibilities under FMLA
4. The Assistant Superintendent/Personnel/Support Services will submit eligible requests for FMLA to school board for approval

5. FMLA Leave shall be taken on a rolling forward calendar which means that an employee is eligible for FMLA one year after the initial request for leave

TCSD will adhere to the employee benefits protection under FMLA.

Military Leave of Absence – Certified and Classified - Mississippi law on the subject of employees called to military service is covered in Mississippi Code 1972, ' 33-1-21

The law provides that state employees and employees of "any county, municipality or other political subdivision" are entitled to a leave of absence from their respective duties for periods not to exceed 15 days without loss of pay, time, annual leave or efficiency rating when ordered to military duty.

Districts do not have to pay such employees after the 15-day absence, but all other benefits are to remain intact until the employee "is relieved from duty."

Employees released from military service have 90 days to apply for reemployment and cannot be discharged "without cause" within one year after reinstatement to their school district positions. The law adds that reemployment protection is not extended to employees dishonorably discharged from military service.

If the time of call to active duty is optional for the employee, this school district expects that the employee chooses a time for reporting to active duty that is least disruptive to the district.

This district shall comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), which among other things, removes the distinction between active service personnel and reserve personnel from the employer's perspective. Further, the Act prohibits an employer from denying "initial employment, reemployment, retention in employment, promotion, or any benefit of employment" to a person who is a member of or applies to be a member of the uniformed services, or who is performing, has performed, or has applied to perform services in a uniformed service.

NOTE: Due to the breadth and complexity of USERRA, all of its provisions cannot be covered here. Each board is advised to have its attorney review USERRA and assist in the development of district policy regarding specific application of USERRA requirements.

Military Active Duty and Board Vacancy - Recent national events have prompted the questions regarding the status of board members who are called to active duty by the military. The primary question is whether or not a vacancy is created on the board when a board member is called to active duty. In most instances the answer is no. The board would treat this situation the same as when a board member becomes ill, and the remaining board members would continue to conduct the board's business. The seat would be declared vacant only if the board member officially resigned from the board. Under certain circumstances the board and Superintendent may wish to investigate the possibility of declaring the position vacant after an absence of considerable length.
It is likely that National Guard members called to active duty would be protected and have re-employment and other rights under federal law.

Personnel may be granted a leave of absence, with pay, to fulfill military requirements. Military leave requirements shall be submitted to the Superintendent as soon as the employee is aware such leave may occur. If possible, requests for military leave of absence should be submitted by March 1 of the school year preceding the absence or immediately upon notification. Any employee returning from military leave of absence will be placed on the salary schedule the employee would have occupied had he/she not been required to perform military service, and provided the employee has met the reemployment requirements of the Uniformed Services Employment and Reemployment Rights Act.

Any member of the staff who is an active reservist or member of the National Guard shall be required to make a written request to the appropriate military authorities (with copy submitted to the office of the Superintendent) to have short-term annual tours of duty scheduled during the summer months between regular school sessions. In the event that such short-term tours of duty must be scheduled during the school year, the reservist or member of the National Guard must request his/her commanding officer to submit a letter to the Superintendent specifying the dates of such service and reasons for not rescheduling these dates.

Donation of Leave - Any employee of the Tunica County School District may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the Tunica County School district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the provisions set forth by the Mississippi Department of Education.

Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

Donated leave shall not be used in lieu of disability retirement.

For the purpose of this policy:
(i) "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the local school district for the employee.

Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

(ii) "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother, or stepsister.

Complaints and Grievances

Staff Grievances Not Covered by The Mississippi School Employment Procedures Law - A grievance is a formal complaint that school district employees can file with the district. The grievance process is an internal dispute resolution system in which an employee can address a problem or concern by filing a written complaint and being heard at each level of the district's administration. A grievance is primarily a means for employees to get the attention of their administration to ensure that problems are noticed and to give the district an opportunity to deal with those problems.

Any employee who wishes to file a grievance must complete the Grievance Form. Grievance Forms for Level One requests should be submitted to the employee's Principal or department head. Grievance forms for Level Two and Level Three requests should be submitted directly to the Superintendent's office. All grievances will be processed in accordance with policies **GAE**. You may obtain Grievance forms from the Central Office, school building, or department head.

Procedures for Resolving a Grievance

1. Complete Level One Grievance form and submit to the Principal or Department Head.
2. Upon written receipt, the Principal and/or Department Head have 3 days to respond to grievant.
3. If not satisfied with decision, within 3 days, complete the Level Two Grievance Form and submit to the Superintendent.
4. Upon written receipt, Superintendent has 5 days to respond to grievant.
5. If grievance is not resolved with Superintendent, complete the Level Three Grievance Form.
6. All School Board decisions are final.

General Procedures and Responsibilities

Dress and Appearance - Employees are expected to set an example that reflects our profession. In dress, conduct and interpersonal relationships, teachers and other staff members should recognize that students, parents, and the public are continuously observing us. Our actions and demeanor will be reflected in the conduct of the students under our guidance. One of the best methods of instructing students is through a positive example of proper conduct, manners, dress, and grooming on the part of the faculty and staff.

Proper attire is expected in each work location. It is of paramount importance that the members of the faculty and staff set good examples in conduct, manners, dress and grooming. Employees are expected to wear appropriate dress for work. This means that clothing and appearance should be in good taste, conservative, and suitable for the job at hand. All employees are expected to dress beyond the expectations for students.

All employees will be allowed to dress in business casual attire or the uniform dress of the students in the schools in which you are employed, unless uniforms are prescribed for the assigned work area. In addition, all employees will maintain acceptable professional appearance while on duty at field trips, when deemed necessary; the Principal/Supervisor does have the right to approve attire for staff participating in school-sponsored field trips.

While no dress code can cover all contingencies, employees are expected to and must exert good judgment in the choice of clothing. The guide below provides what is acceptable or not as business casual attire according to the district standards:

Shirts, Tops, and Blouses - Casual shirts, dress shirts, sweaters, tops, and golf-type are acceptable. Provocative, tight fitting shirts, tank tops, halter-tops, or crop tops, which show the midriff, armpits, or cleavage, are inappropriate. Other inappropriate tops include shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans.

Slacks, Pants and Suit Pants - Slacks that are similar to Dockers brand, Capri pants, polyester blend slacks, and trousers are acceptable. **NO LOW RIDERS.** Shirts and bottoms must cover all. Blue jeans/ denim pants are inappropriate attire for staff. Principal/Supervisor may allow blue jeans/denim pants only at his/her discretion. No staff member is to wear blue jeans/denim pants without prior approval. Other inappropriate slacks, pants or trousers include sweatpants, exercise pants, Bermuda shorts, shorts, leggings, jeggings, skinny jeans or other form fitting pants. Knee length dressy shorts are permitted.

Skirts and Dresses - Sun dresses with spaghetti straps or T-straps should not be worn without a shirt or jacket. Dresses or skirts with side splits must be at the knee. The length of dresses or skirts must also be at the knee.

Shoes and Footwear - Conservative or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, sandals and other leather deck-type shoes are acceptable. Thongs, flip-flops, and slippers are not acceptable at any time. There will be no revealing clothing or clothing that allows undergarments to show through. Clothing must be **SIZE APPROPRIATE**. Absolutely **NO SAGGING** will be permitted. Belts must be worn and shirts (if applicable) must be tucked into pants.

All maintenance/janitorial workers, transportation workers, food service workers, etc. MUST wear the prescribed uniform of the department at all times.

The consequences for violating this dress code are:

Offense	Consequence
1st	Verbal warning
2nd	Written warning
3rd	Three (3) day suspension without pay
4th	Appearance before the School Board for additional discipline, up to and including termination.

Use of District Property

Each individual teacher is held responsible for the condition of his/her classroom. It is no easy task to catch the guilty person involved in cases of defacement of school property. It is more difficult to prove a case against a suspected student. However, all teachers should check student desks from time to time and try to learn which students might have defaced a desk. Seating charts can be helpful toward this effort. It is the responsibility of all school employees to report acts of defacement.

Cell Phone Use / Texting by Teachers / Social Media

District Issued Cellular Phones - The Tunica County School District issues from time to time cellular telephones to school officials for official school business. These telephones are to be used only for school business purposes. Any individual who is issued a cellular telephone by the Tunica County School District is **REQUIRED** to reimburse the school district the total value of all non-school related calls made on any Tunica cellular phone. If any person with a Tunica cellular telephone has free minutes in the Tunica cellular telephone and personal calls are not charged any monetary amount because of these free minutes, that individual MUST reimburse the school District the amount per minute that would be charged for the personal calls if no free minutes were available.

Teachers are specifically prohibited from the use of cellphones during times assigned for instruction or duties. It is the duty of all teachers, coaches, extra-curricular sponsors, and staff members (all referred to generally as "Personnel" for the purposes of this policy) to maintain only appropriate communications with students at all times. The Tunica County School District recognizes that will advances in communication technology, there are more opportunities for out-of-school and non-school related communications between Personnel will make inappropriate contact with students.

Further, the Tunica County School District recognizes that there are many convenient and efficient means of communication available to Personnel who need to contact groups of students. Personnel are encouraged to be proactive in the delivery of verbal messages in group settings during scheduled practices or events. The Tunica County School District understands that group messaging in certain conditions is justifiable.

However, the use of text messaging, instant messaging, chat rooms, email, giving or accepting invitations to personal social networking sites such as Facebook, Twitter, etc., or call/accepting

calls from individual students is a dangerous practice or the supervising adult, especially when these activities take place outside of the normal school day or away from school activities. These communications could easily be misconstrued to be inappropriate contact with students and could lead to dismissal and/or criminal charges. Communication with individual students by personnel through the use of these technologies is not permitted and will viewed as evidence of inappropriate conduct towards students. **Please be reminded that any discussion during and after school hours of school related issues through Facebook, Twitter, or other social media is in direct violation of the Family Educational Rights and Privacy Act (FERPA).** Each instance will be dealt with on an individual basis. E-mail communication or texting with your class or teams **must** be managed through a district provided communication system. This group e-mail and group text messaging must be conducted during appropriate hours of the day.

Telephone Calls - School telephones are to be used for school business. Personal long-distance calls will not be made. For business calls, employees are required to keep "Phone Logs" to accurately describe all long-distance calls. The Board will send these phone logs to the Superintendent's office for review, when bills are paid. The person responsible for the telephone call shall pay for any long-distance calls not certified as school business. Violation of this policy will result in discipline, up to and including termination.

Calls of an emergency nature only will be accepted for employees. The school telephone is a **business phone** and will be used only as such. While on campus and during normal work hours or school sponsored activities, employee's cellular phone shall not be displayed openly.
They may be used for personal purposes at the appropriate time (before or after school, lunch, planning period, and in time of emergency).

Violations Alleged violations of this policy shall be discussed in a conference between the employee and the building Principal. If the Principal finds the violation(s) to be factual, the Principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal.

Use of Private Vehicles for School Purposes

The school district discourages the use of privately-owned vehicles for transporting students on behalf of the school. To safeguard the District in matters of liability, particularly as this relates to a staff member transporting a student or students in his/her own vehicle for school purposes, the following policy shall be observed:

1. The staff member shall have the written permission of the Superintendent or his/her designee.
    a. No administrator shall approve use of the employee owned vehicle when school district owned vehicles are available.
    b. No one shall be permitted to operate the vehicle other than the school district employee.
2. Persons authorized to use their vehicles for school business purposes shall provide liability coverage and shall furnish proof of such coverage to the Superintendent prior to such use.

3. There shall be a check of driving record of each school employee permitted to operate a school owned vehicle or a privately-owned vehicle on behalf of the school district.
4. In case of accident the District shall assume no responsibility for liability.
5. No student shall be sent on school errands in his/her car.
6. Under no circumstances will the operator allow more than 6 elementary age, or 4 junior or senior high school students to ride in the vehicle at any one time.

Should occasion arise when a privately-owned vehicle must be used to transport students, the following provisions above must be met. Under no circumstances should a privately-owned vehicle be used when there is a National Transportation Safety Board approved student transportation vehicle available.

Professional Personnel Expenses - In order for a travel claim to be processed, proper documentation of expenses for room, meals, and mileage on the approved Tunica County Travel Reimbursement Form with a copy of agenda or program attached **must** be submitted to the business office and placed on the board agenda.

Whenever possible, travel should be in the school vehicle and actual gas receipts (if any) will be reimbursed to the employee after school board approval. If a vehicle is not available, mileage at the rate approved by the State Department of Education will be paid. If a travel request is **NOT** pre-approved by the Superintendent or School Board, no reimbursement for mileage, gas, meals, or hotels will be made to the employee. When two or more staff members from the same office or school are attending the same meeting, they are expected to carpool.

Visitors to The Schools

All visitors to schools shall report immediately to the school office, sign in and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

Procedures for School Visitation - Any person desiring to visit a school must report upon arrival at the school to the Principal's office for clearance.

The Principal shall have the right to deny visitation rights to any individual if in the judgment of the Principal the visit might negatively affect the classroom procedures. Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the Principal and guide services. All visitors are to be made to feel welcome. There shall be no solicitation of teachers or pupils on personal matters on the school premises by salesmen or agents. Out of town visitors who have made arrangements through the Superintendent's office will have a member of the Superintendent's staff or a Principal as host for the visitor or delegation.

Pupil Visitation - The schools, because of space factors in the classrooms, will not be able to allow school pupils to have pupil visitors accompany them as visiting guests in the school.

Classroom Visitation - As part of the district's safety and security program, only school or district personnel, law enforcement officials, or educational professionals designing an individual educational program shall be allowed to visit classrooms during instructional times. Teachers are not to be interrupted during teaching hours by visitors. If a visitor has a compelling reason to interrupt a teacher's class, that visitor must inform the Principal of this reason, and the Principal will then decide in his/her sole discretion as to whether the teacher should be interrupted during class. Visitors who are observing teachers will act according to the teacher's instruction. Visitors who are observing a class shall not interrupt the class and will consult with a teacher in a manner and at a time so as not to prohibit a teacher from teaching during normal work hours. Pupil visitors from other schools or pre-school age children are allowed only under the auspices of the school system.

Fixed Assets Policy

Senate Bills 1668 and 1669, as passed during the 1995 Legislative session, require public school Districts to establish fixed asset accountability plans. All equipment with a value of $1,000.00 or more, or equipment considered to be "highly walkable" such as televisions, VCRs, *etc.,* must be inventoried. School personnel are responsible for the inventory assigned to them.

When new equipment is purchased, it shall be inventoried. The District will hold the person requesting the material responsible for notifying the Fixed Asset Inventory Manager that they have equipment that needs inventorying. A tracking report completed in detail shall be forwarded to the business manager once new equipment is tagged and added to inventory.

1. Responsibility for the physical custody of the fixed assets will be assigned as follows to the person with physical control of the asset:
   - **Land** - Superintendent
   - **Buildings** - Superintendent
   - **Improvements other than buildings** - Principals
   - **Furniture & Equipment** - All Department Supervisors
   - **Mobile Equipment** - Teacher, Office Staff/Janitor/Maintenance Staff
   - **Leased property under capital leases** - Principals, All Department Supervisors, Teachers, Office Staff, Janitor/Maintenance Staff
   - **Construction in progress** - Superintendent
2. A physical inventory will be taken annually.

Any merchandise lost or missing must be reported IMMEDIATELY to the Fixed Asset Manager on the proper form.

A police report shall be made for all stolen equipment and a copy of the report forwarded to the Superintendent's office within seven (7) days of the discovery of theft. Employees may be required to make compensation for lost or stolen items that were under their supervision. (The Superintendent will make the determination.)

This policy shall comply with all policies and procedures listed in the Fixed Assets Policies and Procedures Manual and shall adhere to the codes set forth by the State of Mississippi, including but not limited to:

Equipment and Supplies Records (Inventory of Fixed Assets)

Recording - Equipment will be valued at historical cost or fair market value at the date of donation or purchase. Equipment costing $1,000 or more and highly walkable items, which have a useful life of more than one year, will be recorded on the fixed assets inventory of the district. Highly walkable items include, but are not limited to:

- Televisions
- Cameras and camera equipment
- Cellular telephones
- Two-way radio equipment
- Weapons
- Lawn maintenance equipment
- Computers and computer equipment
- Chain saws
- Air compressors
- Welding machines
- Generators
- Motorized vehicles

Cameras, camera equipment, computers, and computer equipment valued between $250 and $499 and purchased or received before July 1, 2008 will not be recorded on the fixed asset inventory of the district.
Weapons, lawn maintenance equipment, chain saws, air compressors, welding machines, generators, a motorized vehicle valued between $1 and $499 and purchased or received before July 1, 2008 will not be recorded on the fixed asset inventory of the district.

All district owned land and buildings will be capitalized and recorded on the fixed assets inventory of the district.

Infrastructure will not be capitalized as fixed assets.

Depreciation - Assets will be capitalized and depreciated as required by the State Auditor's Office. Donated Assets: Assets which are donated to the School District will be recorded at the fair

market value at the date of donation if $1,000 or more, and will be acknowledged by the School Board in the official minutes of the district.

Inventory - The Finance Director or his or her designee is responsible for assigning tag numbers and recording fixed assets on the inventory. **The building level administrators will verify the inventory at least annually.**

The building level administrators are responsible for notifying the Designated Fixed Assets manager (Ex: Finance Director) of any transfers, disposals, donations, and /or other adjustments to fixed assets at their location. **All deletions from fixed assets shall receive Board approval.**

Annual Inventory - Annual Physical Inventory Policy - a physical inventory will be taken at least annually.

Accountability - The building level administrators will accept responsibility for fixed assets at their location by signing a statement. They will also accept responsibility for tagging individual assets received at their location during the current fiscal year.

The building level administrators at their discretion may have the person in custody of the fixed assets accept responsibility by signing a statement. See the attached Fixed Asset Assurance Form.

If an item is found missing, the person who signed for being responsible for the item will be held personally and financially liable, unless a properly executed police report is filed in a timely manner.

Purchasing Policy

Purchasing should be based on careful planning for both short and long-range needs for materials, equipment, supplies and services. The Tunica County School Board has selected and designated two as its purchasing agent. The Superintendent and School Business Manager shall be purchasing agents of the District. All purchases will be made under provisions of the appropriate sections of the Mississippi Code, 1972, as amended.

The School Board has elected and designated the Superintendent to determine emergency situations and to act as required by state law in carrying out all emergency purchases. All purchases for school activity made by school personnel, clubs, classes, or individuals will be made, by following the purchasing procedures of the District. All purchases for school purposes made by any club, individual, class, or staff member must receive prior approval through purchase order approved by the Principal/Director and signed by the purchasing agent.

Authorized staff members must make purchase orders for school purposes. Purchases made without prior approval of the Principal/Director and the purchasing agents will be the personal obligation of the individual who made the purchase.

The purchase of any equipment, including equipment purchased by groups or organizations intended for school use must comply with purchasing laws. The equipment, when purchased for school use, will become the property of the School District.

PURCHASING PROCEDURES – Education Enhancement Funds Purchasing

Tunica County School District shall issue procurement cards provided by the Department of Finance and Administration under the provisions of Section 31-7-9(1)(c) for the use of teachers and necessary support personnel in making instructional supply fund expenditures under this section, consistent with the regulations of the Mississippi Department of Finance and Administration pursuant to MS Code of 1972 Section 31-7-9.

On or before September 1 of each year, Tunica County School District shall determine and submit to the State Department of Education the number of teachers eligible to receive an allocation for the current year. Procurement cards shall be issued in equal amounts per teacher as determined by the current state appropriations for classroom supplies with the Education Enhancement Fund EEF funds and must be expended by March 31 of each year.

Classroom supply funds shall not be expended for administrative purposes. "Teacher" means any employee of the school board of a school district who is required by law to obtain a teacher's license from the State Department of Education and who is assigned to an instructional area of work as defined by the department, but shall not include a federally funded teacher.

All classroom teachers shall utilize these funds in a manner that addresses individual classroom needs and supports the overall goals of the school regarding supplies, instructional materials, equipment, computers or computer software under the provisions of this subparagraph, including the type, quantity and quality of such supplies, materials and equipment. Classroom supply funds allocated shall supplement, not replace, other local and state funds available for the same purposes.

Tunica County District employees who are issued procurement cards must adhere to the following provisions:

1. Teachers shall sign a statement of understanding that funds are public funds and are to be only used to purchase supplies, materials, and equipment for the classroom. A copy of the Mississippi Code of Ethics and Standards of Conduct will be attached to it.
2. Teachers are required to turn in the card if he or she leaves the district.
3. Teachers must immediately notify the district if the cards are lost, stolen, or destroyed.
4. Teachers must notify the Fixed Asset Manager for items purchased that need to be placed on inventory. The item(s) will be listed as being donated by the State of Mississippi

Teachers are to retain receipts or copies of purchases for 5 years for auditing purposes and will be responsible for repaying any unallowable expenses.

Teachers who are hired after the district has reported the total number of cards will not receive any EEF funds unless he or she is replacing a teacher that left mid-year. The new teacher can spend any available funds left.

Purchase Orders and Contracts - All purchases of supplies and equipment will be made by the use of a purchase order signed by the purchasing agent (Superintendent) and will be substantiated by a requisition recommended by the teacher/staff and approved by the appropriate supervisor/school administrator. Without a purchase order, no one is authorized to make any purchase or to charge any purchases to the District.

No substitutions or changes in quantity shall be authorized by anyone other than the purchasing agent.

There shall be NO BACK ORDERS.

Requisitions

1. Include a clear concise description of articles requested, quantities, pricing, and budget account.
2. Indicate catalog number of each item, school or department, date and recommended vendor
3. The administrator/supervisor must, after careful analysis on needs and budget, forward approved requisitions to the Central Office.
4. Requisitions should list items of a like nature, which can be purchased from a single vendor and charged to the same account. Do NOT mix supplies and equipment on the same requisition that are to be purchased from two vendors.
5. Completed requisitions forms should be turned into your school/department office for the proper signatures and uploaded to Marathon Remote Link for processing.
6. Disapproved requisitions will be returned to the originating source.
7. Purchase orders will be issued by the Business Office and signed by the Purchasing agent. The original purchase order will be forwarded to the school/department office requesting goods or services for verification and mailing.

8. Merchandise ordered will be shipped to the work location of the person ordering goods or service.
9. Upon Receipt of order, merchandise must be inspected and a receiving report completed and returned to Accounts Payable.
10. The person requesting the purchase order will be held directly responsible for returning the receiving report to Accounts Payable and ensuring that equipment purchased is tagged for fixed asset inventory, if necessary.

ALL purchases of goods or services, and equipment for which the District will be responsible for payment must be made on an official purchase order, and properly approved. Purchase orders will be issued and signed by the District purchasing agent. Each purchase order must be accompanied by a requisition properly approved.

All receiving reports must be turned in to Accounts Payable by the first Tuesday of each month. Employees shall not authorize or accept substitute items, increase the quantity or the quality of merchandise listed on the purchase order.

Supplies/Materials - All supplies must be requisitioned from the Principal. Consumable classroom supplies are kept by the Principal for use when needed. The Principal will keep a record of these supplies checked out by each teacher and/or assistant.

REQUISTION/PURCHASE ORDERS/RECEIVING REPORTS

The Tunica County School Board has adopted the following purchasing policy to be used by all employees:

- Requisition form completed in detail turned in to Principal's office, input into the computer and signed by proper officials then uploaded to the Superintendent's office for processing.
- Purchase order will be issued by the Superintendent's office. **THE ORIGINAL PURCHASE ORDER WILL BE RETURNED TO THE PERSON REQUESTING THE MATERIAL FOR VERIFICATION AND MAILING.**
- Merchandise ordered will be shipped directly to the person ordering the materials/supplies.
- Upon receipt of order, merchandise must be inspected and a receiving report completed and returned to the Superintendent's office.
- Payment will be made when all of the following have been completed:
- Requisition form completed and approved.
- Purchase order mailed to vendor.
- Receiving report completed and returned to Superintendent.
- Invoice received and processed for payment in the Superintendent's office.
- The person requesting the requisition will be held directly responsible for returning the receiving report to the proper officials and ensuring that equipment purchased is tagged for fixed asset inventory.
- **NO BACKORDERS** are allowed.

The Tunica County School Board has adopted the above purchasing policy. **FAILURE TO ADHERE TO THIS POLICY SHALL RESULT IN THE EMPLOYEE ASSUMING LIABILITY FOR PAYMENT OF THE CLAIM. This means you; "the employee" will be responsible for payment and not the school district.**

Requisitions with a value of $5,000 but not over $75,000 must have two (2) written quotes attached. No requisition will be approved if it does not meet the above criteria. It will be the responsibility of the person requesting the material to complete the receiving report and return it to the Superintendent's Office. **ALL RECEIVING REPORTS MUST BE IN THE SUPERINTENDENT'S OFFICE BY THE FIRST MONDAY OF EACH MONTH.**

Employees cannot authorize a vendor to substitute items, increase the quantity or change the quality of merchandise listed on the issued purchase order.

One of the most important aspects of control over expenditures is an efficient and effective system of purchasing. Each school district shall establish a purchasing system. A well-designed system of purchasing will include:

1. Requisitions
2. Purchase Orders
3. Receiving Reports
    a. Purchase requisitions are documents filled out by requesting departments/divisions/ schools or teachers requesting that the purchasing department buy the items requested. A requisition is the device by which management realizes that there is a need for materials.
    b. Purchase orders are documents issued by the school district to vendors ordering the items requested by departments/divisions/schools or teachers. A purchase order is the device by which management places an order. Accepting a purchase order by a vendor affects a legally binding contract. The purchase order gives the vendor authority to ship the required items and binds the district for payment.
    c. Receiving reports are documents documenting the fact that the materials ordered were actually received.

Using the documents above, the purchasing process could work as follows:

1. The school district could utilize purchase requisitions to be prepared by school district personnel whenever there is a request for materials. All requisitions should require approval by next higher level of administration than the person actually requesting the material. Once approved this requisition should be forwarded to the central office.
2. When a properly prepared and approved requisition is received by the central office, it should be reviewed to ensure that the requisition amount will not exceed the budget for that particular area. All requisitions should be subjected to public purchasing law requirements. A determination should be made as to whether or not quotes or bids shall be obtained prior to the actual placing of the order, in accordance with public purchasing laws.
3. Once the public purchasing law requirements are fulfilled, a purchase order should be issued, the issuance of which is official notice to the vendor that you desire for the vendor to fill that order.
4. When ordered materials are received, either a receiving report shall be prepared by the person receiving the material or by central receiving, or, in the absence of a receiving report, the vendor's invoice shall be signed by the person receiving the material.
5. Prior to paying any claim, the accounts payable clerk should match the following documents:

a. Purchase requisitions
b. Purchase order
c. Receiving report (or vendor invoice signed by personnel indicating receipt of the material)
d. Vendor invoice (where receiving reports are used).

All purchase orders shall be pre-numbered and controlled. Receiving reports, if utilized, shall be pre-numbered and controlled. Requisitions do not require pre-numbering.

A purchase order log shall be maintained by purchase order number. This log will allow for follow-up on unfilled orders as well as allowing for the school district to determine the dollar value of outstanding purchase orders. The purchase order log shall, at a minimum, contain the following information: purchase order number, date issued, vendor name, description and amount. In lieu of the purchase order log, the district may maintain a file copy of purchase orders, which are in numerical sequence.

Encumbrance accounting, if utilized, is discussed under the budgeting section of this manual. Account codes are provided for in the coding sections of this manual. Open purchase orders to vendors are acceptable if items have been bid and the bids properly accepted by the school board in their official minutes.

Open purchase orders to vendors are only good for the duration of the bid and no bid shall exceed two fiscal years. This bid should be for a period, established by the school board, to ensure budgetary control over the purchase of such commodities.

Centralized purchasing is recommended for all districts. It is the most efficient and effective means of handling purchasing. With centralized purchasing, a purchasing department headed by a purchasing agent makes all purchases for the district. By purchasing in this way, one department can specialize in the purchase function. Also, better internal control exists when purchases cannot be made by many people at many different locations.

Public Purchasing Laws - Mississippi public school districts must make purchases in accordance with the Mississippi Code of 1972, Annotated. Additional procedures, requirements, and regulations are to be found in the Financial Accounting Manual for Mississippi Public School Districts, prescribed by the Office of the State Auditor. The Manual includes a "Quick Reference Index of School Related Laws" that indicates the most significant code sections affecting purchasing are 31-7-1, 31-7-12, 31-7-13, and 37-39-1 et seq.

REMINDER: Purchases made from federal funds are also subject to applicable federal regulations.

NOTE: The Mississippi public purchasing laws have been amended by the Legislature each year for the past few years. To keep current, each district needs to obtain and review a copy of any amended public purchasing laws as soon as possible after the bill making the change is passed. These amended code sections may be obtained from the Secretary of State. If the legislative bill number is known, the amended law may also be obtained by calling the Senate Docket Room at (601) 359-3229 or the House Docket Room at (601) 359-3358. Also, bill status may be obtained online at the State Legislature website: http://www.ls.state.ms.us/

Employee Conduct and Welfare

Personnel – Certified/Non-Certified

Staff/Student Non-Fraternization - Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position and shall never take advantage of student's vulnerability or of their confidence.

It is the policy of the School Board to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

Staff Guidelines for Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs.
6. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
7. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
8. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students on personal errands.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
12. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistant, pursuant to law and Board policy.
13. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to,

information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Annual Reminder to Staff - The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar Internet sites or social media networks
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

Periodical Searches - The Superintendent or designees will periodically conduct Internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and/or websites is discovered, the School Principals and/or Superintendent will download the offensive material and promptly take proper administrative action.

Suspected Child Abuse/Neglect Reporting - The Mississippi Youth Court Act addresses the reporting of child abuse and neglect. A “child” has been defined as anyone under the age of 18. The purpose of the Act is to protect children from abuse and neglect by providing for the reporting of such cases to the Department of Human Services.

The Tunica County School District recognizes its legal and ethical obligation in the reporting of suspected child abuse and neglect. Where there is "reasonable cause" to suspect a child has been abused and/or neglected or threatened with abuse as defined in MS Code §93-21-3 or 97-5-23 school personnel, as mandated reporters, shall act in accordance with the state laws and report incidents to the Mississippi State Department of Human Services or its successors, or other such duly constituted authorities. Reports of child abuse or neglect--including the name and address of the child, family, mandated reporter, or any other identifying information in the report--shall remain confidential and shall not be public information. The following should be used in making the determination of whether a child is abused or neglected:

- **"Abused child"** means a child whose parent, guardian or custodian or any person responsible for his care or support, whether legally obligated to do so or not, has caused or allowed to be caused upon said child sexual abuse, sexual exploitation, emotional abuse, mental injury, non- accidental physical injury or other maltreatment.

- **"Neglected child"** means a child whose parent, guardian or custodian or any person responsible for his care or support, neglects or refuses; when able so to do, to provide for his proper and necessary care or support, or education as required by law, or medical, surgical, or other case.

Indicators of Abuse

Physical Abuse: unexplained bruises, welts, human bite marks, bald spots; unexplained bums, cigarette bums, immersion bums; unexplained fractures, lacerations, or abrasions.

Neglect Abuse: abandonment; unattended medical needs; consistent lack of supervision; consistent inappropriate dress; and poor hygiene.

Sexual Abuse: torn, stained or bloody underclothing; pain or itching in the genital area; difficulty walking or sitting; bruises or bleeding in the external genitalia; venereal disease; frequent urinary or yeast infections.

Reporting Procedures - As provided in MS Code §43-21-355 and §93-21-23, any mandated reporter making a report or participating in judicial proceedings shall be presumed to be acting in good faith, and if found to have acted in good faith shall be immune from any liability, civil or criminal, that might be incurred or imposed. The reporting of an abused person shall not constitute a breach of confidentiality. The person who suspects abuse or neglect must initiate reporting. The initial report must be made to the County Department of Human Services (DHS) (662-363-1771) or to the state child abuse hotline (1-800-222-8000). The report must be made orally and followed with a written report within 24 hours. Consultation with co-workers familiar with the case and/or supervisors is encouraged and, where necessary, with the school's legal counsel.

All information is confidential - Anyone who knows of abuse and fails to report such abuse is in violation of Mississippi Code of 1972, Annotated Section 43-21-353(7). Upon being found guilty, the individual shall be punished by a fine not to exceed Five Thousand Dollars ($5,000.00) or by imprisonment in jail not to exceed one (1) year or both.

Employee Arrests and Convictions - An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the Principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the Principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile or depraved acts that are intended to arouse or gratify the sexual desire for the individual
- Drug or alcohol related offenses
- Any acts constituting abuse under Mississippi Code

Employees failing to self-report are subject to discipline up to and including termination by the Superintendent.

Sexual H**arassment - All Employees** - The Tunica County School District forbids discrimination against any employee or applicant for employment on the basis of sex.
The school district will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

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

It is the intent of the Tunica County School District to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature
    a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding," "teasing," double-entendres, and jokes.
    b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
    c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
2. Sexual Harassment - unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute Sexual harassment when certain criteria are met. The criteria are:
    a. Submission to the conduct is made either an explicit or implicit condition of employment
    b. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
    c. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors
    a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
    b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
2. Non-administrative and Non-Supervisory Employees
    a. It is sexual harassment for a non-administrative and nonsupervisory employee to subject

another such employee to any unwelcome conduct of a sexual nature.

b. Employees who engage in such conduct shall be subject to sanctions as described below.

Anti-Retaliation - The district prohibits retaliation made against any person who reports a good faith complaint of sexual abuse, molestation, and misconduct or participates in any related investigations. Anyone who violates this rule is subject to disciplinary action as determined by the administration.

False Allegations - Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. Making false and/or malicious sexual abuse allegations as well as deliberately providing false information during an investigation is prohibited.

Policy Violations - Students who violate this policy shall be subject to immediate suspension and expulsions by the Principal or designee and to all other penalties provided by law and district policies. Staff members who violate this policy shall be subject to immediate suspension or termination and subject to all other penalties provided by law and district policies.

Parents, volunteers, or other visitors who violate this policy shall be subject to penalties provided by law and district policies.

Reporting, Investigation, and Sanctions

A. Any student who believes he or she has experienced sexual abuse, molestation, or misconduct by a student, staff member, parent or visiting person should report the alleged acts immediately to the School Principal. Employees shall report sexual harassment within 30 calendar days of the date of the sexual harassment.
B. A written report should be given to the School Principal within five school days. Written complaints are required to help ensure a more complete, accurate and thorough investigation.
C. The School Principal shall report the compliant to the district office within 3 school days.
D. The School Principal has 10 school days to conduct an investigation. The written report should be completed and submitted to the Superintendent within 5 calendar days of completion.
E. Upon completion of the investigation, the Superintendent has 5 school days to meet the complainant to discuss the outcome of the investigation. The School Principal is mandated to report any physical assault needing outside medical attention to the criminal authorities for their determination of legal action.
F. The privacy and data privacy rights of all persons involved will be respected in accordance with appropriate statutes.
G. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

Sexual Misconduct Prohibited - If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the Principal of such school and the Superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the Principal and to the school Superintendent and that there is a reasonable basis to believe that such

accusation is true. The Superintendent, or his/her designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any Superintendent, Principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting there from shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24 If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars ($500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3 (1980)

Harassment Prohibited - This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment." Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Suicide Prevention Education - The Board of Trustees of the Tunica County School District recognizes that suicide is a major cause of death among youth and should be taken seriously. It is the policy of this school district that annual in-service training on suicide prevention is required of all employees.

Media Access to School Campuses, Staff and Students

All matters concerning the press or media or any other form of publicity or public relations for Tunica County Schools should be handled through Central Office. Tunica County School District employees who are approached by any member or part of the press or media or any individual, firm, or entity are to refer such matter to the Central Office. The failure to immediately refer such matter to Central Office may result in discipline for the employee in question, up to and including termination. Employees are specially instructed not to speak with any member of the press or media or any entity or organization that handles matters of public relation. Personnel or student matters will be addressed only through the Central Office, and any employee who speaks about these matters to any member of the press or media of any individual, entity or organization involved in public relations without written permission from the Superintendent to do so may be subject to discipline, up to and including termination. Any employee who has any questions concerning this policy should contact the Superintendent of Tunica County Schools.

It shall be the policy of this school board that access to school campuses shall be by permission granted by the Superintendent of schools or his/her designee on all occasions. Without such authority having been granted, all representatives of the media will be denied access to the campuses, buildings, staff or students of the schools and Principals are hereby instructed to deny such access.

The district is committed to providing up-to-date information about the district and its activities in a timely and appropriate manner. The Superintendent shall serve as the spokesperson for the district when the media requests information. No employee other than the Superintendent designee may provide information on behalf of the school district without prior board approval.

It is the responsibility of the Superintendent to maintain an atmosphere conducive to learning with as few disruptions as possible. All requests should be directed to the office of the Superintendent whose responsibility it shall be to issue in writing permission for all access.

Instructional Responsibilities

Supervision of Students K-12 - The School Principal shall provide for adequate supervision of students while in the school building or on the school grounds, before, during and after school. Students shall not be permitted to arrive more than thirty (30) minutes prior to the beginning of the school day and are expected to leave, school promptly at the end of the school day unless staying in or participating in a school-sponsored and supervised activity.

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

All supervision of school students shall be conducted by a competent adult regular staff member except where competent adult chaperones have been selected and assigned by the School Principal. The School Principal shall determine the fitness of a chaperone to supervise. A chaperone shall not be allowed to supervise any school-sponsored activity wherein there lies a reasonable risk of injury or death to the student (sports, labs, shops, *etc.).*

If Chaperones are Used, A Minimum of (10) Students to One (1) Chaperone Shall Be Adhered To. - The Director of Transportation shall provide for adequate supervision of students using the pupil transportation system in compliance with all laws, rules and regulations of the State Board of Education, which govern pupil transportation.

Teacher Key-Duties and Responsibilities - Teachers shall prepare a lesson plan of class activities and procedures at least one (1) week in advance, and have the Principal's approval of that plan. These plans will aid Principals in performing their duties and serve as a guide for substitute

teachers. Principals will check each teacher's lesson plans periodically.

Teachers are expected to work with supervisors, lead teachers, and other administrators to devise relevant and teachable lesson plans. In addition, lead teachers will utilize lesson plans as a major part of their teacher observation process.

- Teachers shall be in their classrooms and conducting pertinent instructional activities during all assigned periods unless otherwise directed by the Principal.
- Students shall never be left unsupervised. Teachers or other instructional personnel who do not properly supervise students will be subject to discipline, up to and including termination.
- Teachers are expected to remain on the school grounds from check-in until check-out time except in case of emergency and with approval of the Principal.
- All teachers shall guide the activities of students in classrooms and other experiences so that they shall have every opportunity to practice good citizenship.
- Teachers shall strive to keep parents duly informed as to the student's progress and to hold conferences with parents at **least one (1) time per semester** for the purpose of improving the student's performance and achievement.
- Certified teachers only shall attend a required open house to meet and inform parents of student progress. Non-certified personnel are not required to attend, and shall not be paid if they attend.
- Teachers shall give reasonable assistance to students making up work when they have been absent because of illness or for any other unavoidable cause.
- Teachers shall strive at all times to maintain cordial relationships with parents.
- Teachers are responsible for all equipment and school property entrusted to them and are personally liable for excessive damage or loss of that property. Teachers will be required to reimburse the School District for any damage to or loss of equipment for which the teacher is responsible.
- Teachers shall take due care of their classrooms.
- Teachers shall not make any monetary collections from any child without consent of the Principal. All monies collected for any purpose must be receipted through the Principal's office the day of collection.
- Certified teachers shall not accept any remuneration for tutoring or extra classes (*i.e.*, band, music) except in accordance with policies of the Board. Non-certified staff that performs extra teaching duties must obtain written approval from the Superintendent prior to performing any extra teaching duties.

- Certified teachers shall seek to make professional growth in their chosen field through participation in school professional development activities, study, research, travel, conferences, and attendance at professional meetings. Non-certified instructional personnel shall engage in these activities only if the Superintendent gives prior written approval.

- Teachers shall adhere to the conditions of their contracts until service there under has been performed, the contract has been terminated by mutual consent, or the contract has otherwise been legally terminated.

Planning Periods - All teachers are provided with a minimum of one planning period per day, as prescribed by the Public Schools Accountability Standards. This period of time is strictly for planning instructional strategies, parent conferences, meeting with department, Principals, tutoring students, etc. This shall not be considered a time to run errands or to leave campus for personal business. If there is a time in which a teacher must leave campus on his or her planning period, permission must be granted by the Principal and must not exceed the planning period.

Professional Personnel Staff Meetings - All certified personnel shall attend all meetings called by the Principal or Superintendent before, during, or after school unless excused by the person calling the meeting prior to the time of that meeting. Properly called faculty meetings are official and vital school events. Failure of certified personnel to attend shall result in a charge against that employee's emergency leave. Excused members are responsible for information and procedures given during the meeting. Teacher assistants are required to attend faculty meetings during normal work hours only, and shall not attend meetings that occur before or after regular work hours.

Instructional Support Services - Instructional support services include guidance and counseling services, vocational counseling, psychometric services, educational-occupational planning and referral services. These services are designed to support the instructional staff through cooperative efforts with teachers that promote the optimum educational development of each student. As teachers encounter special student problems they are encouraged to consult the school guidance counselor for appropriate services or for referral of the student to appropriate services.

Alternative School Program - The school board of this district shall establish, maintain and operate, in connection with the regular programs of said school district, an Alternative School Program. This district shall comply with all applicable provisions of the Mississippi Code of 1972, annotated including but not limited to Section 37-13-92 and as amended, and with all other applicable federal and state laws, and the Mississippi Public School Accountability Standards.

Special Education Program - The Mississippi Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the Mississippi Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and ' 37-

23-1.

The educational programs and services provided for exceptional children in Sections 37-23-1 through 37-23-15, 37-23-31 through 37-23-35, 37-23-61 through 37-23-75 and 37-23-77 shall be designed to provide individualized appropriate special education and related services that enable a child to reach his or her appropriate and uniquely designed goals for success. The State Board of Education shall establish an accountability system for special education programs and students with disabilities. The system shall establish accountability standards for services provided to improve the educational skills designed to prepare children for life after their years in school. ' 37-23-1

Assistant Teachers - Unless specifically told otherwise in writing by the Superintendent, Assistant Teachers are to be at work at 7:30 a.m. and to leave at 3:30 p.m. Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher whom they are assigned. **Assistant teachers are ultimately responsible to the school Principal**, and in no case shall the assistant teacher discharge duties assigned by the classroom teacher which are in conflict with administrative policies, procedures, or requests.

Assistant teachers are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or Principal. Assistant teachers who fail to adhere to this policy will be subject to discipline, up to and including termination.

- Assistant teachers are not responsible for planning a program of study for students.
- Assistant teachers are to conform to the standards set for teachers in the area of ethics, dress, etc.
- The assistant teacher program in the District shall be in compliance with the State Department of Education requirements and state law regarding assistant teachers.
- Assistants teachers are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.
- Paraprofessionals working with identified Title I students who were hired before January 8, 2002, have until January 1, 2006, to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district [is/becomes] a school-wide Title I school district, all paraprofessionals in the district must meet these standards.
- Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

MISSISSIPPI ELEMENTARY SCHOOLS ASSISTANT TEACHER PROGRAM

Please refer to MS Code Section 31-21-7 for all legal requirements and local school district options for employing assistant teachers.

Basic Objectives - Assistant teachers are employed so that the professional teachers may direct their energies to the students' education. The Superintendent and/or staff development committee shall develop an appropriate in-service training program for teacher assistants. The basic objectives for the use of teacher assistants are:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.
2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.
3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.
4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for boys and girls.
5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

Duties and Responsibilities – Assistant teachers may be assigned to: (1) provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) assist with classroom management, such as organizing instructional and other materials; (3) provide assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional services to students while working under the direct supervision of a teacher.

Assistant teachers may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title I funds, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school. The Principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building Principal. The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide assistants for the Remedial Reading Program.
2. Title IV-A funds provide assistants for Indian students.
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific handicaps that require frequent or constant attention.

Transportation & Field Trips Guidelines

Field Trip Procedures - All field trip requests must be completed using the District Field Trip Request Form. The completed form will be submitted for Principal approval. After Principal approval the form is submitted for Superintendent approval. All requests to the Superintendent must be made at least five days before the date of the requested field trip. Board approval is required for overnight and out of state field trips and must be submitted the Wednesday before the Board Meeting.

Mileage reimbursement in the amount of $.50 per mile will be assessed for all school sponsored organizations, clubs, and groups. Non-school sponsored groups must request Board approval to use buses and will be assessed mileage reimbursement in the amount of $1.00 per mile. Mileage reimbursement forms are due to the Transportation Department no more than 3 days after the trip.

School sponsored field trips require a minimum 10:1 student to chaperone ratio (excluding the bus driver). Bus drivers must receive a seating chart before departing and provide the Transportation Department with a completed trip sheet no more than 3 days after the trip.

Grading System

General Provisions for Grading
Minimum Standards - Students must demonstrate mastery of the content required for each grade/course.

Content for grades PK-5 is determined by the MS College and Career Readiness Standards. The MS College and Career Readiness Standards Language Arts and Mathematics and the Mississippi Curriculum Frameworks determine content for grades 6-12 for all remaining subjects.

Monitoring Student Progress - Each teacher has the responsibility of identifying pupils who are not making satisfactory progress toward the achievement of grade level or course objectives. Teachers are encouraged to notify parents during each grading period if students do not meet minimum requirements. (Progress Reports will be sent at week four or week five of the nine-week period.) Teachers are required by district policy to have a minimum of 21 grades for each student per nine (9) weeks grading period. Grades will consist of Homework scheduled during that specific grading period, and classroom assignments. All grades taken must be posted to SAM Spectra weekly. Students will receive grades according to the assessment conversion table.

The following guidelines apply to all subject areas:

1. The Tunica County School District requires that the MS College and Career Readiness Standards for Language Arts and Mathematics and the Mississippi Curriculum Frameworks for all other subject areas be included in the course scope and sequence. The district provides an Instructional

Management plan, which includes a curriculum manual for each teacher.

2. Required lesson plans are developed and include all of the components outlined and approved by the school district.

Tunica County Schools Grading Scale

A – 90 - 100
B – 80 - 89
C – 70 - 79
D – 65 - 69
F – Below 65

Kindergarten, first grade and second grade students' science and social studies skills are assessed within the MS College and Career Readiness Standards Reading standards.

Grading Policy - Grades will be a compilation of the following: class assignments (i.e. daily work, quizzes, tests, homework, and benchmark assessments) 75% and nine-weeks assessment 25%.

The semester grade is computed by averaging the two nine-week grades. The yearly grade is computed by averaging the two semester grades. Nine-week tests will be administered every nine-weeks (1-4).

Accelerated and advanced placement courses will be weighted 1.05.

Promotion and Retention Grades K-5 - Promotion in grades K-5 will be determined based on 65% mastery of state objectives in reading, language arts and math for the final average. Student performance on the course objectives must be used as the principle basis for determining whether a student fails or passes for each elementary school grade. Failure in these core subjects will result in retention.

A student scoring below the MDE recognized cut score on the MAAP Reading Summative Test for 3rd grade students will not be promoted to 4th grade unless the student meets the good cause exemption for promotion.

Promotion to Grade 6 requires passing grades in Reading, Math, English, Science, and mastery of skills as prescribed by the standards and frameworks adopted by the Mississippi Department of Education, and mastery of grade level benchmarks and expectations as established by the district.

Promotion in Grades 7-8 Student performance on the course objectives must be used as the principle basis for determining whether a student fails or passes for each elementary school grade. Students in grades7-8 must earn a minimum yearly average of 65% in **ALL** core courses (science, math, language arts and social studies) to be promoted to the next grade. Failure in these core subjects will result in retention. Students may also earn Carnegie Units for high school beginning in the 7th grade for Spanish and ICTII.

Grades 9-12 - Promotion in grades 9-12 is based upon earning Carnegie Units. A Carnegie Unit or half-unit is earned when a student completes the course with an average of 65 or higher.
Half units are earned in courses designed to be completed in one semester. To be considered for promotion, the following Carnegie Units must be obtained:

- Sophomore – students who have earned seven (7) Carnegie units
- Junior – students who have earned fourteen (14) Carnegie units
- Senior – students who earned twenty-four (24) Carnegie units

Grade Revisions - In accordance with House Bill 696 and State Board Policy 403, Tunica County Schools will follow the following guidelines regarding the changing of student grades. Any change of grades, other than the final grade, shall be addressed with the teacher who issued the grade and the building level administrator. Any change of a final grade (as recorded on the cumulative folder or permanent record) shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.

Written documentation of all actions, (which includes the signatures of all panel members), must be included in the cumulative folder and available for review by the Mississippi Department of Education. Any changes or corrections must be made on the cumulative folder and permanent record as required by the Mississippi Cumulative Folders and Permanent Records Manual of Directions.

Honor Roll - Students demonstrating high academic success will be recognized at the end of each grading period by the following honor rolls and the stated criteria:

- **Superintendent's List – Students must receive all A's**
- **Principal's List - Students must receive all A's and B's**
- **Honor Roll - Students must receive all B's**

Progress Reports – Grades K-12 - Each student's progress will be evaluated every 4 ½ weeks. The student will receive an interim report detailing his/her progress or lack thereof. Parents should review this interim report and, based on noted concerns, should make arrangement to have a conference with the teacher(s). Conferences will be conducted during the teacher's planning period or after 3:00 p.m. in the counselor's office. Parents wishing to arrange a conference will be assisted in doing so by the counselor or school administrator.

Board Policy LB Abbreviated: Custodial/Non-Custodial Parents Rights - The Tunica County Schools will be responsible for issuing report cards, progress reports, and other necessary reports only to the custodial parent (defined as the parent with whom the student resides during the school year). Copies of report cards will be given to non-custodial parents upon written request to the Principal.

Reporting of Unlawful or Violent Acts

District employees shall comply with all requirements imposed by law with regard to reporting unlawful or violent acts, which have or may have occurred on school property or during school-related activities or for which students have been expelled.

The following reports shall be made in accordance with the law and with Policy JCBF-P - Reporting of Unlawful or Violent Acts - Procedures.

Notification to Principal - Any school employee shall notify his/her Principal immediately upon obtaining knowledge that one of the following unlawful activities or a violent act has or may have occurred on school property or during a school-related activity:

1. Aggravated assault, including but not limited to
    a. Assault resulting in serious physical injury or
    b. Assault involving use of weapon;
    c. Assault on a school employee, simple or aggravated;
2. Indecent liberties with a minor;
3. Possession of a firearm or other weapon;
4. Possession, use or sale of any controlled substance;
5. Rape;
6. Sexual battery;
7. Other sexual offense;
8. Murder or other homicide;
9. Kidnapping; or
10. Other violent acts.

When an emergency situation exists and the Principal is not available for immediate notification, the employee shall immediately notify the appropriate law enforcement agency and, as soon as possible thereafter, shall notify the Principal or other school administrator.

Notification to Superintendent
A Principal receiving an employee's report or having personal knowledge of such acts shall immediately notify the Superintendent or his/her designee.

Notification to Law Enforcement Agency
A Principal shall orally notify the appropriate law enforcement agency when he has a reasonable belief that one of the above-stated acts has occurred and shall thereafter notify the appropriate local law enforcement agency in writing.

Notification to Mississippi Department of Education
In accordance with the provisions of MS Code ' 37-11-29, ALL crimes committed on campus must be reported to MDE. The vehicle for reporting is the MSIS system. The code also carries a penalty for failure to report.

Notification to Parents, Youth Court and Law Enforcement Agency - The Superintendent shall notify the parents/legal guardians, the youth court and appropriate local law enforcement agency when a student is expelled because of unlawful or violent activity. The Superintendent shall notify the parents/legal guardians, youth court and appropriate local law enforcement agency when a crime has been committed by a student on school property or during a school-related event.

Notification to District Attorney - The Superintendent shall notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) upon determination that there is a reasonable basis to believe that the accusation is true. It is recommended that law enforcement be immediately notified because sexual activity between staff and student is a felony. Also, an administrative investigation may not reveal misconduct but a criminal investigation may. In most cases the law enforcement agency will defer the investigation to the school district, particularly if a School Resource Officer (SRO) is the investigator.

Definitions

1. **"School property"** means any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by the District.
2. A **"violent act"** means any action, which results in death or physical harm to another or an attempt to cause death or physical harm to another.
3. The **"appropriate law enforcement agency"** is the agency with jurisdiction in the place where the unlawful activity or violent act occurs.
4. The **"appropriate local law enforcement agency"** is the [insert agency with jurisdiction in the place where the school or district is located, i.e. City Police Department, County Sheriff's Department].

The applicable Mississippi law defines the crimes, which must be reported.

Student Complaints of Bullying or Harassing Behavior

Students and employees in the Tunica County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the School 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.

Definitions - Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A **"hostile environment"** means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school Superintendent or Principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

Procedures for Processing a Complaint – REVISED

I. Use the ***Alleged Bullying Report Form*** to immediately report any bullying behavior to a school official. **(This form is accessible via online or in the Counselor's Office)**
II. Within 24 hours, school officials will investigate the bullying/harassing incident.
III. After an investigation, parents will be informed of bullying/harassing behavior immediately.
IV. If bullying/harassing behavior continues, a meeting will be held with parties at the school official's discretion.
V. If a student/parent is not satisfied with school official's decision, an appeal can be filed within 3 days with the Superintendent.
VI. Superintendent has 5 days to meet with student/parent and make a written decision.
VII. If a party is not satisfied, an appeal can be filed with the School Board within 10 days. Board will schedule a hearing at the next scheduled board meeting.
VIII. Parents will receive written notification of the decision from the School Board within 10 days.

Student Discipline

Student Discipline - The levels of behavior and disciplinary options are designed to protect all members of the educational community in the exercise of their rights and duties. The chart below displays what disciplinary action may be taken as a minimum and further explanations of maximum actions are included in the description of the Levels. These acts of misconduct include those student behaviors, which disrupt the orderly educational process in the classroom or on the school grounds including the following:
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DISCIPLINE LEVELS	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT
LEVEL 1	**Teacher Discipline and Contact Parent and Student Counseling**	**Office Referral and Behavior Modification Plan and Teacher –Administrator Parent - Student Conference**	**In School Suspension (2 Days) and Contact Parent**
LEVEL 2	**In School Suspension (3 Days) and Contact Parent and Student Counseling**	**Out of School Suspension (2 Days) and Contact Parent and Behavior Modification Plan**	**Out of School Suspension (3 Days) and Contact Parent**
LEVEL 3	**Out of School Suspension (3 Days) and Contact Parent and Student Counseling**	**Out of School Suspension (5 Days) Contact Parent and Behavior Modification Plan**	**Out of School Suspension (10 Days) Pending Disciplinary Hearing with Referral to Alternative School**

DISCIPLINE LEVELS	1ST Occurrence
LEVEL 4	**Out of School Suspension (5-10 Days)** **Contact Parent: The parent must bring the child back to school for a conference with the principal or administrative staff and Behavior Modification Plan**
	2nd Occurrence
	Out of School Suspension (10 Days) **Pending Disciplinary Hearing or Referral for Alternative School** **Contact Parent: The parent must bring the child back to school for a conference with the principal or administrative staff and Behavior Modification Plan.**
LEVEL 5	**Out of School Suspension (10 Days) Pending Disciplinary Hearing Referral for Expulsion/Alternative School Placement** **Parent Conference: The parent shall bring the child back to school for a conference with the principal or administrative staff.**

Level 1

1 - 1 Running and/or making excessive noise in the hall or building
1 - 2 Initiating or participating in any unacceptable physical contact (horse playing)
1 - 3 In an unauthorized area without pass (halls, etc.)
1 - 4 Displaying any behavior which is disruptive to the orderly process of education
1 - 5 Using forged notes or excuses
1 - 6 Failure to wear district adopted school uniform or violation of the school's dress code
1 - 7 Disruptive classroom behavior
1 - 8 Abusive language

Level II

2 - 1 Skipping class
2 - 2 Insubordination, defiance of school personnel's authority, disrespect
2 - 3 Cheating on tests or exams
2 - 4 Unauthorized or inappropriate use of the Internet, computers, or computer software
2 - 5 Continuation of unmodified Level I Behavior Modification Plan

Level III

3 - 1 Gambling
3 - 2 Theft of personal and/or school property (Restitution shall be made regardless of other punishment)
3 - 3 Extortion – use of intimidation, coercion or force
3 - 4 Exhibiting any hostile physical actions
3 - 5 Vandalism of personal and/or school property (Restitution shall be made regardless of other punishment)
3 - 6 Using profane, obscene, indecent, immoral or offensive language gestures, and/or possession of obscene, indecent, immoral or offensive materials toward students
3 - 7 Refusal of punishment
3 - 8 Repeated refusal to follow administrator's instructions
3 - 9 Sexual harassment
3 - 10 Trespassing or loitering on any school property while suspended
3 - 11 Disorderly conduct, out of control, throwing objects, yelling, screaming, loud profanity
3 - 12 Continuation of unmodified Level I and II – Behavior Modification Plan 3
3 - 13 Bullying/Harassing Behavior of any form
3 - 14 Matches, any form of lighters
3 - 15 Possession and/or use of tobacco products (including smokeless tobacco),vapes, or e-cigarettes
3 - 16 Using profane, obscene, indecent, immoral, or offensive language through social media
3 - 17 Leaving the school grounds without permission

Level IV

4 - 1 Fighting, Instigating, Initiating of a fight
4 - 2 Using profane, obscene, indecent, immoral, or offensive language, gestures; and/or possession of obscene, indecent, immoral, or offensive materials directly toward a staff member
4 - 3 Acts which threaten the safety and well-being of student and/or staff
4 - 4 Students caught in the act of engaging in sexual misconduct

LEVEL V

5 - 1 Group Fighting (involvement of three or more students); Group Fighting

5 - 2 Possession, use or under the influence of alcohol, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia

5 - 3 Aggravated assault, assault/battery (resulting in serious injury) toward a student

5 - 4 Assault/battery against a school employee

5 - 5 Sexual assault/battery toward students

5 - 6 Sexual assault/battery toward school employee

5 - 7 Destructive Devices, weapon(s) possession or use of devices such as a knife, gun, picks, brass knuckles or any form of a weapon or object that may be used to do bodily harm and having knowledge of concealing a weapon, etc.

5 - 8 Sale of, distribution, or conspiring to sell counterfeit drugs, illegal drugs/alcohol, narcotics or controlled substance(s).

5 - 9 Students are prohibited from wearing, displaying, or possessing in any manner; on school property or at school-sponsored events; clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies.

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the proper authorities.
Reference: Mississippi Code of 1972; Section 37; §37-9-14, §37-11-18, §37-11-29

Any student in violation of the above shall be suspended by the Principal for five to ten days and ordered to appear for a disciplinary hearing with referral to Alternative School.

STUDENT CONDUCT

The term "minor" when used in any statute shall include any person, male or female, under twenty-one years of age. MS Code ' 1-3-27

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The Superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school may publish a student/parent handbook detailing additional rules specific to that school.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Secondary Schools - The administration of Tunica County School District is based on the theory that junior and senior high students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of this school system is to provide the best quality education for the boys and girls of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of the operation is based upon the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

Elementary Schools - Helping children to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of the school as well as of the home. Parents may assume that a student's behavior is satisfactory or better unless they are notified by telephone or by letter.

In most cases it is believed that the call or letter will suffice -- if not, the parents may be asked to come to the school for a conference in order to affect an acceptable solution to the problem.

The school will expect and demand nothing less than good conduct on the part of students. It is believed that the procedure described above, will be effective in achieving a desirable learning atmosphere and in guiding students toward assuming a greater degree of responsibility for their behavior. It should be fully understood that any student whose conduct interferes with the learning process of others, will be removed from the classroom and dealt with accordingly.

General Rules of Student Conduct

A. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
B. A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the Principal's office. The counselor and Principal will review the case and try to resolve the problem. A student who has been sent from class repeatedly will be suspended from school.
C. Any student who starts a disturbance or who participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given in writing to the Principal by the student and by his parents or guardians that there will not be a recurrence of this sort of behavior.
D. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
E. Profanity, cheating, stealing, and gambling are never acceptable in this school system. Such offenses can result in suspension or expulsion.
F. Radios and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge.
G. All schools in the District are smoke-free zones. Smoking is prohibited on property owned or used by the school, whether during school, after school or at school-related events. Students caught smoking in unauthorized areas will be suspended.
H. By law, a student is strictly prohibited from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the Principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.
I. By law, a student is strictly prohibited from possessing, using or selling any controlled substance, including drugs and alcohol as identified in Policy JCDAC, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the Principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.
J. A student who uses or is under the influence of any alcohol or drugs shall be subject to an immediate suspension for a minimum of 10 days or expulsion and subject to all other penalties and requirements provided by law and District policies.
K. A student who commits an unlawful or violent act, as defined by Policy JCBE, shall be

subject to immediate suspension and recommendation of expulsion by the Principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.

L. A student who carries or otherwise has in his possession a firearm on campus, in violation of Policy JCBH, shall be subject to immediate suspension and recommendation of expulsion for a minimum of one calendar year by the Principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.

M. A student, upon his second suspension for a disciplinary reason, will be informed that his third such suspension may result in expulsion.

N. Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.

O. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.

P. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the Superintendent or Principal of the school in which the student is enrolled; provided, however, that the Superintendent is authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. ' 37-11-18 (1995)

Q. Any student who looks through a window, hole or opening, or otherwise views by means of any instrumentality, including, but not limited to, a periscope, telescope, binoculars, drones, camera, motion-picture camera, camcorder or mobile phone, into the interior of a bathroom, changing room, fitting room, locker room, dressing room, spa, massage room or therapy room or the interior of any other area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside and without the consent or knowledge of every person present, for the lewd, licentious and indecent purpose of spying upon the occupant or occupants thereof, shall be Subject to immediate suspension and recommendation of expulsion by the Principal, his/her designee or the Superintendent subject to all other penalties provided by law and District policies.

Sexual Misconduct Prohibited - If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the Principal of such school and the Superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the Principal and to the school Superintendent and that there is a reasonable basis to believe that such accusation is true.

Any Superintendent, or his/her designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any Superintendent, Principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24 If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars ($500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3 (1980)

Harassment Prohibited - This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment." Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Special Education Students

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The special education director/coordinator or designee should be contacted immediately when a special education student commits a violation of the rules of conduct, which may result in the removal from the classroom, by suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined.

As provided under '37-23-135, "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

Student Conduct and Grades - Criteria used in the evaluation process to determine a student's grade must be supported by rationale. The criteria must be in writing and must include the following:

1. Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides
2. Methods of evaluation C grades will reflect some combination of the areas listed below:

a. Class work
b. Homework
c. Test scores
d. Participation
e. Skill application
f. Preparation for class
g. The effect of absence on grades
h. Procedures for making up assigned work and tests
i. Other criteria as may be approved by the Superintendent and school board

NOTE: According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817) DISCIPLINARY ACTION / THE SCHOOL SAFETY ACT OF 2001

Other Prohibited Activities

Gang Activity or Association - A student(s) will not be allowed to initiate or become involved in activities or conduct which threatens the safety and well-being of others or property on school premises or which disrupts or threatens to disrupt the school environment. The use of words or symbols that tend to disrupt the school environment or to encourage violations of school policy or which threaten the safety and well-being of others on the school premises will not be allowed.

An individual or individuals who are initiating, advocating, or promoting activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

No student shall actively participate or wear clothing or other indications of membership in an organization, which advocates violence or hatred toward any group of students and other individuals, or an organization, which either intends to or does disrupt the educational process through its purpose or actions.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The school district shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures, which symbolize gang membership and/or participation in activities, which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action, in accordance with the disciplinary ladder.

Suspension

Definitions - "Suspension" is the denial of the privilege of attending school in the district imposed after due process upon any student of the district at the direction of the Principal of the school in which the student is enrolled. A suspended student may return to school following the expiration of the suspension period without application for readmission but may be required to be accompanied, on return to school, by a parent, legal guardian or custodian. A "suspension" includes the denial of the privilege of participating in or attending any school-related activity for the period of the suspension. Furthermore, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a Principal.

Disruption of The Educational Process - The Superintendent and Principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the Superintendent or Principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district. However, such action of the Superintendent or Principal shall be subject to review by and approval or disapproval of the school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian or other person shall have the right to a due process hearing. The Superintendent or Principal shall advise the parent or guardian of the child of this right to a hearing and the proper form shall be provided for requesting such a hearing.
' 37-9-71 (2000) The board may, upon request of the parent, legal guardian or custodian of a suspended student, review a student's suspension. Requests for review must be made in accordance with board procedure, Policy JCAA. In all cases of suspension, the parent, legal guardian, or custodian shall be notified in writing within 24 hours of such suspension giving the reason therefor. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent, guardian, or custodian has first been notified. All suspensions shall be handled in accordance with the procedures in JCAA - Due Process.

SPECIAL EDUCATION STUDENTS

As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations." The Principal shall report any student suspensions or student expulsions to the school attendance officer when they occur.

STUDENT DISCIPLINE (Special Education Students)

Procedure for Removing Students with Disabilities 300.530

The Tunica County School District will follow the following procedures for removing students with disabilities

1. The Special Education Department shall be notified when a student with disabilities has been suspended. The number of days that the student has been suspended shall be noted on each suspension notification to the district office.
2. A Functional Behavioral Assessment will be developed for the student prior to the ten days of suspension. (see FBA procedures)
3. If the student with disabilities has been removed for more than ten cumulative days, a change in placement IEP must be developed.
4. Within 10 school days of any decision to change the placement of a child with a disability, a manifestation review must be conducted to determine if the child's disability was the direct result of the misconduct.
5. Services to the student with disabilities must be provided to the student after the ten days of suspension.

Expulsion - The Principal may recommend expulsion of a student or students to the Superintendent for committing any of the offenses identified as expellable offenses in the discipline plan JDA. Afterwards, the Superintendent may accept the recommendation for expulsion or may modify the Principal's recommendation. The student shall remain at the Tunica County Alternative School until a final decision is made. The parent or guardian of the child reserves the right to appeal the decision before the School Board.

Definitions

1. **"Expulsion"** is the denial of school attendance for a specified minimum period of time or for an unspecified period of time, but in no event less than one calendar year, after which time a student may be readmitted only upon application and with approval by the board in accordance with Policy JDG, Readmission and Denial of Readmission.
2. **"Limited expulsion"** is the denial of school attendance for the remainder of the school year. A Principal may recommend a limited expulsion when a student who has been suspended 3 times during the same school year commits a fourth offense or in circumstances otherwise proper for such action. The student may be readmitted the following school year only upon application and with approval by the board in accordance with Policy JDG.

Authority to Expel - As provided by statute, the Superintendent has the power, authority and duty to delegate student disciplinary matters to appropriate school personnel. ' 37-9-14 (r) When a Principal determines that a student has violated one or more of the specific standards of conduct described in the discipline plan, he may recommend expulsion of the student to the Superintendent. To suspend or to expel a pupil or to change the placement of a pupil to the school district's Alternative School or home-bound program for misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such

conduct by a pupil, in the determination of the school Superintendent or Principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, and to delegate such authority to the appropriate officials of the school district. ' 37-7-301 (e) (2000)

1. To support, within reasonable limits, the Superintendent, Principal and teachers where necessary for the proper discipline of the school. ' 37-7-301 (g) (2000) The board shall review and make a final decision on all recommendations of expulsion made by the Superintendent or a Principal.

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the Superintendent or Principal of the school in which the student is enrolled; provided, however, that the Superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, policy JCAA, which shall include the student's right to appeal to the local school board.

SPECIAL EDUCATION STUDENTS

As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations." When a student is expelled, the parent, legal guardians or custodians must be notified immediately on a form provided by the Superintendent for such purpose. When a student is expelled for the commission of a crime or other unlawful activity or violent act, the reporting requirements of Policy JCBF is applicable. The Superintendent or his/her designee shall report all expulsions to the school attendance officer when they occur.

Readmission - Any student, who has been expelled, for whatever reason, must apply to the board for readmission to the regular school program in accordance with Policy JDG, Readmission and Denial of Readmission.

Due Process

Due Process of Student Rights Hearing Procedures - Any student accused of a violation of this student code will be disciplined subject to the handbook. Each student shall be fully informed of their rights by the law and by the policies of the Tunica County School District. If the student conduct warrants placement in the Alternative School the student file shall be referred to the Alternative School Screening Committee before hearing is held.

Alternative School Screening Committee - The Alternative School Screening Committee shall consist of the Assistant Superintendent/Personnel/Support Services, an administrator and counselor from the middle and the high school. The Alternative School Screening Committee shall screen potential students for placement at the Alternative School according to the district Discipline Policy.

The Alternative School Screening Committee shall screen potential students for placement at the Alternative School that have not been referred because of misconduct. These may include:

- Students new to the district currently assigned to an Alternative School placement from the previous district
- Students returning to the district from the juvenile justice system.
- Other students referred by the Principal
- Students who are referred for multiple infractions within a school year.

Student Disciplinary Hearing - Disciplinary hearings shall be conducted for any out of school suspension for 10 days or more and recommendations based on noted offenses. These may be acts which result in violence to another person. The hearing process must be completed within ten (10) days of the incident.

The Assistant Superintendent/Personnel/Support Services:

- Make arrangements for the disciplinary hearings.
- Contact the parent and inform them of the date, time and place of the disciplinary hearing.
- Give the parent/student a copy of the Notice of Disciplinary Hearing.
- Arrange for the Disciplinary Hearing Committee to conduct the hearing.
- Collect statements from staff, students and others involved with the incident.
- Complete all paperwork necessary to conduct the disciplinary hearing.
- Ensure that the hearing process is completed within ten (10) days of the incident

Documents Required for a Disciplinary Hearing:

- Attendance records
- Discipline records history
- Grades/report card
- IEP manifestation meeting for SPED students
- Statements from individuals involved with incident
- Other documents necessary to complete the hearing

The Disciplinary Hearing Committee - The Disciplinary Hearing Committee shall be comprised of administrators from other schools within the district, and/or counselor and special education director. The hearing committee shall not be comprised of the same administrator for each hearing.

The Disciplinary Hearing Committee shall:

1. Make a decision based upon the evidence in accordance to the school district guidelines.
2. Give the Principal and parents/guardians a copy of the decision.
3. Inform parents/guardians about the appeal process
4. Make arrangements for an appeal with the Superintendent or designee; if necessary.

The Appeal Process

The decision of the Disciplinary Committee, may be appealed by the Principal or parents/guardians, to the Superintendent or his/her designee. The appeal must be received within five (5) days of the decision of the Disciplinary Hearing Committee. The appeal form will be completed by the parent/guardian and given to the Superintendent or his/her designee for processing.

Notification - The notice of the time and place of the hearing shall be given in writing to the student/parent and Principal. The hearing must be held, a decision rendered, and notification of the decision must be provided to the parents and/or student and the Principal no later than ten (10) days after the beginning of the suspension. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request an appeal to the board.

Appeal to Board Review

- If a request for an appeal is made by either the parent or the Principal, the School Board shall review the record and shall:
- Affirm the decision of the Disciplinary Hearing Committee; or
- Modify the decision to a lesser penalty; or
- Modify the decision in any manner; or
- Impose a more severe penalty than that of the hearing authority

Board Policy JDB: Corporal Punishment - Reasonable corporal punishment of a non-disabled student is permitted as a disciplinary measure in order to preserve an effective educational environment, which is free from disruption and is conducive to furthering the educational mission of the Tunica County Schools. The Superintendent shall establish and enforce these rules, which are consistent with the following requirements:

1. School personnel is prohibited from using corporal punishment on any student with a disability. A student with a disability is any student who has an IEP or Section 504 plan.
2. Corporal punishment shall be administered only after other methods have failed.
3. Any corporal punishment shall be reasonable and moderate and may not be administered

maliciously or for the purpose of revenge.

4. Corporal punishment shall be administered by the **Principal** and **Assistant Principal** **ONLY** in the presence of another certified employee. Both employees shall sign the discipline form. The witness shall be informed of the charges against the student.
5. No corporal punishment shall be administered in the presence of other students. This includes hallways and classrooms. Among the suggested private locations would be the principal's office, lounge, or vacant teacher's room.
6. Any paddle used for the purpose of corporal punishment shall be no more than 18 inches in length, no more than 6 inches in width, and no more than 1 1/8 inch in thickness, and must be approved by the building principal.
7. Corporal punishment is to be administered to the buttocks only and must not be excessive. A maximum of three (3) licks (swats) is highly recommended. In instances where corporal punishment is refused, suspension or placement in "In School Suspension".
8. Students may be detained by the principal only when a productive purpose is achieved through its use. The principal who wishes to detain a student shall notify the parent one day prior to detention.
9. In all cases where corporal punishment is administered, a discipline form containing the following information shall be completed:
    a. Student's name
    b. Date
    c. Details of specific incident for which punishment was administered
    d. Number of swats administered
    e. Signature of person administering punishment
    f. Signature of witness
    g. Signature of student
10. Special student's suspension/punishment will be administered according to Federal Court requirements.

If corporal punishment must be administered to one individual more than two (2) times in any school session, a suspension or some other approved form of punishment by the principal may follow.

A public-school teacher, assistant teacher, principal, assistant principal, or other school personnel shall not be granted immunity from liability for the use of corporal punishment on a student with a disability. **Corporal punishment shall not be administered to any child who does not have a parental approval form on file with the principal of the school.** Any parent who objects to his/her child being paddled by the school personnel shall file written objections with the principal. Suspension or some other approved form of punishment of the student shall be the alternative punishment for the students whose parents have filed written objection to the paddling of their child.

Alternative School Services

The Alternative School Program in the Tunica County School District shall be available for students in grades 6-12 who need an alternative setting from the regular school programs.

The Alternative School Program shall be operated as part of and in accordance with the regulations applicable to the regular school program and with all requirements of the law and guidelines of the State Department of Education. Instructions shall proceed as nearly as practical in accordance with the instructional program at the student's home school. The home school shall provide sufficient textbooks, equipment and supplies. All course work completed and credits earned in the Alternative School shall be transferred to and recorded in the student's home school. Credit earned and progress made shall be granted as if the work were performed in the home school. The curriculum and instructional methodology address the needs of students through an Individual Instructional Plan, which emphasizes academic performance, behavior modification, functional skills, and career education.

Students placed in the Alternative School Program are subject to the policies and rules of conduct and discipline as well as any other rules of conduct and discipline deemed appropriate by the Superintendent and/or Principal. Any student who becomes involved in any criminal or violent behavior shall be removed from the Alternative School Program and, if probable cause exists, a case shall be referred to the youth court. The Director of the Alternative School shall make the decision on student removal.

Any student, who has possession of a weapon, committed a felonious act, has been expelled, or recommended for expulsion will not be eligible for placement into the Alternative School Program.

Special Education Students - Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.

Minimum Guidelines - The State Board of Education shall promulgate minimum guidelines for Alternative School Programs. The guidelines shall require, at a minimum, the formulation of an individual instruction plan for each student referred to the Alternative School Program and, upon a determination that it is in a student's best interest for that student to receive general educational development (GED) preparatory instruction, that the local school board assign the student to a GED preparatory program established under MS Code Section 37-13-92 (4).

Placement - Students will be placed in the Alternative School for a minimum of 45 days. The date to return to the home school may be adjusted to coincide with the end of the grading period.

Students may receive placement in the Alternative School by:
Alternative School Screening Committee
The Superintendent

No student shall automatically return; he/she must follow new admission policy for new infractions.

Before placement in the Alternative School Program, the Principal or program administrator of the Alternative School Program shall obtain verification of the child's suitability for the program from the appropriate guidance counselor. Before a student can be removed to an Alternative School Education Program, the Superintendent shall determine that the written and distributed disciplinary policy of this district is being followed and that the policy includes standards for:

1. The removal of a student to an alternative education program that will include a process of educational review to develop the student's individual instruction plan and the evaluation at regular intervals of the student's educational progress; the process shall include classroom teachers and/or other appropriate professional personnel, as defined by district policy, to ensure a continuing program for the removed student;
2. The notification of parents or guardians, and their appropriate inclusion in the removal and evaluation Process.

The Tunica County School District will complete an annual review and evaluation as directed by the State Department of Education.

Definitions and Explanation of Code of Conduct Terms

Listed below are commonly used terms that will lead to a greater understanding of the Code of Conduct. All offenses listed in the Code of Conduct are not defined. Please call the building level Principal if further explanation is needed for the listed terms.

Adjustment Transfer - Transfer of a student from the home school to another school for personal safety reasons or for behavioral/situational reasons. The transfer will be for the

Answering a Suspension or In-School Suspension - A parent/guardian consulting with school officials to discuss the reasons for a student's suspension or in-school suspension and how the parent/guardian can work with the student the teachers and other school personnel to improve the student's behavior or actions.

Arson - Any willful or malicious igniting of a fire, which causes damage or is intended to cause damage to school property or the property of another.

Assault/Battery - The actions of an individual who intentionally, knowingly or recklessly causes bodily injury to another, causes another to reasonably fear imminent bodily injury, or causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative.

Aggravated Assault - Actions committed by an individual who intentionally, knowingly or recklessly commits an assault and also causes "serious" bodily injury to another or uses or displays a deadly weapon.

Aggravated Robbery - Theft of property with a deadly weapon or what is believed to be a deadly weapon or where the victim suffers serious bodily injury.

Battery on a Teacher or Other School Personnel - The actions of an individual who intentionally, knowingly or recklessly causes bodily injury on any elected official or school district employee whether it is committed on school property, on school-sponsored transportation, during a school-sponsored activity or while the elected official or employee is on official school business.

Breaking and Entering/Burglary - An individual who enters a building not open to the public with the intent to commit a felony, theft or assault or remains concealed in a building with the intent to commit a felony, theft or assault.

Bricking/Stoning of Buses/Vans - Incidents of students throwing objects at any occupied school bus, school-sponsored vehicle, or other vehicle when the vehicle is carrying students to/from school or school sponsored activities).

Bullying, Harassment and Intimidation - Any act that substantially interferes with a student's educational benefits, opportunities or performance that takes place on school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. Creating a hostile educational environment.

Examples include, but are not limited to, name calling or "checking;" making negative comments about a person's race, ethnicity, sexual orientation, sex, religion or disability; extortion; and following students to and from school with intent to intimidate.

Bullying, Harassment and Intimidation includes Cyber Bullying - Bullying through the use of the Internet or through telecommunications technologies, such as telephones, cell phones and text messaging.

Cheating/Plagiarism - Taking credit for oneself and not giving credit to the source for written and oral expression authored and/or prepared by another, cheating on exams, etc.

Clearing a Suspension - Terms and conditions of a student's return to school after being suspended. The Principal (or designee) will set the terms.

Coercion - A threat of kidnapping, extortion, force or violence to be performed immediately or in the future.

Cyber Bullying -See Bullying, Harassment and Intimidation

Designated Visitors - Persons who are legitimately present on school property or attending school-sponsored activities/events. This would typically include parents/guardians, other family members, guests, volunteers and chaperons.

Disruptive Behavior - Conduct that significantly interferes with all or portions of the campus activities, school sponsored events and school bus transportation. Behavior that poses a serious threat to the learning environment or to the health, safety, and/or welfare of others.

Drugs - Any controlled substance, marijuana, alcohol, legend drug or any other substance whose possession or use is regulated in any manner by any governmental authority, includes the school system.

Early Release - Early release means leaving school or class before the end of the school day with the knowledge of parents and school authorities.

Excessive Tardiness/Class Cutting- Excessive tardiness means continuing to come to school after the school day begins or to the classroom after classes have started.

Class cutting - Absence from scheduled classes or scheduled activity without prior knowledge of parents and school authorities.

Expel/Expulsion - Removal from the pupil's regular school program at the location where a violation occurred or removal from school attendance altogether.

Extortion - A person who uses coercion upon another person with the intent to obtain property, services, any advantage or immunity; or restrict unlawfully another's freedom of action

False Accusation - The intentional making of untrue statements that may jeopardize the reputation, employment or professional certification of a teacher, member of the staff or student.

False Fire Alarm- The intentional activation of a fire alarm, fire bell, or other signaling device with intent to deceive, mislead or otherwise misinform a school/center function concerning the presence of a fire or other disaster.

Felony Per Juvenile Court - Off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

Fighting - Minor injury and non-gang related - Mutual combat and mutual altercation, including when two or more persons mutually participate in physical violence that may require physical restraint and/or results in minor or no injury

Serious injury, weapon used or gang-related - Mutual combat and mutual altercation, including when two or more persons mutually participate in physical violence, that requires physical restraint and results in serious injury and/or weapons are used.

Firearm or Destructive Device - Any weapon designed, made or adapted to expel a projectile by the action of an explosion or any device readily convertible to that use.

Forgery - To alter, make, complete, execute or authenticate any writing that attempts to:

- Be the act of another who did not authorize that act;
- Have been executed at a time or place or in a numbered other than was in fact the case; or
- Be a copy of an original when no such original existed.

Gambling - Risking anything of value for a profit whose return is to any degree contingent on chance.

Gang - A formal or informal ongoing organization, association, or group consisting of three or more persons that has as one of its activities the commission of criminal or delinquent acts; and has two or more members who, individually or collectively, engage in or have engaged in a pattern of criminal or delinquent gang activity.

Harassment - See Bullying, Harassment and Intimidation and Sexual Harassment

Hazing - Any intentional or reckless act by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safely.

In-School Suspension - Prohibiting a student from attending his/her regular class for a specified period of time.

Indecent Exposure - The display of parts of the human body without clothing in a manner that is contrary to local custom and law. Interventions- Programs, curricula, strategies or activities designed to prevent, reduce or eliminate negative behaviors or actions in students or to support academic achievement.

Insubordination/Defiance - Refusing to follow a reasonable request, direction or instruction of an adult through disobedience, defiance, unruliness or noncompliance. Includes walking away when being addressed by an adult and refusal to work in class.

Intimidation - See Bullying, Harassment and Intimidation

Loitering - is remaining in or around the school building without permission and staff supervision.

Making a Threat (with a Destructive Device) or False Report (Bomb) - Threatening to throw, project, place, or discharge any destructive device, including chemical weapons, with intent to do bodily harm to any person or with intent to do damage to any property of any person; or making a false report, with intent to deceive, mislead or otherwise misinform any person, concerning the placing or planting of any destructive device, bomb, dynamite, or any other deadly explosive.

Molest – pester or harass, typically in an aggressive or persistent manner; assault or abuse sexually.

Participation in Activities Related to Non-School Sponsored/Non-Sanctioned Organizations - Participation in organizations at school that are not approved by the school's administration. Includes failure to register a non-school sponsored organization with the school or participation in the activities of a non-school sponsored organization while at school. (See definition of Hazing).

Posting/Distributing Unauthorized Material - Posting or distributing leaflets or other materials that have not been approved for posting or distribution by the school and/or the district or that are not in accordance with law or policy.

Profanity - Vulgar or irreverent speech or action obscene language, profane, and/or inflammatory statements.

Reckless Driving - Driving any vehicle on or near school grounds with an intentional reckless disregard for the safety of persons or property.

Remand/Alternative School Placement- Placing a student who has been expelled, suspended several times, or received a long-term suspension in a school setting that provides both behavioral and academic support.

Robbery - Intentional or knowing theft of property from another person by violence or by putting the person in fear.

Serious Injury - Serious injury generally includes injuries requiring medical attention. Examples of serious injury include, but are not limited to, such harm as:

- Assault which, if more forceful or differently targeted, would result in substantial
- Risk of death
- Loss or impairment of the functioning of a body member or organ
- Being stabbed
- Being shot
- Being rendered unconscious
- Loss of life

Sexual Battery - Unlawful sexual contact with a victim accompanied by force or coercion, or without the victim's consent or with a person who is mentally incapacitated or physically helpless.

Sexual Harassment (Student to Student) - Unwelcome actions that cause a reasonable person to feel uncomfortable or unsafe resulting in a learning environment, which is offensive, hostile and/or intimidating.

Suspension - Prohibiting a student from attending school for a specified period of time.

Theft - Intending to deprive an owner of his/her property by knowingly exercising control over the property without the owner's consent. Threat- A pattern of conduct or statements expressing an intent to do harm or act violently against someone or something (See also Bullying, Intimidation and Harassment.)

Trespass and Loitering - Students with an unauthorized absence from their home school and who are found present without permission at another school or on other district school property.

Truancy/Unlawful Absence - Being absent from school without permission.

Unauthorized/Inappropriate Use of the Internet, Computers or Computer Software - Any action that violates the Policy on Access to Telecommunications Networks or local, state and federal law. This includes using the Internet or e-mail for non-educational purposes, transmitting personally identifiable or personal contact information without authorization, using inappropriate language, and using the network to personally attack or harass another person.

Unauthorized Parking - Parking in an area or a space officially designated for another person or persons; parking in an illegal space, as designated by a school or government authority; or parking in an area not designated for students.

Unauthorized Possession or Use of Prescription Drugs - Possession or use of prescription drugs for which the student is not the named recipient of a Bonafede prescription or for which school approval to carry or use the prescription has not been given. It also applies to any student who is selling or otherwise distributing his/her prescribed medication. Certain students should be allowed to carry their own emergency medication (e.g., asthma inhalers and EpiPen's®). However, this should be cleared with the school Principal.

Vandalism - The intentional destruction, damage or defacement of property without consent of the owner or the person having custody or control of the property.

Weapon/Dangerous Weapon - Any dangerous instrument or substance, which is capable of inflicting any injury on any person.

Zero Tolerance - Specific acts committed by students that require mandatory expulsion for one year under state law (e.g., possession of a firearm)

Smoking and Use of Tobacco

The District has a policy that prohibits smoking and use of tobacco products by employees in school buildings, on school grounds and property, including school buses and all school district vehicles. Employees who are assigned the responsibility for supervising students at school-sponsored activities, regardless of where the activities are conducted, are performing school-related work and shall not use tobacco in any form while on this school-duty. Any employee who is found to be in violation of this policy shall be subject to disciplinary action.

All visitors on school property are prohibited from smoking or using tobacco products at any time while on school property.

No person shall use any tobacco product on any educational property owned or operated by this school district. Tobacco products are defined as any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes.

Educational property is defined as any public-school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity.

Any adult who violates this section shall be subject to a fine and shall be liable as follows:

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

Smoking and Other Uses of Tobacco

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

Definitions

1. Adult: any natural person at least eighteen (18) years old.
2. Minor: any natural person under the age of eighteen (18) years old.
3. Person: any natural person.
4. Tobacco product: any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
5. Educational property: any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

Penalty for Violation

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

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

Issuance of Citation

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

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy GBRL Drug Free Workplace

Drug and Alcohol Testing

Drug testing shall be done in accordance with MS CODE ANN. §71-7-1, *et seq* and federal constitutional guidelines. For all employees who drive school vehicles and are subject to federal drug testing regulations, those employees shall be tested in accordance with the applicable federal regulations, and the School's drug testing policy. Effective 2006, all newly hired employees certified and classified will be screened for drugs and alcohol.

Tobacco Use on Educational Property – Smoke Free Buildings
Consistent with the provisions of Public Law 103-227, 20 USC 6083, the Tunica County School Board (Superintendent) bans the use of all tobacco products in all school buildings in the district and on all school vehicles by all persons at all times.

This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings. The ban extends to school-owned or operated vehicles and facilities. The School Board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

Consistent with state law, the Tunica County School District prohibits use of any tobacco product on any educational property as defined in the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

1. “Adult” means any natural person at least eighteen (18) years old.
2. “Minor” means any natural person under the age of eighteen (18) years.
3. “Persons” means any natural person.
4. “Tobacco product” means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
5. “Educational property” means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term “educational property” shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

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

a. For a first conviction, a warning;
b. For a second conviction, a fine of seventy-five dollars ($75.00); and
c. For all subsequent convictions, a fine not to exceed one hundred fifty dollars ($150.00) shall be imposed.

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

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

This act shall take effect and be in force from and after July 1, 2000.

LEGAL REF.: MS CODE as cited MS Public School Accountability Standard 23 and MS Code Sections 97-32-25, 97-32-27, 97-32-29, 37-3-81, 37-7-301(c)(d)(j), 37-11-5 and 49, 37-17-6(20), and 45-11-10}

Controlled Substances – Drug and Alcohol – Drug Free Workplace

All Employees - All applicants recommended for employment by the school district must submit to a background check as a condition of pre-employment. (See Hiring Procedures – GAAC.

Illegal Drugs - For the purpose of this policy, "illegal drugs" shall mean the possession, transfer, use, and/or sale of those substances which are prohibited by state and/or federal law, and prescription drugs which are possessed, transferred, used, or sold by any person to whom such drugs have not been prescribed by a physician or dentist for that use.

The use, possession, or presence of illegal drugs in the school system by school employees while on the job or on school property is prohibited and is a dischargeable offense. Employees who sell, traffic in, or otherwise dispense illegal drugs while on the job or on school property are subject to immediate termination of employment, and legal authorities shall be notified.

Off-the-job illegal drug use or involvement may adversely affect an employee's health and job performance and can jeopardize the safety of the abusing employee, other employees, the public, or school property. As such, off-the-job use or involvement with illegal drugs is prohibited and is proper cause for administrative or disciplinary action up to, and including, termination of employment.

Prescription drugs and/or non-prescription drugs causing drowsiness or loss of coordination shall not be taken during working hours or prior to reporting to work where effects of the drugs adversely influence one's on-the-job performance, unless prior approval is received from the school administration.

Alcohol Beverages - Employees shall not use alcoholic beverages during working hours or on school property. Additionally, no employee shall report to work under the influence of alcoholic beverages. Employees violating this policy shall be subject to disciplinary action up to, and including, termination of employment.

Any employee who violates the terms of the school district' drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

Appendix 1

DRUG AND ALCOHOL PLAN OF THE TUNICA COUNTY SCHOOL BOARD
Notice Required by Mississippi State Department of Health

You are hereby advised that the School Board of Tunica has implemented a drug and alcohol policy and conducts a testing program, pursuant to Mississippi House Bill No. 84 or 1994 (Mississippi Code Annotated Sec. 7 1-7-1 *et seq)*, and you are hereby advised of the existence of said Act. All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Tunica County School District through its drug and alcohol testing program are confidential communications, except under certain circumstances as allowed by the Act. An employee or an applicant recommended for hire shall be allowed to provide notice to the Tunica County School District of currently or recently used prescription or nonprescription drugs at the time of the taking of the specimen to be tested, and such information shall be placed in writing in the employer's drug and alcohol testing custody and control form, prior to initial testing.

The Drug and Alcohol Policy of the School Board of Tunica

It is the policy of the School Board of Tunica:

1. That the unlawful use or any abuse of drugs, including prescribed and non-prescribed medications, by Tunica County School employees is prohibited, and that the use of alcohol by Tunica County School employees prior to or during work or any work-related function is prohibited;
2. That no Tunica County School employee shall be under the influence of drugs or alcohol, or in withdrawal from the use of drugs or alcohol, during working hours; provided, however, that Tunica County School employees are permitted to take prescription medication as and in the manner prescribed by a physician, and nonprescription medication as needed and in accordance with manufacturer instructions, unless the physiological or psychological effects of the prescription or nonprescription medication as taken by the employee taking by the employee pose a direct threat to the health or safety of the employee taking the medication or any other person, including members of the public, or students;
3. That Tunica County School employees are prohibited from manufacturing, possessing, using, selling, distributing, soliciting or transferring drugs, paraphernalia, prescription medication, nonprescription medication or alcohol on School property, or in school vehicles, machinery or equipment; provided, however, that employees are permitted to possess prescription medication prescribed to them by a physician if that medication must be taken during working hours, and to possess over-the-counter medication if it is reasonably necessary for the employee to take nonprescription medication during working hours to treat the symptoms of injury or illness;
4. That Tunica County School employees are prohibited from tampering in any manner with a drug or alcohol tests or a report of any such test results; and
5. That nothing in this policy shall be construed as prohibiting in any way the possession or use

of coffee or nonalcoholic beverages, or nicotine while off school premises and while not performing school related functions.

Definitions

1. Alcohol - means ethyl alcohol.
2. Chain of custody - procedures to ensure and account for the integrity of a urine or blood specimen by tracing its collection, handling and storage from point of collection to point of final disposition.
3. Collection site - the facility designated by the School Board of Tunica where employees' and applicants' specimens of urine and blood for drug testing are collected.
4. Collection site person - an individual authorized to collect specimens in accordance with this plan and trained in specimen collection procedures in accordance with the Alcohol and Drug Regulations of the Mississippi State Department of Health.
5. Confirmation test - a subsequent test on a specimen, which has resulted in a positive initial test result to confirm that result by an alternative method of equal or greater sensitivity than the initial test.
6. Direct threat - shall have the meaning assigned to it by the Americans with Disabilities Act of 1990.
7. Drug test - a chemical test administered to determine the presence or absence of a drug or its metabolites, or the presence of alcohol or its metabolites in a person's urine or blood.
8. Drugs - illegal drugs, or prescription medication, or nonprescription medication as those terms are defined in this plan.
9. Employee - any individual who is employed in a full-time or part-time capacity by Tunica County Schools or who receives any wages or compensation from the school. All "employees" who drive school vehicles or buses and who, pursuant to federal regulations, must take and pass drug or alcohol tests to drive school vehicles are still subject to those required tests, and to any additional requirements in this policy.
10. Illegal drugs - any substance, other than alcohol, which has physiological and/or psychological effects on a human being and which is not a prescription medication or nonprescription medication, including: controlled substances as defined in 21 U.S.C. Sects. 802 and 812; any counterfeit substance, depressant or stimulant substances, marijuana, narcotic drugs, opiate, opium poppy, poppy straw, controlled substance analogue, listed chemical, chemical mixture or anabolic steroid as defined in 21 U.S.C. Sect 802; and, volatile substances which produce the physiological or psychological effects of an illegal drug through deliberate inhalation.
11. Initial test - an initial drug test on a specimen to determine the presence or absence of drugs or alcohol or their metabolites in the specimen.
12. Medical Review Officer (MRO) - a licensed physician who is responsible for receiving laboratory results generated by the School's drug testing program, and who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an employee's positive confirmation test result together with his or her medical history and other relevant biomedical information.
13. Nonprescription medication - any substance, which is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments or injuries.
14. Paraphernalia - anything commonly used in testing, packaging, storing, injecting, ingesting, inhaling, smoking or otherwise introducing into the human body an illegal drug, or any form of alcohol.

15. Prescription medication - any substance prescribed by a duly licensed physician or other medical practitioner licensed to issue prescriptions for use by the employee possessing the medication.
16. School Board property - includes all offices, facilities, land, buildings, structures, fixtures, installations, vehicles and equipment, whether owned, leased, or used by the School, or any other tangible or intangible asset owned by Tunica County Schools, such as standing in the community or goodwill.
17. Under the influence - means affected in any detectable way.

Violation of the Drug and Alcohol Policy of the School Board of Tunica - Violations of the Drug and Alcohol Policy of the School Board of Tunica shall be grounds for disciplinary action, up to and including immediate termination, pursuant to the general personnel policies and procedures of the School Board of Tunica. Any Tunica County School employee who refuses to submit as directed and in accordance with this plan to a drug test may be subject to disciplinary action, up to and including immediate termination, pursuant to the general personnel policies and procedures of the School Board of Tunica. Any Tunica County School employee who is convicted of a drug or alcohol-related offense may be subject to disciplinary action, up to and including immediate termination, pursuant to the general personnel policies and procedures of the School Board of Tunica.

Drug Testing of Applicants for Employment - Applicants recommended for hire with the Tunica County School District will be required to submit to an initial test. If an applicant refuses to submit to this test, he or she will under no circumstances be hired. If the results of the initial test are positive, an applicant will be required to submit to a confirmation test for the presence of drugs or their metabolites. Prior to the collection of a specimen from such an applicant, the applicant will be required to read and sign the following statement, which will be provided on a separate sheet of paper;

I _____, have read the Drug and Alcohol Plan of the School Board of Tunica and the notice provided to me pursuant to Part IX of the Alcohol and Drug Regulations of the Mississippi State Department of Health. I understand the plan and the notice, and I agree to submit to specimen collection and drug test according to the terms of the plan. I understand that my refusal to sign this statement or my refusal to submit to required specimen collection and drug tests in accordance with the plan shall be a basis for rejecting my application for employment by the School Board of Tunica, and I waive any rights I may have arising from rejection of my application on that basis.

An applicant recommended for hire refusal to sign this statement will be a sufficient basis for rejecting his or her application. However, an applicant's refusal to sign this statement will not bar the School Board of Tunica from administering a drug test to the applicant and will not invalidate the results of any initial or confirmation test.

A positive result of a confirmation test for the presence of drugs or their metabolites is a sufficient basis for non-hire of applicant.

Neutral Selection Testing of Employees
The following Tunica County School employees are subject to neutral selection drug testing under this plan:

1. Employees authorized to carry firearms in the course and scope of their employment;

2. Employees involved in the interdiction of illegal drugs and paraphernalia; and
3. Employees as to whom a drug test, within the preceding twelve months, has resulted in a confirmed positive result.

Neutral selection drug testing of these employees will occur on two randomly selected dates in each calendar year.

Reasonable Suspicion Testing of Employees

All School Board employees are subject to reasonable suspicion drug testing under this plan. Reasonable suspicion shall be determined by the employee's supervisor, or any other appropriate school official, provided, however, if the suspected employee is a supervisor or school official, the determination of reasonable suspicion shall be made by the Superintendent or Superintendent's Designee.

If the Tunica County School District has a reasonable suspicion that an employee has used or is using drugs in violation of this plan, he or she may be required to submit to a drug test. An employee will not be required to submit to a drug test under this provision unless the reasonable suspicion that he or she has used or is using drugs in violation of this plan is based on objective and articulable facts and reasonable inferences drawn from those facts in light of experience, including, but not limited to:

1. Observable phenomena, meaning the direct observation of the use of drugs in violation of this plan or the possession of paraphernalia by the employee, or the direct observation of the symptoms or manifestations of such use by the employee;
2. Repeated errors on the job, or unsatisfactory time and attendance patterns, in combination with other specific contemporaneous events that indicate probable drug use in violation of this plan;
3. An independently-corroborated report from a reliable and credible source of the employee's drug use in violation of this plan or possession of paraphernalia;
4. The employee's causing or contributing to an accident at work, in combination with other specific contemporaneous events that indicate probable drug use in violation of this plan;
5. The employee's manufacture, possession, use, sale, transfer, distribution or solicitation of illegal drugs or paraphernalia while in or on School property; and
6. Evidence that an individual has tampered with a drug and alcohol test during his or her employment with the Tunica County School District.

If reasonable suspicion is based upon factors (2) or (4), the decision that the suspicious behavior is a consequence of illegal drug use shall be concurred in by someone who is trained in the detection of possible symptoms of drug use.

Specimen Collection Procedure

Applicants recommended for hire and employees will be directed to a collection site for drug test specimen collection. There, the collection site person will be responsible for maintaining the integrity of the specimen collection and transfer process and insuring the privacy of the employee/applicant. The collection site person also will have the following responsibilities:

1. Designate and isolate the collection station for security and privacy by:

   a. Ensuring other persons is not present.
   b. Ensuring there is no undetected access through any rear doors.
   c. Posting signs against access during the entire collection process.
   d. Restricting the collection station to authorized personnel only.

2. Contact the employee's supervisor if the employee fails to arrive at the assigned time. If the employee to be tested is a supervisor and fails to show up for the test, the Assistant Superintendent/ Personnel/Support Services, and Superintendent, may be contacted.
3. Note any unusual behavior of the employee or applicant on the custody and control form.
4. Ensure positive identification of the employee/applicant for testing.
5. Use bluing agents in toilet and ensure all water sources are secured.
6. Complete the chain of custody block of the drug testing custody and control form in accordance with laboratory instructions.
7. Advise the employee/applicant recommended for hire to:
   a. Remove any unnecessary outer garment. (Purses and briefcases shall remain with outer garments.)
   b. Proceed to collection station.
   c. Wash and dry hands.
   d. Provide specimen in sealed (single-use) specimen collection container provided by collection site person.
8. Wear rubber gloves when taking samples.
9. Read the temperature strip within four (4) minutes of voiding, complete chain of custody form, inspect the specimen to determine its color and look for any sign of contaminant (temperature must be in the range of 90.5º to 99.8ºF), and note findings on the custody and control form.
10. Forward suspected adulterated specimens to the lab for testing.
11. Transfer the urine specimen from the collection bottle to the shipping bottle.
12. Request another specimen to be collected under the direct observation of a same sex collection person if the collection site person believes, based on the following circumstances, that the employee/applicant recommended for hire may have altered the specimen:
    a. Urine specimen falls outside the normal temperature range and the employee/applicant recommended for hire declines to provide a measurement of oral body temperature or the oral temperature does not equal or exceed the specimen temperature.
    b. There has been conduct clearly and unequivocally indicating an attempt to substitute or alter the sample.
    c. The last urine sample provided by the employee was determined by the lab to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
13. Along with the employee/applicant recommended for hire, keep the specimen in view at all times prior to its being sealed and labeled.
14. Complete and place the custody seal/ID label securely on the bottle.
15. Have the employee/applicant recommended for hire sign the custody seal/ID label certifying that it is specimen collected from him/her.
16. Have the employee/applicant recommended for hire complete relevant portions of chain of custody form.
17. Complete the chain of custody form to indicate receipt from the employee/applicant.

Responsibilities of the Laboratory - The laboratory, which conducts tests under this plan, shall be certified by the Mississippi State Department of Health, and it shall conduct all tests under this program in accordance with the Alcohol and Drug Regulations of the Mississippi State Department of Health. The laboratory shall retain samples that yield positive results on confirmation, in a secured, long term frozen storage for at least 365 days. Within this 365-day period, the employee, applicant, the School Board or the Mississippi State Department of Health may make a written request that the laboratory retain the sample for an additional period. Documentation of all aspects of the testing process shall be maintained and made available for at least two years. This two-year period may be extended upon written notification by the Department of Transportation or by the School Board.

Testing Standards - Under this plan, the initial test on specimens for the presence of marijuana, cocaine, opiates, phencyclidine, amphetamines, and any other substance for which the United States Department of Health and Human Services has established an approved protocol and positive threshold, or their metabolites, will employ an immunoassay which meets the requirements of the United States Food and Drug Administration for commercial distribution. Initial cutoff levels specified in Part VI (3) and (4) of the Alcohol and Drug Regulations of the Mississippi State Department of Health will be observed. These cutoff levels are subject to change as advances in technology or other considerations allow identification of drugs or their metabolites at other levels.

Notification to MRO of Test Results - The laboratory shall report confirmation test results to and only to the Tunica County School Board's Medical Review Officer (MRO) within five (5) working days of receiving a specimen. The report, which will be signed and certified as accurate by the person responsible for the day-to- day operations of the certified laboratory or the person responsible for attesting to the validity of test results, will identify the drugs or metabolites for which testing has been conducted, and it will indicated the Tunica County School's specimen number and the specimen identification number assigned to the specimen by the laboratory, to ensure that the correct sample from the correct individual has been tested. The report shall indicate only that the confirmation test result was negative, if that be the case, or that it was positive for specific drugs or metabolites, if that be the case.

Responsibilities of the Medical Review Officer - The MRO shall perform the following functions upon receiving test results from the laboratory:

1. Review test results from the laboratory, including the analysis and a certified true copy of the chain of custody form, before the results are reported to the supervisor, or if a supervisor is the employee being tested, report the results to the Assistant Superintendent/Personnel/Support Services, and Superintendent; and, where appropriate, examine data to determine the scientific sufficiency of test results and report as negative any scientifically insufficient test results.
2. Determine if there is a legitimate medical reason for a confirmed positive drug test; and, if so, take no further action.
3. If there is no legitimate medical reason for a confirmed positive test, refer the individual tested to an employee assistance program or the School for action in accordance with this program.
4. Administratively review negative test results to ensure accurate identification of the employee/applicant on laboratory test results and the chain of custody forms.
5. Verify positive test results by reviewing the documents for completeness (e.g., sign- offs,

accurate relevant information).

6. On positive test results, and if able to contact the employee/applicant within two (2) days, conduct a medical interview which will include:
    a. Notifying the employee/applicant in writing of the test results, and providing a copy of the laboratory report to the employee/applicant on request;
    b. Allowing the individual to discuss the test results;
    c. Considering any relevant information, the employee/applicant can provide about recent medication, medical history, medical records and other biomedical factors;
    d. If necessary, reanalyzing the original specimen to determine the accuracy of the test result;
    e. Following verification of the test result, completing the chain of custody form and forwarding it to the employee's supervisor, or if a supervisor is the employee being tested, report the results to the Assistant Superintendent/Personnel/Support Services, Superintendent, or any school board member; and,
    f. Documenting the date that all required records/reports were sent to the employee's supervisor, or if a supervisor is the employee being tested, report the results to the Assistant Superintendent/Personnel/Support Services, Superintendent or any school board member; or if unable to make contact within two (2) days, then contact the employee's supervisor, or if a supervisor is the employee being tested, report the results to the Assistant Superintendent/Personnel/Support Services, Superintendent, or any school board member who, in turn, while maintaining the utmost confidentiality, shall contact the appropriate supervisor or hiring authority and advise him/her to arrange for the employee/applicant to contact the MRO in privacy.
7. Verify a test as positive without having communicated directly with the employee/applicant about the test only in two (2) circumstances:
    a. The employee/applicant expressly declines the opportunity to discuss the test; or
    b. The designated employer representative has successfully made and documented a contact with the employee/applicant and instructed the employee/applicant to contact the MRO and more than five (5) days have passed since the date the employee was successfully contacted.
8. If a test is verified positive under the circumstances specified in paragraph G(b), allow the employee to present information documenting that serious illness, injury, or other unavoidable circumstances prevented the employee from timely contacting the MRO; and, on the basis of such information, reopen the verification and complete it in accordance with paragraph F.
9. If there is a legitimate explanation for the positive test result, declare the test to be negative.

Notwithstanding any provision in paragraphs A-I, the MRO shall notify the employee/applicant recommended for hire in writing of the drug test results within five (5) days of receiving them, which notification will include an explanation of the results and options available to the employee/applicant recommended for hire if the results are positive. The employee/applicant recommended for hire is entitled on request to a copy of the written test report.

An employee/applicant recommended for hire that receives a positive confirmed test result may contest the accuracy of that result or explain it in writing within 10 working days of receiving notification of the test results. That contest may include another test only on the previously tested specimen at the employee/applicant's recommended for hire expense.

If the employee/applicant's recommended for hire explanation is unsatisfactory to the MRO, a written explanation as to why the explanation is unsatisfactory and the test results will be placed in the employee's personnel and medical file, or the applicant's application file. If the initial test is negative, there shall be no confirmation drug and alcohol test.

Consequences of a Confirmed Positive Test Result - A positive initial test result may subject the employee to a suspension with pay. A confirmed positive test results in immediate termination, in accordance with the general personnel policies and procedures of the School Board of Tunica. If the School Board of Tunica discharges or disciplines an employee on the basis of a confirmed positive test result, it shall be considered to have discharged or disciplined the employee for cause. An employee discharged on the basis of a confirmed positive drug and alcohol test shall be considered to have been discharged for willful misconduct. If the employee is not terminated, he or she may be referred to an employee assistance program or other program for the treatment of drug and alcohol abuse, and may be required to complete or participate in that program as a condition of further employment.

Confidentiality - All information of whatever kind, preserved in whatever medium and obtained from whatever source, which is received by Tunica County Schools in the administration of this plan is confidential and will not be disclosed or released to anyone for any reason except as specified in this section. That information also is the School's property, and it will be maintained in a separate file in the Office of the Superintendent. Information described in the preceding paragraph will be released:

1. If the employee or job applicant in writing grants the School Board permission to do so;
2. If the information must be disclosed in any administrative, arbitral or judicial proceeding pursuant to applicable law because it is relevant to an issue in that proceeding;
3. If the information must be disclosed to a governmental unit as required by law, regulation, administrative or judicial order, or in accordance with compliance requirements of a federal contract;
4. If the information must be disclosed to a substance or alcohol abuse rehabilitation program for the purpose of evaluation or treatment of the employee; or
5. Without a court order, if an immediate risk to public health or safety can be minimized by released, and with a court order if the risk is not immediate.

An employee's failure to sign a written consent to release information as permitted by and in accordance with this section may subject the employee to discipline, up to and including termination, in accordance with the general personnel policies and procedures of the School Board of Tunica.

No Physician-Patient Relationship Created - A physician-patient relationship is not created between an employee or job applicant, and the School Board of Tunica, the medical review officer, or any other person performing or evaluating the drug and alcohol test, solely by the establishment or implementation of this drug and alcohol policy.

Effect of This Policy on Personnel Policies of the School Board of Tunica - This policy does not prevent the School Board of Tunica from establishing personnel policies and procedures related to employee possession, use, sale or solicitation of drugs, including convictions for drug-related offenses, and acting based upon a violation of any of these rules. Nothing in this policy shall affect the School Board of Tunica's right to terminate the employment of any person for reasons not related to this drug and alcohol policy, nor does it affect an employee's at-will status.

Other Testing - This policy does not prohibit the School Board of Tunica from conducting medical screening or other tests required by any statute, rule or regulation for the purpose of monitoring exposure of employees to toxic or other unhealthy substances in the workplace or in the performance of job responsibilities. Such screening or tests shall be limited to the specific substances expressly identified in the applicable statue, rule or regulation, unless prior written consent of the employee is obtained for other tests.

U.S. Department of Transportation - Regulated Employees

The Tunica County School District shall be in compliance with the federally mandated policy prohibiting the use of controlled substances and alcohol in the workplace. The policy meets the requirements of the Omnibus Transportation Employees Act and is established for the safety of the school district's employees, students, and the general public.

On February 4, 1994, the United States Department of Transportation (DOT) published rules for alcohol and drug testing of persons required to obtain a commercial driver's license (CDL), which covers all persons who operate school buses. It is the intention of this district to abide by the DOT mandates and require all employees who operate district bus vehicles to do the same.

Policy Statement – DOT

Covered Employees - Employees covered under the Omnibus Transportation Employee Act shall be informed of Tunica County School District's Drug and Alcohol Testing Policy enacted pursuant to the contents found in the code of Federal Regulations, at 49 C.F.R. parts 40, 382, 391, 392, and 395, all as amended in 1994. Whenever those regulations change, the terms of this policy are also changed automatically to be consistent with Federal Regulations.

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

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.
As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the Board.

Sanctions against employees, including nonrenewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

Denial of License - The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. §37-3-2 (11)(c)

Suspension of License - The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. §37-3-2 (12)(d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. §37-3-2 (13)(a)

LEGAL REF.: MS CODE as cited 21 U.S.C. 812

Notice to Employees Engaged in Work on Federal Grants

You Are Hereby Notified that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

You Are Further Notified that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statue for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

PUBLIC NOTICE

The Tunica County School District wishes to inform its staff, students, parents and the general public as to the status of its **Asbestos Management Program**. The District has on file with the Mississippi Department of Education and approved Asbestos Management Plan and has conducted all asbestos re-inspections of all schools to date. Asbestos materials remain in District Facilities but do not present a health risk to our students, staff or the general public. Asbestos Management Plans are available for public review at the Central Office and each school location. For additional information, please contact the District Maintenance Director at (662) 363-4220.

Safety

DRUG AND WEAPON FREE SCHOOL PLACE

WEAPON FREE WORKPLACE

The possession of a handgun or other weapon, including mace, pepper spray, stun gun, etc., on school premises or at any school-related activity by any employee of the district or any other individual, including those persons having permits for possession of such weapons, is prohibited. Employees in violation of this policy will be subject to disciplinary action.

It is the responsibility of every employee to report to his/her Principal or immediate supervisor or the person responsible for supervising a school event any knowledge of the possession of a handgun or other weapon on school premises or at any school-related activity by any individual. Appropriate steps shall then be taken to carry out the intent of this policy, including notification of police officials, so that persons in possession of such weapons promptly leave school premises or activities and/or are refused admittance to school buildings or events.

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

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

As a condition of employment with the school district in any capacity including those engaged in performance of a federal grant, shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment with the school district in any capacity, each employee shall abide by the terms of the school district policy respecting a drug-free workplace. An employee who violates the terms of this policy may be nonrenewal or his or her employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including nonrenewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

License

Denial of License - The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. ' 37-3-2 (11) (c)

Suspension of License - The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. ' 37-3-2 (12) (d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time, which shall be determined by the commission and based upon the severity of the offense. ' 37-3-2 (13) (a)

Notice

EACH YEAR ALL EMPLOYEES, INCLUDING THOSE ENGAGED IN WORK ON FEDERAL GRANTS, WILL BE PROVIDED WITH THE FOLLOWING NOTICE

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with the school district or work in connection with any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

Emergency Drill

It shall be the duty of the Principals and teachers in each building of this school district to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such Principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education.

It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty (60) days of each new school semester for students, teachers, and staff. ’37-11-15

The Superintendent shall be responsible for ensuring that each school has a current crisis management plan that includes procedures for bomb threat, fire, earthquake, hurricane, tornado, and shootings. The Superintendent shall also ensure that the Principal and staff at each school conduct regular safety drills in event of an emergency situation related to weapons, weather, or major loss of power.

Students will be provided special instruction concerning the procedures to follow and how to proceed to safety in an emergency. These instructions will be provided at the start of the school year and repeated at the start of the second semester. These instructions will include a practice evacuation of all buildings.

During fire, tornado, and other emergency drills or actual emergency, instructions must be followed completely. Failure to do so could result in serious injury or possible loss of life.
The following signals will indicate:

- FIRE – verbal announcement over the intercom
- TORNADO – verbal announcement over the intercom
- EARTHQUAKE - verbal announcement over the intercom

EMERGENCY DRILLS – EARTHQUAKES

1. Staff member, administrators and teachers will take charge and give instructions in a firm, calm manner.
2. No person should rush outdoors. The greatest danger is immediately outside entrances and close to walls.
3. Students should take cover under desks, tables and heavy furniture, in interior doorways, or against weight bearing inside walls. Stay away from window, light fixtures and gymnasiums, cafeterias, or other large areas.
4. After the quake is over, evacuate the building and move to an open area.
5. Avoid fallen wires.
6. Do not start fires.
7. Do not enter buildings until they have been inspected by competent personnel.

Emergency Closings

Upon application from the school board, the Superintendent of schools may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers, or because of any other emergency necessitating the closing of the school. The Superintendent is hereby authorized to close schools and offices or dismiss them early in event of hazardous weather or other emergencies, which threaten the safety or health of students or staff members.

It is understood that the Superintendent will take such action only after consultation with transportation, emergency management, and weather authorities. The Superintendent shall notify the school board of the decision to close the schools. Parents, students, and staff members shall be informed how they shall be notified in event of emergency closings, early dismissals, or delayed start. When the Superintendent declares a delayed start due to inclement weather conditions, typically a one or two hour delay, employees and students are expected to report to school at the delayed start time. (Example: On a 2-hour delay, if the school would normally start at 8:00 a.m., students and faculty would report at 10:00 a.m.; 7:30 start would report at 9:30 a.m.) Information on closing and delays by the district will be announced on the district website, through AIM Notification System, other Internet outlets, selected radio, and television stations before 6:00 a.m. No announcement means schools will operate on a normal schedule.

Extreme Weather Conditions

In cases of a severe weather alert, such as a tornado, hurricane, or snow/ice warning being issued by the National Weather Service, the Superintendent or designee shall notify each Principal and necessary administrator. Children will be retained in the school buildings until it is deemed safe to dismiss them, unless their parents pick them up. Pupils will not be allowed to use the telephone during severe weather alerts except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year, unless the school board of the local school district submits a plan to alter the school term that is approved by the State Board of Education under the authority of Section 37-13-63(2). 37-13-65

DISASTER EMERGENCY

If this school board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may notify the Mississippi Department of Education of the disaster or weather emergency and submit a plan for altering the school term. If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however,

in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the Mississippi Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. 37-13-63. Each school in the district presently has a weather radio. 37-11-6.

APPENDIX D SCHEDULE

Please see online district policies for all updates for the Tunica County School District.

POLICY HIGHLIGHTS

1. **IAAB – Staff Conduct on Virtual Meetings**
2. **IJBD – Responsible Use of District Issued Technology**
3. **JGA – Pandemic/Epidemic Emergencies**
4. **JRAB – Compliance with FERPA**

Policy Descriptions

1. **Policy IAAB – Staff Conduct on Virtual Meetings —** This is a new policy that discusses a variety of topics such as which virtual platforms are acceptable for use in the district, student communication, the disclosure of certain information, and staff conduct while on virtual meetings.
2. **Policy IJBD – Responsible Use of District Issued Technology —** This is a new policy created in accordance with SB 3044 which requires a district to create a responsible use policy for the use of district issued technology and devices under the Equity in Distance Learning Act. School districts must have a policy in place by September 1, 2020 in order to be eligible under this program.
3. **Policy JGA – Pandemic/Epidemic Emergencies —** This policy was already adopted before the COVID-19 pandemic; however, most districts do not have/did not know about this policy. This policy provides an abundance of helpful information for school districts on how to handle a pandemic/epidemic generally.
4. **Policy JRAB – Compliance with FERPA —** This policy was amended to account for the use of distance learning methods and how any distance learning must comply with the guidelines under the Families Educational Rights and Privacy Act (FERPA). The primary guideline being that districts must at all times protect the personally identifiable information of their students.

GRADUATION

Board Policy IHF: Graduation Requirements

STATE GRADUATION REQUIREMENTS

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units. Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma.

Students who entered 9th grade in 2012-2013 or later (anticipated graduation of 2016 or later) are required to earn 26 Carnegie units to meet Tunica County School District's graduation requirements.

Four (4) of these units must be in English; **four (4)** units in mathematics; **four (4)** units in science; four **(4) units** in social studies; **one (1) unit** in physical education (1/2) /health (1/2); **one (1)** unit in business and technology; **one (1) unit** in the arts and **five (5) units** in electives. All students must take and pass the three required Subject Area Tests as specified by the Mississippi Department of Education.

Board Policy IDAC: District Programs Assessments

Beginning with the 2013-2014-school term and thereafter, the following will be applicable in regards to ACT Testing:

- **Junior and Senior students are required to take the ACT**

It is mandatory for students to take the appropriate ACT assessment as indicated.

The following will be applicable regarding ACT testing beginning with the 2016 – 2017 school term and thereafter:

Senior students will take the ACT (as required by MDE during the spring of 2017)

State Testing
In order to receive a high school diploma, all students must take and pass required Subject Area Tests: Biology I, Algebra I and English II.

Passage of the required Subject Area Test is a separate requirement towards graduation and SHALL NOT be the criteria for awarding Carnegie unit credit.

Students shall graduate by meeting all requirements of Tunica County School District and the State Department of Education.

Board Policy IFG: EARLY GRADUATION

Any high school student who completes the number of credits and other existing standards required by both the state and district prior to completing seven (7) semesters of high school may petition the Superintendent to graduate early.

The Superintendent will permit early graduation under unusual and unique circumstances for students who would benefit from early graduation. Early graduates may participate in the regular spring commencement ceremony. However, they cannot be ranked with the graduating class nor be eligible to be Valedictorian or Salutatorian.

Career Pathway Option* 21 Credits*		**Traditional Pathway Option* 24 Credits Minimum**		**District Option** 26 Credits Minimum**	
Graduation Requirements	**Required Courses**	**Graduation Requirements**	**Required Courses**	**Graduation Requirements**	**Required Course**
4 Credits of English 3 Credits of Math 3 Credits of Science 3 Credits of Social Studies 0.5 Credit of Health/ Physical Education 1 Credit of Integrated Technology 4 Credits of Career and Technical Education Electives 2.5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 0.5 U.S. Government 0.5 Mississippi Studies 0.5 Comprehensive Health 0.5 OR Physical Education Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding From Student's Program of Study	4 Credits of English 4 Credits of Math 4 Credits of Science 4 Credits of Social Studies 0.5 Credit of Health 0.5 Physical Education 1 Credit of Business & Technology 1 Credit of Art 5 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 1 World History 0.5 Geography 0.5 Economics 0.5 U.S Government 0.5 Mississippi Studies 0.5 Comprehensive Health Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding	4 Credits of English 4 Credits of Math 4 Credits of Science 4 Credits of Social Studies 0.5 Credit of Health 0.5 Physical Education 1 Credit of Business & Technology 1 Credit of Art 7 Credits of Electives	English I, English II Algebra I Biology I 1 U.S. History 1 World History 0.5 Geography 0.5 Economics 0.5 U.S Government 0.5 Mississippi Studies 0.5 Comprehensive Health Technology Foundations, ICT, 9th STEM, or Computer Applications and Keyboarding

*Career and Traditional Pathway Options are State Board required.
** District Pathway is a local decision.
*** The Career Pathway Option is available for all students beginning in 2011-2012 (MDE August 2013)

SENIORS OF SCHOOL YEAR 2015-2016 and later
(Entering ninth graders in 2012-2013)

Beginning with the school year 2012-2013 **and thereafter**, all entering ninth graders (seniors of school year 2015-2016 **and later**) will be required to have a minimum of 26 Carnegie units unless their parent/guardian requests to opt the student out of these requirements. Any student who is taken out of these requirements will be required to complete alternately approved graduation requirements.

PARTICIPATION IN GRADUATION CEREMONIES: In order to participate in district graduation ceremonies, **ALL district and state requirements MUST be fulfilled.**

1. Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 7 general electives required for graduation.

2. Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 7 general electives required for graduation. Students are prohibited from taking Pre-Algebra or any other lower level math after successfully completing Algebra I. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. Effective with the eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. The allowable mathematics courses that can be taken, which are higher than Algebra I, are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit.

3. One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship. Beginning school year 2008-2009 for all entering eight graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics.

4. The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.

5. Credit earned in Allied Health I/Health Science I may be accepted in lieu of Comprehensive Health or Family and Individual Health to meet the graduation requirement for ½ Carnegie unit in Health.

6. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

7. Carnegie Units (up to one each school year) in physical education may be received from participation in interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the *Fitness through Physical Education Framework.* Interscholastic athletic activities used for Carnegie unit credit must be sanctioned by the Mississippi High School Activities Association

Board Policy IHFAA: GRADUATION OPTIONS

Tunica County School District Graduation Option Policy: Additional Assessments Options for Meeting End-of-Course Subject Area Test Graduation Requirements

State Board Policy 3803, *Assessments Required for Graduation*, outlines the end-of-course subject area test graduation requirements. State Board Policy 3804 provides approved options for students to meet these high school end-of-course subject area test graduation requirements through approved alternate measures. State Board Policy 3804 applies to past, current, and future Mississippi students.

While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test. Specifically, Tunica County School District students may meet the graduation requirement outlined in State Board Policy 3803 by attaining any one of the measures outlined below for each of the subject area tests listed.

1. **Algebra I**

   a. Obtain a score of **17** or higher on the Math subject sub-score of the ACT.

   b. Obtain an ASVAB AFQT score of 36 **plus one** of the following:

      1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.

      2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

   c. Obtain the *Silver Level* on the ACT Work-Keys **plus one** of the following:

      1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.

      2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

2. **Biology I**

   a. Obtain a score of **17** or higher on the Science subject sub-score of the ACT.

   b. Obtain an ASVAB AFQT score of 36 **plus one** of the following:

      1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
      2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*

c. Obtain the *Silver Level* on the ACT Work-Keys **plus one** of the following:

1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.

2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

3. **English II**

a. Obtain a score of **17** or higher on the English subject sub-score of the ACT.

b. Obtain an ASVAB AFQT score of 36 **plus one** of the following:

1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.

2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

c. Obtain the *Silver Level* on the ACT Work-Keys **plus one** of the following:

1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.

2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

1. Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the three end-of-course Subject Area Tests as provided to school districts by the Mississippi Department of Education. (Students must be enrolled in order to utilize this option.)
2. Beginning with school year 2015-2016, in addition to number two (2) above, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test.
3. Beginning with school year 2016-2017, all students who are enrolled in an end-of-course Subject Area Test course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course.
4. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test.

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