Holmes County Consolidated School District
Connecting for Success: Every Child, Every Classroom, Every Day

Holmes County Consolidated School District

Board Policy Manual

Board Policy Manual

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Policy ABB: Board Powers and Duties

Status: DRAFT

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HOME RULE

The school board of a school district may adopt any orders, resolutions or ordinances with respect to school district affairs, property and finances which are not inconsistent with the Mississippi Constitution of 1890, the Mississippi Code of 1972, or any other statute or law of the State of Mississippi. Except as otherwise provided in this section, the powers granted to the school boards in this section are complete without the existence of or reference to any specific authority granted in any other statute or law of the State of Mississippi. Unless such actions are specifically authorized by another statute or law of the State of Mississippi, this section shall not authorize a school board to: (a) levy taxes of any kind or increase the levy of any authorized tax; (b) issue bonds of any kind; or (c) enter into collective bargaining agreements. 37-7-301.1

POWERS, AUTHORITY AND DUTIES

The school boards of all school districts shall have the following powers, authority and duties in addition to all others imposed or granted by law, to wit:

a. To organize and operate the schools of the district and to make such division between the high school grades and elementary grades as, in their judgment, will serve the best interests of the school;

b. To introduce public school music, art, manual training and other special subjects into either the elementary or high school grades, as the board shall deem proper;

c. To be the custodians of real and personal school property and to manage, control and care for same, both during the school term and during vacation;

d. To have responsibility for the erection, repairing and equipping of school facilities and the making ofnecessary school improvements;

e. 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;

f. To visit schools in the district, in their discretion, in a body for the purpose of determining what can be done for the improvement of the school in a general way;

g. To support, within reasonable limits, the superintendent, principal and teachers where necessary for the proper discipline of the school;

h. To exclude from the schools students with what appears to be infectious or contagious diseases;provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease;

i. To require those vaccinations specified by the State Health Officer as provided in Section 41-23-37;

j. To see that all necessary utilities and services are provided in the schools at all times when same are needed;

k. To authorize the use of the school buildings and grounds for the holding of public meetings and gatherings of the people under such regulations as may be prescribed by said board;

l. To prescribe and enforce rules and regulations not inconsistent with law or with the regulations of the State Board of Education for their own government and for the government of the schools, and to transact their business at regular and special meetings called and held in the manner provided by law;

m. To maintain and operate all of the schools under their control for such length of time during the year asmay be required;

n. To enforce in the schools the courses of study and the use of the textbooks prescribed by the proper authorities;

o. To make orders directed to the superintendent of schools for the issuance of pay certificates for lawful purposes on any available funds of the district and to have full control of the receipt, distribution, allotment and disbursement of all funds provided for the support and operation of the schools of such school district whether such funds be derived from state appropriations, local ad valorem tax collections, or otherwise. The local school board shall be authorized and empowered to promulgate rules and regulations that specify the types of claims and set limits of the dollar amount for payment of claims by the superintendent of schools to be ratified by the board at the next regularly scheduled meeting after payment has been made;

p. To select all school district personnel in the manner provided by law, and to provide for such employee benefit programs, including accident reimbursement plans, as may be deemed necessary and appropriate by the board;

q. To provide athletic programs and other school activities and to regulate the establishment and operation of such programs and activities;

r. To join, in their discretion, any association of school boards and other public school-related organizations, and to pay from local funds other than total funding formula funds, any membership dues;

s. To expend local school activity funds, or other available school district funds, other than total fundingformula funds, for the purposes prescribed under this paragraph. "Activity funds" shall mean all funds received by school officials in all school districts paid or collected to participate in any school activity, such activity being part of the school program and partially financed with public funds or supplemented by public funds. The term "activity funds" shall not include any funds raised and/or expended by any organization unless commingled in a bank account with existing activity funds, regardless of whether the funds were raised by school employees or received by school employees during school hours or using school facilities, and regardless of whether a school employee exercises influence over the expenditure or disposition of such funds. Organizations shall not be required to make any payment to any school for the use of any school facility if, in the discretion of the local school governing board, the organization's function shall be deemed to be beneficial to the official or extracurricular programs of the school. For the purposes of this provision, the term "organization" shall not include any organization subject to the control of the local school governing board. Activity funds may only be expended for any necessary expenses or travel costs, including advances, incurred by students and their chaperons in attending any in-state or out-of-state school-related programs, conventions or seminars and/or any commodities, equipment, travel expenses, purchased services or school supplies which the local school governing board, in its discretion, shall deem beneficial to the official or extracurricular programs of the district, including items which may subsequently become the personal property of individuals, including yearbooks, athletic apparel, book covers and trophies. Activity funds may be used to pay travel expenses of school district personnel. The local school governing board shall be authorized and empowered to promulgate rules and regulations specifically designating for what purposes school activity funds may be expended. The local school governing board shall provide (i) that such school activity funds shall be maintained and expended by the principal of the school generating the funds in individual bank accounts, or (ii) that such school activity funds shall be maintained and expended by the superintendent of schools in a central depository approved by the board. The local school governing board shall provide that such school activity funds be audited as part of the annual audit required in Section 37-9-18. The State Auditor shall prescribe a uniform system of accounting and financial reporting for all school activity fund transactions;

t. To contract, on a shared savings, lease or lease-purchase basis, for energy efficiency services and/orequipment as provided for in Section 31-7-14.

u. To maintain accounts and issue pay certificates on school food service bank accounts;

v. (i) To lease a school building from an individual, partnership, nonprofit corporation or a private forprofit corporation for the use of such school district, and to expend funds therefor as may be available from any sources other than total funding formula funds as set by this act. The school board of the school district desiring to lease a school building shall declare by resolution that a need exists for a school building and that the school district cannot provide the necessary funds to pay the cost or its proportionate share of the cost of a school building required to meet the present needs. The resolution so adopted by the school board shall be published once each week for three (3) consecutive weeks in a newspaper having a general circulation in the school district involved, with the first publication thereof to be made not less than thirty (30) days prior to the date upon which the school board is to act on the question of leasing a school building. If no petition requesting an election is filed prior to such meeting as hereinafter provided, then the school board may, by resolution spread upon its minutes, proceed to lease a school building. If at any time before the meeting a petition signed by not less than twenty percent (20%) or fifteen hundred (1500), whichever is less, of the qualified electors of the school district involved shall be filed with the school board requesting that an election be called on the question, then the school board shall, not later than the next regular meeting, adopt a resolution calling an election to be held within such school district upon the question of authorizing the school board to lease a school building. Such election shall be called and held, and notice thereof shall be given, in the same manner for elections upon the questions of the issuance of the bonds of school districts, and the results thereof shall be certified to the school board. If at least three-fifths (3/5) of the qualified electors of the school district who voted in such election shall vote in favor of the leasing of a school building, then the school board shall proceed to lease a school building. The term of the lease contract shall not exceed twenty (20) years, and the total cost of such lease shall be either the amount of the lowest and best bid accepted by the school board after advertisement for bids or an amount not to exceed the current fair market value of the lease as determined by the averaging of at least two (2) appraisals by certified general appraisers licensed by the State of Mississippi. The term "school building" as used in this paragraph (v)(i) shall be construed to mean any building or buildings used for classroom purposes in connection with the operation of schools and shall include the site therefor, necessary support facilities, and the equipment thereof and appurtenances thereto such as heating facilities, water supply, sewage disposal, landscaping, walks, drives and playgrounds. The term "lease" as used in this paragraph (v)(i) may include a lease/purchase contract; (ii) If two (2) or more school districts propose to enter into a lease contract jointly, then joint meetings of the school boards having control may be held but no action taken shall be binding on any such school district unless the question of leasing a school building is approved in each participating school district under the procedure hereinabove set forth in paragraph (v)(i). All of the provisions of paragraph (v)(i) regarding the term and amount of the lease contract shall apply to the school boards of school districts acting jointly. Any lease contract executed by two (2) or more school districts as joint lessees shall set out the amount of the aggregate lease rental to be paid by each, which may be agreed upon, but there shall be no right of occupancy by any lessee unless the aggregate rental is paid as stipulated in the lease contract. All rights of joint lessees under the lease contract shall be in proportion to the amount of lease rental paid by each;

w. To employ all noninstructional and nonlicensed employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the superintendent of schools;

x. To employ and fix the duties and compensation of such legal counsel as deemed necessary;

y. Subject to rules and regulations of the State Board of Education, to purchase, own and operate trucks,vans and other motor vehicles, which shall bear the proper identification required by law;

z. To expend funds for the payment of substitute teachers and to adopt reasonable regulations for theemployment and compensation of such substitute teachers;

aa. To acquire in its own name by purchase all real property which shall be necessary and desirable inconnection with the construction, renovation or improvement of any public school building or structure. Whenever the purchase price for such real property is greater than Fifty Thousand Dollars ($50,000.00), the school board shall not

purchase the property for an amount exceeding the fair market value of such property as determined by the average of at least two (2) independent appraisals by certified general appraisers licensed by the State of Mississippi. If the board shall be unable to agree with the owner of any such real property in connection with any such project, the board shall have the power and authority to acquire any such real property by condemnation proceedings pursuant to Section 11-27-1 et seq., , and for such purpose, the right of eminent domain is hereby conferred upon and vested in the board. The local school board is authorized to grant an easement for ingress and egress over sixteenth section land or lieu land in exchange for a similar easement upon adjoining land where the exchange of easements affords substantial benefit to the sixteenth section land; however, the exchange must be based upon values as determined by a competent appraiser, with any differential in value to be adjusted by cash payment. Any easement rights granted over sixteenth section land under such authority shall terminate when the easement ceases to be used for its stated purpose. No sixteenth section or lieu land which is subject to an existing lease shall be burdened by any such easement except by consent of the lessee or unless the school district shall acquire the unexpired leasehold interest affected by the easement;

ab. To charge reasonable fees related to the educational programs of the district, in the manner prescribed in Section 37-7-335;

ac. Subject to rules and regulations of the State Board of Education, to purchase relocatable classrooms for the use of such school district, in the manner prescribed in Section 37-1-13;

ad. Enter into contracts or agreements with other school districts, political subdivisions or governmental entities to carry out one or more of the powers or duties of the school board, or to allow more efficient utilization of limited resources for providing services to the public;

ae. To provide for in-service training for employees of the district.

af. As part of their duties to prescribe the use of textbooks, to provide that parents and legal guardians should be responsible for the textbooks and for the compensation to the school district for any books which are not returned to the proper schools upon the withdrawal of their dependent child. If a textbook is lost or not returned by any student who drops out of the public school district, the parent or legal guardian shall also compensate the school district for the fair market value of the textbooks;

ag. To conduct fund-raising activities on behalf of the school district that the local school board, in its discretion, deems appropriate or beneficial to the official or extracurricular programs of the district; subject to the following:

i. Any proceeds of the fund-raising activities shall be treated as "activity funds" and shall be accounted for as are other activity funds under this section; and

ii. Fund-raising activities conducted or authorized by the board for the sale of school pictures, the total of caps and gowns or the sale of graduation invitations for which the school board receives a commission, rebate or fee shall contain a disclosure statement advising that a portion of the proceeds of the sales or rentals shall be contributed to the student activity fund;

ah. To allow individual lessons for music, art and other curriculum-related activities for academic credit or nonacademic credit during school hours and using school equipment and facilities, subject to uniform rules and regulations adopted by the school board;

ai. To charge reasonable fees for participating in an extracurricular activity for academic or nonacemic credit for necessary and required equipment such as safety equipment, band instruments and uniforms;

aj. To conduct or participate in any fund-raising activities on behalf of or in connection with a tax-exempt charitable organization;

ak. To exercise such powers as may be reasonably necessary to carry out the provisions of this section;

al. To expend funds for the services of nonprofit arts organizations or other such nonprofit organizations who provide performances or other services for the students of the school district;

am. To expend federal funds, or any other available funds that are expressly designated and authorized forthat use, to pay training, educational expenses, salary incentives and salary supplements to employees of local school districts; except that incentives shall not be considered part of the local supplement, nor shall incentives be considered part of the local supplement paid to an individual teacher for the purposes of Section 37-19-7(1);

an. To use any available funds, not appropriated or designated for any other purpose, for reimbursement tothe state-licensed employees from both in-state and out-of-state, who enter into a contract for employment in a school district, for the expense of moving when the employment necessitates the relocation of the licensed employee to a different geographical area than that in which the licensed employee resides before entering into the contract. The reimbursement shall not exceed One Thousand Dollars ($1,000.00) for the documented actual expenses incurred in the course of relocating, including the expense of any professional moving company or persons employed to assist with the move, rented moving vehicles or equipment, mileage in the amount authorized for county and municipal employees under Section 25-3-41 if the licensed employee used his personal vehicle or vehicles for the move, meals and such other expenses associated with the relocation. No licensed employee may be reimbursed for moving expenses under this section on more than one (1) occasion by the same school district. Nothing in this section shall be construed to require the actual residence to which the licensed employee relocates to be within the boundaries of the school district that has executed a contract for employment in order for the licensed employee to be eligible for reimbursement for the moving expenses. However, the licensed employee must relocate within the boundaries of the State of Mississippi. Any individual receiving relocation assistance through the Critical Teacher Shortage Act as provided in Section 37-1595 shall not be eligible to receive additional relocation funds as authorized in this paragraph;

ao. To use any available funds, not appropriated or designated for any other purpose, to reimburse people who interview for employment as a licensed employee with the district for the mileage and other actual expenses incurred in the course of travel to and from the interview at the rate authorized for county and municipal employees under Section 25-3-41;

ap. Consistent with the report of the Task Force to Conduct a Best Financial Management Practices Review,to improve school district management and use of resources and identify cost savings as established in Section 8 of Chapter 610, Laws of 2002, local school boards are encouraged to conduct independent reviews of the management and efficiency of schools and school districts. Such management and efficiency reviews shall provide state and local officials and the public with the following:

i. An assessment of a school district's governance and organizational structure;

ii. An assessment of the school district's financial and personnel management;

iii. An assessment of revenue levels and sources;

iv. An assessment of facilities utilization, planning and maintenance;

v. An assessment of food services, transportation and safety/security systems;

vi. An assessment of instructional and administrative technology;

vii. A review of the instructional management and the efficiency and effectiveness of existing instructional programs; and

viii. Recommended methods for increasing efficiency and effectiveness in providing educational services to the public;

aq. To enter into agreements with other local school boards for the establishment of an educational service agency (ESA) to provide for the cooperative needs of the region in which the school district is located, as provided in

Section 37-7-345.

ar. To incorporate financial literacy components within the curriculum offered to students in Grades 6-8. Current curriculum for Grades 6-12 shall include content on financial literacy education. Beginning with the graduating class of 2032, each student, during Grade 9, 10, 11, or 12, shall take and pass a one-half Carnegie Unit course in personal finance, or a full Carnegie Unit course where at least one-half of the course standards concern financial literacy, in order to earn a high school diploma. The financial literacy program shall include, but is not limited to, instruction in the same areas of personal business and finance as required under Section 37-1-3(2)(b). The school board may coordinate with volunteer teachers from local community organizations, including, but not limited to, the following: United States Department of Agriculture Rural Development, United States Department of Housing and Urban Development, Junior Achievement, bankers and other nonprofit organizations. In addition to any financial literacy standards administratively required by the State Department of Education's College-and-Career-Readiness course, the financial literacy program for Grades 9, 10, 11, and 12 may include, without limitation;

i. Financial decision-making;

ii. Earning an income, tax obligations and withholding;

iii. Personal budgeting, saving, spending and cash flow management;

iv. Financial services, including types of credit, using credit, credit reports and interest calculations;

v. Postsecondary education financing, including loans, repayment and cost-benefit analysis for expected employment; and

vi. Consumer rights, identify protection and fraud avoidance.

as. To collaborate with the State Board of Education, Community Action Agencies or the Department of Human Services to develop and implement a voluntary program to provide services for a full-day prekindergarten program that addresses the cognitive, social, and emotional needs of four-year-old and three-year-old children. The school board may utilize any source of available revenue to fund the voluntary program. Effective with the 2013-2014 school year, to implement voluntary prekindergarten programs under the Early Learning Collaborative Act of 2013 pursuant to state funds awarded by the State Department of Education on a matching basis;

at. With respect to any lawful, written obligation of a school district, including, but not limited to, leases(excluding leases of sixteenth section public school trust land), bonds, notes, or other agreement, to agree in writing with the obligee that the Department of Revenue or any state agency, department or commission created under state law may:

i. Withhold all or any part (as agreed by the school board) of any monies which such local school board is entitled to receive from time to time under any law and which is in the possession of the Department of Revenue, or any state agency, department or commission created under state law; and

ii. Pay the same over to any financial institution, trustee or other obligee, as directed in writing bythe school board, to satisfy all or part of such obligation of the school district.

The school board may make such written agreement to withhold and transfer funds irrevocable for the term of the written obligation and may include in the written agreement any other terms and provisions acceptable to the school board. If the school board files a copy of such written agreement with the Department of Revenue, or any state agency, department or commission created under state law then the Department of Revenue or any state agency, department or commission created under state law shall immediately make the withholdings provided in such agreement from the amounts due the local school board and shall continue to pay the same over to such financial institution, trustee or obligee for the term of the agreement.

This paragraph (at) shall not grant any extra authority to a school board to issue debt in any amount

exceeding statutory limitations on assessed value of taxable property within such school district or the statutory limitations on debt maturities, and shall not grant any extra authority to impose, levy or collect a tax which is not otherwise expressly provided for, and shall not be construed to apply to sixteenth section public school trust land;

au. With respect to any matter or transaction that is competitively bid by a school district, to accept from anybidder as a good faith deposit or bid bond or bid surety, the same type of good faith deposit or bid bond or bid surety that may be accepted by the state or any other political subdivision on similar competitively bid matters or transactions. This paragraph (uu) shall not be construed to apply to sixteenth section public school trust land. The school board may authorize the investment of any school district funds in the same kind and manner of investments, including pooled investments, as any other political subdivision, including community hospitals;

av. To utilize the alternate method for the conveyance or exchange of unused school buildings and/or land,reserving a partial or other undivided interest in the property, as specifically authorized and provided in Section 37-7-485, Mississippi Code of 1972;

aw. To delegate, privatize or otherwise enter into a contract with private entities for the operation of any and all functions of nonacademic school process, procedures and operations including, but not limited to, cafeteria workers, janitorial services, transportation, professional development, achievement and instructional consulting services materials and products, purchasing cooperatives, insurance, business manager services, auditing and accounting services, school safety/risk prevention, data processing and student records, and other staff services; however, the authority under this paragraph does not apply to the leasing, management or operation of sixteenth section lands. Local school districts, working through their regional education service agency, are encouraged to enter into buying consortia with other member districts for the purposes of more efficient use of state resources as described in Section 37-7345.

ax. To partner with entities, organizations and corporations for the purpose of benefiting the school district;and

ay. To borrow funds from the Rural Economic Development Authority for the maintenance of school buildings.

az. To fund and operate voluntary early childhood education programs, defined as programs for children less than five (5) years of age on or before September 1, and to use any source of revenue for such early childhood education programs. Such programs shall not conflict with the Early Learning Collaborative Act of 2013 and;

ba. To issue and provide for the use of procurement cards by school board members, superintendents and licensed school personnel consistent with the rules and regulations of the Mississippi Department of Finance and Administration under Section 31-7-9; and

bb. To conduct an annual comprehensive evaluation of the superintendent of schools consistent with the assessment components of paragraph (ap) of this section and the assessment benchmarks established by the Mississippi School Boards Association to evaluate the success the superintendent has attained in meeting district goals and objectives, the superintendent's leadership skills and whether or not the superintendent has established appropriate standards for performance, is monitoring success and is using data for improvement.

PROCESS STANDARDS

Additional statutory and regulatory requirements for school boards and school districts are made part of the state process for school accreditation and accountability. Please refer to the most recent edition of the Mississippi Public School Accountability Standards (MPSAS).

MS Code	Description
37-151-200	Title
37-7-301	General powers and duties.

Other References	Description
MPSAS	Public School Accountability Standards

Cross References	Description
AA	School District Legal Status
ABBA	General Home Rule Authority
ABCB	Board Members Qualifications
AC	School District Organization Plan
ACC	Trademark Policy
AF	School Day
AFA	Flag Display
BA	Board Operations Goals and Objectives Mission Statement
BBABA	Duties of Board President
BBABC	Duties of Board Secretary
BBBB	Orientation of New Board Members
BBBC	Board Member Development (Training) Opportunity
BBD	Board-School Superintendent Relations
BBF	Advisory Committees to the Board
BBG	Consultants to the Board
BBI	Board/Staff Relations
BBJ	Review of Board Procedures
BD	Board Policy Development
BDF	Review of Administrative Rules
BDG	Administration in Policy Absence
BDH	Suspension of Board Policies
BG	School Board Membership
CA	General School Administration Goals and Objectives
CEB	Duties of Superintendent
CEI	Superintendent Evaluation
DE	Debt Limitation
DO	School Properties Disposal Procedure
EBJ	School Property Development Act of 2005
JCDAB	Student Drug Testing Program Extracurricular Activities
JK	Fundraising - Students
MB	Relations With Nonpublic Schools

Policy ABCB: Board Members Qualifications

Status: DRAFT

Original Adopted Date: 06/01/2000 | **Last Revised Date:** 04/14/2022

GENERAL ELIGIBILITY

In order for a person to be eligible to hold the office of trustee of any school district, such person must be a bona fide resident and a qualified elector of such school district, and, in the case of a school district lying in two or more counties, but not including municipal separate school districts, such person must be a bona fide resident and a qualified elector of the territory entitled to such representation on the board. 37-7-201

No person who is a member of the appointing body, or who is an employee of the municipality, or who is a member of the county board of education, or who is a trustee of any public, private, or sectarian school or college located in the county, inclusive of the municipal separate school district, or who is a teacher in or a trustee of said school district shall be eligible for appointment to a municipal separate school district board of trustees. 37-7-203

No person who is a resident of the territory embraced within a municipal separate school district or a special municipal separate school district shall be eligible to be a member of the county board of education. Qualified electors residing within a municipal separate school district or special municipal separate school district shall not be eligible to vote or participate in the election of members of the county board of education. These provisions ~~of this section~~ shall be applicable in the case of a special municipal separate school district and a line consolidated school district of which another county is the home county which together occupy all of the territory of a supervisors district of the county. 37-5-3

School board members should consult Title 37, Chapters 5 and 7 of the Mississippi Code for all qualifications and procedures.

BASIC AND CONTINUING EDUCATION REQUIREMENTS

1. Every school board member selected after July 1, 2002, shall have a high school diploma or its equivalent.

2. Every school board member selected after July 1, 1993, shall be required to complete a basic course of training and education for local school board members, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. Such basic course of training shall be conducted by the Mississippi School Boards Association. Upon completion of the basic course of training, the Mississippi School Boards Association shall file a certificate of completion for the school board member with the office of the local school board. In the event that a board member fails to complete such training within six (6) months of his selection, such board member shall no longer be qualified to serve and shall be removed from office.

3. In addition to meeting the requirements of number 2 above~~subsection (2) of this section~~, after taking office, each school board member shall be required to file annually in the office of the school board a certificate of completion of a course of continuing education conducted by the Mississippi School Boards Association. In addition, those board members required to attend the additional training as provided in Section 37-3-4(5)(c) shall be required to comply with the same annual certification for such additional training.

4. Every school board member selected after July 1, 2002, shall spend at least one (1) full day in a school in the district they represent, without compensation.

5. Upon the failure of any local school board member to file with the school board the certificate of completion of the basic or continuing course of training as provided by numbers 2 and 3 above~~in subsection (2) or (3) of this section~~, or the additional training as required in Section 37-3-4(5)(c), the school board member shall be removed from office by the Attorney General. In the event of a medical or other catastrophic hardship that prevents such school board member from obtaining the required training or filing such certificate, as may be defined by the Board of Directors of the Mississippi School Boards Association by rule and regulation, an additional period of three (3) months may be allowed to satisfy the requirements of numbers 2 and 3 above~~subsection (2) or (3)~~. 37-7-306

MS Code	Description
37-3-4	School Executive Management Institute; basic and continuing education courses for school board members.
37-5-3	Residency requirements of members of board; qualifications of electors.
37-7-201	Qualifications for office of trustee
37-7-203	Composition of boards of trustees of municipal separate school districts and certain mayor-council forms of government; qualifications, selection, and terms of office of members of boards.
37-7-306	Training and education requirements.

Cross References	Description
ABB	Board Powers and Duties
ABCD	Method of Election
BBBC	Board Member Development (Training) Opportunity

Policy ABCDA: Board Member Unexpired Term Fulfillment

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 04/14/2022

NOTE: Select the language that corresponds with your district. Delete the other options along with this disclaimer.

MUNICIPAL SEPARATE

Vacancies shall be filled for the unexpired terms by appointment of the governing authorities of the municipality; except that in the case of trustees coming from the added territory outside the corporate limits, the person so appointed shall serve only for the remainder of the unexpired term in a manner prescribed by law.

~~Whenever a board member resigns, prior to the expiration of his appointment, the governing authorities of the municipality, by majority action, shall appoint a replacement for the remaining unexpired term of the member resigning.~~ 37-7-203

CONSOLIDATED

All vacancies which may occur during a term shall be filled by appointment of the consolidated school district trustees, but the person so appointed shall serve only until the next general election following such appointment, at which time a person shall be elected for the remainder of the unexpired term at the same time and in the same manner as a trustee is elected for the full term then expiring. The person so elected to the unexpired term shall take office immediately. Said appointee shall be selected from the qualified electors of the district in which the vacancy occurs. In the event the school district is under conservatorship and no members of the board of trustees remain in office, the Governor shall call a special election to fill the vacancies and the said election will be conducted by the county election commission.37-7-207(1)

COUNTY

Vacancies in the membership of the county board of education shall be filled by appointment, within sixty (60) days after the vacancy occurs, by the remaining members of the county board of education. Said appointee shall be selected from the qualified electors of the district in which the vacancy occurs, and shall serve until the first Monday of January next succeeding the next general election, at which general election a member shall be elected to fill the remainder of the unexpired term in the same manner and with the same qualifications applicable to the election of a member for the full term. In the event the school district is under conservatorship and no members of the county board of education remain in office, the Governor shall call a special election to fill the vacancies and said election will be conducted by the county election commission.

In the event the vacancy occurs more than five (5) months prior to the next general election and the remaining members of the county board of education are unable to agree upon an individual to be appointed, any two (2)of the remaining members may certify such disagreement to the county election commission. Upon the receipt of such a certificate by the county election commission, or any member thereof, the commission shall hold a special election to fill the vacancy, which said election, notice thereof and ballot shall be controlled by the laws concerning special elections to fill vacancies in county or county district offices. The person elected at such a special election shall serve for the remainder of the unexpired term. 37-5-19

COUNTYWIDE MUNICIPAL SEPARATE

In the event that a vacancy occurs in the office of any elected trustee of a countywide municipal separate school district, and the next regular school board election at which the vacancy may be filled is less than one (1) year from the date of the resignation, the school board of the district may, in its discretion, take action to appoint an interim board member to fill the vacancy until a duly qualified successor takes office. The interim board member shall serve until such time as the successor board member is duly elected to fill the unexpired term, pursuant to an election held at the next regularly scheduled school board election held in the county. 37-7-204

MS Code	Description
37-5-19	Filling of vacancies on board.
37-7-203	Composition of boards of trustees of municipal separate school districts and certain mayor-council forms of government; qualifications, selection, and terms of office of members of boards.
37-7-204	37-7-204
37-7-207	Selection and term of trustees of consolidated districts.

Cross References	Description
ABCC	Board Member Term of Office
ABCD	Method of Election

Policy AEA: School Calendar

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 04/14/2022

The Board of Trustees of the [SITENAME] School District shall review and approve a school calendar annually.

The minimum school term shall be at least one hundred eighty (180) days of school in which both teachers and pupils are in regular attendance for scheduled classroom instruction for not less than sixty-six~~three~~ percent (66~~3~~%) of the student's school day~~instructional~~ day, as defined by the State Board of Education~~school board for each school in the school district~~. Please see student handbook for the instructional day of each school.

The Mississippi Public School Accountability Standard for this policy is standard 13.

MS Code	Description
37-13-67	Length of scholastic month; length of school day.

Other References	Description
MPSAS	Public School Accountability Standards

Cross References	Description
AEAA	Vacations
AEAB	Holidays
CEB	Duties of Superintendent

Policy BA: Board Operations Goals and Objectives Mission Statement

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 06/24/2022

MISSION STATEMENT OF THE _____ SCHOOL DISTRICT

The educational philosophy of the _____ School District is to provide each child opportunities for intellectual stimulation, self realization, and physical and emotional growth in an effort to prepare him, within the limits of his potential to function effectively as a member of an ever changing society.

These educational opportunities must, therefore, be appropriate to the needs of the community and society served. Education must be dynamic and diverse; continuously adjusted and improved.

The following philosophical hypotheses underlie this district's commitment to continual improvement of its educational process:

1. Almost all students are capable of achieving excellence in learning the essentials of formal schooling.
2. Success influences self-concept; self-concept influences learning and behavior.
3. The instructional process can be changed to improve learning.
4. Schools can maximize the learning conditions for all students by:
    a. establishing a school climate which continually affirms the worth and diversity of all students,
    b. specifying expected learning outcomes,
    c. expecting that all students perform at high levels of learning,
    d. ensuring that all students experience opportunities for personal success,
    e. varying the time for learning according to the needs of each student and to the complexity of the task,
    f. having staff, students, and parents take responsibility for successful learning outcomes,
    g. determining instructional assignment directly through continuous assessment of student learning, and
    h. certifying educational progress whenever demonstrated mastery is assessed and validated.

This statement of mission directs the educational goals of the _____ School District. The district's policies, regulations, and procedures must be consistent with the mission. Therefore, implementation of the mission statement shall not be limited to particular classrooms or schools, but understood to apply to all school situations. This statement shall be under constant scrutiny to determine appropriate revisions so that it may accurately reflect the educational philosophy of the district.

School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies (print or electronic) of school board policies are published and available for public review.

The Mississippi Public School Accountability Standard for this policy is standard 1.

Cross References	Description
ABB	Board Powers and Duties

Cross References	Description
BBC	Governance Standards
BBCA	Role of the Board
BD	Board Policy Development
CA	General School Administration Goals and Objectives
CEB	Duties of Superintendent
CMA	Administrative Rules
FA	Facility Goals and Objectives
GAHB	Political Activity of Staff Members
IB	Instructional Goals
IDA	Education Plan / Program Improvement
JAA	Equal Educational Opportunities
JF	Academic Achievement
JO	Student-Community Relations

Policy BBJ: Review of Board Procedures

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 06/24/2022

This school board shall periodically establish realistic objectives related to board procedures, district goals, and the board-superintendent relationship, and shall, at specified intervals, measure its performance against the stated objectives.

The following areas of school board operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Board Meetings
2. Policy Development
3. Fiscal Management
4. Board Role in Academic Program Development
5. New Board Member Orientation
6. Board Member Development & Continuing Education
7. Board Officers' Performance
8. Board-Superintendent Relationship
9. Board-Staff Relationships
10. Board-Community Relationships
11. Legislative and Governmental Relations
12. Relations with the Media
13. Crisis Management

The superintendent and other administrative officers who work regularly with the board shall be asked to participate in this review. ~~Note: A board of trustees of a school district may not formulate policy by way of a telephone conference or poll.~~

MS Attorney General	Description
MS Attorney General	Opinion No. 2001-0004

Cross References	Description
ABB	Board Powers and Duties
BBD	Board-School Superintendent Relations
BBG	Consultants to the Board
BDE	Review of Board Policy
CEB	Duties of Superintendent

Policy BCBF: Rules of Order of Board Meetings

Status: DRAFT

Original Adopted Date: 08/01/2003 | **Last Revised Date:** 06/24/2022

This school board shall observe Robert's Rules of Order, Newly Revised, except as otherwise provided by board rules and regulations or by statute. Board-adopted rules and regulations for meetings shall be consistent with the Open Meetings Act 25-41-1 et seq.

The board reserves the right to make and enforce rules and regulations for the conduct of persons attending its meetings. 25-41-9

Under Roberts Rules of Order, Newly Revised, parliamentary rules of order may be suspended by a two-thirds (2/3) vote. This school board may suspend parliamentary rules of order by an affirmative vote of two-thirds (2/3) of all members present.

MS Code	Description
25-41-1	Legislative declaration.
25-41-9	Regulatory authority for governing; conduct of persons attending meetings.

Cross References	Description
BCBFB	Suspension of Rules at Board Meetings
BCBG	Voting Method at Board Meetings
BCBH	Minutes of Board Meetings

Policy CB: Ethics

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 04/14/2022

~~An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. The responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards.~~

An educational leader's professional conduct must conform to an ethical code of behavior, and the code must set high standards for all educational leaders. The educational leader provides professional leadership across the district and also across the community. This responsibility requires the leader to maintain standards of exemplary professional conduct while recognizing that his or her actions will be viewed and appraised by the community, professional associates and students.

The educational leader acknowledges that he or she serves the schools and community by providing equal educational opportunities to each and every child. The work of the leader must emphasize accountability and results, increased student achievement, and high expectations for each and every student.

To these ends, the educational leader subscribes to the following statements of standards.

The educational leader~~administrator~~:

- Makes the education and well-being of students the fundamental value of all decision-making~~ and actions.~~
- Fulfills all professional duties ~~responsibilities~~ with honesty and integrity and always acts in a trustworthy and responsible manner.~~.~~
- Supports the principle of due process and protects the civil and human rights of all individuals.
- ~~Obeys~~ Implements local, state, and national laws~~ and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.~~
- Advises the school board and ~~i~~implements the ~~governing~~ board's ~~of education's~~ policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children~~.~~
- Avoids using his/her position~~s~~ for personal gain through political, social, religious, economic, or other influence.
- Accepts academic degrees or professional certification only from ~~duly~~ accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties~~ to contract.~~
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

~~Source: Statement of Ethics for School Administrators, American Association of School Administrators (1981)~~

Cross References	Description
CEB	Duties of Superintendent
GAA	Professional Educator Code of Conduct
GAA-E(1)	Professional Educator Code of Conduct
GAA-E(2)	Professional Educator Code of Conduct

Policy CEE: Superintendent Compensation and Benefits **Status:** DRAFT

Original Adopted Date: 08/01/2003 **| Last Revised Date:** 11/14/2024

If the superintendent, has been selected and approved shall not execute and return the contract within ten (10) days after same has been tendered to him for execution, then, at the option of the school board the election of the superintendent and the contract tendered to him shall be void and of no effect. 37-9-23

COMPLIANCE WITH TOTAL FUNDING FORMULA

In employing and contracting with an appointed superintendent, the school board shall in all cases determine whether the amount of salary is in compliance with the provisions of this chapter and Section 37-19-7. No contract shall be entered into where the salary of a superintendent is to be paid in whole or in part from total funding formula funds except where the statutory requirements as to the amount of such salary are fully met. Nothing herein shall be construed, however, to prohibit any school district from increasing the salaries of appointed superintendents above the amount fixed by Section 37-19-7. 37-9-33

LEGISLATIVE INTENT

The amount of the salary to be paid any appointed superintendent shall be fixed by the school board, in the manner prescribed by law. In employing superintendents and in fixing their salaries, the school boards shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the superintendent. Whenever the salary of the school district superintendent is set by the school board, the board shall take into consideration the amount of money that the district spends per pupil, and shall attempt to insure that the administrative cost of the district and the amount of the salary of the superintendent are not excessive in comparison to the per pupil expenditure of the district. 37-9-37

SALARY PAY SCHEDULE

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

Licensed employees shall earn a salary payable in equal monthly or bimonthly (CHOOSE SAME AS ABOVE) 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 installment for the period which such employee ceases employment with the school district, shall become liable immediately to the Board of trustees of the_____School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed. 37-9-39

PAY CERTIFICATES

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

EXECUTED CONTRACT REQUIRED

It shall be unlawful for any appointed superintendent to be paid for any services as such until a written contract has been executed as is provided and required by this chapter. If any school district superintendent or administrative 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 appointed superintendent 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. 37-9-43

SALARY DEDUCTIONS

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

MS Code	Description
37-151-200	Title
37-19-7	Scale of teachers' salaries; experience increases; salary supplement for certain school employees.
37-9-23	Form and execution of contracts with superintendents, principals, licensed employees, and others anticipating graduation from approved programs; conditional contracts.
37-9-33	Amount of salaries to be in compliance with minimum education program law.
37-9-37	Factors considered in fixing salaries of superintendents, principals or licensed employees.
37-9-39	Time of payment of salaries.
37-9-43	Payment of salary prior to execution of written contract; effect of breach of contract.
37-9-49	Deduction of dues, etc., from salaries.

Cross References	Description
DJC	Payroll Procedure
DJCA	Pay Day Schedule

Policy CEQ: Official Letters of Recommendation **Status:** DRAFT

Original Adopted Date: Pending

The _____School District shall issue employment references and letters of recommendation in an authorized, accurate, and legally compliant manner. Unauthorized references or communications that imply district or board endorsement are prohibited.

Only the Superintendent or designees authorized in writing may issue official district employment references.

SCHOOL BOARD LIMITATION OF AUTHORITY

The School Board, acting only as a collective body, does not issue letters of recommendation or employment references for current or former district employees. No individual board member is authorized to issue employment references on behalf of the School Board or the School District.

Any letter written by a board member is a personal communication only, does not reflect official board action, and the issuing board member assumes full personal responsibility and liability for its content.

EMPLOYEE REFERENCES

District employees may not issue employment references using district letterhead, titles, or resources unless authorized in writing by the Superintendent. Personal references must clearly state they are provided in an individual capacity and do not represent the School District.

EMPLOYMENT VERIFICATION

Employment verification requests shall be handled exclusively by the Human Resources Department and limited to information permitted by law.

MEDIA INQUIRIES

All media inquiries regarding current or former employees shall be referred to the Superintendent or designated spokesperson. Unauthorized statements are prohibited.

COMPLIANCE

Violations of this policy may result in disciplinary action consistent with district procedures and applicable law.

MS Code	Description
37-9-17	Selection of licensed employees or non-instructional employees to be employed for school year; increase in compensation of certain licensed employees; fingerprinting and criminal background checks for applicants.

Cross References	Description
KBB	Media Access to School Campuses

Policy CGA: Administrative Personnel Compensation Guides and Contracts

Status: DRAFT

Original Adopted Date: 08/01/2003 | **Last Revised Date:** 11/14/2024

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

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

CONTRACT FORM AND EXECUTION

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

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

LENGTH OF CONTRACT

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

AMOUNT OF SALARY

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

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

SALARY PAY SCHEDULE

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

Licensed employees shall earn a salary payable in equal monthly or bimonthly (CHOOSE SAME AS ABOVE) 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 installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of the _____School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

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

PAY CERTIFICATES

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

EXECUTED CONTRACT REQUIRED

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

SALARY DEDUCTIONS

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

RELEASE FROM CONTRACT

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

BREACH OF CONTRACT

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

MS Code	Description
37-151-200	Title
37-3-2	Certification of teachers and administrators.
37-9-1	37-9-1
37-9-17	Selection of licensed employees or non-instructional employees to be employed for school year; increase in compensation of certain licensed employees; fingerprinting and criminal background checks for applicants.
37-9-23	Form and execution of contracts with superintendents, principals, licensed employees, and others anticipating graduation from approved programs; conditional contracts.
37-9-24	Contracts with licensed personnel for not less than 187 employment days
37-9-25	Contracts for periods greater than one scholastic year.
37-9-33	Amount of salaries to be in compliance with minimum education program law.
37-9-37	Factors considered in fixing salaries of superintendents, principals or licensed employees.

MS Code	Description
37-9-39	Time of payment of salaries.
37-9-43	Payment of salary prior to execution of written contract; effect of breach of contract.
37-9-49	Deduction of dues, etc., from salaries.
37-9-55	Release from contract.
37-9-57	Effect of abandonment of employment.
37-9-59	Grounds and procedure for dismissal or suspension of licensed employee; attendance of different school system by child as ground for denying employment or reemployment of superintendent, principal or licensed employee.

Cross References	Description
CBG	Administrative and Supervisory Personnel Positions
CG	Administrative Personnel
CGD	Administrative Personnel Hiring

Policy CN: Administrative Records

Status: DRAFT

Original Adopted Date: 06/01/1999 | **Last Revised Date:** 04/14/2022

This school board, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis.

Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of the school board of the school district.

All supporting documents necessary to compile such district-wide reports, except as delineated in Section 37-15-8, may be destroyed after three (3) years following the academic year for which the report was made upon approval of the school board of the school district. 37-15-4

The superintendent or the administrative superintendent of the school district shall have the authority, with the approval of the school board of the school district spread upon its minutes, to dispose of the following records:

A. After five (5) years:

1. Bank statements
2. Canceled warrants and pay certificates
3. School board paid bills
4. Bids received, either accepted or rejected, for supplies, materials, equipment and construction
5. Depository receipt warrants
6. School board claims dockets, where claims are recorded on the minutes of the board
7. Original of school board's orders after such orders have been recorded in the minute book
8. Canceled bonds and coupons
9. Tax collector's reports of tax collection to superintendent of schools
10. Transportation records.

B. After three (3) years:

1. Teacher contracts, computed from the expiration date thereof
2. Bus purchase documents
3. Teachers registers, principals' reports, and other evidence necessary to prepare the reports to the State Board of Education.

C. After period to be set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation shall designate.

Notwithstanding any of the provisions of Sections 37-15-1 through 37-15-4, 37-15-8 and 37-15-10 to the contrary, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation. 37-15-8

At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board in not less than five (5) years after the permanent record of the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive

permanent records on photographic film or microfilm which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district. 37-15-3

The district must retain all federal award records for three (3) years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district must retain records for three (3) years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Federal agencies or pass-through entities may not impose any other record retention requirements except as provided under 2 CFR § 200.334.

Supporting Documents

Retention Schedule for School Districts

MS Code	Description
37-15-1	Maintenance of permanent records and cumulative folders for pupils; requirement of certified birth certificate or other evidence of age.
37-15-10	37-15-10
37-15-2	Storage of permanent records
37-15-3	Storage of cumulative folders; access to records; disposition of records upon transfer of student between schools; destruction of records.
37-15-4	Maintenance of records relating to district-wide reports.
37-15-8	Schedule for disposal of records.
39-5-9	Local Government Records Office

Other References	Description
2 CFR § 200.334	Record Retention Requirements

Cross References	Description
BE	School Board Records
CNA	Access to Public Records
CNA-E(1)	Access to Public Records
GAR	Professional Personnel Records
JR	Student Records
JRAB	Compliance with FERPA

STATE OF MISSISSIPPI
RECORDS RETENTION SCHEDULES FOR SCHOOL DISTRICTS
GENERAL SCHEDULES

Implementation of the General Schedules

These general records retention schedules are issued by the Department of Archives and History, Local Government Records Office, as found in Section 39-5-9, *Mississippi Code of 1972, Annotated (MCA)*, as amended. The Local Government Records Committee approved these schedules on the dates indicated. Additions and revisions to the schedules may be issued in the future by the Local Government Records Office and will be distributed accordingly.

The retention period listed in the general schedules for each records series is the **minimum** time necessary to retain the records. *There may be conditions or factors in a local government that require retention of a particular record series for a longer period than is required by the general records schedule, and, in such cases, the local governments are urged to continue retention of the records series as needed.* In no case, however, may records be destroyed sooner than the scheduled retention period.

Records involved in investigations or litigation must be maintained until at least twelve (12) months after the settlement of the case and subsequent appeals regardless of disposition instructions found in a records retention schedule (see Section 37-15-8, *MCA*).

No local government records dating prior to 1920 shall be destroyed without special schedule directions issued by the Committee. Records dating prior to 1940, but after 1919, may be destroyed only with the written approval of the Director of the Department of Archives and History. The Committee may modify these dates according to the historical value of a particular record series by placing a special statement in the retention period of such series with an approved records control schedule.

Upon expiration of the minimum retention period, local officials are authorized to dispose of the records if there are no extenuating circumstances. Disposition should be done in a manner consistent with the nature of the records (e.g. records containing confidential information should be disposed in a manner that will insure confidentiality). There may be instances when a school district, upon the expiration of the retention period, may choose to transfer a records series to a public library or a local historical organization as an alternative to destruction. Prior to such a transfer, the school district must contact the Local Government Records Office.

According to Mississippi law, records may not be destroyed except in accordance with an approved retention schedule. Therefore, records series not listed in these schedules are not eligible for disposal until the Local Government Records Committee has approved an appropriate records retention schedule.

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

School Districts
Administrative

SERIES #	TITLE	DESCRIPTION	RETENTION
GSS 01 01	*Board Meeting Minutes*	*See Schedule GSL 01-01.*	
GSS 01 02	*Board Meeting Agenda*	*See Schedule GSL 01-02.*	
GSS 01 03	*Policies and Procedures Manuals*	*See Schedule GSL 01-07.*	
GSS 01 04	*Superseded Policies and Procedure Manuals*	*See Schedule GSL 01-07.*	
GSS 01 05	Monthly Attendance Reports	Reports submitted by schools documenting attendance on a monthly basis.	Three (3) years after release of audit. Approved: 7/21/1998
GSS 01 06	Annual Attendance Reports	Reports submitted by schools documenting attendance on an annual basis.	Permanent. Approved: 7/21/1998
GSS 01 07	Censuses	Census of all children in the school district below the age of nineteen.	Permanent. Approved: 7/21/1998
GSS 01 08	*Audit Reports*	*See Schedule GSL 02-04.*	
GSS 01 09	Facility Inspection Files	Reports of various safety inspections of school buildings (including fire and security inspections) and reports of drills (tornado, fire, earthquake).	Five (5) years after subsequent inspection or drill. Approved: 7/21/1998

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

School Districts
Administrative

SERIES #	TITLE	DESCRIPTION	RETENTION
GSS 01 10	School Facility Construction File	Records documenting the construction and renovation of school facilities. Files will include correspondence, contracts, permits, reports, photographs, maps, drawings, and other related material.	For the life of the facility. Approved: 7/21/1998
GSS 01 11	Reports to Department of Education	Reports required by the Department of Education to be submitted from the school district on a district-wide basis.	Reports submitted annually: Permanent. Reports submitted more frequently than annually: Five (5) years. Approved: 7/21/1998
GSS 01 12	Video/Audio Recordings, Non-evidentiary	Non-evidentiary recordings created by cameras used for surveillance purposes in public school buildings and vehicles.	Thirty (30) days. Approved: 4/19/2016
GSS 01 13	Video/Audio Recordings, Evidentiary	Evidentiary recordings created by cameras used for surveillance purposes in public school buildings and vehicles.	One (1) year after final disposition of case. Approved: 4/19/2016

All Local Governments
Administrative Records

(see next page)

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 01	Minutes	Official minutes of meetings of the governing board of any local government entity or subdivision thereof. *Replaces Schedule GSS 01-01.*	Bound Copies: Permanent Originals once copied: ~~retain three (3) months for verification purposes.~~ Five years (*MCA* §37-15-8). Approved: 7/17/2018
GSL 01 02	Agenda Files	Agenda of meetings of the governing board of any local government entity or subdivision thereof. This series may include supporting documentation for agenda items. Reference copies of minutes may be included. *Replaces Schedule GSS 01-02.*	Four (4) years. Municipal Docket (*MCA* §21-15-19): Permanent. Approved: 7/17/2018
GSL 01 03	Tape Recordings of Meetings	Audio or video recordings of official meetings of the governing board of any local government entity or subdivision thereof, for which written minutes are prepared. This series covers only those recordings which are used solely in the assistance in the preparation of minutes.	Three (3) years. Approved: 4/16/2019
GSL 01 04	Activity Reports	Daily, weekly, or monthly reports providing a summary of all activities of an office, department, agency, or other functional area of a local government entity during the reporting period.	Three (3) years. Permanent if annual report is not maintained. Approved: 7/17/2018

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 05	Annual Reports	Reports, published or unpublished, of summary activities of an office, department, agency, or other functional area of a local government entity.	Permanent. Approved: 7/17/2018
GSL 01 06	Proof of Publication	Proof of publication provided by newspapers regarding publication of a local government entity's ordinances, public hearings, bid solicitations, payment of bills, public sales, etc.	Publications relating to Ordinances: Until superseded or amended. All others: Three (3) years after release of audit. Approved: 4/16/2019
GSL 01 07	Policies, Procedures, and Plans	Policy statements, organizational charts, procedure materials, planning documents, and other documentation regarding policies, procedures, and plans of any local government entity or subdivision thereof. *Replaces Schedule GSS 01-03 and 01-04.*	Permanent. If recorded in governing body's minutes, retain seven (7) years after superseded. Approved: 7/17/2018
GSL 01 08	Correspondence, Executive: Elected and Appointed Officials	Correspondence and memoranda relating to policy decisions of various executives of a local government entity.	Permanent. Approved: 7/17/2018

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 09	Correspondence, Routine	Documentation, correspondence, or internal memoranda created or received in any form in the normal course of business that pertains to routine matters, handled in accordance with existing policies and procedures, but do not create policy or procedures, document the business of a particular program, or act as a receipt.	Two (2) years. Approved: 7/17/2018
GSL 01 10	Correspondence, Transitory	Documentation or correspondence not directly related to office policies, such as cover letters, fax transmission reports, announcements and non-business related emails. Transitory communications are casual and routine messages that do not fall under the umbrella of public records as defined in *MCA* §25-59-3.	As long as administratively necessary. Approved: 7/17/2018
GSL 01 11	Requests for Information and/or Copies	Written requests for copies of documents or information from those records normally accessible to citizens, and replies to such requests. Does not include Open Records requests covered under GSL 01-12.	As long as administratively necessary. Approved: 7/17/2018
GSL 01 12	Open Records Requests	Correspondence and other documents containing or relating to a request for access to or for copies of public records. Includes copies of response to the request.	Three (3) years. Approved: 7/17/2018

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 13	Litigation Files	Documentation of all litigation brought by or against the Local Government Entity.	Ten (10) years following final disposition of the matter, including any settlement. Review cases involving annexation, civil rights, and other landmark or historical issues for potential permanent retention. Approved: 4/10/2018
GSL 01 14	Records Inventories	Lists or inventories of the active and inactive records created or received by a local government.	Until Superseded. Approved: 7/17/2018
GSL 01 15	Records Disposal Documentation	Records documenting the destruction or other disposition of records under records control schedules, including requests submitted to the Department of Archives and History or the Local Government Records Committee for authorization to dispose of unscheduled records or records dated prior to 1940.	Permanent. If complete listing is recorded in the official minutes of the governing board, retain five (5) years. Approved: 7/17/2018

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

School Districts
All Offices

SERIES #	TITLE	DESCRIPTION	RETENTION
GSS 00 01	Duplicate Copies	Duplicate copies of records made for convenience. Authorization for disposal does not include copies containing marginalia, notes, or other information added in any manner.	Dispose when no longer needed. Approved: 1/16/2001

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

School Districts
Child Nutrition Program Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSS 06 01	Child Nutrition Program Records	All records associated with the implementation of the school lunch and breakfast programs in the school district. Records includes all financial records, financial reports, applications for participation, eligibility verification, master list of applications, public comment files, food inventory files, food production records, records of food purchases, reimbursement claims, and meal count documentation.	Five (5) years, providing audit has been released one (1) year. Approved: 7/21/1998

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

School Districts
Finance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSS 04 01	*General Ledger*	*See Schedule GSL 02-28.*	
GSS 04 02	Financial Records	All financial records of school districts and local schools (excluding payroll records and other financial records covered elsewhere in this schedule). Covered series includes bank statements, canceled checks, reconciliations, registers, check stubs, deposit slips, budget reports, financial reports, trial balances, disbursement journals, transaction reports, claims dockets (if docket appears in board minutes), purchase orders, material receipts, invoices, receivable reports, receipt copies, cash register tapes, tax collector's reports, transportation records, and other files associated with accounts payable or receivable.	Five (5) years following submission of all final financial reports on federal grant projects, providing audit has been released one (1) year. **[per *MCA* §37-15-8; "All Local Governments" schedules do not apply to these records series]** Approved: 10/18/2016
GSS 04 03	*Fixed Asset Inventory*	*See Schedule GSL 02-26.*	
GSS 04 04	*Fixed Asset Reports*	*See Schedule GSL 02-27.*	
GSS 04 05	*Equipment Change Order File*	*See Schedule GSL 02-25.*	

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 04	Audit Reports	Annual and special reports from state and independent auditing agencies, including departmental audits. *Replaces Schedule GSS 01-08.*	Permanent. Approved: 7/16/2019
GSL 02 25	Equipment Change Order File	Original copy of equipment change orders for equipment additions, transfers, disposal, or deadline for auction. *Replaces Schedules GSC 02-29, GSM 19-03, and GSS 04-05.*	Five (5) years, or three (3) years after release of audit, whichever is later. Approved: 7/16/2019
GSL 02 26	Fixed Asset Inventory	Record of all fixed assets. Contains type of asset, acquisition information, and disposal documentation. This series is frequently maintained in electronic format and contains the following information: description of item, inventory number, manufacturer, model, serial number, date acquired, total cost unit cost, salvage, value, estimated life, depreciation method, source of funds, grant information, federal stock number, purchase order number, warrant number, location and condition. Disposal information might include date of disposal, method of disposal, amount received, receipt number, and authorization information. *Replaces Schedule GSS 04-03.*	Five (5) years after disposal of fixed asset. Approved: 7/16/2019
GSL 02 27	Fixed Asset Reports	Various reports on equipment and other assets. This series may reflect additions, changes, and deletions for a specific time period. *Replaces Schedule GSS 04-04.*	Until superseded. Approved: 7/16/2019

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 28	General Ledger	Year-end General Ledger in which summaries of all financial transactions during a fiscal year are recorded. Transactions are culled from subsidiary ledgers, including receipts and expenditures from all revenue sources. *Replaces Schedule GSS 04-01.*	Permanent. Approved: 7/16/2019

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Health Insurance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 06 01	Enrollment Forms	Enrollment forms of participants in insurance programs offered to the employees of a local government entity.	One (1) year after superseded. Approved: 1/21/2020
GSL 06 02	Change of Enrollment	Adjustments made by participants to insurance coverage.	One (1) year after superseded. Approved: 1/21/2020
GSL 06 03	HIPAA Privacy Notice	Signed acknowledgements of receipt of HIPAA privacy notice.	Two (2) years after termination of employee. Approved: 1/21/2020
GSL 06 04	Contract with Third Party Administrator	Contract between the local government entity and the third party administrator of the health insurance plan.	Three (3) years after expiration of contract. Approved: 1/21/2020
GSL 06 05	Business Associates Agreement	Agreements between the health insurance plan of a local government entity and other parties that use or disclose health information of covered participants.	Six (6) years. Approved: 1/21/2020
GSL 06 06	Third Party Administrator Report, Not Containing PHI	Reports that do not contain protected health information submitted by the third party administrator of the health insurance plan.	Three (3) years after release of audit. Approved: 1/21/2020

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Health Insurance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 06 07	Protected Health Information (PHI)	All documents received by the local government entity that contain protected health information.	Six (6) years. Secure disposal required. Approved: 1/21/2020
GSL 06 08	Disclosure Requests	Requests from plan participants for information on all entities receiving protected health information on the participant.	Six (6) years. Secure disposal required. Approved: 1/21/2020
GSL 06 09	Disclosure Information	Responses by the local government entity to participants submitting disclosure requests.	Six (6) years. Secure disposal required. Approved: 1/21/2020

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

School Districts
Local Schools

SERIES #	TITLE	DESCRIPTION	RETENTION
GSS 03 01	Teacher's Attendance Registers	Record of daily attendance maintained by teachers. This series may be kept as a part of the Grade Books (GSS-03-03).	Three (3) years. Approved: 7/21/1998
GSS 03 02	Monthly Attendance Reports	Monthly reports submitted by the principal to the school district containing information regarding monthly attendance of students.	One (1) year. Approved: 7/21/1998
GSS 03 03	Grade Books	Grade books maintained by teachers from which grades are posted to the student record.	Three (3) years. Approved: 7/21/1998
GSS 03 04	Emergency Contact Cards	Information maintained to assist in locating parent, guardian, or other person responsible for student in case of accident or illness.	Until superseded or student's last day of attendance. Approved: 7/21/1998
GSS 03 05	Parental Permission Records	Records maintained to document parental permission for student's participation in field trips or other activities.	Close of the school year in which the activity occurred. Approved: 7/21/1998
GSS 03 06	Audit Reports	Audit reports documenting the findings of financial and operational practices of a local school.	Permanent. Approved: 7/21/1998

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 01	Cafeteria Plan Administrative Fees	Listing of employees enrolled in cafeteria plan supplemental program (e.g. uninsured medical, day care, etc.) and the administrative fee charged to the entity. Used for determining amount due carrier. *Replaces Schedule GSS 07-01.*	Three (3) years after release of audit. Approved: 7/18/2017
GSL 03 02	Cafeteria Plan Enrollment	Form used to enroll employees in Cafeteria Plan on a yearly basis. Indicates coverage selected and amounts selected. *Replaces Schedule GSS 07-02.*	Four (4) years after close of calendar year. Approved: 7/18/2017
GSL 03 03	Deduction Cards	Payroll deduction cards enrolling employees in various payroll deduction programs including credit union, direct deposit, insurance (except health), and disability and rehabilitation. *Replaces Schedule GSS 07-03.*	Until superseded, then three (3) years after release of audit. Approved: 7/18/2017
GSL 03 04	Employee Earnings Record	Report detailing all payroll checks issued to employees. Includes employee's name, Social Security number, and types and amounts of individual deductions. *Replaces Schedule GSS 07-04.*	Fifty-five (55) years. Approved: 7/18/2017
GSL 03 05	Garnishment Files	Garnishment case files of employees. May contain wage earner's plan with posted payments, court order, notification of garnishment or tax levy, and release of wages notification. *Replaces Schedule GSS 07-05.*	Four (4) years after final release of wages. Approved: 7/18/2017

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 06	Payroll Register	Contains payroll information for all employees for each pay period. Includes check number, name, Social Security number, earnings amounts, withholding amounts, net pay. This series may also include information on hours worked and rate of pay. *Replaces Schedule GSS 07-06.*	Fifty-five (55) years. Approved: 7/18/2017
GSL 03 07	Retirement Reports	Public Employees' Retirement System reporting form, which provides total amount submitted to the retirement fund, lists each employee, retirement wages and retirement contribution. *Replaces Schedule GSS 07-07.*	Three (3) years after release of audit. Retain fifty-five (55) years if Payroll Register or Earnings Record for the same reporting period is not available. Approved: 7/18/2017
GSL 03 08	Tax Reports	Documentation for reports to Internal Revenue Service regarding Social Security and withholding taxes paid. Includes weekly and monthly payroll deposit and quarterly reports. *Replaces Schedule GSS 07-08.*	Four (4) years after tax is due or paid, whichever is later. Approved: 7/18/2017
GSL 03 09	Time Sheets	Reports for all employees listing time(s) worked or exceptions to normal salary for the pay period. *Replaces Schedule GSS 07-09.*	Three (3) years after release of audit. Approved: 7/18/2017

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 10	Unemployment Compensation Report	Monthly and quarterly reports containing information on each employee (name and Social Security number), month-to-date wages, month-to-date unemployment compensation charge, year-to-date wages, and year-to-date unemployment compensation charges. Quarterly report submitted to Unemployment Compensation Commission. *Replaces Schedule GSS 07-10.*	Quarterly reports: three (3) years after release of audit or close of calendar year, whichever is later. Monthly reports: following preparation of quarterly report. Approved: 7/18/2017
GSL 03 11	W-2s	Copy of Internal Revenue Service W-2 Form issued to each employee. *Replaces Schedule GSS 07-11.*	Hold four (4) years after tax is due or tax is paid, whichever is later. Approved: 7/18/2017
GSL 03 12	W-2s, Undelivered	Employee's copy of W-2 which was undeliverable. *Replaces Schedule GSS 07-12.*	Three (3) years after close of calendar year. Approved: 7/18/2017

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 01	Personnel File, Official Record	The master personnel record maintained for each employee. May include job application, personnel transaction record reflecting position classification and salary level, payroll withholding information, leave summary record, performance documentation, and other documents related to the individual's employment. *Replaces Schedule GSS 05-02.*	Fifty-five (55) years after earliest date of hire, OR seven (7) years after termination, whichever is later. Approved: 7/18/2017
GSL 05 02	Personnel File, Reference Copy	DUPLICATE copy of personnel file which is often maintained at the department or division level. See GSL 05-01 Personnel File, Official Record. *Replaces Schedule GSS 05-03.*	One (1) year following termination, then transfer to Personnel/Human Resources Office for review and disposal. Approved: 7/18/2017
GSL 05 03	Leave Records	Requests for use of vacation, sick, compensatory, or other leave. This series is often filed within the official Personnel File. *Replaces Schedule GSS 05-04.*	Three (3) years after audit if leave summary information is maintained Fifty-five (55) years if leave summary information is not otherwise maintained. Approved: 7/18/2017
GSL 05 04	Employee Accident Reports	Reports and documentation related to accidents incurred by employees. Does not include documentation maintained in Personnel File. *Replaces Schedule GSS 05-01.*	Seven (7) years if workers compensation claim is filed (see GSL 05-05); otherwise three (3) years. Approved: 7/18/2017

All Local Governments
Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 05	Workers Compensation Files	Files related to workers compensation claims. Includes case files and reports to Workers Compensation Commission.	Seven (7) years following the close of the case. Approved: 7/18/2017
GSL 05 06	Job Applications, Not Hired	Applications submitted for employment from individuals not hired for the position. *Replaces Schedule GSS 05-05.*	Two (2) years. Approved: 7/18/2017
GSL 05 07	Drug Test Records	Results of drug tests administered to current and prospective employees, and associated records.	One (1) year from receipt of test results. For DOT-regulated positions in aviation, trucking, railroads, mass transit and pipelines: five (5) years from receipt of test results. If test resulted in adverse action against an employee: five (5) years after conclusion of final action. Approved: 4/16/2019
GSL 05 08	I-9 Forms and Related Documentation	Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. The form must be available for inspection by authorized U.S. Government officials from the Department of Homeland Security, Department of Labor, or Department of Justice. If copies of documents presented by employees were made or a report was generated through E-Verify, they should be kept with the corresponding Form I-9.	Three (3) years after date of hire or one (1) year after termination, whichever is later. Approved: 10/15/2019

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 09	Background Investigation for Employees, Volunteers, or Applicants	Information related to background investigations of employees, volunteers, or job applicants, including copies of employment applications, release forms, credit reports, driver's licenses, transcripts, social security numbers, professional licenses or certifications, verification of education and licensure, sex offenders registry, personal and professional references, fingerprint applications, lie-detector results, blood or urine test results, correspondence, criminal, driving, education, court, and military records.	One (1) year from conclusion of investigation. If investigation resulted in the applicant not being hired or adverse action against an employee, five (5) years after conclusion of final action. Drug test records are held according to schedule GSL 05-07. Approved: 10/15/2019

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

School Districts
Student Services

SERIES #	TITLE	DESCRIPTION	RETENTION
GSS 02 01	Student Permanent Record	Records documenting official student records of each student for the period of enrollment at a school. Information in this series includes names of school, name of student, gender, date of birth, Social Security number, address and telephone number, immunization data, test scores, grades, documentation of expulsion, and graduation/termination data.	Permanent. Approved: 7/21/1998
GSS 02 02	Student Cumulative Folders	Folders containing documentation supporting information found in the Student Permanent Record (GSS-02-01). May include correspondence, memoranda, applications, case files, reports, certificates, photographs, and other documentation of information found in the student's permanent record	Five (5) years after the Student Permanent Record (GSS-01-01) has become inactive and transferred to the central depository. NOTE: Documentation supporting expulsion must be transferred to the Student Permanent Record (GSS-02-01). Approved: 7/21/1998
GSS 02 03	Standardized Examination Records	This series documents the administration of standardized examinations of students. Information in these records includes information about the time and place of examination, student identification, rules, questions, answers and scores. Test scores are records in the Student Permanent Record (GSS-02-01).	Three (3) years. Approved: 7/21/1998

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

School Districts
Student Services

SERIES #	TITLE	DESCRIPTION	RETENTION
GSS 02 04	Student Accident Records	Documentation of accidents involving students on schools grounds, school buildings, vehicles, or while involved in school activities. This series includes information on student, description of accident, response of school personnel, and nature of treatment.	Five (5) years. Approved: 7/21/1998
GSS 02 05	Incident Reports	Reports concerning unlawful activity or violent acts on educational property or during school related activities.	Five (5) years. Approved: 7/21/1998

State of Mississippi Local Government Records
RECORDS RETENTION SCHEDULE

All Local Governments
Vehicle Maintenance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 16 01	Fuel Card File	Record of requests, record of issuance, and other documentation relating to fuel card for local government entity employees and vehicles.	One (1) year following the cancellation of card. Approved: 4/16/2019
GSL 16 02	Fuel Usage Reports	Reports detailing fuel purchased for vehicles belonging to a local government entity.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 16 03	Vehicle Master File	Work orders on all work done on vehicles belonging to a local government entity. May include purchase information, vehicle description information, vehicle title, tag information, and billing information for maintenance.	Three (3) years after disposition of equipment. Approved: 4/16/2019
GSL 16 04	Parts Inventory Records	Records of parts received and used by vehicle maintenance operation.	Three (3) years after release of audit. Approved:4/16/2019

Policy CNA: Access to Public Records

Status: DRAFT

Original Adopted Date: 01/18/2018 | **Last Revised Date:** 07/23/2025

_____SCHOOL DISTRICT
PUBLIC RECORDS ACCESS PROCEDURES

The following policies and procedures are adopted in order to comply with the requirements of the Mississippi Public Records Act of 1983 (hereinafter the Act).

RECORDS ACCESSIBLE

All public records maintained by the district, as defined by the Act, shall be made available for access and duplication, subject to the exceptions and requirements of these policies, and other state or federal laws.

REQUESTS FOR ACCESS

Requests for access to public records shall be filed in writing, on forms provided, with the Superintendent of Schools,_____School District,_____Street,_____, MS_____. The request must state with sufficient specificity the nature, location, and description of the public record sought in order to enable the appropriate official(s) of the district to obtain the records for review and/or duplication. In the event that the request lacks sufficient clarity or is otherwise unduly burdensome, it will be returned to the originator for clarification or correction. All requests to inspect or duplicate public records must be filed between the hours of 9:00 a.m. and 3:00 p.m. on any working day in the superintendent's office.

Requests for inspection and/or duplication of records shall be honored at such time during the day as the documents are not being used by the appropriate officials of the district. After the records are located and made available for inspection and/or duplication, the originator of the request will be notified of a time, place and date, not later than seven (7) days from the date of the receipt of the request, to allow inspection and/or duplication.

FEES CHARGED

As allowed by statute, the district shall charge and collect fees to reimburse it for the actual costs of searching, reviewing, duplicating and mailing copies of public records. All applicable charges shall be paid to the district in advance of complying with any requests, pursuant to the following schedule:

- Photocopying:_____cents per page, with a minimum charge of_____per search.
- Searching and Reviewing: An hourly charge of any staff time or contractual services included in actual cost shall be at the pay scale of the lowest level employee or contractor competent to respond to the request. Such fees shall be collected by the district in advance of complying with the request.
- Postage: Actual cost of postage shall be assessed for all records mailed.

Any request which will require considerable assistance of school personnel for searching and reviewing shall be subject to a minimum deposit of $_____. In the event that the actual cost is found to be less than $_____ , the balance shall be refunded to the originator of the request at the appointed time for the inspection and/or duplication.

EXEMPT RECORDS

The following records are exempt from the Act and from this policy and shall not be subject to disclosure, except under other authority and under appropriate circumstances.

1. Records furnished to public bodies by third parties which contain trade secrets or confidential, commercial or financial information, as provided by the Act.

2. Records which are confidential or privileged, as provided by constitutional, statutory or case law of this state or of the United States.

3. Records which are developed among judges, judges and their aides, and juries.

4. Personnel records, including but not limited to applications for employment, test questions and answers used in employment examinations, and letters of recommendation.

5. Test questions and answers in the possession of a public body which are to be used in future academic examinations.

6. Records which represent and constitute the work product of an attorney representing the district, records which are related to litigation by or against the district, or in anticipation of prospective litigation, and communications between the district and the attorney in the course of an attorney-client relationship.

7. Records which would disclose information about a person's individual tax payment or status.

8. Records concerning the sale or purchase of property for public purposes prior to the announcement of the purchase or sale where the release of the record would have a detrimental effect on the sale and purchase.

9. All educational records of students and former students, as defined by Policy JR Student Records and by the Federal Privacy Act; such exemption shall also apply to letters of recommendation respecting admission to any educational agency or institution.

10. Records that are maintained regarding the process of detection and investigation of unlawful activity, in addition to such records as defined in Section 45-29-1 of the Mississippi Code of 1972.

11. Commercial and financial information of a proprietary nature required to be submitted to the district.

12. Certain information technology (IT) records in accordance with MS Code 25-61-11.2.

13. School safety plan documents containing preventive services listed in Section 37-3-83.

14. Records relating to the identities of any person designated by a school's governing body to serve as a school safety guardian under the Mississippi School Safety Guardian Act.

15. School district test security plans for the administration of the Statewide Student Assessment Program. 37-11-51

16. Records which contain client information concerning development projects for a period of 4 years after the receipt of the information by the district. 57-1-14

INABILITY TO PRODUCE THE RECORD BY THE SEVENTH DAY

If a public body is unable to produce a public record by the seventh working day after the request is made, the public body must provide a written explanation to the person making the request stating that the record requested will be produced and specifying with particularity why the records cannot be produced within the seven-day period. Unless there is mutual agreement of the parties, in no event shall the date for the public body's production of the requested records be any later than fourteen (14) working days from the receipt by the public body of the original request.

DENIAL OF ACCESS

In the event that the district denies a request for access to or copies of public records, the denial will be in writing and contain a statement of the specific exemption relied upon by the public body for the denial. The district will maintain a

record of all denials for a period of three (3) years.

The Mississippi Public School Accountability Standard for this policy is standard 1.

Supporting Documents

School District Public Records Access Report

MS Code	Description
25-61-1	Short title; legislative policy regarding right of access to records.
25-61-11	Records exempted or privileged by law.
37-11-51	Documents exempt from Public Records Act.
37-3-83	School Safety Grant Program; Implementation of "Erin's Law Awareness" policy addressing sexual abuse of children.
45-9-181	Mississippi School Safety Guardian Program established; participation in program; immunity of designated school safety guardian; guardian compensation; training.
57-1-14	Confidentiality of client information concerning development projects.

Cross References	Description
BE	School Board Records
CN	Administrative Records
CN-E(1)	Administrative Records
GAR	Professional Personnel Records
JR	Student Records
KBA	Public's Right to Know

_____ SCHOOL DISTRICT
PUBLIC RECORDS ACCESS REPORT

Name of Requesting Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Nature, location and description of record(s) sought:

_____

_____

_____

_____

_____

Request for inspection _____Yes _____No

Request for duplication of records _____Yes _____No

I agree to be financially responsible for all charges assessed by the district as actual costs incurred in searching, reviewing and/or duplicating the public records described above.

Signature: _____

Date: _____ Time: _____

FOR OFFICE USE ONLY: AMOUNT OF DEPOSIT

Paid: _____

Received by: _____

Policy CNB: Managing and Retaining Administrative Records

Status: DRAFT

Original Adopted Date: 01/30/2018 | **Last Revised Date:** 04/14/2022

The school system shall establish and maintain a comprehensive records management program based on applicable legal, fiscal, administrative, and historical requirements, in accordance with the Mississippi Public Records Act of 1983 (MS Code Section 25-61-1 et seq.) The program shall provide for the proper and effective management of records created or received by all departments and schools of the school system.

The district must retain all federal award records for three (3) years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district must retain records for three (3) years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. Federal agencies or pass-through entities may not impose any other record retention requirements except as provided under 2 CFR § 200.334.

The Superintendent and/or a designated records management coordinator shall plan, coordinate, implement and manage such activities and procedures as may be necessary to comply with state and federal requirements regarding the retention, storage, retrieval, and destruction of records, including electronic documents and communications. Such procedures shall be followed on a consistent basis throughout the school system and shall provide for accurate and effective production of records and/or the prevention of routine destruction of records related to a legal claim that may be made against the school district.

MS Code	Description
25-61-1	Short title; legislative policy regarding right of access to records.

Other References	Description
2 CFR § 200.334	Record Retention Requirements

Policy CPL: School Counselors

Status: DRAFT

Original Adopted Date: 07/01/2014 | **Last Revised Date:** 04/14/2022

Professional school counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students ~~as outlined by the American School Counselor Association~~. Delivery of services is the direct service provided to students, parents, school staff and the community which are interaction between professional school counselors and students. These direct services may include the delivery of the following:

1. School counseling core curriculum: This curriculum is designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level. The school counseling core curriculum is delivered throughout the school's overall curriculum and may be presented by professional school counselors in collaboration with other professional educators and other resources. Collaborative efforts may be implemented to enhance the services provided.

2. Individual student planning: Professional school counselors coordinate ongoing systemic activities or individual/ group sessions designed to assist students in establishing personal/social goals and developing future career plans.

3. Responsive services: Responsive services are designed to meet students' immediate needs and concerns in regard to social/personal issues. Responsive services may include counseling in individual, small- group settings, or crisis responses.

4. Indirect Student Services: Indirect services are provided on behalf of students as a result of the school counselors' interactions with others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.

5. ~~Professional school counselors shall abide by the American School Counselor Association Code of Ethics.~~

MS Code	Description
37-9-79	Professional school counselors; qualifications; comprehensive counseling services; code of ethics

Policy DJC: Payroll Procedure

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 06/24/2022

Employees of this district shall be paid through a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay. All district personnel shall be paid in accordance with the Mississippi Code Section 37-9-41.

SALARY PAY SCHEDULE

This school district shall process a single monthly or a bimonthly (DISTRICT MUST CHOOSE ONE) payroll for licensed employees and may process a single monthly or a semimonthly (DISTRICT MUST CHOOSE ONE) payroll for non-licensed employees, in the discretion of the local school board, with electronic settlement of payroll checks secured through direct deposit of net pay for all school district employees. ~~In December, salaries or wages shall be paid by the last working day.~~

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 or bimonthly (CHOOSE SAME AS ABOVE) 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 installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of the _____ School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed. 37-9-39

PAY CERTIFICATES

The superintendent or designee shall develop procedure to support this policy.

Refer to the Public School Districts Financial Accounting Manual

MS Code	Description
37-9-39	Time of payment of salaries.
37-9-41	37-9-41

Other References	Description
Accounting Manual	Accounting Manual for MPS Districts

Cross References	Description
CEE	Superintendent Compensation and Benefits
DJCB	Salary Deductions / Reductions

Policy DJEC: Federal Purchasing and Procurement

Status: DRAFT

Original Adopted Date: 12/16/2019 | **Last Revised Date:** 05/09/2024

The_____School District shall comply with all state and federal laws regarding purchasing and procurement. The implementation of this guidance is to reduce administrative burden and risk of waste, fraud, and abuse for federal awards.

When utilizing federal funds, district staff must strictly adhere to the guidance and rules outlined by the Office of Management and Budget (OMB) in the Uniformed Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 Part 200); including but not limited to the following:

- Federal purchases of services under $10,000 are considered "micro purchases." The purchase orders for micro purchases may be awarded without soliciting any competitive quotes if the costs are deemed reasonable. To the extent practicable, these purchases should be distributed equitably among qualified suppliers.
- All federal purchases of services between the amounts of $10,000 to $250,000 must have at least two (2) price or rate quotes. Any services over $250,000 will need to follow the competitive bidding process.
- All federal purchases are subject to 200.214 the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, as well as 2 CFR part 180. The regulations in 2 CFR part 180 restrict making Federal awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from receiving or participating in Federal awards.
- The district will fulfill all requirements under 2 CFR 200.332 including verifying that a subrecipient is not excluded or disqualified in accordance with § 180.300. Verification methods are provided in § 180.300, which include confirming in SAM.gov that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
- In the event of a termination of a federal award, the _____ School District shall adhere to the notification requirements outlined in 2 CFR Part 200.341, including providing written notice of termination, documenting the reasons for termination, and fulfilling all necessary reporting requirements to federal systems such as SAM.gov and USAspending.gov. The district will also establish a process to respond to any information placed into SAM.gov regarding a termination.
- All procurement transactions under the Federal award, as defined by § 200.1, must be conducted in a manner that provides full and open competition and is consistent with the standards of § 200.319 and § 200.320.

The state of Mississippi is more restrictive on the purchase of goods (commodities); therefore, district staff must also adhere strictly to the guidance and rules outlined by the Mississippi State Purchase Law Summary, including the following:

- Purchases which do not involve an expenditure of more than $5,000, exclusive of freight and shipping charges, may be made without advertising or otherwise requesting competitive bids.
- For all (irrespective of funding source) purchases of goods (commodities) between the amounts of $5,000 and $75,000, exclusive of freight and shipping charges, districts must have at least two (2) price quotes.
- For all (irrespective of funding source) purchases of goods (commodities) over $75,000, exclusive of freight and shipping charges, must adhere to the Mississippi State Purchase Law Summary which requires the application of competitive bidding process.
- The state of Mississippi allows for certain exceptions to the bidding requirements under Miss Code Section 31-7-13.

The superintendent or designee shall develop procedures for the support of this policy.

MS Code	Description
31-7-13	31-7-13

Other References	Description
2 CFR § 200.214	Suspension and Debarment
2 CFR § 200.319	Competition
2 CFR § 200.332	Requirements for Pass-Through Entities

Policy EBB: Safety Program

Status: DRAFT

Original Adopted Date: 08/01/2003 | **Last Revised Date:** 01/13/2022

Please Note: For information related to student conduct and ~~,~~ disciplinary action~~, and the School Safety Act of 2001~~, please refers to MS Code ~~-~~ 37-11-55 and sample policy JCB, Code of Conduct.

STUDENT SAFETY

This school board is aware of its duty to provide due care to its students and not expose them to any serious hazards to safety exceeding those which normally attend school operations. Therefore, the school board provides the following specific guidelines to be followed by its employees and directs the superintendent of schools to insure that all reasonable steps are taken to protect its students. The specific guidelines include but are not limited to the following:

SCHOOL BUILDINGS & GROUNDS

The superintendent or designee will establish procedures that promote protection and safety of students, employees, visitors, and others present on school property or at school-related events.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and disaster preparedness and shall be appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, physical plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

The school principal shall have a current disaster plan and conduct regular safety drills. Each school in the district presently has a weather radio. ~~-~~ 37-11-6

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

The school principal shall develop contingency plans for the operation of his school. These policies and procedures for dealing with routine and emergency situations, ill or injured students or staff shall be posted in a well known, readily accessible location in the school.

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

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

TRANSPORTATION OF STUDENTS

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

Students who are to be players, participants, or performers in school-sponsored activities shall be transported to all such activities in school district owned or leased vehicles. Such vehicles shall meet the standards set by the National Transportation Safety Board. Students, as members of clubs, teams, groups, etc. who are to be players, participants, or performers are expected and shall travel to and from school-sponsored activities as a group.

All school buses shall meet minimum specifications approved by the State Board of Education and shall be well maintained. Each bus driver shall have a valid bus driver's certificate and a commercial driver's license and shall operate the bus according to all specified safety procedures to ensure optimal safety of passengers. Each school bus shall be

systematically inspected for maintenance problems on a quarterly basis.

SCHOOL-SPONSORED CLUBS / EXTRACURRICULAR ACTIVITIES

For any school-sponsored activity for which there is a reasonable risk of injury or death to the student, each participant shall be required to furnish to the sponsor the required form(s) signed by parent/guardian, prior to being allowed to participate. Said form(s) shall include a notice to parent/guardian of risk of injury or death, waiver of liability in the event of injury or death and acceptance by parent/guardian of responsibility for health care due to injury or death. There shall be stand-by medical assistance and an ambulance at any and all varsity football games; home or away.

All practices and rehearsals for any school-sponsored activity shall take place in a school or on the school grounds under the supervision of school personnel. There shall be no practices or rehearsals for school- sponsored activities in private homes or public businesses.

The school district shall furnish and each sponsor/director shall require the use at each practice, performance or event, each and every kind of safety equipment, device, mat, pad, net and like kind of implement generally recognized by the sport or activity as being necessary to provide adequate security and protection to the participants.

There shall be no school-sponsored performance or competition by school students in places where alcoholic beverages are being served.

The school superintendent or designee shall make personnel assignments for those school sponsored activities for which there is a reasonable risk of injury or death only to those district employees specifically trained to properly instruct and supervise such activities. It shall be the duty of the superintendent or designee to review the credentials of prospective sponsors/directors to determine an individual's fitness for such an assignment. No school principal shall offer or promote any activity not appropriate to the age and maturity of the student.

Student club members/athletes who have competed through school-sponsored activities for state or national honors and who are eligible and elect to attend a final event which takes place after the regular school term shall, should such a trip be approved by the principal, be accompanied by the appropriate competent adult to such an event which shall also be considered a school-sponsored activity. Sponsors/directors of clubs/extra- curricular activities shall not allow student participants or chaperons to smoke or otherwise use tobacco products while involved in such activities.

SUPERVISION OF STUDENTS 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 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 chaperons have been selected and assigned by the school principal. The school principal shall determine the fitness of a chaperon to supervise. A chaperon shall not be allowed to supervise any school- sponsored activity wherein there lies a reasonable risk of injury or death to the student (some sports, labs, shops, etc.).

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

STUDENT MEDICAL CARE

School district employees shall not render medical care to students except for first aid. Parents/guardians shall be notified immediately by school authorities should a student become ill or injured at school or school- sponsored activity so parent/ guardian may reassume control over the student. In the event of serious illness or injury and parent/guardian cannot be

contacted, school authorities shall seek immediate professional medical care. Such care shall be at the expense of parent/ guardian.

STUDENT MEDICATION

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils.

Medication shall not be provided or administered by the school or its employees. Parents/guardians may come to the school and administer medication to their child. Students may self-administer medications according to policy JGCDA.

RELEASE OF STUDENTS

No student shall be suspended from school or school-sponsored activity prior to scheduled release time without first notifying parent/guardian. No student shall be released to the custody of an individual other than parent/guardian/ or person designated in the student's records.

No student shall be allowed to withdraw from school or school-sponsored activity prior to scheduled release time. Students shall not be allowed to leave and return to school or to a school-sponsored activity to run personal errands, purchase supplies, parts or food.

No student shall be released at the conclusion of any out-of-town school-sponsored activity to return home via alternate means. No student shall be abandoned by a sponsor/director/chaperon at the completion of a school- sponsored activity to wait for a ride or to walk home.

The Mississippi Public School Accountability Standards for this policy are standards 29, 30, and 31.

MS Code	**Description**
37-11-55	Code of student conduct.
37-11-6	Purchase and installation in each school of weather radio.

Other References	**Description**
MPSAS	Public School Accountability Standards

Cross References	**Description**
EBBA	School Safety Plan
EBBAB	Sex Offender
GAEA	Staff Protection
GBRHC	Return To Work Policy
JGCD	Student Health Services -- Medicines
JGCDA	Self Administration of Asthma and Anaphylaxis Medications
JGF	Student Safety
JGFB	Off-Campus Student Educational Activity
JGFB-E(1)	Off-Campus Student Educational Activity
JGFG	Accidents / First Aid

Policy EBBA: School Safety Plan

Status: DRAFT

Original Adopted Date: 08/01/2003 | **Last Revised Date:** 04/14/2022

Please Note: For information related to student conduct and~~,~~ disciplinary action~~, and the School Safety Act of 2001~~, please refer to Mississippi Code Section~~MS CODE~~ : 37-11-55.

The superintendent shall be responsible for ensuring that each school in the district maintains a School Safety Plan, which shall be subject to approval by the superintendent and the school board. The Safety Plan is to be reviewed on a regular basis and revised as needed.

SCHOOL SAFETY PLAN

A comprehensive, systematic, broad-based continuous process designed to create and maintain a secure and orderly school climate that is free of drugs, violence, and fear. A safe and orderly school climate promotes the success and development of all children and the staff who serve them. At a minimum, the School Safety Plan should address the following components:

- Crisis Intervention Team,
- School Safety Self-Assessment,
- School Safety Drill Assessment, and
- Mental Health and Suicide Prevention Training

CRISIS INTERVENTION TEAM

An interdisciplinary team of professionals whose goals are to respond to emergencies or crisis situations and to provide an array of services, which may include counseling, medical, legal, security or police, etc. The Crisis Intervention Team may also be utilized in a planning capacity in order to establish coordination and linkages prior to the actual occurrence of an event.

SCHOOL SAFETY SELF-ASSESSMENT

A strategic planning and assessment instrument used to evaluate the extent of the school safety plan. In the broadest of terms, the assessment should include a comprehensive review of the entire educational program of a school and/or school district. It may, however, focus on specific areas such as assessment of the gang problem, weapons in schools, drug or alcohol abuse, schoolyard bullying, facilities evaluation, policies and procedures, compliance with statutes, attitudes and a host of emerging trends in the field of school safety.

SCHOOL SAFETY DRILL ASSESSMENT

A process designed to evaluate the effectiveness of a crisis management plan and the readiness of an individual school and/or school district. This assessment may include a review of policies and procedures, safety drills, linkages with the appropriate agencies, the role of Crisis Intervention Team members in the event of a crisis, professional development activities, and training students how to respond during a crisis.

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

Beginning in the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Mental Health. The district shall report completion of the training to the State Department of Education.

Note: EACH SCHOOL is to have its own school safety plan that includes at a minimum each of the components listed

above.

The Mississippi Public School Accountability Standard for this policy is standard 31.

MS Code	Description
37-11-55	Code of student conduct.
37-3-83	School Safety Grant Program; Implementation of "Erin's Law Awareness" policy addressing sexual abuse of children.

Other References	Description
MPSAS	Public School Accountability Standards

Cross References	Description
EBB	Safety Program
EBBB	Homeland Security
EBBC	Emergency Drills
EBBC-1	Emergency Drills-Earthquakes
EBBC-R	Emergency Management - Disaster Plans
EBBD	Emergency Closings
EDC	Bus Safety Program
GAEA	Staff Protection
GBRHC	Return To Work Policy
JCBE	Unlawful or Violent Acts
JCBH	Gun-Free Schools
JGF	Student Safety

Policy EFC: Use of Artificial Intelligence

Status: DRAFT

Original Adopted Date: 12/12/2024

The _____School District acknowledges the potential benefits and challenges involved with using Artificial Intelligence (AI) in educational settings. The use of AI can, when used appropriately, enhance student learning by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem-solving.

"Artificial Intelligence" is defined as a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments. Artificial intelligence systems use machine and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or actions.

Any use of AI within the district, whether in the classroom or administrative operations, should be transparent and well-communicated to all stakeholders, including students, parents, educators, and staff and must align with district policy and state and federal law. Users are prohibited from:

1. Sharing confidential information or personally identifiable information with any AI system of another student, staff member, or other person.

2. Inputting sensitive district data into any AI system.

3. Using any AI system to access, create, or display harmful or inappropriate matter that is threatening, obscene, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs or interact with the AI in a manner that supports any of the above.

4. Using any AI system in a way that would manipulate, harass, or bully another individual in any way.

5. Using any AI system in a way that would create a disruption in the classroom.

The district authorizes staff members to permit students to utilize ethical and legal use of AI as a supplemental tool to support and expand on classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities, in accordance with the terms of this policy.

ARTIFICIAL INTELLIGENCE USE BY STAFF

The use of AI in the classroom must be done with care. Any AI tool used by a teacher shall be vetted and approved by the district before use and must have strong privacy controls in place. Teachers must ensure that students are aware of the use of AI tools and how they are being used in the classroom. Staff are responsible for any negative effects of their AI use. Individuals in violation of this policy will be subject to disciplinary action.

ARTIFICIAL INTELLIGENCE USE BY STUDENTS

Students are expected to use all technology responsibly and ethically. Any misuse of technology for academic purposes will be considered a violation of school board policy. Obtaining improper assistance from artificial intelligence tools including, but not limited to, Chat GPT is strictly prohibited. Any attempt to obtain improper assistance from AI tools will be considered a violation of school board policy. Students in violation of this policy will be subject to discipline up to and including suspension or expulsion.

MS Code	Description
1-3-85	Artificial Intelligence Defined

Cross References	Description
JCA	Student Conduct

Policy GBA: Professional Personnel Compensation Guides and Contracts

Status: DRAFT

Original Adopted Date: 08/01/2003 | **Last Revised Date:** 11/14/2024

LEVEL OF PAY

This school district shall not pay any teacher less than the state minimum salary. 37-151-87

The minimum base pay for all classroom teachers may be increased by the district from any funds available to it. 37-151-89

It is the policy of this school board to attempt to pay its licensed employees at a level which will attract and hold people with ability who can exercise professionalism in the school district.

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 the total funding formula funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. 37-9-17

CONTRACT REQUIRED

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

If any licensed employee or other person recommended for a licensed position who has been elected and approved shall not execute and return the contract within ten (10) days after same has been tendered to him for execution, then, at the option of the school board, the election of the licensed employee and the contract tendered to him shall be null and void and of no effect. 37-9-23

LENGTH OF CONTRACT

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

FIXING OF SALARY

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

In employing licensed employees and in fixing their salaries the school boards shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee. ' 37-9-37

SALARY PAY SCHEDULE

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

Licensed employees shall earn a salary payable in equal monthly or bimonthly (CHOOSE SAME AS ABOVE) 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 installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of the _____School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the

current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed. 37-9-39

PAY CERTIFICATES

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

EXECUTION OF WRITTEN CONTRACT

It is unlawful for any licensed employee to be paid for any services as such until a written contract has been executed. If the school district superintendent shall make any such payment prior to the execution of the contract he shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, 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. 37-9-43

SALARY DEDUCTIONS

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

RELEASE FROM CONTRACT

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

BREACH OF CONTRACT

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

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

MS Code	Description
37-151-200	Title
37-151-87	Reduction of local supplement or support from ad valorem taxation.
37-151-89	Salary payments from other funds
37-3-2	Certification of teachers and administrators.
37-9-1	37-9-1

MS Code	Description
37-9-17	Selection of licensed employees or non-instructional employees to be employed for school year; increase in compensation of certain licensed employees; fingerprinting and criminal background checks for applicants.
37-9-23	Form and execution of contracts with superintendents, principals, licensed employees, and others anticipating graduation from approved programs; conditional contracts.
37-9-25	Contracts for periods greater than one scholastic year.
37-9-33	Amount of salaries to be in compliance with minimum education program law.
37-9-37	Factors considered in fixing salaries of superintendents, principals or licensed employees.
37-9-39	Time of payment of salaries.
37-9-43	Payment of salary prior to execution of written contract; effect of breach of contract.
37-9-49	Deduction of dues, etc., from salaries.
37-9-55	Release from contract.
37-9-57	Effect of abandonment of employment.
37-9-59	Grounds and procedure for dismissal or suspension of licensed employee; attendance of different school system by child as ground for denying employment or reemployment of superintendent, principal or licensed employee.

Cross References	Description
GBA-E	Teacher Salary Scale
GBA-E-E(1)	Teacher Salary Scale
GBP	Professional Personnel Reemployment

Policy GBDB: Retired Employee Employment

Status: DRAFT

Original Adopted Date: 07/18/2024 | **Last Revised Date:** 11/14/2024

The _____ School District may employ any Public Employees' Retirement System (PERS) retiree for a period of time as agreed to between the employee and the school district. Compensation for this service shall be in an amount not to exceed eighty percent (80%) of the salary in effect for the position at the time of employment.

CONTRACT

A written agreement for employment may only be executed after the conclusion of a thirty (30) day separation period following the employee's retirement. The written agreement must detail:

1. The covered employment position
2. The full salary of the position
3. The percentage of salary the returning employee will receive as compensation.

Both the District and the employee must sign the agreement and provide a copy to the retirement system. Any subsequent amendments to the terms and conditions must be in writing, signed by both parties, and provided to the system within twenty (20) working days of the execution of the agreement.

The District is responsible for the entire amount of required contributions to the system. This amount shall be equal to the sum of the current employer contribution rate and the current employee contribution rate in effect in the year of the return-to-work employment.

The agreement shall state that the employee shall not gain any additional rights or benefits toward retirement from returning to work under Miss Code 25-11-127(4)(c). Employer contributions are designed solely to offset any pension liability created by this employment.

RESTRICTIONS

No retiree may return to work under Miss Code 25-11-127(4)(c) as a superintendent.

No retiree whose retirement allowance is subject to an actuarial reduction (other than as a result of taking a partial lump-sum distribution or any other optional benefit under Miss Code 25-11-115) may return to work under Miss Code 25-11-127(4)(c).

~~The _____School District may allow retired teachers to return to the classroom to teach if at any time the district is designated by the Mississippi Department of Education (MDE) as having critical shortages and/or critical subject-area shortages. Teachers may return to employment after retirement if they meet certain criteria under law. A retired teacher must:~~

1. ~~Have at least 30 years of credible service at the time of their retirement;~~
2. ~~Have been employed as a public school teacher at the time of retirement;~~
3. ~~Have been retired at least 90 days;~~
4. ~~Be currently receiving a retirement allowance; AND~~
5. ~~Have a standard Mississippi teaching license.~~

~~Teachers who retired with 25 years of creditable services as of July 1, 2024, may also qualify if they meet all other requirements above. Retired teachers may return to employment for a total of five (5) consecutive or intermittent years. If any reemployed retiree works for any portion of a scholastic year less than a full contractual term of traditional teachers, the time worked by the retired teacher shall constitute one of the five allowable years of post-retirement teaching eligibility.The person considered for~~

~~reemployment must also meet other conditions such as the possession of adequate licensure and endorsement in the applicable subject area and certification by the local superintendent that the teacher possesses the requisite experience, training and expertise relevant to the position to be filled. The teacher must have possessed a satisfactory performance review before retirement and cannot have any preexisting arrangement of employment.The district shall rely on the salary schedule in Section 37-19-7 in considering the salary for a retired teacher; provided, however, that the district may allocate up to 125% of the amount provided under the salary schedule comparable to the teacher's years of service and license type as salary and assessment under the program. After determining the retired teacher's compensation, the district may pay no more than 50% of the retired teacher's compensation as salary to the retired teacher. The remaining 50% of the retired teacher's compensation as salary shall be paid by the district to PERS as a pension liability participation assessment. The retiree will continue receiving his or her retirement allowance and be a contributing member of the system without accruing additional retirement benefits for five years of participation.A retired teacher shall be entitled to work in any applicable school district and shall not be obligated to remain in any one district for the entirety of his or her post retirement teaching eligibility.~~

MS Code	Description
25-11-127	Benefits upon reemployment of retired persons.
37-19-7	Scale of teachers' salaries; experience increases; salary supplement for certain school employees.

Policy GBRI: Absence From Duty

Status: DRAFT

Original Adopted Date: 05/10/1995 | **Last Revised Date:** 12/12/2024

LICENSED EMPLOYEE

The term licensed employee means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. 37-7-307

SICK LEAVE ALLOWANCE

The school board of this district shall establish by rules and regulations a policy of sick leave with pay for licensed employees and teacher assistants employed in the school district, and such policy shall include the following minimum provisions for sick emergency leave with pay:

1. Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year

2. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.

3. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.

4. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, 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, necessitated because of the absence of the licensed employee as a result of illness or physical disability. In lieu of deducting the established substitute amount from the pay of such licensed employee, the policy may allow the licensed employee to receive full pay for the first ten (10) days of absence because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee. Thereafter, the regular pay of such absent licensed employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

PERSONAL LEAVE ALLOWANCE

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Except as otherwise listed below, such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday.
Notwithstanding the restrictions listed above on the use of personal leave, a licensed employee may use personal leave as follows:

1. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.

2. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.

3. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

4. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any personal leave days taken shall be taken as described in Section 37-7-307 of the Mississippi Code. No additional bereavement leave is created by Section 37-7-307.

Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the school district.

PROFESSIONAL LEAVE ALLOWANCE

Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees or other meetings authorized by local school board policy.

RETIREMENT

Upon retirement from employment, each licensed and nonlicensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for nonlicensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or nonlicensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

RULES AND REGULATIONS

The school board may adopt rules and regulations which will reasonably aid to implement the policy of sick and personal leave, including, but not limited to, rules and regulations having the following general effect:

1. Requiring the absent employee to furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the absent employee, where the absence is for four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a nonschool day;

2. Providing penalties, by way of full deduction from salary, or entry on the work record of the employee, or other appropriate penalties, for any materially false statement by the employee as to the cause of absence;

3. Forfeiture of accumulated or future sick leave, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session;

4. Enlarging, increasing or providing greater sick or personal leave allowances than the minimum standards established by this section in the discretion of the school board of each school district.

PAYMENT OF SUBSTITUTE EMPLOYEES

School boards may include in their budgets provisions for the payment of substitute employees, necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds. Such school boards, in their discretion, also may pay, from district funds other than the total funding formula funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training.

NONLICENSED AND HOURLY PAID SCHOOL EMPLOYEES

The school board may further adopt rules and regulations which will reasonably implement such leave policies for all other nonlicensed and hourly paid school employees as the board deems appropriate.

VACATION AND PERSONAL LEAVE

Vacation leave granted to either licensed or nonlicensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried over from one (1) year to the next may be converted to sick leave. The annual conversion of unused vacation or personal leave to sick days for licensed or unlicensed employees shall not exceed the allowable number of personal leave days as provided in Section 25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Sections 25-3-93 and 25-3-95. Local school board policies that provide for vacation, personal and sick leave for employees shall not exceed the provisions for leave as provided in Sections 25-3-93 and 25-3-95. Any personal or vacation leave previously converted to sick leave under a lawfully adopted policy before May 1, 2004, or such personal or vacation leave accumulated and available for use prior to May 1, 2004, under a lawfully adopted policy but converted to sick leave after

May 1, 2004, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy prior to May 1, 2004, or such personal and vacation leave accumulated and available for use as of May 1, 2004, which was subsequently converted to sick leave may be certified to the Public Employees' Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

PAID PARENTAL LEAVE

An eligible employee who is the primary caregiver of a child shall be entitled to receive six (6) weeks (240 hours) of paid parental leave compensated at 100% of the employee's regular salary, to be used to care for the child after birth or adoption of the child.

Paid parental leave must be taken within twelve (12) weeks of the birth or adoption of the child. Paid parental leave may be taken only once in a period of twelve (12) months.

Notice for requested paid parental leave must be given at least thirty (30) calendar days before the anticipated leave start date, where foreseeable. If advance notice is not possible due to exigent circumstances, the employee shall give notice at the earliest available opportunity. The use of paid parental leave may be restricted due to public safety concerns, at the discretion of the district.

Any granted paid parental leave shall not be counted against accrued personal leave or major medical leave under state law. An employee may use earned major medical leave after using the paid parental leave for the birth or adoption of the child in accordance

with Miss. Code 25-3-95. Paid parental leave shall run concurrently with any leave provided under the Family and Medical Leave Act (FMLA).

Legal state and federal holidays shall not be counted against the paid parental leave. The paid parental leave shall not be accrued or carried over or used for retirement purposes and is not payable upon separation from state service.

On July 1, 2026, and every July 1 after, the district shall submit to the State Personnel Board a report on the use of the paid parental leave by eligible employees of the district for the preceding fiscal year.

DEFINITIONS

For the purposes of this subsection, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:

1. "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 state 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.

2. Immediate family means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother, or stepsister.

3. Eligible Employee means a person who has been employed by the State of Mississippi or any agency, department, or institution of the state for a minimum of twelve (12) consecutive months in a position for which he or she is compensated on a full-time permanent basis and who is the primary caregiver of a child.

4. Primary Caregiver means the parent who has the primary responsibility for the care of a child following the birth or adoption of a child.

5. Paid Parental Leave means the compensated absence from work provided to an eligible employee for the birth of the employee's biological child or the legal adoption of a child under eighteen (18) years of age.

Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same 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 following:

1. The employee donating the leave (the donor employee) shall designate the employee who is to receive the leave (the recipient employee) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.

2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

3. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.

4. 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, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

5. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic with the meaning of this section.

6. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

7. Donated leave shall not be used in lieu of disability retirement. 37-7-307

JURY DUTY / OTHER LEAVE

This school board shall provide leave for employees who serve on juries and/or serve as a witness under subpoena. The school board cannot recover jury fees from employees who serve on juries. (Attorney General Opinion, Middleton,1991)

LEAVE DUE TO DECLARED EMERGENCY CLOSURES

The school board may, in its discretion, provide additional administrative leave with pay for all employees (professional, certified, and classified) in the event of declared emergency closures.

MS Code	Description
25-3-95	25-3-95
37-151-200	Title
37-7-307	Regulation of leaves for licensed and nonlicensed employees; employment of substitute teachers; donations of leave to other employees; accumulated leave; conversion of certain vacation days to sick leave; definitions.

Cross References	Description
CGPB	Administrative Personnel Time Schedules
CGPF	Administrative Personnel Professional Leaves and Absences
GADF	Donated Leave
GBRB	Professional Personnel Time Schedule (Length of Work Day)
GBRIA	Family and Medical Leave Act
GBRIA-E(1)	Family and Medical Leave Act
GBRIA-E(2)	Family and Medical Leave Act
GBRID	Military Leave

Policy GBRIA: Family and Medical Leave Act

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 06/24/2022

NOTE: In reviewing this sample policy, school districts are encouraged to seek legal advice, especially at those points below denoted with an asterisk (*).

IMPORTANT NOTICE

Due to the complexity of the Family Medical Leave Act (FMLA) and because it involves consideration of your district's leaves and absences policy and your practices, along with the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA, the Consolidated Omnibus Budget Reconciliation Act (COBRA) and parts of the Internal Revenue Code relating to group health plans and cafeteria plans, all federal anti-discrimination laws and applicable state laws, it is not practical to attempt development of a detailed policy for the administration of the FMLA. Each request for leave must be evaluated individually due to myriad combinations of circumstances and medical conditions one may have to consider. It is strongly recommended that the school district purchase a competent analysis of the rules, regulations and guidelines of the FMLA to review while evaluating individual requests for leave under FMLA. The school district's attorney should always be consulted when there is uncertainty.

Of particular importance are the posting and notice requirements of the Act. You must conspicuously post and keep posted in all schools and offices where employees are employed and where applications for employment are taken a notice explaining the Act's provisions and providing information concerning the procedures for filing complaints of violations of the Act with the Wage and Hour Division. Copies of the required notice may be obtained from any local Wage and Hour Division Office. No reproductions of the notice may be any smaller than 8 x 11 inches and the text must be fully legible. Failure to post the required notice prohibits you from taking any adverse action against an employee as well as liability for payment of fines to the Department of Labor (DOL).

Information concerning FMLA entitlements and employee obligations must be included in any employee handbook or other documents providing written guidance explaining all the obligations and rights of an eligible employee whenever that employee requests leave under FMLA. A fact sheet is available from the nearest Wage and Hour Division Office that will provide this guidance.

Also, you must provide an employee who has given you notice of the need for FMLA leave a notice of your specific expectations and employee obligations. Such notice must detail all consequences for failing to meet these obligations. This notice must include the following information as is appropriate to the leave request being considered:

1. Whether the district will require a medical certificate of a serious health condition or recertification and what will happen if the employee fails to do so;

2. Whether the district will require the employee to furnish, prior to being restored to employment, a fitness for duty certificate;

3. That the taking of this leave will count against the employee's annual FMLA leave entitlement;

4. That the employee has a right to substitute paid leave (sick leave, vacation, personal days) for FMLA leave or whether the district will require the substitution of paid leave and any conditions related to substitution;

5. Whether the employee is a "key employee" and that restoration might possibly be denied after taking FMLA leave, explaining the condition required for you to deny restoration;

6. Whether the employee will be required to pay any health insurance premiums to maintain benefits while on leave and the arrangements for making the payments;

7. That if the employee fails to return to work after taking unpaid FMLA leave, he is potentially liable for payment of health insurance premiums paid by the school district;

8. That the employee has a right to restoration to the same or equivalent job* upon return from leave.

9. That paid parental leave provided under the Mississippi State Employees Paid Parental Leave Act shall run concurrently with any leave provided under FMLA where applicable.

The school district is also expected to act in good faith in answering questions from employees about their rights and responsibilities under the FMLA.

FMLA provides that the school district shall make, keep and preserve records pertaining to its obligations under the Act in accordance with the record keeping requirements of section 11 C of the Fair Labor Standards Act (FLSA) and the FMLA. No particular order or form of records is required. No requirement exists that requires the school district to revise its computerized payroll or personnel records to comply; however, some items are required.

Leaves and Absences and The Family Medical Leave Act of 1993 (P.L. 103-3)

I. GENERAL

1. Definition

    1. "Eligible employee" means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75 mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12 month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as "at least 12 months". School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.

    2. "Employee's spouse" as defined by Mississippi Law.

    3. "Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.

    4. "Employee's parent" means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).

    5. "Employee's immediate family member" means spouse, son or daughter or parent as defined hereinabove.

    6. For the purposes of FMLA, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either in-patient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.*

2. Leave Provisions
    1. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12 month period for any one or more of the following reasons:

        1. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).

        2. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).

        3. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").

        4. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.

5. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.

6. Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

   IMPORTANT NOTE: The school district must choose any one of the following methods of determining the "12 month period". Once chosen, that method must be used consistently and changed only upon 60 days written notice to all employees.

   1. The calendar year;
   2. Any fixed 12 month "leave year", that is,
      1. a fiscal year
      2. a year required by state law
      3. a year starting on the employee's employment anniversary date
      4. the 12 month period measured forward from the beginning date of the employee's FMLA leave
      5. a rolling 12 month period measured backward from the date the employee uses FMLA leave (may not extend back before August 5, 1993).*

2. Spouses have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.

3. Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent.

4. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group or individual setting. Instructional employees include teachers, teacher aides and assistant teachers who actually teach, coaches, driver's ed instructors and special ed assistants such as signers. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee's own serious health condition.*

3. Notice Requirement

   1. School district employees must provide this district at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member.

   2. Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as both practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice).*

   3. Failure to give 30 days notice for foreseeable leave may result in the denial of the taking of FMLA leave until at least 30 days after the date the employee provides notice.*

II. REQUIRED CERTIFICATION

1. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider,* shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and

certificate.

2. The certification is to include the following:

    1. The date on which the serious health condition in question began.

    2. The probable duration of the condition.

    3. Appropriate medical facts regarding the condition.

    4. A statement that the employee is needed to care for a spouse, parent or child (along with estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.

    5. Signature of health care provider.

3. The school district may require that a second opinion be obtained at the school district's expense. The second opinion may not be provided by a health care provider employed by this school district. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.

4. The school district may require subsequent written recertification on a reasonable basis.

III. EMPLOYMENT BENEFITS PROTECTION

1. An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.

2. Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.

3. The school district may exempt from the restoration requirement above a key employee who is in the highest paid 10 percent of this district's workforce within a 75 mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.*

4. The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.*

5. Health benefits shall continue through an employee's leave period, even for key employees who have been notified that reinstatement will be denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:

    1. No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of nonreinstatement.

    2. No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section II, above.

IV. PROHIBITED ACTS

This school district shall not interfere with or restrain an eligible employee's right to exercise the provisions of this policy.* This policy shall take effect and be in force from and after August 5, 1993. An employee's service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

V. PAID PARENTAL LEAVE

Paid parental leave provided under the Mississippi State Employees Paid Parental Leave Act shall run concurrently with any leave provided under FMLA where applicable.

Supporting Documents

GBRIA Family Medical Leave Act FMLA 08 2013

Other References	**Description**
Family and Medical Leave Act of 1993	Family and Medical Leave Act of 1993

Cross References	**Description**
GBRHC-E1	Return to Work Procedures
GBRI	Absence From Duty
GBRID	Military Leave

Employer Response to Employee Request for Family or Medical Leave

(*Date*)

To: _____
(Employee=s Name)

From: _____
(Name of appropriate employer representative)

Subject: **Request for Family/Medical Leave**

On _____, you notified us of your need to take family/medical leave due to:
(date)

□ the birth of a child, or the placement of a child with you for adoption or foster care; or

□ a serious health condition that makes you unable to perform the essential functions of your job; or

□ a serious health condition affecting your □ spouse, □ child, □ parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____(*date*_____

and that you expect leave to continue until on or about _____(date_____.

Except as explained below, you have a right under FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that: *(check appropriate boxes; explain where indicated)*

1. You are □ eligible □ not eligible for leave under the FMLA.

2. The requested leave □ will □ will not be counted against your annual FMLA leave entitlement.

3. You □ will □ will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____(*date*)_____ (*must be at least 15 days after you are notified of this requirement*) or we may delay the commencement of your leave until the certification is submitted.

4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We □ will □ will not require that you substitute paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply: (*Explain*)

5. a. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (*Set forth dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee.*)

   b. You have a minimum 30-day (*or, indicate longer period, if applicable*) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be canceled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We □ will □ will not pay your share of health insurance premiums while you are on leave.

   c. We □ will □ will not do the same with other benefits (*e.g., life insurance, disability insurance, etc.*) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you □ will □ will not be expected to reimburse us for the payments made on your behalf.

6. You □ will □ will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.

7. a. You □ are □ are not a "key employee" as described in '825.218 of the FMLA regulations. If you are a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

b. We □ have □ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. (*Explain (a) and/or (b) below. See '825.219 of the FMLA regulations.*)

8. While on leave, you □ will □ will not be required to furnish us with periodic reports every _____ (*indicate interval of periodic reports, as appropriate for the particular leave situation*) of your status and intent to return to work (*see '825.309 of the FMLA regulations*). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you □ will □ will not be required to notify us at least two work days prior to the date you intend to report for work.

9. You □ will □ will not be required to furnish recertification relating to a serious health condition. (*Explain below, if necessary, including the interval between certifications as prescribed in '825.308 of the FMLA regulations.*)

Policy ICFA: Textbook Policy

Status: DRAFT

Original Adopted Date: 05/27/2015 | **Last Revised Date:** 12/17/2021

This school district provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book."

Textbook fines and damage replacement schedule:

DAMAGE	FINE
Writing/drawing/scribbling in book	$1.00 per page
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book
Non-returned book	Cost of the book

The district will keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district will report the inventory in the Textbook Inventory Management System.

The superintendent or designee shall establish procedures to support this policy.

The Mississippi Public School Accountability Standard for this policy is standard 19.

MS Code	Description
37-43-51	Reports by Schools Receiving Textbooks

Policy IDAG: Dual Enrollment

Status: DRAFT

Original Adopted Date: 06/03/2014 | **Last Revised Date:** 02/13/2025

Eligible students may participate in the dual enrollment program established by this school district in compliance with MS Code 37-15-38.

A "Dual Enrolled Student" is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

A "Dual Credit Student" is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

(1) Dual credit program allowances. A student may be granted credit delivered through the following means:

a. Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of-course examination.

b. College or university courses taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.

c. College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district.

d. Online courses of any public university, community or junior college in Mississippi.

(2) Admission criteria for dual enrollment in community and junior college or university programs. Students may be admitted to enroll in community or junior college courses under the dual enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.

(3) Tuition and cost responsibility. Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program shall be the responsibility of the parents or legal guardians of the student. Payment for tuition and any other costs shall be made directly to the credit-granting institution.

(4) Transportation responsibility. Any transportation required by a student to participate in the dual enrollment program is the responsibility of the parent, custodian or legal guardian of the student.

(5) School district net enrollment credit. When dually enrolled, the student shall be counted, for total funding formula purposes, in the net enrollment of the public school district in which the student attends high school.

(6) High school student transcript transfer requirements. Grades and college credits earned by a student admitted to a dual credit program must be recorded on the high school student record and on the college transcript at the university or community or junior college where the student attends classes.

(7) Eligible courses for dual credit programs. Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science courses, performing arts, advanced business and technology, and career and technical courses. Distance Learning Collaborative Program courses shall be fully eligible for dual credit. All courses being considered for dual credit must receive unconditional approval from the superintendent of the local school district and the chief instructional officer at the participating community or junior college or university in order for college credit to be awarded. A university or community or junior college shall make the final decision on what courses are eligible for semester hour credits.

(8) High school Carnegie unit equivalency. One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.

(9) Maximum dual credits allowed. It is the intent of the dual enrollment program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so. A qualified dually enrolled high school student must be allowed to earn an unlimited number of college or university credits for dual credit.

(10) Qualifications of dual credit instructors. A dual credit academic instructor must meet the requirements set forth by the regional accrediting association (Southern Association of College and Schools). University and community and junior college personnel have the sole authority in the selection of dual credit instructors. A dual credit career and technical education instructor must meet the requirements set forth by the Mississippi Community College Board in the qualifications manual for postsecondary career and technical personnel.

~~DUAL ENROLLMENT/DUAL CREDIT SCHOLARSHIPPublic school districts and institutions participating in the Mississippi Dual Enrollment/Dual Credit Scholarship Program shall be permitted to enter into agreements under Section 37-15-38, which allow students to enroll and complete additional dual credit or dual enrollment courses.Students in Grades 11 and 12 who are residents of Mississippi shall be eligible to participate in the program, provided they meet the minimum eligibility criteria in the Procedures Manual for the State of Mississippi Dual Enrollment and Accelerated Programs.Each eligible student shall be qualified for up to 6 dual enrollment/dual credit semester credit hours prior to high school graduation. All Dual Enrollment/Dual Credit Scholarship Program student recipients shall be required to participate in an advising component related to the Mississippi Articulation and Transfer Tool (MATT) to ensure their understanding of course transferability. Credits earned with a final grade of C or above on the eligible student's college transcript in courses offered through the program, whether academic or career and technical, shall transfer to any postsecondary institution in Mississippi.Books, course materials, tools, supplies, lab fees, transportation costs and other applicable course fees shall be the responsibility of the student or high school district.Future enrollment at the providing institution cannot be a requirement for a student to be eligible for Dual Enrollment/Dual Credit Scholarship Program funds.~~
The superintendent and/or designee shall develop procedures to support this policy.

MS Code	Description
37-106-85	37-106-85
37-106-87	37-106-87
37-106-89	37-106-89
37-106-91	37-106-91
37-106-93	37-106-93
37-151-200	Title

Cross References	Description
IN	Vocational /Career Technical Education

Policy IFG: Early Graduation

Status: DRAFT

Original Adopted Date: 12/17/2019

In an effort to better tailor the educational system to students' needs, the _____ School District allows for early graduation for those students who have met the necessary requirements. Early graduation is defined as successful completion of all state and districts standards prior to completing eight semesters of high school work from the start of grade 9.

A student's application to graduate early shall be approved by the school counselor and the local high school principal. Preparedness for post-secondary endeavors shall be taken into account when discussing the option of early graduation with students.

A student shall acquire, at a minimum, the required number of Carnegie units and other existing standards for a traditional diploma. Additionally, the student must have documented evidence in their Individual Success Plan (ISP) of actively working toward one of the state-recognized diploma endorsements (Career and Technical Education (CTE), JROTC, Academic or Distinguished Academic) unless one of the following exceptions applies:

1. A non-Senior who will turn 18 on or before December 1 of the current academic school year.
2. A student who has been retainedin one or more grades.
3. A student with a hardship situation (child, family, health, etc.)

A student's application to graduate more than one semester early shall be submitted prior to the end of the first semester of the student's junior year. Applications submitted after this deadline may be reviewed and approved at the discretion of the district. The students applying for this option shall have completed at least one of the following:

1. Met National Benchmarks for ACT College and Career Readiness Standards for English/Reading and Math
2. Scored Silver or Higher on ACT WorkKeys
3. Earned a CTE national certification
4. Earned at least nine (9) hours of academic or CTE dual credit
5. Passed all End-of-Course Assessments needed to meet graduation requirements
6. Completed a one Carnegie unit credit-bearing work-based learning class or a similar 140-hour work-based learning experience in industry that could provide sustainable employment leading to a family-sustaining wage.

~~Early graduation involves the completion of all high school academic requirements in less than a traditional four-year program. Any high school student who will complete the number of Carnegie units and other existing standards required by both the state and the district prior to completing eight (8) semesters of high school work may petition to graduate early.The student must submit the early graduation request to the principal at least one (1) semester in advance of the beginning of the school year in which the student wishes to graduate.~~

The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

The superintendent shall establish an application process that articulates the student's postsecondary plan which shall be placed in the student's cumulative folder. The completed application shall require parental or guardian consent for students under the age of 18.

A student's plan may be terminated at any time due to academic, behavioral, or attendance issues.

Early graduates, and their grades, shall be reported in accordance with MDE standards.

Policy IK: Limited English Proficiency Instruction

Status: DRAFT

Original Adopted Date: 08/01/2003 | **Last Revised Date:** 09/11/2025 | **Last Reviewed Date:** 09/11/2025

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Holmes County Consolidated Board of Education will provide a program of language instruction for students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

IDENTIFICATION

Students who meet anyone or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; **or**
2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; **or**
3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; **and**
4. Anyone who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

REQUIREMENTS

The Holmes County Consolidated School District receives federal funding for Limited English Proficient (LEP) Programs. The following will be provided:

1. Parents will be given written notification of their child's recommended placement in a language program (EL) and their options associated with that placement. The notification will include the reasons for identifying the child as potentially LEP and the reasons for recommending placing the child in the specified program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
    A. Their child's level of English proficiency and how such a level was assessed.
    B. The status of their child's academic achievement.

C. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.

D. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.

E. Exit requirements for the program.

F. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds. For non-English-speaking parents, the district will arrange to provide translations of this information in their native language.

ENROLLMENT

Every public school in the United States is required to provide a free and equitable education to all school-age children who live within the boundaries of the Local Educational Agency (LEA), regardless of immigration status. Several laws protect the rights of English Learners (ELs) and their families, particularly during the enrollment process. These protections are provided because many EL students' levels of transiency and lack of English proficiency make them a particularly vulnerable population.

When enrolling students, LEA's may not request information from students or their parents or guardians in order to deny access to public schools on the basis of race, color, or national origin.
Parent(s) or Legal Guardians(s) must be present when enrolling the child. A child will not be enrolled if a parent or legal guardian is not present at the time of enrollment.

The Holmes County Consolidated School District will follow statewide entrance procedures and screen all potential English learners within thirty (30) days of enrollment or ten (10) days of enrollment after the beginning of the school year. The district will follow student exit criteria as outlined in the Mississippi Guidelines for English Language Learners.

Cross References	**Description**
IDDF	Special Education Programs
II	Testing Program

Policy IU: Diversity, Equity, and Inclusion (DEI)

Status: DRAFT

Original Adopted Date: 07/23/2025

The Holmes County Consolidated School District will avoid taking certain actions and engaging in discriminatory practices regarding diversity, equity, and inclusion (DEI). Decisions involving employment, academic opportunities, and student engagement will be based solely on individual merit, qualifications, and academic performance, without consideration of an individual's race, sex, color, national origin, or expressed opposition to, or refusal to affirm or participate in, diversity, equity, and inclusion.

The district will teach and establish policies and curriculum in accordance with the definitions of the terms "female," "male," and "sex" as provided in MS Code 1-3-85 and 41-141-3(a). Nothing in this policy shall be construed to violate current accreditation terms or state or federal law.

The district will not:

1. Establish or maintain a DEI office.
2. Engage in divisive concepts as defined under Mississippi law.
3. Hire or assign employees or contract with a third party to perform the duties of a DEI office.
4. Require, request, or consider DEI criteria in the hiring process, contract renewal process, or promotion process.
5. Give preference based on race, sex, color, or national origin to an applicant for employment, or when awarding a contract in the district.
6. Maintain any programs or course that promote DEI concepts or concepts that promote transgender ideology, gender-neutral pronouns, deconstruction of heteronormativity, gender theory, sexual privilege, or any related formulation of these concepts.
7. Require, as a condition of continued enrollment, employment, or being awarded a contract with the district, DEI training.
8. Penalize or discriminate against an employee or student on the basis of his or her refusal to support DEI concepts as defined under Mississippi law. AND
9. Require any diversity training or any other policies or procedures that result in any formal or informal education, seminars, workshops, or institutional program that focus on increasing awareness or understanding of issues related to race, sex, color, gender identity, sexual orientation, or national origin as defined under Mississippi law.

FORMAL COMPLAINT

Any employee, faculty, staff, contractor, or student who desires to assert a violation of this policy shall file a Formal Complaint with the Holmes County Consolidated School District board clerk within thirty (30) days of the alleged violation with the school board.

A Formal Complaint is not considered to be filed until it is received by the board clerk. The Formal Complaint will be date stamped by the board clerk when received. The date recorded on the stamp shall be the official filing date of the Formal Complaint.

The Formal Complaint must be in writing, signed by the complainant, and shall contain all the following information:

1. The full name, address, and telephone number of the complainant.
2. The name of the school district in which the complaint is made.
3. Name of potential individuals impacted by the alleged violation.
4. The date and times of the alleged violation.
5. A detailed description of the alleged violation, including which section of the law was violated.
6. A statement explaining how the complainant was harmed by the district's alleged failure to comply with the law
7. Names of potential witnesses.
8. A statement as to whether any internal or external grievance, charge, complaint, or civil action has been instituted by the complainant in any other form or forum, based upon the same allegation contained in the Formal Complaint, together with a statement as to the status or disposition of such other action.
9. Any other relevant information that would support an investigation.

Within thirty (30) days of the receipt of a complete, timely, and properly filed Formal Complaint, the Board shall take action on the Formal Complaint.

If the Board does not find a violation, they shall provide written notification reflecting that determination. Such final ruling shall be provided to the complainant within the thirty (30) day period.

If the Board determines that a violation has occurred or has likely occurred, they shall provide written notification to the superintendent, with a copy sent to the complainant. The district shall have twenty-five (25) days from the receipt of the formal notification of violation to curate all actions relating to the violation and to provide documentation of the curative actions to the Board. After the twenty-five (25) day period, the Board shall then issue a final ruling to the complainant detailing all violations and the curative response.

APPEAL

Anyone aggrieved by the action or inaction of the Board is entitled to judicial review in accordance with Mississippi law.

APPLICABLE COMPLAINANTS

A person filing a complaint in this district is limited to:

1. Students enrolled in the district.
2. Faculty, employees, or staff employed in the district.
3. Contractors with the district.
4. Parents, guardians, or next friend of a minor student who has been harmed by this district.

Any person under 18 years of age may take action through a parent, guardian, or next friend. Upon reaching the age of 18, that individual may take an action in his or her own name.

REPORTING

Beginning in 2026, by July 30 of each year, the superintendent shall submit an annual report to the Board all formal complaints and the dispositions of those investigations and violations. The superintendent shall also provide a written statement explaining any failure to cure formal complaints filed and an explanation of the cause of failure.

The superintendent will also submit the above-mentioned annual report to the Mississippi Department of Education no later than July 30 of each year.

RETALIATION

The district prohibits retaliation against any individual who files a Formal Complaint or cooperates in an investigation under this policy.

Policy JBCD: Transfers and Withdrawals of Students **Status:** DRAFT

Original Adopted Date: 01/18/2018 | **Last Revised Date:** 07/23/2025

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

MISSISSIPPI STATE LAW

PETITION

1. Except as provided by law, upon the petition in writing of a parent or guardian, resident of the school district of an individual student, filed or lodged with the president or secretary of the school board of a school district in which the pupil has been enrolled or is qualified to be enrolled as a student, or upon the aforesaid petition or the initiative of the school board of a school district as to the transfer of a grade or grades, individual students living in one school district or a grade or grades of a school within the districts may be legally transferred to another school district, by the mutual consent of the school boards of all school districts concerned, which consent must be given in writing and spread upon the minutes of such boards.

2. The school board of the transferring school district to which such petition may be addressed shall act thereon not later than its next regular meeting subsequent to the filing or lodging of said petition, and a failure to act within that time shall constitute a rejection of such request. The school board of the other school district involved (the transferee board) shall act on such request for transfer as soon as possible after the transferor board shall have approved or rejected such transfer and no later than the next regular meeting of the transferee board, and a failure of such transferee board to act within such time shall constitute a rejection of such request. If such a transfer is approved by the transferee board, then such decision shall be final. If such a transfer should be refused by the school board of either school district, then such decision shall be final.

3. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by the affected school board. 37-15-31

SCHOOL DISTRICT EMPLOYEES

1. Upon the petition in writing of any parent or guardian who is a resident of Mississippi and is an instructional or licensed employee of a school district, but not a resident of such district, the school board of the employer school district shall consent to the transfer of such employee's dependent school-age children to its district and shall spread the same upon the minutes of the board. Upon the petition in writing of any parent or guardian who is not a resident of Mississippi and who is an instructional or licensed employee of a school district in Mississippi, the school board of the employer school district shall consent to the transfer of such employee's dependent school-age children to its district and shall spread the same upon the minutes of the board.

2. The school board of any school district, in its discretion, may adopt a uniform policy to allow the enrollment and attendance of the dependent children of non-instructional and non-licensed employees, who are residents of Mississippi but are not residents of their district. Such policy shall be based upon the employment needs of the district, implemented according to job classification groups and renewed each school year.

3. The employer transferee school district shall notify in writing the school district from which the pupil or pupils are transferring, and the school board of the transferor school district shall spread the same upon its minutes.

4. Any such agreement by school boards for the legal transfer of a student shall include a provision providing for the transportation of the student. In the absence of such a provision the responsibility for transporting the student to the transferee school district shall be that of the parent or guardian.

5. Any school district which accepts a student under the provisions of this subsection shall not assess any tuition fees upon such transferring student in accordance with the provisions of Section 37-19-27, MS Code of 1972. 37-15-31

ADJACENT SCHOOL DISTRICTS

Upon the petition in writing of any parent or legal guardian of a school-age child who is a resident of an adjacent school district residing in the geographical situation described in Section 37-15-29(3), Mississippi Code of 1972, the school board of the school district operating the school located in closer proximity to the residence of the child shall consent to the transfer of the child to its district, and shall spread the same upon the minutes of the board. Any such agreement by school boards for the legal transfer of a student under this subsection shall include a provision for the transportation of the student by either the transferor or the transferee school district. In the event that either the school board of the transferee or the transferor school district shall object to the transfer, it shall have the right to appeal to the State Board of Education whose decision shall be final. However, if the school boards agreeing on the legal transfer of any student shall fail to agree on which district shall provide transportation, the responsibility for transporting the student to the transferee school district shall be that of the parent or guardian. 37-15-31 (3)

SIBLINGS

Upon the petition in writing of any parent or legal guardian of a school-age child who was lawfully transferred to another school district prior to July 1, 1992, as described in Section 37-15-29(4), Mississippi Code of 1972, the school board of the transferee school district shall consent to the transfer of such child and the transfer of any school-age brother and sister of such child to its district, and shall spread the same upon the minutes of the board. 37-15-31 (4)

MILITARY

Those children whose parent(s) or legal guardian(s) are active duty, or Active Guard and Reserve duty, members of the United States Armed Forces, but not those who are preforming inactive duty training may, at the discretion of their parent(s) or legal guardian(s), enroll and attend the school district and school campus of their parent's or legal guardian's choosing, regardless of the residence of the child.

Those children whose parent(s) or legal guardian(s) are civilian military personnel and reside on a military base may, at the discretion of their parent(s) or legal guardian(s), enroll and attend the school district and school campus of their parent's or legal guardian's choosing, regardless of the residence of the child.

- "Active Duty" means full-time duty in the active military service of the United States.
- "Active Guard and Reserve Duty" means active duty or full-time National Guard duty performed by a member of a reserve component of the Army, Navy, Air Force, Space Force, or Marine Corps, which is pursuant to an order to active duty or full-time National Guard duty for a period of 180 consecutive days or more.

The following provisions apply to the students mentioned above:

1. A school district is not required to provide transportation to a student who enrolls in or transfers to another school district or school campus within the district of chosen attendance;
2. A student eligible for enrollment or transfer shall be allowed only one (1) school transfer per academic year;
3. Once admitted, and unless expelled, the parent(s) or legal guardian(s) of students transferring under the provisions above shall not be required to reapply for admission for continued enrollment in the school district or school campus of last attendance for any subsequent years of attendance therein; and
4. If the school district is unable to accommodate a request for enrollment for transfer due to lack of capacity to accept the student in to the district or a specific school campus, the school board shall deny the request and spread the same upon its minutes. 37-15-29
5. Before enrolling his or her child in the selected school of choice, the service member shall provide the school of enrollment with a copy of his or her Department of Defense photo identification, and a "Statement of Service" from the installation adjutant general or official letter from a commander above the Lieutenant Colonel rank signifying that the service member is on active duty, or Active Guard and Reserve duty, assignment or has been mobilized within the state. 37-15-29

TESTING

1. All students seeking to transfer from any school, public, private or homeschool, within or outside of the boundaries of the State of Mississippi, to this school district may be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

2. The administrative head of each public school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application to transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

3. No transfer of a pupil shall be affected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made. 37-15-33

TESTING WAIVER

If any student is transferred or reassigned within the school district by order of the school board of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. 37-15-33

ALLOTMENTS AND LOCAL MAINTENANCE FUNDS

Legally transferred students going from one school district to another shall be counted for total funding formula allotments by the school district wherein the pupils attend school, but shall be counted for transportation allotment purposes in the school district which furnishes or provides the transportation. The school boards of the school districts which approve the transfer of a student under the provisions of Section 37-15-31 shall enter into an agreement and contract for the payment or nonpayment of any portion of their local maintenance funds which they deem fair and equitable in support of any transferred student. Except as provided in 37-151-93, subsection (2), [see item (9) below] local maintenance funds shall be transferred only to the extent specified in the agreement and contract entered into by the affected school districts. The terms of any local maintenance fund payment transfer contract shall be spread upon the minutes of both of the affected school district school boards. The school district accepting any transfer students shall be authorized to accept tuition from such students under the provisions of Section 37-15-31(1) and such agreement may remain in effect for any length of time designated in the contract. The terms of such student transfer contracts and the amounts of any tuition charged any transfer student shall be spread upon the minutes of both of the affected school boards. No school district accepting any transfer students under the provisions of Section 37-15-31(2), which provides for the transfer of certain school district employee dependents, shall be authorized to charge such transfer students any tuition fees. 37-151-93

STUDENT BASE AMOUNT

Local maintenance funds shall be paid by the home school district to the transferee school district for students granted transfers under the provisions of Sections 37-15-29(3) and 37-15-31(3), not to exceed the student base amount as defined in Section 37-151-201, multiplied by the number of such legally transferred students. 37- 151-93

The Mississippi Public School Accountability Standard for this policy is standard 7.

MS Code	Description
1-3-27	Minor.
37-15-29	Minor child to attend school in district of residence; exceptions.
37-15-31	Transfer of students between school districts generally.
37-15-33	Testing of transfer students; assignment of students.
37-151-93	Counting of legally transferred students; payment maintenance funds to transferee school.

Cross References	Description
JBAB	Home Schooling/Transfer Student Testing
JBAC	Truancy
JBCDA	Intradistrict Transfer Procedures

Policy JCA: Student Conduct

Status: DRAFT

Original Adopted Date: 08/01/2003 | **Last Revised Date:** 02/13/2025

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. All rules applying to student conduct shall be posted in a prominent place in each school building.

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_____Public Schools 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 above described procedure 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

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.

2. 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.

3. 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.

4. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.

5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.

6. Radios and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge.

7. 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.

8. A student is strictly prohibited by law 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 designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

9. A student is strictly prohibited by law 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 designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

10. 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_____days or expulsion and subject to all other penalties and requirements provided by law and District policies.

11. 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 designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

12. 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 designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

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

14. 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.

15. 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 Title IX Procedures.

16. 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 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

17. 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 designee or the superintendent subject to all other penalties provided by law and District policies.

ARTIFICIAL INTELLIGENCE

"Artificial Intelligence" is defined as a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments. Artificial intelligence systems use machine and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or actions.

Students are expected to use all technology responsibly and ethically. Any misuse of technology for academic purposes will be considered a violation of school board policy. Students are prohibited from engaging in the following uses of AI:

1. Using AI in a way that violates district policy or applicable law;

2. Inputting into any AI any confidential data or personally identifiable information;

3. Using AI to violate the instructions or requirements of any assignment;

4. Obtaining or attempting to obtain improper assistance from AI tools;

5. Representing AI-generated content as their own work;

6. Using AI to disrupt district operations;

7. Using any AI system to access, create, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs or interact with the AI in a manner that supports any of the above.

8. Using AI to negatively affect the district or in a way that causes harm.

Students in violation of this policy will be subject to discipline up to and including suspension or expulsion.

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 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

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 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

3. The effect of absence on grades

4. Procedures for making up assigned work and tests

5. Other criteria as may be approved by the superintendent and school board

This school board affirms the role of community-based organizations in responding to the needs of students whose serious behavior problems in school places them at risk of becoming juvenile and adult offenders.

Appropriate activities can help to reduce student delinquency and improve academic performance. This board directs the superintendent to cooperate with neighborhood- and community-based groups that provide quality programs to students in this district through the Support Our Students (S.O.S.) Program.

The purpose of the S.O.S. Program is "to award grants to neighborhood- and community-based organizations to establish local S.O.S. programs that provide high quality after-school mentoring activities for school-aged children and provide for comprehensive, collaborative delivery of mentoring services by public and nonpublic agencies to these children."

The goals of the S.O.S. Program are to:

1. Reduce juvenile crime;

2. Recruit community positive role models;

3. Reduce the number of so-called "latchkey" children;

4. Improve student academic performance;

5. Improve student attitude and behavior; and

6. Improve coordination of existing resources.

DISCIPLINARY ACTION

For information related to student conduct and disciplinary action, please refer to Mississippi Code Section 37-11-55 and policy JCB, Code of Conduct.

MS Code	Description
1-3-27	Minor.
1-3-85	Artificial Intelligence Defined
37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property.
37-11-29	Reporting of unlawful activity or violent act on educational property or during school related activity; authority of law enforcement officers; reporting of disposition of charges against student; liability of school personnel participating in reporting.
37-11-35	Penalties for failure to file reports pursuant to Section 37-11-29 or 97-5-24.
37-11-55	Code of student conduct.
37-23-133	37-23-133

MS Code	Description
37-23-135	Eligibility standards for assistance under Individuals with Disabilities Act
97-29-3	Adultery and fornication; between teacher and pupil.
97-3-105	Hazing; initiation into organization.
97-3-107	Stalking; aggravated stalking; penalties; definitions.
97-5-24	Sexual involvement of school employee with student; duty to report; penalities for failure to report; immunity from civil liability for report made in good faith.

MS Attorney General	Description
MS Attorney General	Opinion, Carter, 1-9-98 (#183) (97-0817)

US Code	Description
20 U.S.C. §§ 1400 et seq.	Individuals with Disabilities Education Act

Case Law	Description
Davis v. Monroe County Board of Education (1999)	Davis v. Monroe County Board of Education (1999)

Other References	Description
1972 Education Amendments	Title VII
1972 Education Amendments	Title IX
Mattie T Consent Decree	Mattie T Consent Decree

Cross References	Description
EFC	Use of Artificial Intelligence
IAC	Virtual Learning Days
IDDFAA	District Assurance For Children With Disabilities
JB	Students Complaints of Sexual Discrimination / Harassment -- Title IX
JCB	Code of Conduct
JCBA	Student Restraint & Seclusion
JCBB	Gang Activity
JCBE	Unlawful or Violent Acts
JCBF	Reporting of Unlawful or Violent Acts
JCBH	Gun-Free Schools
JCD(2)	Student Conduct -- Discipline Plan
JCDAC	Drugs and Alcohol (Possession or Reasonable Suspicion)
JCDAD	Bus Conduct
JCDAE	Weapons
JDA	Discipline Plan

Cross References	Description
JDC	Detention of Students
JDD	Suspension
JDE	Expulsion
JHCAA	Secret Societies

Policy JCDAC: Drugs and Alcohol (Possession or Reasonable Suspicion)

Status: DRAFT

Original Adopted Date: 06/01/2000 | **Last Revised Date:** 06/24/2022

Students are absolutely prohibited from carrying, possessing in any manner, using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law.

Possession is defined as having actual physical control over an item (e.g. on one's person) or constructive control, where the individual has the power or intent to control the item, even if it is not in his or her immediate physical custody (with or without the individual's knowledge of the item). This includes items found in a student's locker, backpack, vehicle, or other areas under the student's control. Students have the responsibility to inspect all clothing, backpacks, purses, and other personal belongings before bringing them onto school district property, including school buses, or to school-related events to ensure these belongings do not contain any prohibited item. Students who operate automobiles on school district property or at school-related events have the responsibility to inspect their automobiles to ensure that their automobile is free of any prohibited item.

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. (DISTRICT WILL NEED TO MAKE A CHOICE HERE) The district shall be allowed to administer medical cannabis in the same manner as other medical prescriptions and in compliance with the Mississippi Medical Cannabis Act. OR The district does not allow the use of medical cannabis while on district property. With regard to prescription medications, Policy_____applies.

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

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in_____Policy. In the event of violation of this policy, all reporting requirements of Policy_____shall be applicable.

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

MS Code	Description
37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property.
41-137-1	Title
41-137-13	Limitations
41-29-101	Title of article.
97-32-25	Short title.
97-32-27	Definitions.
97-32-29	Use of tobacco by adults on certain educational property prohibited; penalties for violation.

Cross References	Description
GBRMB	Vaping Policy
JCA	Student Conduct
JCAA	Due Process
JCBE	Unlawful or Violent Acts
JCDAB	Student Drug Testing Program Extracurricular Activities
JGCD	Student Health Services -- Medicines

Policy JCDAE: Weapons

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 04/20/2023

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law. No student may possess or carry any weapon within a vehicle brought onto school property. Employees and visitors may lawfully possess or carry a firearm within a vehicle brought onto school property; however, the firearm may not be brandished, exhibited or displayed in a careless, angry or threatening manner. No employee or visitor may possess or carry any other type of weapon within a vehicle brought onto school property.

No weapons, whether real or look-alike, shall be possessed on campus or at any other school-related event and shall not be used in any school sponsored or school sanctioned ceremony. This includes, but is not limited to, the theatrical performances and band demonstrations.

Possession is defined as having actual physical control over an item (e.g. on one's person) or constructive control, where the individual has the power or intent to control the item, even if it is not in his or her immediate physical custody (with or without the individual's knowledge of the item). This includes items found in a student's locker, backpack, vehicle, or other areas under the student's control. Students have the responsibility to inspect all clothing, backpacks, purses, and other personal belongings before bringing them onto school district property, including school buses, or to school-related events to ensure these belongings do not contain any prohibited item. Students who operate automobiles on school district property or at school-related events have the responsibility to inspect their automobiles to ensure that their automobile is free of any prohibited item.

A. DEFINITION OF PROHIBITED WEAPONS

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

1. Gun, rifle, pistol, other firearm
2. Dynamite cartridge, bomb, grenade, mine or other explosive
3. BB gun, air rifle, air pistol
4. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
5. Slingshot
6. Leaded cane, blackjack
7. Metallic or other artificial knuckles
8. Razors, razor blades
9. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property)
10. Any look-alike instrument which has the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)

B. PERMITTED USES

The superintendent or principal, as appropriate and in his discretion, may give prior approval for weapons to be on or about campus under the following circumstances:

1. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law;

2. Those used within the Junior Reserve Officers Training Corps (JROTC) program in conducting training when such training is a normal element of such programs; such programs may include training in the use of pneumatic guns. Such training shall occur only at a location or locations approved by the Superintendent;

3. MHSAA sanctioned or school board approved activities (ex. Archery or Shooting Sports);

4. Visitors who lawfully possess an enhanced carry permit may enter only in those areas permitted by law;

5. Replica firearms by a ceremonial color guard; and

6. Approved safety classes. This approval must be in writing and granted prior to the weapon being brought to school.

C. PENALTIES FOR VIOLATIONS

Any student who violates this policy will be suspended and recommended for expulsion in accordance with Policy_____ .

Any employee who violates this policy will be subject to disciplinary action in accordance with Policy_____ .

Any visitor who violates this policy will be asked to leave school property immediately and further action, including but not limited to filing criminal charges, may be taken as necessary.

Any person violating this policy may be subject to criminal action and penalties as provided in Miss. Code Ann. 97-37-17.

D. REPORTING VIOLATIONS

Violations of this policy shall be reported to the appropriate law enforcement officials in accordance with Policies JCBF and JCBF-P.

E. NOTICE

A copy of Miss. Code Ann. 97-37-17 shall be posted in public view at each school in the district.

NOTE: Please refer to MS Code 37-3-83 for information on how school districts may apply for grant funds under the "School Safety~~Violence Prevention~~ Grant Program."

MS Code	Description
37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property.
37-11-29	Reporting of unlawful activity or violent act on educational property or during school related activity; authority of law enforcement officers; reporting of disposition of charges against student; liability of school personnel participating in reporting.
37-3-83	School Safety Grant Program; Implementation of "Erin's Law Awareness" policy addressing sexual abuse of children.
37-3-84	Confiscation of illegal firearms; reward.
97-37-17	Possession of weapons by students; aiding or encouraging.

Cross References	Description
GBEN	Possession of Weapons on School Premises
JCA	Student Conduct
JCBE	Unlawful or Violent Acts
JCDA	School Searches

Policy JCDAE(2): Possession of Weapons on School Property

Status: DRAFT

Original Adopted Date: 01/01/1999 | **Last Revised Date:** 12/08/2021

GUNS /FIREARMS

Any student who has in his/her possession any type of gun/firearm, operable or inoperable, while he/she is in school, on school property, on the school bus, on the way to and from school, or at any school function or activity will immediately be suspended and recommended for expulsion by the superintendent or principal of the school where the offending student is assigned.

OTHER WEAPONS - USE OF

Any student who uses or threatens to use any hard or sharp object, regardless of its original purpose, for a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity will immediately be suspended and recommended for expulsion.

Examples of such weapons, but not limited to, include knife, bully club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razors, box cutters, etc.

Weapons used by students shall be seized and turned over to the school district's security officer, Principals shall exercise their own discretion in each instance concerning the necessity of the notification of the appropriate law enforcement authorities.

OTHER WEAPONS - POSSESSION OF

Possession, by students, of any hard or sharp object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy. Suspensions or other punishment for violation of this section of the policy shall be awarded by the principal who shall deal with each individual case based on the circumstances.

LOOK-ALIKE WEAPONS - POSSESSION OF

Possession by students, of any look-alike or replica weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy. Any punishment shall be awarded by the principal who shall deal with each individual case based on the circumstances.The superintendent is hereby authorized to purchase, install and utilize metal detecting devices to enforce this policy.

POSSESSION

Possession is defined as having actual physical control over an item (e.g. on one's person) or constructive control, where the individual has the power or intent to control the item, even if it is not in his or her immediate physical custody (with or without the individual's knowledge of the item). This includes items found in a student's locker, backpack, vehicle, or other areas under the student's control. Students have the responsibility to inspect all clothing, backpacks, purses, and other personal belongings before bringing them onto school district property, including school buses, or to school-related events to ensure these belongings do not contain any prohibited item. Students who operate automobiles on school district property or at school-related events have the responsibility to inspect their automobiles to ensure that their automobile is free of any prohibited item.

OTHER PROVISIONS

Students who violate this policy shall be afforded all due process rights and procedures provided by any and all policies of the school district. However, suspensions awarded by the provisions of this policy shall not be delayed or postponed because of tests and/or examinations.

The school district may use video camera equipment in classrooms for the purpose of monitoring school disciplinary problem.

This school board authorizes a reward of up to $500.00 to any person who provides information that leads to the confiscation by the school district or by a law enforcement agency of any illegal firearm on school property.

The name of any person who provides such information leading to the confiscation of an illegal firearm shall remain confidential. The superintendent is charged with the responsibility of insuring that procedures are in place to maintain such confidentiality. 37-3-84

~~NOTE: MS Code Section 97-3-19 has been amended to include in the definition of capital murder "Murder which is perpetrated on educational property as defined in Section 97-37-17."~~

NOTE: Please refer to MS Code 37-3-83 for information on how school districts may apply for grant funds under the "School Safety~~Violence Prevention~~ Grant Program."

MS Code	Description
37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property.
37-3-83	School Safety Grant Program; Implementation of "Erin's Law Awareness" policy addressing sexual abuse of children.
37-3-84	Confiscation of illegal firearms; reward.
97-3-19	97-3-19
97-37-17	Possession of weapons by students; aiding or encouraging.

Cross References	Description
JCBH	Gun-Free Schools

Policy JDE: Expulsion

Status: DRAFT

Original Adopted Date: 06/01/2000 | **Last Revised Date:** 04/20/2023

A student may be expelled for committing any of the offenses identified as expellable offenses in the discipline plan.

~~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.~~

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, this superintendent has the power, authority and duty to delegate student disciplinary matters to appropriate school personnel. 37-9-14 (r)

The superintendent and principal of a school shall have the power to suspend or expel 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.

For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district. The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence.

The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing. 37-9-71

As provided by statute, this school board has the power, authority and duty:

1. 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)

2. To support, within reasonable limits, the superintendent, principal and teachers where necessary for the proper discipline of the school. 37-7-301 (g)

NOTICE

The student handbooks shall include specific grounds for disciplinary action and procedures to be followed for acts

requiring discipline. Students and legal guardians shall be required to provide the school with a written statement verifying that they have received notice of the discipline plan in accordance with Policy JDA.

DUE PROCESS

All expulsions shall be handled in accordance with the procedures in the student handbook

SPECIAL EDUCATION STUDENTS

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.

REPORTS

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 Policies JCBF and JCBF-P are applicable.

The superintendent or his 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.

MS Code	Description
37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property.
37-11-29	Reporting of unlawful activity or violent act on educational property or during school related activity; authority of law enforcement officers; reporting of disposition of charges against student; liability of school personnel participating in reporting.
37-13-91	Compulsory school attendance requirements generally; enforcement of law.
37-13-92	Alternative school program for compulsory-school-age students; transportation of students; expenses.
37-23-135	Eligibility standards for assistance under Individuals with Disabilities Act
37-7-301	General powers and duties.
37-9-14	General duties and powers of superintendent of school district.
37-9-71	Suspension of pupils.

MS Attorney General	Description
MS Attorney General	Opinion, Carter, 1-9-98 (#183) (97-0817)

Case Law	Description
Goss v. Lopez	419 U.S. 565 (1975)

Cross References	Description
JCA	Student Conduct
JCAA	Due Process
JCBE	Unlawful or Violent Acts
JDA	Discipline Plan
JDD	Suspension
JDG	Readmission and Denial of Admission
JDG-E(1)	Readmission and Denial of Admission

Policy JG: School Wellness Policy

Status: DRAFT

Original Adopted Date: 06/20/2006 | **Last Revised Date:** 05/09/2024

DRAFTING NOTES: DELETE PRIOR TO POLICY ADOPTION

To assist Mississippi schools in complying with these state and federal requirements, the Mississippi Department of Education (MDE) has developed a Local School Wellness Policy Guide which includes all the minimum requirements necessary to comply with the federal law, as well as existing Mississippi statutes and standards. It also offers additional policy options that schools are encouraged to utilize in developing their specific goals. The MSBA Sample Wellness Policy is revised in accordance with guidance from MDE. This guide is not intended for adoption in its entirety by schools, unless they so choose. It is intended for schools to use as a tool in drafting their own policies. With the exception of the minimum requirements, schools may choose to alter this guide, based on community input, to address local concerns and meet local needs.

SCHOOL WELLNESS POLICY

The_____School Board affirms its commitment to providing a healthy environment for students and staff. The board directs the superintendent to coordinate the components of the district's wellness policy. The wellness policy shall be developed with the involvement of the school health council. This wellness policy shall be reviewed and approved by the school board annually.

All students in_____School shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. All staff members in School District are encouraged to model a lifestyle of healthy eating patterns and moderate physical activity as a valuable part of their daily lives.

To meet this goal, the_____School adopts this school wellness policy with the following commitments to implementing a coordinated approach to school health. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture

DRAFTING NOTES: DELETE PRIOR TO POLICY ADOPTION

The following minimum requirements are established by the federal legislation. This law places responsibility of developing a school wellness policy at the local level, so individual needs of each school can be addressed most effectively. States and schools may choose to require or add additional components.

All red text throughout the remainder of this document must be reviewed and customized for the district. Any options not selected by the district should be deleted prior to adoption.

Specifically, the federal legislation requires:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEA's are required to review and consider evidenced-based strategies in determining these goals.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards and Smart Snacks in School Nutrition standards.
- Standards for all foods and beverages provided but not sold to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School Nutrition standards.

NUTRITION ENVIRONMENT AND SERVICES

Minimum Requirements:

The_____School District will:

- Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture (USDA) and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the USDA and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Promote participation in school meal programs to families and staff.
- Operate all Child Nutrition Programs with school foodservice staff who are properly qualified according to current professional standards (Mississippi Board of Education Policy, Code 2001).
- Follow State Board of Education policies on competitive foods and extra food sales (Mississippi Board of Education Policy, Code 2002).
- Include goals for nutrition promotion, nutrition education, physical activity and other school-based activities to promote student wellness.
- Implement Nutrition Standards as adopted by the State Board of Education in accordance with the Mississippi Healthy Students Act (State Board of Education Policy 4011).

    a. Healthy food and beverage choices;

    b. Healthy food preparation;

    c. Marketing of healthy food choices to students, staff and parents;

    d. Food preparation ingredients and products;

    e. Minimum/maximum time allotted for students and staff lunch and breakfast;

    f. Availability of food items during the lunch and breakfast periods of the Child Nutrition Breakfast and Lunch Programs;

    g. Methods to increase participation in the Child Nutrition School Breakfast and Lunch Programs.

- Establish guidelines in accordance with USDA Smart Snacks in Schools for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. (see *Nutrition Environment and Services section of the Tools That Work – Your Guide to Success for Building a Healthy School* Toolkit that is found on the Office of Healthy Schools website at http://www.mdek12.org/OHS
- Establish standards for all foods and beverages provided but not sold to students during the school day (e.g. in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Establish guidelines in accordance with USDA Smart Snacks in Schools for the sale of food items for fundraising.
- Use Smart Snacks Resources to educate the school community about the importance of offering healthy snacks for students and staff members. http://www.fns.usda.gov/healthierschoolday/tools-schools- focusing-smart-snacks Smart Snacks Product Calculator.
- The Alliance for a Healthier Generation Smart Snacks Product Calculator is an effective online instrument that has been determined by the USDA, Food and Nutrition Service to be accurate in assessing product compliance with the federal requirements for Smart Snacks in Schools. The calculator can be used for food and beverage products. https://www.healthiergeneration.org/

FOOD SAFE SCHOOLS

- Implement a food safety program based on HACCP principles for all school meals, as required by the USDA and the Mississippi Department of Education, Office of Child Nutrition Programs and ensure that the food service permit is current for the school sites. HACCP Principles for K-12 schools can be downloaded at: https://fns-prod.azureedge.us/sites/default/files/Food_Safety_HACCPGuidance.pdf

- Develop a food safety education plan for all staff and students, consistent with Fight Bac® (www.fightbac.org) and other national standards for safe food handling at home and in schools.
- Ensure that all staff has received instructions to support food safety on the school campus. Food Safety resources have been developed by the Office of Child Nutrition to assist with the training of school staff members. These resources which include a training power-point presentation, food Safety Post Test and Food Safety Post Test Answer Key can be found on the Office of Healthy Schools website at http://www.mdek12.org/OHS
- All school personnel (school board members, administrators, teachers, school nurses, instructional and health services paraprofessionals, foodservice staff, custodians and facilities managers, and administrative support staff) will receive copies of the Local School Wellness Policy that includes food safety policies and procedures and provides for relevant professional development.
- Adequate access to hand-washing facilities and supplies will be available whenever and wherever students, staff, and families prepare, handle, or consume food.
- The food safety assurance plan must address strategies that minimize risks for students and staff who have food allergies and intolerances.

Optional policy statements (adopt as appropriate for local school goals):

- Encourage students to make food choices based on the Healthy Hunger-Free Kids Act of 2010 (HHFKA) and the ChooseMyPlate resources, by emphasizing menu options that feature baked (rather than fried foods), whole grains, fresh fruits and vegetables, and reduced-fat dairy products. Read more about HHFKA at http://www.choosemyplate.gov/
- Establish a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.
- Replace deep fat fryers with combination oven steamers.
- Schedule recess before lunch, in order to increase meal consumption and nutrient intake at meals and to improve behavior in the dining area.
- Make school meals accessible to all students with a variety of delivery strategies, such as breakfast in the classroom, grab-and-go lunches, or alternate eating sites.
- Provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents improve food that they serve at home.
- Add nutritious and appealing options (such as fruits, vegetables, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice, and water) whenever foods/beverages are sold or otherwise offered at school, including vending machines, school stores, concession stands at sporting and academic events, parties, celebrations, social events, and other school functions.
- Eliminate use of food as rewards for student accomplishment and the withholding of food as punishment (e.g., restricting a child's selection of flavored milk at mealtime due to behavior problems). Also, do not use any type of physical activity as a means of punishment.
- Encourage all school-based organizations to use services, contests, non-food items, and/or healthy foods for fundraising programs. The sale of candy and other foods and beverages that do not meet the Smart Snacks Standards are prohibited from being sold as fundraisers during the school day.
- Provide parents, caregivers, vendors, and any other community members who provide or are likely to provide foods prepared for consumption at school events with appropriate food safety information.

PHYSICAL EDUCATION/PHYSICAL ACTIVITY

Minimum Requirements:

The_____School will:

- Provide 150 minutes per week of activity-based instruction for all students in grades K-8 (in accordance with Section 37-13-134, 2014 Mississippi Public Schools Accountability Standards 27.1.
- Provide Physical Education/Activity in accordance with the Physical Education Rules and Regulations as approved by the State Board of Education in compliance with the Mississippi Healthy Students Act (State Board of Education Policy Rule 4012).
- Require fitness testing for all 5th grade students.

- Require fitness testing for high school students; during the year they acquire the ½ Carnegie unit in physical education as required for graduation by the Mississippi Healthy Students Act (State Board of Education Policy Rule 4012).
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Instruction must be based on Mississippi Physical Education Frameworks.
- Implement the requirements of the Mississippi Healthy Students Act of 2007.
- Graduation requirements for 9th through 12th grade students shall include ½ Carnegie unit in physical education.
- Provide instruction in Cardiopulmonary Resuscitation (CPR) and use of Automated External Defibrillator (AED) for students in grades 9-12 in the school year they earn their ½ Carnegie Unit for physical education or health Education. MS Code 37-13-134.
- Address concussions by adopting and implementing a policy for students in grades 7-12 who participate in activities sanctioned by the Mississippi High School Activities Association (MHSAA). This policy will include a concussion recognition course that has been endorsed by the Mississippi Department of Health. This course will provide information on the nature and risk of concussions for students participating in athletics. Also included in the policy, parents/guardians will be provided with a concussion policy before the start of regular school athletic season.
- Links to resources to aid policy development and Office of Healthy Schools website.
    a. www.cdc.gov/concussion/HeadsUp/high_school.html#5
    b. htttp://www.misshsaa.com/GeneralInfo/SportsMedicine.aspx
    c. http://www.mde.k12.ms.us/ohs/home http://www.mdek12.org/OHS

Optional policy statements (adopt as appropriate for local school goals):

- Schedule recess (or physical education) before lunch times in order to increase food consumed, decrease plate waste, and improve cafeteria behavior.
- Incorporate 5 to 10 minute physical activity sessions in classrooms to teach subject areas and to make transitions between different lessons (Examples can be found at www.movetolearnms.org
- Participate in a yearly fitness test for all students. Examples are: Fitness Gram® www.fitnessgram.net or Presidential Youth Fitness Program https://pyfp.org/
- Establish or enhance physical activity opportunities (like walking clubs or fitness challenges) for staff and/or parents.
- Provide staff-monitored recreational activities that promote moderate physical activity during all outdoor and indoor recess times.
- Encourage active transportation to/from schools by assessing the safest routes for students to walk or bike to school, and by installing bike racks at school buildings. Program descriptions and assessment tools available at http://www.cdc.gov/Features/Safeschools/
- Collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities.
- Create opportunities for students to voluntarily participate in before- and after-school physical activity programs like intramurals, clubs, and at the secondary level, interscholastic athletics.

HEALTH EDUCATION

Minimum Requirements:

The_____School will:

- Provide ½ Carnegie unit of health education for graduation (Mississippi Public School Accountability Standards).
- Instruction must be based on the Mississippi Contemporary Health for grades 9-12 (Mississippi Public School Accountability Standards).
- Implement the requirements of the Mississippi Healthy Students Act of 2007, which requires 45 minutes per week of health education instruction as defined by the State Board of Education for grades K through 8.
- Instruction must be based on the Mississippi Contemporary Health for grades K-8.
- Implement the requirements of MS Code 37-13-171, which requires the development of a sex related education policy and instruction on medically accurate or evidenced based abstinence-only, abstinence-plus, or sexual risk avoidance education curricula.

- Provide instruction in Cardiopulmonary Resuscitation (CPR) and use of Automated External Defibrillator (AED) for students in grades 9-12 in the school year they earn their ½ Carnegie Unit for health education or physical education. MS Code 37-13-134.

Optional policy statements (adopt as appropriate for local school goals):

- Emphasize the disease prevention strand in the 2012 Mississippi Contemporary Health Education Curriculum.
- Participate in USDA nutrition programs such as Team Nutrition Schools and the Healthier U.S. School Challenge. The school will conduct nutrition education activities and promotions that involve students, parents, and the community. The school team responsible for planning nutrition activities will include school foodservice staff, school nurses, health and PE teachers, coaches, and additional staff, as appropriate.
- Integrate Health Education into other subject areas. www.movetolearnms.org (Click on Lesson Plans)
- Provide Universal Precautions training and Universal Precautions Kits for all teachers, superintendents and staff.
- Address the attendance of HIV infected students, uphold confidentiality and maintain procedures to protect HIV-infected students and staff from discrimination.
- Research, select, and purchase disease prevention materials for grades K-8 and provide training for teachers on the use of the materials.
- Attend local, state, and national conferences and workshops on HIV/AIDS education. Provide professional development for teachers on HIV/AIDS education.
- Provide students with quality disease prevention instruction based on the Contemporary Health Education Framework and other selected materials approved by the district.
- Host a School Health Fair for students.

HEALTH SERVICES

Minimum Requirements:

The_____School will:

- Ensure all school nurses are working under the guidelines of the 2013 Mississippi School Nurse Procedures and Standards of Care.
- Provide for teachers and staff training regarding signs and symptoms of asthma. (MS Code Sections 37- 11-71 and 73-25-37)
- Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.
- Know the district anaphylaxis policy. Providing training by a healthcare professional, preferably a school nurse, for the individuals that will be responsible for implementing the policy at the school site. (MS Code Sections 37-11-71 and 73-25-37)

Optional policy statements (adopt as appropriate for local school goals):

- The school nurse should attend at least one MDE sponsored training each school year.
- The school nurse should submit health services data on the 10th of each month for the previous month.
- Offer comprehensive health services for students in grades K-12, through the employment of school nurses, as a means to academic success.
- Optimize the provision of health services with a school nurse-to-student ratio of 1:750 for students in the general population.
- Collaborate with other school staff to provide health services as part of a Coordinated School Health Program.
- Work with students, parents, and local healthcare providers to effectively manage and treat chronic diseases.
- Promote healthy lifestyles through school and community events (PTA meetings, open houses, health fairs, teacher in-services, and other events).
- Participate in administrative claiming for reimbursement of administrative cost associated with health and medical outreach.
- Schools may seek community support that provides auto-injector epinephrine to stock emergency medication needs.

COUNSELING, PSYCHOLOGICAL AND SOCIAL SERVICES/SOCIAL AND EMOTIONAL CLIMATE

Minimum Requirements:

The_____School will:

- Adhere to the details outlined in the Licensure Guidelines (436 or 451) when hiring guidance counselors and psychologists. The state does not have a policy specifically outlining the requirements for a school social worker. For licensure as a social worker in the state of Mississippi, a candidate must: provide verification of a baccalaureate degree in social work from a college or university accredited by the Council on Social Work Education (CSWE) or Southern Association of Colleges and Schools (SACS) and scores a minimum of 70 on the ASWB basic exam.
- Abide by Mississippi Code 37-9-79 as the school provides for counseling and guidance for students.
- Hire school guidance counselors with a minimum of a Master's Degree in Guidance and Counseling, or in an emergency situation, an appropriate certification as determined by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. MS Code 37-9-79.
- ~~Hire school counselors who agree to abide by the American School Counselor Association Code of Ethics.~~
- Ensure that all school guidance counselors provide comprehensive counseling services such as:
    a. Academic and personal/social counseling.

    b. Student assessment and assessment counseling.

    c. Career and educational counseling.

    d. Individual and group counseling.

    e. Crisis intervention and preventive counseling.

    f. Provide all licensed teachers and principals with in-service suicide prevention training as directed by MS Code 37-3-101.

    g. Referrals to community agencies.

    h. Educational consultations and collaborations with teachers, administrators, parents and community leaders.

    i. Education and career placement services.

    j. Follow-up counseling services.

    k. Conflict resolution.

    l. Professional school counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students ~~as outlined by the American School Counselor Association~~

Optional policy statements (adopt as appropriate for local school goals):

- Provide additional services to improve students' mental, emotional, and social health.
- Offer counseling, group assessments, interventions and other mental health services, as well as referrals to community health professionals.
- Hire qualified counselors who will address the mental health, academic, and career needs of students in the school setting.
- Participate in administrative claiming for reimbursement of administrative cost associated with health and medical outreach.

FAMILY ENGAGEMENT AND COMMUNITY INVOLVEMENT

Minimum Requirements:

The_____School will:

- Invite parents and community members to participate in school health planning by serving on the local School Health Council.
- Establish methods to inform and update the public regarding the LSWP and the assessment of the LSWP

Optional policy statements (adopt as appropriate for local school goals):

- Invite family or community members to participate in health and/or physical education classes. Invite family or community members to eat a meal at school.
- Provide resources and training to parents on health-related topics, parenting skills, child development, and family relationships.
- Use the Family and Community Engagement Packet documents to promote health and wellness among families and communities – http://www.mdek12.org/OHS/FCS - Click on Resources
- Recruit, train and involve family and community members as volunteers for teaching certain health units. Use the Best Practices Shared Use Agreement Toolkit to build support for a shared use agreement – http://www.mdek12.org/OHS - Can be found under "What's New"
- Invite family and community volunteers to lead physical activities for children, such as lunchtime walkathons, weekend games, after-school programs, cheerleading, karate, aerobics, yoga, etc.
- Encourage health education skill-building activities at home by including homework for health instruction, personal goal setting for healthy behaviors, and other health education-related activities.
- Develop homework assignments for students that involve family discussions about health topics and age- related health issues.
- Encourage regular family mealtimes that include healthy choices.
- Schedule school health fairs and invite parents and the public to attend.
- Update parents on school health successes through monthly newsletters and/or email. Sponsor a Family Fitness Night.
- Increase PTA/PTO Membership.
- Plan Healthy Fundraisers and Healthy School Celebrations.
- Plan Healthy Rewards for students and encourage parents to do the same.

EMPLOYEE WELLNESS

Optional policy statements (adopt as appropriate for local school goals):

The_____School will:

- Make as a Requirement that all staff are aware of the Mississippi State and School Employees' Health Insurance Plan that has been enhanced to include My Active Health, a wellness and health promotion program designed to help individuals live a healthy lifestyle and increase their overall wellness benefit- http://www.MyActiveHealth.com/Mississippi
- Promote health and reduce risk factors through professional and staff development programs, providing information flyers and newsletters, introducing incentives for participating in healthy practices and activities, and offering an employee assistance program.
- Provide health promotion programs for school staff to include opportunities for physical activity, health screenings, nutrition education, weight management, smoking cessation, and stress reduction and management.
- Implement a healthy weight program for staff, such as Weight Watchers at Work Program®, http://www.weightwatchers.com
- Develop a Staff Fitness Center on the school site.
- Encourage after school health and fitness sessions for school staff.
- Develop relationships with community health providers (e.g., local health departments, hospitals, neighborhood clinics, health professionals), recreational facilities, voluntary health organizations (e.g., American Cancer Society, American Lung Association, American Heart Association), and other community members who can provide resources for or support school employee wellness activities.
- Coordinate school employee wellness activities with student health-promotion activities. Organize employee walking teams or clubs.
- Coordinate Staff Wellness events and activities with state and national health observances throughout the year.

- Remove carbonated drinks from vending machines located in teacher's lounges, and offer water, low-fat milk, and 100 percent juice to staff members.

MARKETING A HEALTHLY SCHOOL ENVIRONMENT

Minimum Requirements:

- Eliminate advertising or promoting unhealthy food choices on the school campus. Advertising must be restricted to only those foods and beverages that meet the Smart Snacks in School Nutrition Standards.

Optional policy statements (must adopt a minimum of one policy as appropriate for local school goals):

The_____School will:

- Provide positive, consistent, and motivating messages about healthy lifestyle practices throughout the school setting.
- Use school announcement systems, internal TV channels, school website, Facebook, text messaging and other social media to promote health messages to students and families.
- Use traditional marketing materials such as posters, flyers, T-shirts, wrist bands, buttons, etc. to promote health messages to students and families.
- Involve students in the local school health council for planning and marketing school health messages throughout the school.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTA meetings, open houses, health fairs, teacher in-services, and other events).
- Work with the local newspaper, TV and radio to promote healthy lifestyles and to highlight the benefits and successes of school health initiatives.
- Create awareness of the link between the health of students and academic performance. Prepare media releases that share successes to local newspapers.
- Apply for recognition award through the Governor's Commission on Physical Fitness and Sports at https://pyfp.org

IMPLEMENTATION

Minimum requirements:

The_____School will:

- Establish a plan for implementation of the school wellness policy.
- Designate one or more persons to insure that the school wellness policy is implemented as written.
- Establish and support a School Health Council (SHC) that addresses all aspects of a coordinated school health program, including a school wellness policy (Mississippi Code of 1972 Annotated, Section 37-13- 134).
- Conduct a review of the progress toward school wellness policy goals each year to identify areas for improvement.
- Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.

Optional policy statements (adopt as appropriate for local school goals):

- Use monitoring instruments, developed by the Office of Healthy Schools, to conduct a self assessment that identifies strengths and weaknesses toward implementation of the minimum requirements. Monitoring instruments can be downloaded at http://www.mdek12.org/OHS - Click on Resources

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; OR
3. Email: program.intake@usda.gov

MS Code	Description
37-11-71	Self-administration of Asthma and Anaphylaxis Medication
37-13-134	Comprehensive School Health Education Program
37-13-171	Implementation of abstinence-only or abstinence-plus education; State Department of Education approval of curriculum for sex-related education required; components of abstinence-only and abstinence plus education; parent programs; separation of students by gender during sex-related education instruction
37-3-101	Local school districts to adopt policy on student suicide prevention and provide in-service training on suicide prevention education for all school district employees.
37-9-79	Professional school counselors; qualifications; comprehensive counseling services; code of ethics
73-25-37	73-25-37

Cross References	Description
EDAH	Bus Idling/Idle Reduction for Buses

Policy JGF: Student Safety

Status: DRAFT

Original Adopted Date: 04/01/2004 | **Last Revised Date:** 02/13/2025

For information related to student conduct and~~,~~ disciplinary action, ~~and the School Safety Act of 2001,~~ please refer to Mississippi Code Section~~MS CODE~~ 37-11-55.

CHILD ABUSE OR NEGLECT

In compliance with MS Code 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse Hotline is (601) 359-4991, or toll free (800) 222-8000.

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 State 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 State Department of Education for per pupil expenditure for pupils in net enrollment in excess of ten (10) days. 37-13-63

SAFETY DRILLS

Each school shall have a current disaster plan and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, and tornado.

It shall be the duty of the principals and teachers in all school buildings 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. 37-11-5

HARASSMENT

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 Title IX Procedures.

STUDENT AND STAFF PROTECTION

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

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars ($500.00), imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court. 37-11-20

SAFETY DURING INSTRUCTION

Each student and teacher is required to wear an appropriate industrial quality eye protective device at all times while participating in or observing any of the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
    1. Hot molten metals, or other molten materials;
    2. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
    3. Heat treatment, tempering, or kiln firing of any metal or other materials;
    4. Gas or electric arc welding, or other forms of welding processes;
    5. Caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

    For purposes of this section unless the context indicates otherwise "Industrial quality eye protective device" shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices may, at the discretion of the individual school, be:
    1. Furnished for all students and teachers;
    2. Purchased and sold at cost to students and teachers; or
    3. Made available for a moderate rental fee.

Such devices shall be furnished to all visitors to such shops and laboratories. 37-11-49

TRANSPORTATION SAFETY

Maximum regard for pupil safety and adequate protection of health shall be primary requirements which shall be observed by the school board in purchasing used school buses. 37-41-103

The Mississippi Public School Accountability Standards for this policy are standards 29, 30 and 31.

MS Code	Description
37-11-20	Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes.
37-11-49	Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction.
37-11-5	Instruction in fire drills, emergency management, and active shooter drills.
37-11-55	Code of student conduct.

MS Code	Description
37-13-63	Minimum length of school term.
37-151-200	Title
37-41-103	Promulgation of rules and regulations by state board of education.
43-21-353	Duty to inform state agencies and officials; duty to inform individual about whom report has been made of specific allegations

Other References	Description
MPSAS	Public School Accountability Standards

Cross References	Description
EBB	Safety Program
EBBA	School Safety Plan
EBBAB	Sex Offender
EDC	Bus Safety Program
JCBA	Student Restraint & Seclusion
JGFG	Accidents / First Aid
KBB	Media Access to School Campuses

Policy JNB: Seal of Biliteracy

Status: DRAFT

Original Adopted Date: Pending

In order to recognize its high achieving students, the _____School District offers to those students who are proficient in more than one language the Seal of Biliteracy. The Seal of Biliteracy is a statement of accomplishment that helps to signal evidence of a student's readiness for college and career and for engagement as a global citizen.~~The Seal of Biliteracy recognizes and awards students who have attained proficiency in one or more world languages and English by high school graduation.~~ Recognition for demonstrating a level of biliteracy shall be indicated on the high school transcript for students.

All students~~,~~ (including those whose native language is English or another world language and a student with disabilities)~~,~~ are eligible to attain one of the two following levels of biliteracy:~~Seals. This accomplishment is based on evidence of the student achieving the designated level of language proficiency in English plus one or more other languages during their high school years. For the purpose of this policy, world languages may be viewed as any natural human language other than English. Students may attain one of the following levels of biliteracy:~~

1. Silver Seal of Biliteracy – which demonstrates a functional fluency at the intermediate-mid range,

2. Gold Seal of Biliteracy – which demonstrates a working fluency at the advanced-low range.

~~Students are only recognized and awarded at one level of biliteracy. Minimal score requirements and acceptable assessments for both levels of biliteracy are identified by MDE in the Mississippi Seal of Biliteracy Acceptable Evidence for Silver and Gold.~~ In order to encourage and recognize linguistic proficiency and cultural literacy, the district will present a Mississippi Seal of Biliteracy as a recognition on a student's transcript, to each graduating high school student who demonstrates proficiency in one or more languages in addition to English.The most updated version provided by MDE will be used to determine awards.

~~Seal of Biliteracy Eligibility~~SEAL OF BILITERACY ELIGIBILITY

Every Mississippi Seal of Biliteracy student candidate needs to complete an application with his/her counselor in order to begin the process to obtain the Mississippi Seal of Biliteracy. Native or non-native English speakers who meet the following criteria before the senior year or the spring semester before graduation:

1. Show evidence of proficiency in literacy in English by meeting the current MDE minimum score requirements as outlined on the Mississippi Seal of Biliteracy website.
2. Show evidence of proficiency in literacy in a world language other than English by meeting the criteria as outlined on the Mississippi Seal of Biliteracy website.

~~Every Seal of Biliteracy student candidate needs to complete an application with his/her counselor in order to begin the process to obtain the Seal of Biliteracy.Native or non-native English speakers who meet the following criteria before the senior year or the spring semester before graduation:~~

1. ~~Show evidence of proficiency in literacy in English by meeting the current MDE minimum score requirements in one of the following assessments (see full list in Appendix A of the Mississippi Seal of Biliteracy Guidelines):~~

    a. ~~English section of the ACT, or~~
    b. ~~AP English Language and Composition, or~~
    c. ~~AP English Literature and Composition, or~~
    d. ~~English section of the SAT, or~~
    e. ~~MDE State English II test, or~~
    f. ~~Current MDE English Language Proficiency Test.~~

2. ~~Show evidence of proficiency in literacy in a world language other than English by meeting the current MDE minimum score requirements in one of the following assessments (see full list in Appendix A of the Mississippi Seal of Biliteracy Guidelines):~~

    1. ~~AP French, German, Italian, or Spanish Language and Culture Exam, or~~

2. ~~AAPPL ACTFL Proficiency test in the following languages: Spanish, French, Arabic, Mandarin, Hindi, Japanese, Portuguese, Russian, Thai, or~~
3. ~~Avant Proficiency Test in the following languages: Spanish, French, Arabic, Mandarin, Hebrew, Hindi, Korean, Polish, Russian, and Cantonese, or~~
4. ~~American Sign Language Proficiency Interview.~~

~~Standards~~STANDARDS

Students shall demonstrate a minimal level of proficiency in English, and one or more additional languages, whether it be a native language, heritage language, a language learned in school or another setting. Standards for the award include:

1. The Seal shall be completed by an eligible student's high school graduation date.
2. The Seal shall be noted on the high school transcript as a credential that can be viewed by colleges, universities, and future employers.
3. Students shall be informed of the Seal in the 5~~7~~th or~~and~~ 6~~8~~th grade along with MDE requirements.
4. Students should meet regularly with their high school counselor to track their progress towards biliteracy. ~~This tracking should include requirements for both English and a world language.~~
5. After meeting the requirements for the Seal, the counselor and student should work together to complete and submit an application where the evidence will then be verified by the counselor.
6. The school will then be required to report the information to MDE.~~submit seal reporting form to MDE.~~

NOTE: The district must set up its own procedures for collecting, recording, and maintaining the data for students receiving the Seal of Biliteracy. This includes the evidence verifying criteria for Seal had been met upon which attaining the Seal is based, the number of Silver Seals of Biliteracy and Gold Seals of Biliteracy awarded, and the languages other than English in which students earned the Seal. The data shall also be divided into subgroups specifying the number of students earning the Seal who are former English learners and the number of students who are native English speakers.

~~Awarding~~AWARDING

Awarding of the Silver Seal of Biliteracy or the Gold Seal of Biliteracy shall be completed by high school graduation.~~,~~ In addition to other awarding and recognizing processes set by the district, the district will perform the following:~~and shall include the following:~~

1. The seal shall be added to the high school transcript as it is the credential that is viewed by post- secondary institutions and future employers.
2. The achievement of biliteracy shall be recognized at graduation and awards ceremonies.

~~Reporting~~REPORTING

~~The Superintendent shall devise procedures for collecting, recording, and maintaining student data for those recognized for biliteracy and the evidence upon which it is based. This data shall be reported to MDE and shall include:~~The district must report their District Participation form, local board policy, and agenda with approved board minutes adopting their local seal of biliteracy to MDE. When recognizing students for earning a seal of biliteracy, the district must also determine practical methods for identifying and recording the name(s) of students who have met the requirements. The district must report this information to the MDE through MSIS.

~~Languages other than English in which students earned the seal,Number earning the seal who are former English Learners, andSeal level earned by each student.~~

Supporting Documents

Student Application Mississippi Seal of Biliteracy

Incoming Student Notification of Mississippi Seal of Biliteracy

District Participation Form

Other References	Description
Guidelines	Mississippi Seal of Biliteracy Guidelines

STUDENT APPLICATION
MISSISSIPPI SEAL OF BILITERACY

Directions to Applicants:

1. Please type or print legibly all information.
2. Complete all sections of the application.
3. Submit application and documentation of qualifying scores to your school counselor at your high school no later than (Date): _____.

Name _____ Date _____

Current Grade Level _____ Expected Year of Graduation _____

Counselor Name _____

Recommending Teacher Name _____

ASSESSMENT INFORMATION

Assessment information used to document proficiency in English and at least one other language.

Language	Name of Assessment	Date Completed	Score*
English			
Other Language:			
Other Language:			

*Attach a copy of the score report.
Some exams do not give results until after June. Students and advisors may need to plan accordingly.

FOR GUIDANCE COUNSELOR USE ONLY

Qualifications checklist for a Mississippi Seal of Biliteracy:

- ☐ Passed all required end-of-course English/Reading assessments at the proficient or higher level.
- ☐ Completed all graduation requirements for a standard or advanced studies diploma.
- ☐ Acceptable evidence of proficiency at the Intermediate-Mid or higher level in at least one language in addition to English.

Mississippi Seal of Biliteracy Awarded

- ☐ Silver Mississippi Seal of Biliteracy
- ☐ Gold Mississippi Seal of Biliteracy

☐ No Seal Awarded

Reason:

_____ _____

Counselor Signature Date Recommending Teacher Signature Date

INCOMING STUDENT NOTIFICATION OF MISSISSIPPI SEAL OF BILITERACY

This form may be used to assist students in notifying the school that they wish to pursue the Mississippi Seal of Biliteracy.

Student Name: _____

School: _____

Expected Year of Graduation: _____

Parent/Guardian Name: _____

We have been notified of the Mississippi Seal of Biliteracy and the requirements for earning this credential.

- ☐ My child would like to pursue coursework and/or other requirements to work towards attaining this seal upon graduation.

Language of Interest: _____

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

MISSISSIPPI SEAL OF BILITERACY
DISTRICT PARTICIPATION FORM

This form must be completed and uploaded to MSIS upon initial determination to participate in the Mississippi Seal of Biliteracy program.

District Name: _____

District Address: _____

County: _____

District Seal of Biliteracy Contact Name: _____

District Seal of Biliteracy Contact Email: _____

Our district agrees to abide by the Mississippi Department of Education's Mississippi Seal of Biliteracy Policy 28.8 and guidance as outlined in the Mississippi Seal of Biliteracy Guidelines. We also agree to submit required information as listed on the Mississippi Seal of Biliteracy website www.mdek12.org/ese/Mississippi-Seal-of-Biliteracy.

_____ _____
Superintendent Signature Date

Policy KCB: Community Involvement in Decision Making

Status: DRAFT

Original Adopted Date: 08/01/2002 | **Last Revised Date:** 06/24/2022

"The public has every right to observe the process, but not to control the proceedings."

Community participation in the affairs of the schools is an important facet of achieving improved quality of education for the students. Therefore, the board intends to make every effort to identify the desires of the community and to be responsive to those desires.

Citizens of the district will be encouraged to express their ideas, concerns, and judgments about the schools through (1) written suggestions or proposals, (2) presentations at hearings, (3) responses to surveys made through interviews, written instruments, (4) comments at meetings of the board, and (5) service on citizens' advisory committees.

The advice of the public will be carefully considered. In the evaluation of such advice, the first concern will be the educational program as it affects students.

COMMUNITY INVOLVEMENT

The governing authorities of the county, counties or city in which a school district is located and the school board of each school district shall develop a five-year plan to encourage community involvement with the schools in such district. Districts meeting the Highest Levels of Performance as defined by the State Board of Education, shall be exempted from the provisions this section. 37-7-337

The Mississippi Public School Accountability Standard for this policy is standard 12.

AD VALOREM TAXES

As it relates to Ad Valorem Taxes, this district shall comply with all applicable provisions of Mississippi Code, Sections 37-57-105, 37-57-107, and 27-39-207.

When an advertisement is required under this section, it shall be in the form set forth in Section 27-39-207, and shall include the following language:

- "Any citizen of_____(name of the school district) is invited to attend this public hearing on the proposed ad valorem tax increase, and will be allowed to speak for a reasonable amount of time and offer tangible evidence before any vote is taken."

BOND REFERENDUM

As it relates to Bond Referendums, this district shall comply with all applicable provisions of Mississippi Code , Section 37-59-11.

BUDGET ADOPTION

Prior to the adoption of a budget pursuant to this section, this school board shall hold at least one (1) public hearing to provide the general public with an opportunity to comment on the taxing and spending plan incorporated in the proposed budget. The public hearing will be held at least one (1) week prior to the adoption of the budget with advance notice. After final adoption of the budget, a synopsis of such budget in a form prescribed by the State Department of Audit shall be published in a newspaper having general circulation in the school district on a date different from the date on which the county or any municipality therein may publish its budget. 37-61-9 (3)

The Mississippi Public School Accountability Standard for this policy is standard 12.

CODE OF STUDENT CONDUCT~~/ THE SCHOOL SAFETY ACT OF 2001~~

For information related to student conduct and~~,~~ disciplinary action, ~~and the School Safety Act of 2001,~~ please refer to Mississippi Code Section~~MS CODE~~ 37-11-55.

MS Code	Description
27-39-207	Advertisement of intention to increase ad valorem tax by school district; form and content of public notice; hearings.
37-11-55	Code of student conduct.
37-57-105	Authorization and procedure for levy.
37-57-107	Limitation on aggregate receipts from taxes for school purposes; disposition of excess receipts.
37-59-11	Adoption of bond issue resolution; requirement of election on issuance of bonds.
37-61-9	Preparation of budget by county superintendent of education; reduction of amount budgeted for administration expenditures.
37-7-337	37-7-337

Cross References	Description
BBF	Advisory Committees to the Board
DFA	Local Tax Revenues
GAH	Community / Parent Relations
KB	Public Information Program
KBA	Public's Right to Know
LA	Parental Engagement

Policy LAA: Title I Family and Community Engagement

Status: DRAFT

Original Adopted Date: 08/01/2003 | **Last Revised Date:** 09/11/2025

NOTE: Schools receiving federal ESEA funds are required to have a family and community engagement policy. This sample policy can be used as the basis for the joint development of a policy, as required by the federal legislation. This policy cannot be the district's policy without some parental engagement in its development at the local level.

PURPOSE

The _____ School District recognizes that meaningful Family and Community Engagement (FACE) is essential for improving academic outcomes and strengthening school–family–community partnerships. This policy outlines the district's expectations and objectives for FACE in accordance with the Elementary and Secondary Education Act (ESEA) as amended by ESSA, Mississippi Department of Education (MDE) FACE guidance, and evidence-based best practices.

The _____ School District is committed to building and sustaining meaningful, equitable, and collaborative partnerships between schools, families, and communities. Through shared responsibility and continued improvement, the district ensures that all students are supported in reaching their highest potential.

This policy is jointly developed with parents, families, and community members, is distributed annually, and is incorporated into the district's Local Educational Agency (LEA) Plan.

JOINT DEVELOPMENT, AGREEMENT, AND DISTRIBUTION OF FACE POLICY

The district shall jointly develop the district FACE Policy with parents, families, and community stakeholders through meetings, surveys, public forums, and/or online feedback mechanisms. The district shall agree upon the policy with participating parents and families prior to Board adoption.

The policy shall be distributed annually to all families of participating Title I students.

The policy shall be accessible to families with limited English proficiency, disabilities, or limited literacy.

INCORPORATION INTO LEA PLAN & ESTABLISHING EXPECTATIONS & OBJECTIVES

The FACE Policy shall be incorporated into the LEA Plan and establishes district-wide expectations for:

- Meaningful two-way communication
- Family and community participation in decision-making
- Removal of engagement barriers
- Integration of FACE across programs
- Evidence-based engagement strategies
- Shared responsibility for student academic success

PARENT & FAMILY INVOLVEMENT IN DISTRICT & IMPROVEMENT PLANNING

The district will involve families in the joint development of:

- The LEA Title I Plan
- Comprehensive Support and Improvement (CSI) Plans

- Targeted Support and Improvement (TSI) Plans
- Additional Targeted Support and Improvement (ATSI) Plans

This will be accomplished through annual planning meetings, online input opportunities, surveys, advisory councils, and/or documented parent consultation.

COORDINATION, TECHNICAL ASSISTANCE, & CAPACITY BUILDING FOR SCHOOLS

The district will provide all Title I schools with the support needed to implement effective FACE practices by:

1. Conducting annual and/or as requested Title I technical-assistance meetings with all participating schools, specifically addressing:
    a. Evidence-based family and community engagement strategies
    b. Progress monitoring of FACE practices
    c. Best practice sharing
2. Ensuring schools have adequate resources (funding, tools, training, communication supports) to implement scheduled FACE activities. Offering professional development to strengthen staff capacity in:
    a. Building relationships with families
    b. Collaborating with community organizations
    c. Cultural responsiveness
    d. Effective communication strategies
3. Coordination and Integration with Other Programs - To the extent feasible and appropriate, the district will coordinate and integrate FACE strategies with other district, state, and federal programs by:
    a. Holding annual and/or as requested coordination meetings to create a unified FACE activity calendar across:
        i. IDEA / Special Education
        ii. Career & Technical Education (CTE)
        iii. Early Childhood Education
        iv. Head Start
        v. English Learners (EL) / Title III
        vi. Homeless Education / McKinney-Vento
        vii. Other federal, state, and local initiatives
    b. Sharing communication tools, training resources, and joint engagement opportunities across programs.

ANNUAL EVALUATION OF FACE POLICY CONTENT & EFFECTIVENESS

The district, with meaningful participation of families and community members, will annually evaluate the FACE Policy to determine:

1. Effectiveness of current FACE activities
2. Impact on academic achievement and school performance
3. Barriers preventing effective engagement
4. Needs of families to support their children academically
5. Strategies that strengthen school-family relationships

To conduct the evaluation, the district will:

1. Host an annual district wide Family & Community Engagement meeting each year.
2. Provide online and paper surveys / feedback forms for families to evaluate FACE activities and identify needs.
3. Collect and analyze data from school-based events, advisory groups, and parent input sessions.

IDENTIFICATION OF BARRIERS, NEEDS, & STRATEGIES FOR IMPROVEMENT

As part of the annual evaluation, the district will identify:

1. Barriers to participation, especially for families who are:
    a. Economically disadvantaged
    b. Limited English proficient
    c. Disabled
    d. From racial or ethnic minority backgrounds
    e. Experiencing homelessness
    f. Migratory

    Method: Surveys, interviews, focus groups, and open-comment opportunities.
2. Family needs to support their children's learning

    Method: Annual surveys assessing academic support needs, communication needs, and family resource gaps.
3. Strategies to support positive school–family interactions

    Method: Surveys, reflection tools, and feedback sessions to identify what families need from schools to improve partnership quality.

USING EVALUATION RESULTS TO STRENGTHEN & REVISE FACE POLICY

The district will use annual evaluation findings to:

- Develop evidence-based strategies for more effective engagement.
- Allocate Title I FACE funds based on identified needs.
- Strengthen school-level family engagement plans.
- Improve district communication systems.

- Revise the district FACE Policy as needed.

To ensure transparency and accountability, the district will establish an LEA Planning Committee that will include family and community members. The committee will:

1. Review evaluation results
2. Recommend improvements
3. Participate in revisions to the FACE Policy
4. Provide ongoing guidance to district leadership

The committee will include parents, guardians, community partners, educators, and district staff.

RESERVATION & USE OF TITLE I ENGAGEMENT FUNDS

In accordance with ESSA §1116:

1. The district will reserve at least 1% of its Title I allocation for FACE.
2. Families will participate in decision-making regarding the use of these funds.
3. Funds will be distributed to schools and used for:
    - Capacity-building
    - Training
    - Communication tools
    - FACE events and workshops
    - Removing engagement barriers

SCHOOL-LEVEL FACE POLICIES & COMPACTS

Each Title I school will:

- Jointly develop and annually update a School-Level FACE Policy with families
- Distribute the policy to all families each year
- Develop and annually review a School-Family Compact
- Maintain consistent communication with families about student progress, curriculum, and assessments
- Ensure FACE activities are timely, accessible, and inclusive

OPPORTUNITIES FOR PUBLIC INPUT

The district will ensure multiple opportunities for families and community members to provide input on the:

- District FACE Policy
- LEA Plan
- Use of Title I FACE funds
- School improvement efforts
- Evaluation findings

Input will be collected through meetings, forums, surveys, email submissions, and public comment periods.

~~**NOTE: Schools receiving federal ESEA funds are required to have a parent engagement policy. This sample policy can be used as the basis for the joint development of a policy, as required by the federal legislation. This policy cannot be the district's policy without some parental engagement in its development at the local level.**The _____Board of Education endorses the parent engagement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.Pursuant of federal law, this district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent engagement policy.A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for the parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:~~

1. ~~Information about programs provided under Title I;~~
2. ~~A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;~~
3. ~~Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and~~
4. ~~The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.~~

~~Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The School- Parent Compact shall:Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; andAddress the importance of parent-teacher communication on an on-going basis, with at a minimum, parent- teacher conference, frequent reports to parents, and reasonable access to staff.NOTE: Districts with more than one school participating in a Title I program may wish to consider the establishment of a district-wide parent advisory council.~~

Cross References	**Description**
GAH	Community / Parent Relations
LA	Parental Engagement
LAB	Regulations for Title I Parent Engagement