

**CLAIBORNE COUNTY SCHOOL DISTRICT**

**POLICIES AND PROCEDURES MANUAL**

**Approved:** \_\_\_\_\_  
(Date)

**Conservator:** \_\_\_\_\_  
(Signature)

## INTRODUCTION

The policies and procedures governing the operation of the schools of the Claiborne County School District chart the course of the Claiborne County Schools, indicate actions to be taken by the School Board, the administration, and other staff members in carrying out their responsibilities, foster stability and continuity, and contribute to the efficiency of the Board of Education and the school staff. Policies adopted by the Board are intended to inform everyone about the Board's intent, goals, and aspirations; procedures detailed in this manual include the directions developed by the administration to put policy into practice.

In coding the policies and procedures now in effect in the Claiborne County School District, the alphabetical sequence first adopted by the National School Boards Association has been followed in most instances, together with other coding used by the Mississippi School Boards Association. In a number of cases, however, codes may differ from those used by both the NSBA and the MSBA. Such changes may reflect particular district policy requirements/titles or identifying terms or descriptors not included in the original code-finder.

The manual is divided into thirteen sections. A break page indicates the titles or subjects of policies in a particular section. The thirteen general sections are the following:

- Section A – School District Organization**
- Section B – School Board Operations**
- Section C – General School Administration**
- Section D – Fiscal Management**
- Section E – Business Management (excludes fiscal management)**
- Section F – Facility Expansion Program**
- Section G --Personnel**
- Section I – Instructional Program**
- Section J -- Students**
- Section K – General School-Community Relations**
- Section L – Inter-organizational Relations (excludes educational agencies)**
- Section M – Education Agency Relations**

Efforts will be made to continue to update materials, inserting new policy statements and procedural guidelines and removing outdated materials as necessary. Copies of the manual will be placed in every school in the district and in each principal's office and will be available to every staff member. Additionally, a copy of the manual will be placed on-line and available to the community. All staff members will be expected to be familiar with policies governing the school district and to adhere to these policies at all times.

Readers of this manual should note that individual policies shall be interpreted in conjunction with all other policies and provisions of the manual and shall not be considered in isolation. The reader should also note that a policy statement is frequently followed by references to other policies or that the index leads to other policy statements related to the policy being reviewed. Users should check all such cross-references or related policy notes.

## A – SCHOOL DISTRICT ORGANIZATION

<b>AA</b>	District Legal Status
<b>AAA</b>	School District Liability Exemptions
<b>AB</b>	Board Legal Status
<b>ABA</b>	Authority
<b>ABB</b>	Powers and Duties (Cf. BBBA)
<b>ABBA</b>	General Home Rule Authority
<b>ABC</b>	Board Members Legal Status
<b>ABCA</b>	Number
<b>ABCB</b>	Qualifications – Board Member Training
<b>ABCC</b>	Terms of Office
<b>ABCD</b>	Method of Election (Cf. LDAC)
<b>ABCD A</b>	<b>Unexpired</b> Term Fulfillment
<b>ABCE</b>	Resignation
<b>ABCF</b>	Removal from Office
<b>ABD</b>	School Superintendent Legal Status (Cf. CE)
<b>AC</b>	School District Organization Plan (Cf. IE)
<b>AD</b>	School Attendance Areas
<b>ADA</b>	School Census
<b>ADB</b>	Average Daily Attendance
<b>AE</b>	School Year - the School Session (Academic Year)
<b>AEA</b>	School Calendar
<b>AEAA</b>	Holidays
<b>AEBA</b>	Extended School Year - Summer Sessions (Cf. IDCA)
<b>AF</b>	Length of School Day and Term
<b>AFF</b>	Emergency Closing (Also EBB D)

## B - SCHOOL BOARD OPERATIONS

<b>BA</b>	Mission Statement/Objectives/Strategies
<b>BAAB</b>	Non-discrimination Policy
<b>BBA</b>	Officers/Terms of Office
<b>BBABA</b>	President
<b>BBABC</b>	Secretary
<b>BBB/BBBA</b>	Members (Cf. ABC) – Duties
<b>BBBAA</b>	Board Members – Missed Meeting
<b>BBBB</b>	New Member Orientation
<b>BBBC</b>	Board Member Development Opportunities
<b>BBBCA</b>	Hardship Extension for School Board Member Training
<b>BBBD</b>	Bonded Members
<b>BBBE</b>	Compensation and Expenses (Cf. DJD) – Travel Allowance Refreshments/Meals (Also see DJDA)
<b>BBC</b>	Board Committees
<b>BBD</b>	Board-School Superintendent Relations (Also CF)
<b>BBDB</b>	Discipline
<b>BBE</b>	School Attorney
<b>BBF</b>	Advisory Committees
<b>BBG</b>	Consultants (Cf. CJ)
<b>BBH</b>	Awards, Recognitions, Certificates
<b>BBI</b>	Board-staff Relations
<b>BBJ</b>	Review of Board Procedures

<b>BC</b>	Meetings - Minutes - Internal Organization
<b>BCAB/BCBA</b>	Regular – Time and Place
<b>BCAC</b>	Special
<b>BCAD</b>	Teleconference or Video Board Meeting
<b>BCAD</b>	Taping of Conferences and Hearings
<b>BCAE</b>	Public Hearings (Also KCC; Cf. DCDB)
<b>BCBD</b>	Agenda
<b>BCBE</b>	Board Meeting Preparation And Distribution Of Materials
<b>BCBF</b>	Rules of Order
<b>BCBFA</b>	Quorum
<b>BCBFB</b>	Suspension of the Rules - Amendment of Rules
<b>BCBG</b>	Voting Method - Procedures
<b>BCBH</b>	Minutes
<b>BCBI</b>	Public Participation (Also KCA) - Staff/Student Participation
<b>BCBJ</b>	Board Meeting News Coverage (Also KBCC)
<b>BCBK</b>	Executive Sessions
<b>BD</b>	Policy Development (Cf. CM)
<b>BDA</b>	Board Policy Implications of No Child Left Behind Act
<b>BDB</b>	Policy Drafting
<b>BDC</b>	Policy Adoption
<b>BDD</b>	Policy Dissemination – Policy Handbook
<b>BDE</b>	Policy Review
<b>BDF</b>	Review of Administrative-Rules (Also CMAD)
<b>BDG</b>	Administration in Policy Absence (Also CMB)
<b>BDH</b>	Suspension of Policies
<b>BE</b>	School Board Records (Cf. CN)
<b>BF/CO</b>	Annual Reports (Cf. CO) – Annual Audit
<b>BG</b>	Memberships
<b>BH</b>	Ethics
<b>BHA</b>	Board Member Conflict of Interest

## **C - GENERAL SCHOOL ADMINISTRATION**

<b>CA</b>	Goals and Objectives
<b>CB</b>	Ethics
<b>CBG</b>	Administrative and Supervisory Positions
<b>CC</b>	Organization Charts
<b>CD</b>	Line and Staff Relations
<b>CE/CEA</b>	School Superintendent (Cf. ABD)/Selection/Qualifications
<b>CEB</b>	Duties - Board/Staff Relations
<b>CEC</b>	Recruitment
<b>CED</b>	Appointment
<b>CEE</b>	Compensation and Benefits (Cf. EGA) – Contract Form and Execution – Salary
<b>CEF</b>	Expenses
<b>CEG</b>	Professional Development Opportunities
<b>CEH</b>	Consulting
<b>CEI</b>	Evaluation
<b>CEJ</b>	Separation
<b>CEK</b>	Resignation/Release from Contract
<b>CEL</b>	Retirement
<b>CEM</b>	Bond
<b>CG</b>	Administrative Personnel (Cf. GA, GB)
<b>CGA</b>	Compensation Guides and Contracts (Cf. EGA)

<b>CGB</b>	Positions
<b>CGC</b>	Fair Labor Standards Act
<b>CGD</b>	Hiring (Also see GAAC, GBN, GBNA)
<b>CGE</b>	Assignment (See GAMA)
<b>CGI</b>	Evaluation
<b>CGJ</b>	Promotion
<b>CGL</b>	Transfer/Reassignment
<b>CGM</b>	Separation – School Employment Procedures Act (Also see GBN, GBNA)
<b>CGN</b>	Resignation
<b>CGO</b>	Retirement
<b>CGPB</b>	Time Schedules
<b>CGPD</b>	Expenses (Cf. DJD)Travel
<b>CGPEA</b>	Consulting
<b>CGPF</b>	Professional Leaves and Absences
<b>CI</b>	Administrative Intern Program
<b>CJ</b>	Consultants (Cf. BBG)
<b>CK</b>	Professional Development Opportunities (Cf. GADI)
<b>CL</b>	Councils, Cabinets, and Committees
<b>CM</b>	Policy Implementation (Cf. BD)
<b>CMA</b>	Administrative Rules
<b>CN</b>	Administrative Records (Cf. BE)
<b>CO</b>	Administrative Reports (Cf. BF) – Paperwork - Also see DIB.
<b>CP</b>	Administrative Conflict of Interest

## **D - FISCAL MANAGEMENT**

<b>DA</b>	Goals and Objectives
<b>DC</b>	Annual Operating Budget - Preparation of Budget
<b>DCB</b>	Fiscal Year
<b>DCC</b>	Annual Operating Budget Preparation Procedures
<b>DCCA</b>	Budget Deadlines and Schedules
<b>DCE</b>	Annual Operating Budget Final Adoption Procedures
<b>DCH</b>	Periodic Budget Reconciliation
<b>DCI</b>	Line Item Transfer Authority
<b>DE</b>	Debt Limitation
<b>DFA</b>	Local Tax Revenues - Ad Valorem Taxes
<b>DFBA</b>	Educational Enhancement Funds
<b>DFC</b>	Federal Aid-Federal Financial Assistance Programs
<b>DFCA</b>	Federal and School Census
<b>DFCB</b>	Cash Management of Federal Funds
<b>DFD</b>	Bond Sales (Also FFA)
<b>DFE</b>	Short Term Notes (Also FFB)
<b>DFEA</b>	Tax Anticipation Notes (Cf. FFAC)
<b>DFEAB</b>	Shortfall Borrowing
<b>DFE</b>	Grants-Awards-Scholarships Involving Financial Assistance
<b>DFG</b>	Fees, Payments and Rentals (Cf. EBH, ECE, KG) - Leasing
<b>DFK</b>	Gifts and Bequests
<b>DFL</b>	Investment Earnings (Cf. DN)
<b>DFO</b>	Sixteenth Section Land (Also see FDD)
<b>DG</b>	Depository of Funds/Receipting of Funds
<b>DH</b>	Bonded Employees (Cf. EGE) - Fidelity Bond
<b>DI</b>	Accounting and Reporting
<b>DIAB</b>	Accounting System – Cash Receipts
<b>DIB</b>	Financial Reports and Statements

<b>DID</b>	Audits
<b>DJ</b>	Expenditure of Funds/Federal Funds
<b>DJA</b>	Checking Accounts – Authorized Signatures
<b>DJB</b>	Petty Cash Accounts
<b>DJC</b>	Payroll Procedure
<b>DJCA</b>	Payday Schedule
<b>DJD</b>	Expense Reimbursements – Travel
<b>DJDA</b>	Purchase of Food, Drinks, Food Supplies from Public Funds
<b>DJDE</b>	Partisan Political Expenditures
<b>DJE</b>	Purchasing
<b>DJEA</b>	Purchasing Authority
<b>DJEAA</b>	Purchasing Procedures
<b>DJED</b>	Bids and Quotations
<b>DJEDA</b>	Procedures for Opening Bids
<b>DJEIA</b>	Sales Calls and Demonstrations
<b>DJEJ</b>	Payment Procedures
<b>DJG</b>	Notes and Bond Payments
<b>DK</b>	Student Activities Funds Management (Also JHB)
<b>DM</b>	Fixed Asset Accountability
<b>DN</b>	Surplus Funds (Cf. DFL)
<b>DO</b>	School Properties Disposal Procedure/Obsolete or Surplus Property
<b>DP</b>	Depreciation of Fixed Assets

## **E - BUSINESS MANAGEMENT**

<b>EA</b>	Goals and Objectives
<b>EB</b>	Buildings and Grounds Management
<b>EBA</b>	Public Conduct Policy/Parents/Guardians/Others
<b>EBAB</b>	Smoke Free Buildings – Tobacco Use on Educational Property
<b>EBB/EDC</b>	Safety/Security of Buildings and Grounds – School Safety Act
<b>EBBA</b>	School Safety Plan
<b>EBBB</b>	Homeland Security/
<b>EBBC</b>	Emergency Drills (Also JGFA, Cf. LDAL) – Emergency Management - Disaster Plans
<b>EBBD</b>	Emergency Closings (Also AFC) - Emergency Operations-Civil Defense
<b>EBBE</b>	Traffic and Parking Controls (Cf. JGFD, JGFF)
<b>EBBG</b>	Weapons on School Property
<b>EBBH</b>	Risk Control Program
<b>EBC</b>	Security
<b>EBCA</b>	Vandalism Protection
<b>EBGA</b>	Public School Grounds Maintenance - Routine
<b>EBH</b>	Use of School Facilities
<b>EBI</b>	Long-Range Maintenance Program
<b>EBJ</b>	Buildings and Grounds Records
<b>EBJA</b>	School Property Development Act of 2005
<b>ED</b>	Bus Drivers Medical Exam
<b>EDAA</b>	Student Transportation Management (Cf. JGG) - School Owned Buses
<b>EDAB</b>	Insulin Dependent Bus Drivers
<b>EDAD</b>	Use of Vehicles to Transport Students – Rules/Standards
<b>EDAE</b>	Private Vehicles
<b>EDAF</b>	Bus Turnaround - Authority
<b>EDC</b>	Safety
<b>EDD</b>	Scheduling and Routing
<b>EDDA</b>	Special Use of School Buses
<b>EDDB</b>	Walkers and Riders (Also JGGA)

<b>EDF</b>	Transportation Records
<b>EE</b>	Child Nutrition Program
<b>EG</b>	Insurance Management (Cf. ECA, FGE)
<b>EGAA</b>	Worker's Compensation
<b>EGAB</b>	Life/Health Insurance/Deductions
<b>EGB</b>	Student Insurance Program (Also JGA)
<b>EGC</b>	Property
<b>EGD</b>	Liability
<b>EI</b>	Computer Software Usage

## **F - FACILITY EXPANSION PROGRAM**

<b>FA</b>	Facility Goals/Authority
<b>FB</b>	Naming or Renaming New Facilities
<b>FD</b>	Long-Range Planning - New Schools - Facilities Planning
<b>FDD</b>	Administration of Sixteenth Section Land (see DF)
<b>FEAB</b>	Employment of Contractors, Architects, Engineers
<b>FEAG</b>	State Government
<b>FFA</b>	Bond Sales (Also DFD)
<b>FFF</b>	State Loans and Grants
<b>FFG</b>	Federal Loans and Grants
<b>FGB</b>	Site Acquisition Procedures/Purchase of Real Property
<b>FGCAA</b>	Job Specifications – Disabilities Act
<b>FGD</b>	Contracts for School Construction
<b>FGDB</b>	Contract Awards Procedure

## **G - PERSONNEL**

<b>GA</b>	General Section (Cf. CG) – Policies for All Employees
<b>GAA</b>	Goals and Objectives
<b>GAAA</b>	Equal Opportunity Employment - Affirmative Action Guidelines (Also see GCR)
<b>GAAC</b>	Hiring – Background Checks - Fingerprinting
<b>GAB</b>	Employee Conduct
<b>GAC</b>	Staff Involvement in Decision making (CF.BDBB,
<b>CMAA)</b>	Participation in Policy Formation
	Orientation, Knowledge of Procedures, Responsibility for
	Policy Enforcement, Precedence of District Policies
<b>GACB</b>	Budget Planning Involvement
<b>GACN</b>	Harassment
<b>GAD</b>	Professional Development Opportunities
<b>GADA</b>	Staff Development – Inservice Programs – Continuing Education
<b>GADD</b>	Beginning Teacher Program
<b>GAE</b>	Staff Complaints and Grievances
<b>GAEA</b>	Staff Protection/Harassment/Abuse/Assault of School Employees
<b>GAEAA</b>	Sexual Harassment
<b>GAEAB</b>	Complaints – Procedures – Title VII, Title IX
<b>GAEB</b>	Grievances - Employees and Visitors, Section 504, ADA
<b>GAEC</b>	Complaints about Teachers
<b>GAF</b>	Staff-Student Relations
<b>GAG</b>	Staff Conflict of Interest
<b>GAH</b>	Community/Parent
<b>Relations</b>	
<b>GAHB</b>	Political Activities
<b>GAHBB</b>	Partisan Political Activities

<b>GAHC</b>	Public Appearances
<b>GAHD</b>	Employee Arrest
<b>GAHDA</b>	Arrest of Teacher
<b>GAI/GAIA</b>	Solicitations by/of Staff Members (Also KDCA)
<b>GAJ</b>	Gifts
<b>GAK</b>	Professional Personnel Records
<b>GAM</b>	Staff Responsibilities/Conduct/Rights
<b>GAMA</b>	Duty to Report Sexual Involvement of School Employee With Student
<b>GAMC</b>	Staff Dress
<b>GAMH</b>	Attendance and Punctuality
<b>GAMI</b>	Use of Cell Telephones by Employees
<b>GAN</b>	Retirement
<b>GARI</b>	Personnel Leaves and Absences
<b>GARIL</b>	Workers' Compensation
<b>GAT</b>	Communicable Diseases - Health Risks
<b>GAU</b>	Outside Employment - Tutoring
<b>GAX</b>	Controlled Substances - Drugs -and Alcohol in the Workplace – Drug Free Workplace
<b>GAXA</b>	Smoking – Tobacco-Free Schools
<b>GAZ</b>	Possession of Weapons on School Grounds
<b>GB</b>	Professional/Licensed Personnel Section (Cf. CG, GA)
<b>GBA-E</b>	Teacher Salary Scale/Compensation Guides and Contracts
<b>GBAB</b>	Release from Contract
<b>GBAC</b>	Salary Reimbursements - Reimbursement – Master Teacher Certification
<b>GBB/GCB</b>	Job Descriptions - Positions
<b>GBBA</b>	Qualifications and Duties – Certification/License Job Descriptions listed and coded (GBBAA, GBBAB, etc.) job-by-job
<b>GBBAAD</b>	Responsibility for Discipline
<b>GBBAAE</b>	Leaving Grounds or Duty Posts
<b>GBC</b>	Recruitment
<b>GBD</b>	Hiring (Also see GBN, GBNA)
<b>GBDA</b>	Hiring – Highly Qualified Teacher
<b>GBE</b>	Assignment
<b>GBEB</b>	Coaches' Assignments (In MSBA, Coded GBRCA)
<b>GBF</b>	Orientation
<b>GBH</b>	Supervision
<b>GBI</b>	Evaluation/Appraisal
<b>GBIA</b>	Complaints and Grievances Procedures – Licensed Personnel
<b>GBIB</b>	Renewal of Teaching Certificate
<b>GBJ</b>	Promotion
<b>GBK</b>	Suspension/Dismissal
<b>GBKA/GBKB</b>	Lay-Off – Reduction in Force
<b>GBM</b>	Transfer
<b>GBN</b>	Nonrenewal of Licensed Employees – Education Employment Procedures Law of 2001
<b>GBNA</b>	Rules of Procedure – Education Employment Procedures Law of 2001
<b>GBO</b>	Resignation
<b>GBP</b>	Reemployment
<b>GBQ</b>	Retirement
<b>GBRB</b>	Work Day
<b>GBRC</b>	Time Schedules – Work Load
<b>GBRCA</b>	Paperwork
<b>GBRD</b>	Staff Meetings
<b>GBRE</b>	Extra Duty (Also See GBH) – Extended Contracts
<b>GBRF</b>	Expenses (Cf. DJD)
<b>GBRG</b>	Non-school Employment



<b>GBRGA</b>	Consulting
<b>GBRGB</b>	Tutoring for Pay (Cf. GAU/IEIA/IHEAA)
<b>GBRH</b>	Professional Leaves and Absences
<b>GBRIJ</b>	Strikes
<b>GBRJ</b>	Substitute Teachers (Cf. IKH, IKI)
<b>GBS</b>	Professional Organizations (Cf. HAH, MGA) - Meetings and Notifications
<b>GBT</b>	Professional Publishing
<b>GC</b>	Classified/Non licensed Staff Section
<b>GCB</b>	Positions
<b>GCC</b>	Recruitment
<b>GCD</b>	Hiring (See GAAC)
<b>GCE</b>	Assignment
<b>GCF</b>	Orientation
<b>GCFA</b>	Classified Staff-Staff Development
<b>GCG</b>	Probation
<b>GCH</b>	Supervision
<b>GCI</b>	Evaluation (also see GBI)
<b>GCJ</b>	Promotion
<b>GCK</b>	Suspension
<b>GCKA</b>	Lay-Off – Reduction in Force
<b>GCM</b>	Transfer
<b>GCO</b>	Resignation

<b>GCP</b>	Reemployment
<b>GCR</b>	Working Conditions – Health Examination
<b>GCRA</b>	Fair Labor Standards Policy
<b>GCRF</b>	Non-school Employment
<b>GCRI</b>	Paid Holidays
<b>GCS</b>	Professional Organizations

## **I - INSTRUCTIONAL PROGRAM**

<b>IB</b>	Goals and Objectives - Mission Statement
<b>IC</b>	Curriculum Development /Management
<b>ICA</b>	Resources/Equipment/Supplies
<b>ICB</b>	Planning
<b>ICC</b>	Credit Recovery
<b>ICF</b>	Curriculum Adoption
<b>ICG</b>	Sex-Related Education
<b>ICI</b>	Health/Physical Education Advisory Council
<b>ID</b>	Instructional Management Program
<b>IDA</b>	Education Plan – Program Improvement
<b>IDAA</b>	Vocational Education
<b>IDAC</b>	Kindergarten
<b>IDAD</b>	Career Education
<b>IDAE</b>	Live Work Policy - Vocational Technical Program
<b>IDB</b>	Health Education
<b>IDBB</b>	Drug Education (Cf. JCDAC)
<b>IDBBA</b>	Drug Program Certification
<b>IDCA</b>	Summer (Cf. AEBA) – Extended School Year
<b>IDCF</b>	Work-Study (Also LEGA; Cf. JJC)
<b>IDCH</b>	Correspondence Courses
<b>IDCI</b>	Dual Enrollment Program – High School
<b>IDD/JQA</b>	Special Programs (also see JQ)
<b>IDDA</b>	Disadvantaged – Homeless Children
<b>IDDB</b>	Instructional Intervention
<b>IDDC</b>	Homebound Instruction
<b>IDDD</b>	Gifted
<b>IDDE</b>	Driver Training
<b>IDDF</b>	Special Education (also see all JQ policies)
<b>IDDFA</b>	Grading, Progress, Report Cards
<b>IDDFC</b>	Graduation Policy – Students With Disabilities
<b>IDDFCA</b>	Promotion/Retention/Advancement
<b>IDDFD</b>	Auxiliary Aids and Services
<b>IDDG</b>	Title I Program
<b>IDDGA</b>	Title I Parent Participation Policy (also see JQA)
<b>IDDH/IDDHA</b>	Employees and Visitors – Section 504
<b>IDDHB</b>	Students – Section 504
<b>IDDI</b>	Alternative School
<b>IDDIA</b>	Alternative Educational Programs – GED Program
<b>IDE</b>	Co-curricular Activities (Cf. JH)
<b>IDEB</b>	Band
<b>IDFA</b>	Interscholastic Athletics (Also MDBA) - Extension of Eligibility Redshirting
<b>IDFB</b>	Sports Waiver/Physical Examination (also see MDBAA)
<b>IDG</b>	Adult Education Program

<b>IEC</b>	Class Size/Enrollment Requirements
<b>IED</b>	Scheduling for Instruction
<b>IEEA</b>	Student Schedules - In-School Transfers
<b>IEI</b>	MDE Instructional Model
<b>IFA</b>	Textbook Selection and Care
<b>IFAB</b>	Reconsideration of Instructional Materials (also see KNBA)
<b>IFAC</b>	Equipment and Supplies Selection & Adoption
<b>IFAE</b>	Textbook Fines
<b>IFB</b>	Instructional Services – Alternative School – Special Education
<b>IFBA</b>	Assistant Teacher Program
<b>IFBB</b>	Use of Cell Phones by Teachers (See GAMI—Use of Cell Phones by Employees)
<b>IFBD</b>	School Libraries –Media Services
<b>IFBDAA</b>	Telecommunications - Internet Use
<b>IFBDAB</b>	Children's Internet Protection Act (CIPA)
<b>IFBDAC</b>	Copyrighted Material
<b>IFBG</b>	Supplementary Materials – Computer Software and Hardware
<b>IFCB</b>	Field Trips and Excursions
<b>IFCC</b>	Community Resources Persons – Outside Speakers
<b>IFCD</b>	School Volunteers
<b>IG</b>	Prayer in Schools (See ILB – Religion in Schools; and ILC – Prayer in Schools)
<b>IH</b>	Academic Achievement (Also JF) - Awarding of Academic Credit – Student Improvement Act
<b>IHA</b>	Grading Systems - Class Rankings - Promotion
<b>IHAB</b>	Report Cards – Progress Reports
<b>IHF</b>	Graduation Requirements - Awarding of Diplomas
<b>II</b>	Testing Programs (Cf. IG, JGDA)
<b>IIA</b>	Testing and Student Surveys
<b>IIB</b>	Test Administration - Student Assessment
<b>IIC</b>	Use and Dissemination of Test Results - Release of Test Data
<b>IJ</b>	Evaluation of Instructional Program (Cf. ICE, MK)
<b>IK</b>	Limited English Proficiency
<b>IL</b>	Teaching Methods
<b>ILA</b>	Controversial Issues (See IFAB)
<b>ILB</b>	Teaching About Religion - Religion in the Schools
<b>ILC</b>	
<b>IM</b>	Flag Displays
<b>IN</b>	Career Education
<b>IO</b>	Daily Reflection Period
<b>IP</b>	Display of U.S. Motto
<b>IQ</b>	Veterans Diploma Program

## **J-STUDENTS**

<b>JA</b>	Goals and Objectives
<b>JAA</b>	Equal Educational Opportunities
<b>JAB</b>	Equal Access (Student Organizations)
<b>JB</b>	Attendance - Enrollment
<b>JBA</b>	Compulsory Attendance
<b>JBAB</b>	Enrollment of Special/Transfer Students – Home Schooling
<b>JBAC</b>	Truancy
<b>JBB</b>	Entrance Age
<b>JBC</b>	School Admissions – Residency – Transfer- Homeless
<b>JBCAC</b>	Married Students
<b>JBCBA</b>	Transfer Students – Tuition – Employee’s Children
<b>JBCCA</b>	Assignment of Students
<b>JBCCB</b>	Assignment to Classes
<b>JBCDA</b>	Intra-district Transfer Procedures
<b>JBD</b>	Absences and Excuses

<b>JBF</b>	Released Time
<b>JBG</b>	Readmission
<b>JB</b>	Drop-Out-Prevention (Also see IDD, JCDJ)
<b>JBP</b>	Students Complaints of Sexual Harassment – Title IX – Sexual Discrimination
<b>JBPA</b>	Title IX Procedures
<b>JC</b>	Code of Conduct
<b>JCAA</b>	Due Process - Student Rights
<b>JCAB</b>	Interrogations and Searches (Cf. LDAJA) also see JTB/JTG/LDA
<b>JCAC</b>	Student Involvement in Decision Making
<b>JCB</b>	Student Behavior – Disruptive Behavior
<b>JCBB</b>	Gangs/Prohibited Organizations/Unlawful Activity
<b>JCBC</b>	Fighting
<b>JCBD</b>	Vandalism - Care of Property
<b>JCBE/JCBF</b>	Unlawful or Violent Acts
<b>JCBFA</b>	Unlawful Acts – Reporting
<b>JCBFB</b>	Procedures
<b>JCBH</b>	Gun-Free Schools
<b>JCBI</b>	Bus Conduct (also see EDCB)
<b>JCBJ</b>	Alcohol, Drug Use (Cf. IDBB) – Athletic Drug Screening
<b>JCBJA</b>	Drug Use/Alcohol - Curriculum
<b>JCBJB</b>	Transfer of Confiscated Drugs
<b>JCBK</b>	Possession or Use of Tobacco (Also see GAXA)
<b>JCBN</b>	Fireworks
<b>JCBO</b>	Demonstrations and Strikes
<b>JCD</b>	Alternative School (Also see IDDI, IDDFB, JBJ)
<b>JCDAB</b>	Random Drug Testing Policy
<b>JCE</b>	Dress Code
<b>JCEA</b>	Bookbags
<b>JD/JDA</b>	Discipline – School Safety Act – Discipline Plan – Weapons – Drugs/Alcohol – Bus Conduct
<b>JDB</b>	Corporal Punishment
<b>JDC</b>	Detention
<b>JDD</b>	Suspension – Due Process
<b>JDE</b>	Expulsion
<b>JDF</b>	Due Process – Long-Term Suspensions/Expulsions
<b>JDFA</b>	Suspension/Expulsion of Exceptional Students
<b>JDG</b>	Readmission – Denial of Admission
<b>JE</b>	Guidance Program
<b>JF</b>	Academic Achievement (Also IH)
<b>JG</b>	School Wellness Policy
<b>JGA</b>	Pandemic/Epidemic Emergencies
<b>JGB</b>	Student Aid Programs
<b>JGC</b>	Student Health Services
<b>JGCA</b>	Student Health Service – Hearing and Vision Screenings
<b>JGCAA</b>	Physical Examinations
<b>JGCB</b>	Inoculations - Immunizations - Vaccinations
<b>JGCC</b>	Communicable Diseases
<b>JGCCA</b>	HIV-Positive/AIDS
<b>JGCD</b>	Medicines/Medication
<b>JGCDA</b>	Asthma Medication
<b>JGCE</b>	Head Lice
<b>JGE</b>	Student Social Services
<b>JGF</b>	Student Safety
<b>JGFA</b>	Emergency Drills

<b>JGFAA</b>	Bomb Threats
<b>JGFAC</b>	Crisis Management
<b>JGFB</b>	Supervision of Students – Off-Campus Activity
<b>JGFC</b>	Dismissal Precautions
<b>JGFD</b>	Student Safety Patrols
<b>JGFE</b>	Bicycle Use
<b>JGFF</b>	Automobile Use (Cf. EBBE)
<b>JGFG</b>	Accidents – Bus – First Aid - Medication
<b>JGFGA</b>	Illness
<b>JGG</b>	Student Transportation
<b>JGH</b>	Child Nutrition (Cf. EE)
<b>JGI</b>	Child Abuse-Emergency Action by School Staff (Also see JG) - Reporting Abuse or Neglect
<b>JH</b>	Student Activities (Cf. IDE)
<b>JHA</b>	Fees
<b>JHB</b>	Activity Fund Management (Also DK)
<b>JHBA</b>	Fund Raising
<b>JHC</b>	Student Organizations
<b>JHCAA</b>	Secret Societies
<b>JHCB</b>	Student Government
<b>JHCC</b>	Student Publications
<b>JHCD</b>	Free Speech
<b>JHD</b>	Student Social Events
<b>JHE</b>	Student Performances (Cf. KEAA)
<b>JHEAB</b>	Band
<b>JHF</b>	Cheerleaders
<b>JI</b>	Volunteers
<b>JIC</b>	Public Service
<b>JJ</b>	Employment of Students
<b>JKB</b>	Solicitations by Students (Also KEBB)
<b>JLC</b>	Gifts to Students (Also KHC)
<b>JM</b>	Contests
<b>JN</b>	Awards and Scholarships
<b>JO</b>	Student-Community Relations (Also KE)
<b>JOA</b>	Student Voter Registration
<b>JOB</b>	Anomalous Students - Special Education
<b>JQH</b>	Drop-outs/Prevention
<b>JQL</b>	Hearing/Behavioral/Vision Screening
<b>JQM</b>	Pregnant Students/Married Students
<b>JQN</b>	Homeless Children
<b>JQO</b>	Exchange Students
<b>JQS</b>	Non-Immigrant Students
<b>JR</b>	Student Records
<b>JRA</b>	Student Directory Information
<b>JRAB</b>	Compliance with Family Education Rights and Privacy Act of 1974 (FERPA)
<b>JRAC</b>	Mississippi Student Information System (MSIS)
<b>JRC</b>	Transcripts (See IKJ)
<b>JS</b>	Student Fees (Cf. JBCBA) – Waiver of Fees
<b>JTG</b>	Interviews with Students (Also see LDAJA, KEC)
<b>JTH</b>	Anti - Bullying

## **K - GENERAL PUBLIC RELATIONS**

<b>KA</b>	Goals and Objectives
<b>KAA</b>	Public Conduct Policy
<b>KB</b>	Public Information Program - School Community Relations
<b>KBA</b>	Public's Right to Know
<b>KBB</b>	Media Access
<b>KBC</b>	News Media Relations
<b>KBCA</b>	News Releases
<b>KBCC</b>	Board Meeting – News Coverage
<b>KBCDB</b>	Sports Events – Special Events – Coverage
<b>KC</b>	Board-Community Relations
<b>KCB</b>	Community Involvement in Decision Making (Cf. BDBC, CMAA, DCCC)
<b>KD</b>	Staff/Student Community Relations – School Participation in Community Drives
<b>KDCA</b>	Solicitations by Staff Members
<b>KDCB</b>	Solicitations of Staff Members
<b>KEBB</b>	Solicitations by Students (Also JKB)
<b>KG</b>	Use of School Facilities (Cf. DFG, DJF, EBH, ECE)
<b>KHA</b>	Awards and Scholarships
<b>KHB</b>	Contests for Students
<b>KHD</b>	Gifts to Staff Members
<b>KHE</b>	Gifts to Schools
<b>KI</b>	Free Materials Distribution in Schools
<b>KJ</b>	Advertising in the Schools
<b>KJA</b>	Advertising in Student Publications
<b>KK</b>	Public Sales on School Property
<b>KL</b>	Public Use of School Records (Cf. EFDC)
<b>KM</b>	Visitors to the Schools (Cf. ML)
<b>KN</b>	Complaints – Title I
<b>KNBA</b>	Instructional Materials (also see IFAB)

## **L - INTERORGANIZATIONAL RELATIONS**

<b>LA</b>	Goals and Objectives – Parental Involvement
<b>LAA</b>	Title I Parent Involvement
<b>LAB</b>	Title I Parent Involvement Regulations
<b>LB</b>	Custodial/Non-Custodial Parents' Rights
<b>LC</b>	Parental Rights
<b>LDA</b>	Local Government
<b>LDAJ</b>	Police Department
<b>LDAJA</b>	Questioning of Students by Law Enforcement Officials and/or Other Agencies' Officials
<b>LDAL</b>	Civil Defense Agency (Cf. EBBC, JDFA)
<b>LDAN</b>	Planning Authorities
<b>LDAP</b>	Disaster Assistance
<b>LDCA</b>	Legislative Representatives
<b>LDDB</b>	Family Rights and Privacy Act
<b>LDDC</b>	Compliance Policies (Federal Title Programs)
<b>LEB</b>	Parents Organizations
<b>LEC</b>	Booster Clubs and Other Support Groups

## **M - RELATIONS WITH OTHER EDUCATION AGENCIES**

<b>MA</b>	Goals and Objectives
<b>MC</b>	Private Schools Relations
<b>ME</b>	Education Research and Service Centers (Cf. ICC)
<b>MF</b>	Colleges and Universities
<b>MFB</b>	Student Teaching and Internships
<b>MGA</b>	Professional Associations (Cf. GBS)
<b>MGB</b>	School Boards Associations (Also BGA)
<b>MI</b>	State Education Agency Relations (Cf. EFDA)
<b>MK</b>	Educational Accreditation Agency Relations (Cf. IJ) - Improving Staff Attendance
<b>ML</b>	Professional Visitors and Observers (Cf. KM)

## **SCHOOL DISTRICT LEGAL STATUS - AA**

Each school district in the state shall be a political subdivision with the name of the district being Claiborne County School District. {MS Code 37-6-5 (1987)}

All school districts in the state (countywide, municipal separate, consolidated or line consolidated) shall have the same prerogatives, powers, duties and privileges. {MS Code 37-6-3 (1987)}

The school board of any school district shall have full jurisdiction, power and authority, at any regular meeting thereof or at any special meeting called for that purpose, to abolish such existing district, or to reorganize, change or alter the boundaries of any such district. In addition thereto, with the consent of the school board of the school district involved, may detach territory from such school district and annex same to an adjoining district. {MS Code 37-7-103 (1987)}

**NOTE: For legal requirements on district consolidation, please refer to {MS Code 37-7-**

**105.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code Ann. 37-6-5; 37-6-3; 37-7-103; 37-1-105

DATE APPROVED: July



## **LEGAL STATUS OF BOARD OF TRUSTEES - AB**

The School District Board of Trustees derives its legal status from the State Legislature which is subject to the Constitution of the State of Mississippi and the Constitution of the United States. Accordingly, education is a state function. The Board of Trustees is subject to legislative action and acts as an agent for the State of Mississippi.

The Constitution of the State of Mississippi stipulates that the responsibility for establishing and maintaining the public schools rests with the Mississippi Legislature. The State Constitution further provides for a State Board of Education and provides that local public schools, under the general supervision of the State Board of Education, shall be maintained, developed, and operated by locally elected or appointed Boards. Legally, local School Boards are instruments of the Mississippi Legislature and derive their authority from the Mississippi Legislature and the regulations of the State Board of Education as set forth in the Mississippi Constitution, Mississippi Code of 1972 Annotated.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Constitution, Article 8, Section 201, 203, 204;  
MS Code Ann. 37-6-7

DATE APPROVED: July

## **AUTHORITY OF THE BOARD OF TRUSTEES - ABA**

As a body created in the law by the State of Mississippi, the School District's Board of Trustees has authority within the limitations and interpretations of the federal and state law.

The Trustees in their official capacity shall hold all school property and shall be capable of purchasing and holding real and personal property, of building and repairing school structures, selling and transferring the same for school purposes, and of prosecuting and defending suits for or against the school district. Board members acting as individuals have no authority over school affairs, but have such authority when acting as a body duly called in session.

This Board of Trustees exercises legislative authority over this school district in accordance with the laws of the State of Mississippi. It determines policy, delegates executive, supervisory and instructional authority to its employees, and appraises the results achieved in light of the goals of this school district.

This Board of Trustees shall concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies shall be an administrative task to be performed by the superintendent and his staff who shall be held responsible for the effective administration and supervision of the entire school system.

All matters to be submitted to this school board shall first be brought before the superintendent for investigation. If these matters require school board action, they shall be presented to the school board by the superintendent.

Any member of the Board of Trustees who shall knowingly enter into any contract, incur any obligation, or make any expenditure in excess of the amount available for that purpose for the fiscal year shall be liable for the amount of such excess. However, no member of the Board of Trustees shall be personally liable (a) in the event of any reduction in minimum education payments by action of the Governor, or (b) for claims, damages, awards or judgments due to tort actions. Such immunity shall not be a defense in cases of fraud, criminal action, or intentional breach of fiduciary obligations imposed by statute.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code Ann. 37-61-19

CROSS REF.: Policies AA and BBB

DATE APPROVED: July

## POWERS AND DUTIES OF BOARD OF TRUSTEES – ABB

### 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 of necessary 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 school's 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, Mississippi Code of 1972;
- 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 as may 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 fringe 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 minimum foundation funds, any membership dues;
- s. To expend local school activity funds, or other available school district funds, other than minimum education program 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/or equipment as provided for in Section 31 7 14, not to exceed ten (10) years;
- u. To maintain accounts and issue pay certificates on school food service bank accounts;
- v.

(vi) To lease a school building from an individual, partnership, nonprofit corporation or a private for profit corporation for the use of such school district, and to expend funds therefor as may be available from any non minimum program sources. 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 prior to said 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;

(vii) 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 non-instructional and non-certificated employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the superintendent of schools;
- 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 the employment and compensation of such substitute teachers;
- aa. To acquire in its own name by purchase all real property which shall be necessary and desirable in connection 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., Mississippi Code of 1972, and for such purpose, the right of eminent domain is hereby conferred upon and vested in said board. Provided further, that 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; provided, 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;
- bb. To charge reasonable fees related to the educational programs of the district, in the manner prescribed in Section 37 7 335;
- cc. 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;
- dd. 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;
- ee. To provide for in service training for employees of the district as provided under state statute and State Department of Education guidelines.
- ff. As part of their duties to prescribe the use of textbooks, to provide that parents and legal guardians shall 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;
- gg. 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; provided that:

- (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 rental 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;
- h. 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;
- i. To charge reasonable fees for participating in an extracurricular activity for academic or nonacademic credit for necessary and required equipment such as safety equipment, band instruments and uniforms;
- j. To conduct or participate in any fund raising activities on behalf of or in connection with a tax exempt charitable organization;
- k. To exercise such powers as may be reasonably necessary to carry out the provisions of this section;
- l. 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;
- m. To expend federal No Child Left Behind Act funds, or any other available funds that are expressly designated and authorized for that 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 as defined in Section 37-151-5(o), nor shall incentives be considered part of the local supplement paid to an individual teacher for the purposes of Section 37-19(1). Mississippi Adequate Education Program funds or any other state funds may not be used for salary incentives or salary supplements as provided in this paragraph (mm);
- n. To use any available funds, not appropriated or designated for any other purpose, for reimbursement to the 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 37 159 5 shall not be eligible to receive additional relocation funds as authorized in this paragraph;
- o. To use any available funds, not appropriated or designated for any other purpose, to reimburse persons 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;

- p. 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;
- q. 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. This paragraph shall repeal on July 1, 2007;
- r. To implement a financial literacy program for students in Grades 10 and 11. The board may review the national programs and obtain free literature from various nationally recognized programs. After review of the different programs, the board may certify a program that is most appropriate for the school districts' needs. If a district implements a financial literacy program, then any student in Grade 10 or 11 may participate in the program. 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. Nothing in this paragraph shall be construed as to require school boards to implement a financial literacy program;
- s. 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 pre-kindergarten program that addresses the cognitive, social, and emotional needs of four year old and three year old children. The school board may utilize non-state source special funds, grants, donations or gifts to fund the voluntary program;
- t. 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 State Tax Commission 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 State Tax Commission, 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 by the school board, to satisfy all or part of such obligation of the school district.

The Board of Trustees 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 State Tax Commission, or any state agency, department or commission created under state law then the State Tax Commission 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 (tt) 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;

- u. With respect to any matter or transaction that is competitively bid by a school district, to accept from any bidder 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;
- v. 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;
- w. 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 7 345.
- x. To partner with entities, organizations and corporations for the purpose of benefiting the school district; and
- y. To borrow funds from the Rural Economic Development Authority for the maintenance of school buildings.
- z. To find 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 2007; and
- aa. 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 (pp) 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.

In addition to the authority, power and duties set forth in the MS Code Ann. 37-7-301 as stated above, other statutory and regulatory requirements for districts are made part of the state accrediting processes listed in the Mississippi Public School Accountability Standards (2012). The Process Standards are listed below:

### PROCESS STANDARDS

1. School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law. {MS Code 25-41-1 et. al; 25-61-1 through 17; 37-3-4(5); 37-6-7, 9, 11, and 15; and 37-7-306(1-4)}
2. 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 of school board policies are published and available for public review. {MS Code 25-41-7; 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}
3. The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3(3-4); 37-9-7, 13, 14; 37-61-9; and 37-151-5(h)}
4. The school district employs an appropriately licensed full-time principal at each school. {MS Code 37-9-7, 37-9-15, and 37-151-5(g)}
5. The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth of the workday to library/media administrative activities. {MS Code 37-17-6(3)(a-e)}

5.1 If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.

5.2 If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.

6. Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school by qualified student support personnel. {MS Code 37-9-79}

6.1 DELETED.

6.2 DELETED.

**Note: Student support personnel may only provide those services and activities in the area(s) that each individual is specifically qualified to provide. All student support personnel will use appropriate job titles that reflect their area of training, expertise, and license. For example, a Social Worker will be referred to as the School Social Worker and may not use the title of or be referred to as the School Guidance Counselor.**

7. The school district employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (SB Policies 6900 & 6901)

8. All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *No Child Left Behind Act of 2001* (NCLB). {MS Code 37-9-7} (SB Policies 7801 and 7802, NCLB, and Federal Code)

- 8.1 With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. An appropriate license is required for superintendents, principals, librarians, and guidance counselors. (Refer to process standards 3, 4, 5, and 6.)

- 8.2 Secondary teachers endorsed in an academic subject area may teach in their academic subject area in departmentalized elementary grades 5 and 6. (SB Policy 7407)

- 8.3 Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal.

9. The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}

10. The school district operates with a uniform system of accounts as specified in state law and as prescribed by the State Auditor's Office. {MS Code 37-9-18, 37-37-1, 37-37-3, 37-17-6(17), 37-37-7, 37-37-13, 37-61-19 and 37-61-23}

- 10.1 The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37-17-6(17)}

- 10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37-61-19}

- 10.3 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statements of the school district. {MS Code 37-9-18, 37-37-1, and 37-61-23}

- 10.4 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including but not limited to the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary. {MS Code 37-37-7(2)(b)(c)(d) and 37-37-13}

- 10.5 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy and timely reporting of all reports, other than student data, required for submission to the MDE in accordance with state law and/or State Board of Education policies. {MS Code 37-37-7(2)(e) and 37-37-13}

11. The local school board budgets and expends funds as follows:

- 11.1 The local school board of education budgets and expends from the District Maintenance Fund (Fund #1120) a minimum of \$20.00 per student for instructional/library supplies, materials, and equipment.

- 11.2 Funds available for classroom supplies, materials, and equipment from the Education Enhancement Fund (Fund #2440) are allotted and expended in compliance with Section 37-61-33, *Mississippi Code of 1972*, as amended, and SB Policy 3400.

11.3 The local school board budgets and expends funds under the Public School Health Insurance Plan as required by state law and State Board policy. Failure to remit premiums, interest penalties and/or late charges in a timely manner may result in withholding a school district's adequate education program funds. {MS Code 37-151-95} (SB Policy 4904)

### **SCHOOL OPERATIONS**

12. The school district complies with state law and State Board of Education policy on enrollment requirements.

12.1 Residency requirements {MS Code 37-15-29} (SB Policy 6600)

12.2 Immunization requirements {MS Code 37-7-301(i), 37-15-1, and 41-23-37}

12.3 Age of entry requirements {MS Code 37-15-9}

13. Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test. {MS Code 37-15-33} (SB Policies 3801 & 3802)

14. Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments. (See Appendix E and the current edition of *Mississippi Cumulative Folders and Permanent Records Manual of Directions*.) {MS Code 37-15-1 through 3; 37-15-6; 37-15-10}

15. The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately. {MS Code 37-3-49(2) (e)}

16. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37-13-91} (SB Policies 3101 and 3102)

17. The school district develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates in accordance with MS Code. {MS Code 37-13-80} (SB Policy 3105)

17.1 DELETED.

17.2 DELETED.

17.3 DELETED.

18. There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. {MS Code 37-7-337} (**Districts Meeting the Highest Levels of Performance are exempted.**)

18.1 DELETED.

18.2 A school district that has been designated as Failing as defined by the State Board of Education shall establish a community-based pre-kindergarten through higher education (P-16) council. {MS Code 37-18-5(4)}

18.3 A district and/or a school below the Successful level (*includes Academic Watch-D, Low Performing-F, At-Risk of Failing-F, and Failing-F*) shall establish a pre-kindergarten through higher education (P-16) council.

**NOTE: Refer to the pilot edition of the *Guidelines for P-16 Community Engagement Council*.**

19. The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction for not less than sixty percent (60%) of the normal school day. {MS Code 37-3-49, 37-13-61 through 69, 37-151-5(j), and 37-151-7(3)(c)}

19.1 DELETED.

19.2 The teaching day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week. {MS Code 37-13-67}

19.3 The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. A traditional 7-period day schedule must provide at least 48 minutes per period, and A/B and 4 x 4 block schedules must provide at least 94 minutes.

19.4 No more than two of the 180 days may be 60% days, unless the district is utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing and the remainder of each 60% day is used for professional development or other activities related to instruction. {MS Code 37-151-5(j)}

19.5 The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year.  
**(Districts Meeting the Highest Levels of Performance are exempted.)**

19.6 The summer school/extended year program meets all applicable requirements of the regular school program.  
{MS Code 37-3-49}

- Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.
- Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued. {MS Code 37-3-49}
- Students enrolled in a summer program are limited to earning one Carnegie unit of credit during a traditional summer school session, which does not apply to Extended Year programs and approved virtual courses. **(Districts Meeting the Highest Levels of Performance may be exempted under MS Code 37-17-11.)**

19.7 Districts utilizing an Early Release Schedule or a Delayed Start School Day Schedule must have the schedules approved by the school board, published and disseminated.

**Note: Any request for an exception to the above standard must be submitted in writing to the Commission on School Accreditation for review and action.**

**Note: If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days. {MS Code 37-151-7(3)(d)}**

20. The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education. {MS Code 37-16-7} (SB Policy 3800)

20.1 Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A.) (SB Policies 2902 and 2903)  
Students receiving a standard diploma may select from three graduation pathways as specified by the local school district's graduation requirements.

- Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units as specified in Appendix A-1.
- Entering ninth graders in 2008-2009 and thereafter (seniors of school year 2011-2012 and later) are required to have a minimum of 24 Carnegie units as specified in Appendix A-2, unless, in accordance with school board policy, their parent/guardian requests to opt the student out of Appendix A-2 requirements. This student would be required to complete the graduation requirements specified in A-1.
- Entering eleventh graders in 2010-2011 and thereafter (seniors of school year 2011-2012 and later) who chose the Career Pathway Option are required to earn the minimum graduation requirements specified in Appendix A-3. {MS Code 37-16-17}
- Beginning in school year 2011-2012, all eighth grade students are required to have an Individualized Career and Academic Plan (iCAP) prior to exiting the eighth grade.

20.2 Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations. {MS Code-37-16-7} (SB Policies 3600 and 3801)

20.3 Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program." {MS Code 37-16-11(1)}

20.4 The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

20.5 Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. {MS Code 37-16-11(2)} (See Appendix G.)

**Note: Carnegie units will be awarded in the eighth grade for the following courses: Algebra I, Pre-algebra, Transition to Algebra, Computer Discovery, Geometry, ICT II (Information & Communication Technology), First Year Foreign Language, and Second Year Foreign Language provided course content is the same as the high school course.**

21. The school district implements a professional development program aligned with the Learning Forward *Standards for Professional Learning*. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-17-8} (SB Policy 4500)

22. The school district adheres to all requirements of the Mississippi Statewide Assessment System. (See Appendix F.) {MS Code 37-16-1 through 4 and 37-16-9} (SB Policies 3600, 3800, 7220, 7601, 7605, and 7607)

## ***INSTRUCTIONAL PRACTICES***

23. The school district is in compliance with state and/or federal requirements for the following programs:

23.1 Early Childhood Programs (kindergarten and teacher assistant) {MS Code 37-21-1 et. seq.} (SB Policies 4400, 4401, 6006, and 6301) (Refer to *Mississippi Kindergarten Guidelines*.) **(Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of MS Code 37-21-7.)**

23.2 Vocational-Technical Education {MS Code 37-31-1 et. seq.} (SB Policies 8100, 8200, 8300, 8400, 8500, 8600, 8700, 8800, 8900, 9000, 9100, 9200, 9300, 9400, and Federal Code)

23.3 Special Education {MS Code 37-23-1 through 9} (SB Policies 7201, 7203, 7204, 7205, 7206, 7208, 7210, 7211, 7212, 7213, 7214, 7219, and Federal Code) (See *State Policies Regarding Children with Disabilities under the Individuals with Disabilities Education Act of 2004 (IDEA 2004)* and the Mattie T. Consent Decree.)

23.4 Child Nutrition {MS Code 37-11-7} (SB Policies 2001, 2002, 2004, 2007, 2009 and Federal Code)

23.5 *No Child Left Behind Act of 2001*: Titles I, II, III, IV, V, VI, X, and any other federally funded programs and grants (SB Policies 4700, 7801, 7802, 7803, 7804, and Federal Code)

23.6 Technology in the Classroom {MS Code 37-151-19(3)} (SB Policy 7500)

23.7 Driver Education {MS Code 37-25-1 et. seq.} (SB Policy 3000)

23.8 Pre-Kindergarten {MS Code 37-7-301(ss)} (SB Policy 2904) (Refer to *Mississippi Early Learning Guidelines*.)

23.9 Gifted Education {MS Code 37-23-171 through 181} (SB Policy 3700) (Refer to the current edition of the *Regulations for Gifted Education Programs in Mississippi*, and the *Gifted Education Program Standards*.)

24. Each school has a library-media center. Refer to the current edition of the *Mississippi School Library Media Guide*. {MS Code 37-17-6(3)(a-e)}

24.1 Each school has a library-media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology. **(Schools Meeting the Highest Levels of Performance may be exempted under MS Code 37-17-11.)**

24.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students. **(Schools Meeting the Highest Levels of Performance may be exempted under MS Code 37-17-11.)**

25. The school district provides each student with appropriate equipment and laboratory experiences to meet the instructional requirements of the science program. (See the current edition of the *Mississippi Science Framework*.) **(Schools Meeting the Highest Levels of Performance may be exempted under MS Code 37-17-11.)**

**Note: Any request for an exception to the above standard must be submitted in writing to the Commission on School Accreditation for review and action.**

26. The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-24, 37-43-31(2), 37-43-51, 37-9-14(2) (b), and 37-7-301(ff)} (SB Policies 7701 and 7702) (Refer to the current edition of the *Textbook Administration Handbook Rules and Regulations*.)

26.1 Each school district provides each student in each school with current or otherwise appropriate textbooks that are in good condition. (See glossary for definition of textbook.) {MS Code 37-43-1, 37-9-14(2)(b), and 37-7-301(ff)}

26.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37-43-51} (Refer to the current edition of the *Textbook Administration Handbook Rules and Regulations*.)

27. The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(2)(a-b) and 37-3-49(5) and SB Policy 4300}

27.1 DELETED.

27.2 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(2)(c) and 37-3-49(5)}

28. The district follows an established board policy that defines criteria for the academic promotion/progression/retention of students. Such criteria prohibit the retention of students for extracurricular purposes.

28.1 The school district implements a uniform grading policy. (SB Policy 403).

28.2 A student who is enrolled in any grade higher than Grade 6 in a school district must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale. {MS Code 37-11-65}

**Note: This portion of the standard will be jointly monitored and enforced by the State Board of Education and the Mississippi High School Activities Association.**

29. The school district provides alternative education programs for the categories of students identified in MS Code 37-13-92. (SB Policies 901 and 902)

29.1 The school district provides access to an alternative education program that meets the program guidelines outlined in MS Code 37-13-92 and the guidelines established by the State Board of Education. (SB Policy 901) (See guidelines for Alternative/GED School Programs.)

29.2 The school district, in its discretion, may provide access to a GED Option program that meets the program guidelines outlined in MS Code 37-13-92(4) and the guidelines established by the State Board of Education. (SB Policy 902) (See guidelines for Alternative/GED Programs.)



30. Each classroom teacher, excluding vocational teachers whose class periods exceed 50 minutes, has an unencumbered period of time during the teaching day to be used for individual or departmental planning.

30.1 If the school utilizes a traditional six-period or seven-period day schedule, the instructional planning time provided for secondary teachers is a minimum of 225 minutes per week, exclusive of lunch period. If the school utilizes any form of a modular/block schedule, the instructional planning time provided is a minimum of either 225 minutes per week or an average of 225 minutes per week per instructional cycle, exclusive of lunch period.

30.2 Instructional planning time for the elementary school teacher is no less than 150 minutes per week, exclusive of lunch period.

31. Individual teachers (grades 9-12) are limited to three course preparations per scheduling cycle or five in the same subject/content area.

**Note: Any request for an exception to the above standard must be submitted in writing to the Commission on School Accreditation for review and action.**

32. The curriculum of each high school at a minimum consists of required and approved courses that generate at least 33½ Carnegie units annually. (See Appendices B and C) {MS Code 37-1-3(2)} (SB Policies 2902 and 2903)

**Note: Any request for an exemption from teaching the courses listed in Appendix B must be submitted in writing to the Commission on School Accreditation for review and action.**

33. The curriculum of each elementary or middle school (any configuration of grades K-8) at a minimum consists of reading/language arts, mathematics, science, social studies, the arts, health education, and physical education, which may be taught by a regular classroom teacher. {MS Code 37-1-3(2) and 37-13-134}

**Note: In any configuration of grades K-8, the curriculum must include 150 minutes of activity-based instruction per week and 45 minutes of instruction in health education per week. Implementation of the activity-based instruction must meet or exceed the standards as approved by the State Board of Education. A regular classroom teacher may provide instruction in the arts, health education, and physical education in a self-contained classroom setting.**

34. Student teacher ratios do not exceed the following: {MS Code 37-151-77}

34.1 Student teacher ratios do not exceed 22 to 1 in kindergarten, except in instances in which a full-time assistant teacher is in the classroom. If a full-time assistant teacher is employed, 27 may be enrolled. {MS Code 37-151-77} (See *Mississippi Kindergarten Guidelines*.) (SB Policy 2100)

34.2 Student teacher ratios do not exceed 27 to 1 in classrooms serving grades 1 through 4 unless approved by the State Board of Education. **(Schools Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-151-77} (SB Policy 2100)

34.3 Student teacher ratios do not exceed 30 to 1 in self-contained classes serving grades 5-8. {MS Code 37-151-77}

34.4 Student teacher ratios do not exceed 33 to 1 in departmentalized academic core classes serving grades 5-12. {MS Code 37-151-77}

34.5 The total number of students taught by an individual teacher in academic core subjects at any time during the school year shall not exceed 150. **(Schools Meeting the Highest Levels of Performance are exempted.)**

**Note: A teacher who provides instruction through intra-district or inter-district distance learning or supervises students taking virtual courses will be exempt from the 150-student**

**limitation. A lab facilitator or principal designee will be responsible for the assignment of grades and related activities at the receiving school.**

35. The school district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37-41-53} (SB Policies 7903, 7904, 7906, 7907 and 7909)

35.1 All buses are inspected on a quarterly basis and are well-maintained and clean. (SB Policy 7909)

35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester. (SB Policies 7903 and 7906)

35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.

35.4 Emergency bus evacuation drills are conducted at least two times each year. (SB Policy 7904)

36. The school district provides facilities that meet the following criteria: {MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101}

36.1 The school district provides facilities that are clean and sanitary.

36.2 The school district provides facilities that are safe.

36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.

36.4 The school district provides air conditioning in all classrooms in each school. {MS Code 37-17-6(2)}

37. The school district complies with State Board Policies and State and Federal laws to provide Safe and Healthy Schools:

37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Codes 37-3-81; 37-3-83(2); 37-11-67 and 37-11-69} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

37.2 Each school has on file a school wellness policy developed by a local school health council that addresses the eight components of a coordinated approach to school health and that has been approved annually by the local school board. (*Child Nutrition Reauthorization Act of 2004*) (See the Guide for Development of Local School Wellness Policy, [www.healthyschoolsms.org](http://www.healthyschoolsms.org)) {MS Code 37-13-134 and MS Code 41-79-31 } (SB Policy 4012)

SOURCE: Claiborne School District, Port Gibson, MS.

LEGAL REF.: MS Code Ann. 37-7-301  
MS Public School Accountability Standards, 2012

DATE APPROVED: July

## **GENERAL HOME RULE AUTHORITY - ABBA**

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. Section 37-7-301.1 (2006)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code Ann. 37-7-301.1 (2006)

CROSS REF.: Policy ABB – Board Powers and Duties

DATE APPROVED: July

## **BOARD MEMBER LEGAL STATUS – ABC**

The individual board member has no legal authority to act individually unless specifically delegated authority to act by the school board at its legal meeting.

It shall be the duty of the superintendent and the school board to limit the expenditure of school funds during the fiscal year to amounts set forth in the respective school budgets as reflected in the board minutes. It shall be unlawful for any school district to budget expenditures from a fund in excess of the resources available within that fund for such expenditures.

### **PERSONAL LIABILITY**

Any member of the school board who shall knowingly enter into any contract, incur any obligation, or make any expenditure in excess of the amount available for the fiscal year shall be personally liable for the amount of such excess. However, no school board member shall be personally liable (a) in the event of any reduction in adequate education payments by action of the Governor acting through the Department of Finance and Administration, or (b) for claims, damages, awards or judgments due to tort actions. Such immunity shall not be a defense in cases of fraud, criminal action, or intentional breach of fiduciary obligations imposed by statute.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code Ann. 37-61-19 (2003)

CROSS REF.: Policy BBB – School Board Members

DATE APPROVED: July

## **NUMBER OF BOARD MEMBERS – ABCA**

This school district shall be governed by a School Board consisting of five (5) members, selected in the manner provided by law.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code Ann. 37-6-7

CROSS REF.: Policy ABCD

DATE APPROVED: July

## **BOARD MEMBERS QUALIFICATIONS – ABCB**

### **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. MS Code 37-7-201 (1968)

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. MS Code 37 7 203 (1985)

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. The 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 supervisor's district of the county. MS Code 37-5-3 (1962)

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 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.

(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 in subsection (2) or (3) of this section, 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 subsection (2) or (3). MS Code 37-7-306 (2006)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy ABB; ABCD; BBBC

DATE APPROVED: July

**BOARD MEMBERS TERM OF OFFICE – ABCC**

Each Board member is chosen for a term of five (5) years, but so chosen that the term of office of one member shall expire each year. The term of office shall commence on January 1.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-5-7; 37-7-203; 37-7-207; 37-7-707

DATE APPROVED: July



## **BOARD MEMBER METHOD OF SELECTION – ABCD**

The members of the Board of Trustees are elected/appointed to serve for a term of five (5) years in accordance with state law.

Terms of office shall meet all applicable statutory requirements. Newly appointed member's term shall begin with the first meeting in January.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-203

DATE APPROVED: July

## **BOARD MEMBER UNEXPIRED TERM FULFILLMENT – ABCDA**

Vacancies in the membership of the county Board of Education shall be filled by appointment, within 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 even the vacancy occurs more than five 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 of the remaining members may certify such disagreement to the county election commission. Upon the receipt of such 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.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-203; 37-7-207

DATE APPROVED: July

**BOARD MEMBER RESIGNATION – ABCE**

Board members who are unable to fulfill their term of office shall present a letter of resignation to the Board of Trustees. This resignation will follow vacancy procedures set forth in policy ABCDA

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-203; 37-7-207 (1); 37-5-19; 37-7-204

DATE APPROVED: July

## **BOARD MEMBER REMOVAL FROM OFFICE – ABCF**

A trustee as an officer of the state is subject to removal if judged mentally ill, fails to discharge the duties of his/her office, fails to qualify as provided by law, ceases to be a resident of the district in which the duties of the office are discharged, is convicted of a felony or any offense involving moral turpitude.

## **SUPERINTENDENT LEGAL STATUS – ABD**

In accordance with law: “The term Superintendent shall mean the head of a school district.”

This school district shall have a Superintendent of Schools elected in the manner provided by law. No person shall be eligible to the office of Superintendent of Schools unless such person shall hold a valid administrator's license issued by the State Department of Education and shall have had not less than four (4) years of classroom or administrative experience.

It shall be the duty of the Superintendent of Schools to administer the schools within his/her/her district and to implement the decisions of the School Board.

In addition to all other powers, authority, and duties imposed or granted by law, the Superintendent of Schools shall have the powers, authority, and duties set forth in statute.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-9-13; 37-9-14 (1); 37-9-25

DATE APPROVED: July

## SCHOOL DISTRICT ORGANIZATION PLAN – AC

The Board shall organize a school so as to avoid unnecessary duplication and shall determine what grades shall be taught at each school and shall have the power to specify attendance areas and to designate the school each pupil shall attend.

The school district shall maintain a uniform system of schools consisting of grades kindergarten through twelve grades.

Under its authority to organize the schools of the district, the Board has chosen to organize the school district in the following manner:

A.W. Watson Elementary School	Grades PreK – 5
Port Gibson Middle School	Grades 6 – 8
Claiborne County High School	Grades 9 – 12
Vocational Center	Grades 9 - 12

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-311; 37-13-1; 37-21-6

DATE APPROVED: July

## **SCHOOL ATTENDANCE AREAS – AD**

In accordance with state law and regulations, the primary considerations that govern the establishment of a school attendance area are: (1) the need to serve all school-age children who live in the Claiborne County School District; (2) the efficient and educationally effective use of the capacity of each school; and (3) the geographic location of each school in relation to the surrounding student population.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-15-13; 37-15-15; 37-7-311

DATE APPROVED: July

## **SCHOOL CENSUS – ADA**

A continuing census shall be kept of all children below the age of nineteen within this school district. Such records shall be kept as a part of the permanent office records of the superintendent of the district.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-15-7

DATE APPROVED: July



## **AVERAGE DAILY ATTENDANCE – ADB**

The School Board of this District recognizes the importance of regular student attendance as a means of exposure to new knowledge and increased revenues to the School District. The superintendent and staff are directed to encourage regular student attendance through a planned program designed to accomplish maximum ADA for the School District.

The goal for the District, as a minimum, shall be to maintain or exceed the average daily attendance of the two (2) previous years.

The term “average daily attendance” shall be the figure which results when the total aggregate attendance during the period or months counted is divided by the number of days during the period or months counted upon which both teachers and pupils are in regular attendance for scheduled classroom instruction less the average daily attendance for self-contained special education classes, and prior to full implementation of the adequate education program the department shall deduct the average daily attendance for the alternative school program.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-19-22; 37-151-5; 37-151-3;  
MS Public School Accountability Standards, 2012; School  
Operations ,Standard 16

CROSS REF.: Policy ABB

DATE APPROVED: July

## SCHOOL YEAR (ACADEMIC YEAR) – AE

All public schools in the state shall be kept in session for at least one hundred eighty (180) days in each scholastic year.

### 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 in which the Governor has declared a disaster 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 such disaster and submit a plan for altering the school term.

If the State Board of Education finds such disaster 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 declaration, it may permit said school board to operate the schools in its district for less than one hundred eighty (180) days. MS Code Section 37-13-63 (2003)

### MINIMUM SCHOOL TERM

“Minimum school term” shall mean a term of 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 percent (60%) of the normal school day. It is the intent of the Legislature that any tax levies generated to produce additional local funds required by any school district to operate school terms in excess of one hundred seventy-five (175) days shall not be construed to constitute a new program for the purposes of exemption from the limitation on tax revenues as allowed under Sections 27-39-321 and 37-57-107 for new programs mandated by the Legislature. §37-19-1 (h) 1991

Standard 19 is as follows: The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction for not less than sixty percent (60%) of the normal school day. {MS Code 37-3-49, 37-13-61 through 69, 37-151-5(j), and 37-151-7(3)(c)}

19.1 DELETED.

19.2 The teaching day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week. {MS Code 37-13-67}

19.3 The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. A traditional 7-period day schedule must provide at least 48 minutes per period, and A/B and 4 x 4 block schedules must provide at least 94 minutes.

19.4 No more than two of the 180 days may be 60% days, unless the district is utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing and the remainder of each 60% day is used for professional development or other activities related to instruction. {MS Code 37-151-5(j)}

19.5 The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year). **(Districts Meeting the Highest Levels of Performance are exempted.)**

19.6 The summer school/extended year program meets all applicable requirements of the regular school program. {MS Code 37-3-49}

- Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.
- Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued. {MS Code 37-3-49}
- Students enrolled in a summer program are limited to earning one Carnegie unit of credit during a traditional summer school session, which does not apply to Extended Year programs and approved virtual courses. **(Districts Meeting the Highest Levels of Performance may be exempted under MS Code 37-17-11.)**

19.7 Districts utilizing an Early Release Schedule or a Delayed Start School Day Schedule must have the schedules approved by the school board, published and disseminated.

**Note: Any request for an exception to the above standard must be submitted in writing to the Commission on School Accreditation for review and action.**

**Note: If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days. {MS Code 37-151-7(3)(d)}**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-151-7(3)(d); 37-17-11; 37-3-49; 37-13-67; 37-151-7(3)(c); 37-13-6 through 69; 37-151-5(j)

CROSS REF.: Policy ABB for a complete copy of the Mississippi Public School Accountability Standards, 2012

DATE APPROVED: July

## **SCHOOL CALENDAR – AEA**

The State Board of Education shall have the power and authority to fix the date for the opening of the school term in all schools in the state, and shall promulgate guidelines for an annual school calendar to be observed by all public school districts. Provided, however, that local school boards are authorized to keep school in session in excess of the minimum number of days prescribed herein.

NOTE: By order of the State Board of Education, a school session shall not begin prior to August 10 or continue past June 15. Adopted 1991

The Minimum Program of Education defines a “minimum school term” as “a term of 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 percent (60%) of the normal school day.”

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-63; 37-17-11; 37-3-49; 37-13-67; 37-151-7(3)(c);  
37-13-6  
MS Public School Accountability Standards, Process Standard 19,  
2012

CROSS REF.: Policy ABB

DATE APPROVED: July

## **HOLIDAYS - AEAB**

All public schools of this state may observe such legal holidays as may be designated by the local school board, and no sessions of school shall be held on holidays so designated and observed. However, all schools shall operate for the full minimum term required by the law exclusive of the holidays authorized by this section. The holidays thus observed shall not be deducted from the reports of the superintendents, principals and teachers, and such superintendents, principals and teachers shall be allowed pay for full time as though they had taught on those holidays. However, such holidays shall not be counted or included in any way in determining the average daily attendance of the school.

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**LEGAL REF.:** MS Code 37-13-69

**CROSS REF.:** Policy AE; AEA; CEB

**DATE APPROVED:** July

## **EXTENDED SCHOOL YEAR/SUMMER SCHOOL – AEBA**

This school board shall maintain and operate all of the schools under their control for such length of time during the year as may be required.

1. Each program is housed in a school building.
2. A definite schedule of classes is followed.
3. Each program is under the leadership of the district superintendent and properly endorsed principal.
4. All teachers and professional support staff hold valid certificates endorsed in the areas of teaching assignment.
5. The approval of the principal of the home school must be documented before final enrollment or a pupil from another school (within or from outside the district) is officially approved.
6. The instructional management program is consistent with the instructional management program as in the regular session.
7. A Carnegie unit is awarded for a course only if the course meets the requirements of the Commission for awarding of such unit.
8. The maximum time an elementary student attends a extended year class is four and one-half hours.
9. The district ensures that students enrolled in an extended year program have mastered the remaining required number of objectives as prescribed by the district instructional management program before awarding such students a Carnegie unit.
10. The maximum time a secondary student attends an extended year class is five and one-half hours.
11. A teacher is not assigned to teach any combination of secondary courses concurrently during a summer school program.
12. The district ensures that a student earns no more than one unit of credit during a summer school program and credit is permitted only for classes failed. (Two half-unit courses may be taken during a summer session.)
13. Pupil-teacher ratio requirements for summer school shall be the same as for the regular session.

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**LEGAL REF.:** MS Code 37-3-49; 37-13-61 through 69; 37-151-5(j); and 37-151-7-(3)(d)  
MS Public School Accountability Standards, Standard 19, 2012

**CROSS REF.:** Policy AE; AEA; CEB

**DATE APPROVED:** July

## **LENGTH OF SCHOOL DAY AND TERM - AF**

The school district shall comply with the Mississippi Public School Accountability Standards minimum academic instruction time daily.

The Board of Trustees, in accordance with state statutes and regulations, shall authorize and establish the length of the school day, varying it accordance to the needs of the district.

The length of the school day and term shall not be less than prescribed by the rules, regulations and minimum standards of the Mississippi State Board of Education. Extension beyond those standards shall be subject to approval by the Board of Trustees on the recommendation of the Superintendent of Education. The length of the school term shall be approved annually by the Board of Trustees, when approving the school calendar upon recommendation of the Superintendent.

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**LEGAL REF.:** MS Code 37-13-67; 37-3-49 through 69; 37-151-5(j); 37-13-61 through 69;  
37-151-5(j); and 37-151-7(3)(d)  
MS Public School Accountability Standards, Standard 19, 2012

**DATE APPROVED:** July

## **EMERGENCY CLOSINGS – AFA**

Upon application from the school board, the superintendent of schools may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers or because of any other emergency necessitating the closing of the school. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year.

Note: Exceptions to the full school term requirement are defined in MS Code 37-19-35(e).

The school board has the duty and authority to maintain and operate all schools under its control for such length of time during the year as may be required by law.

The superintendent will announce school closings through local media. Such announcements will be made by 6:00 p.m. on the day before the closing when possible; but in all cases, the announcements will be made by 6:00 a.m. on the day of closing.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-65; 37-19-34(e); 37-13-63

CROSS REF.: Policies AE, CEB, EBBD

DATE APPROVED: July





The educational philosophy of the Claiborne County School District is to provide each child opportunities for intellectual stimulation, self-realization, and physical and emotional growth in an effort to prepare him/her within the limits of his/her 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:

- Almost all students are capable of achieving excellence in learning the essentials of formal schooling.
- Success influences self-concept; self-concept influences learning and behavior.
- The instructional process can be changed to improve learning.
- 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 Claiborne County 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 Claiborne County School District.

CROSS REF.: Policies ABB — Board Powers and Duties  
CEB — Duties of Superintendent

## **NON-DISCRIMINATION POLICY – BAAB**

The Claiborne County School District shall not discriminate on the basis of race, color, sex, age, handicap, religion, or national origin with regard to any policy, procedure, or program operation.

## **OFFICERS OF BOARD OF TRUSTEES AND TERMS OF OFFICE – BBA**

The officers of the Board of Trustees shall be president and secretary. §37-6-9.

At the first regular meeting of the Board in January in each calendar year, the Board shall elect its officers from its own members. The officers shall be elected in the following order: president, and secretary. The Board, at its option, may delay the election of officers.

Officers will be elected for a one-year term by a majority vote of members at the first meeting in January of each year.

Vacancies in the above mentioned offices during the year shall be filled by the Board at its discretion.

As required by §37-6-9, board minutes must include “a record by individual member of any votes taken”; therefore, election of board officers cannot be done by secret ballot.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July

## **DUTIES OF BOARD PRESIDENT – BBABA**

It shall be the duty of the president to make reports and perform all other duties required by law. MS Code 37-6-9 (1987)

In addition, the president as presiding officer shall:

1. call the meeting to order at the appointed time;
2. conduct the business to come before the meeting in its proper order;
3. assign the floor to members who desire to speak. Once the president has recognized the right of a member to the floor, it shall be his/her duty to protect the speaker from disturbances or interferences;
4. insofar as possible, explain what the effect of a motion would be if it is not clear to every member; s/he shall make certain that members are informed as to what business is pending;
5. restrict discussion to the question before the board;
6. sign all acts or orders necessary to carry out the will of the board;
7. put motions to a vote, state definitely and clearly the vote and the result thereof;
8. appoint committees as s/he and the board find necessary;
9. be spokesperson for the board at all times except when this responsibility is specifically delegated to another; and
10. participate as a regular voting member of the board.

In case the president is absent, the remaining members of the board may select a president pro tem from among them so long as a quorum is present.

### **PENALTY FOR MISSED BOARD MEETINGS**

If a member of a school board misses twenty percent (20%) or more of the meetings of the school board during a calendar year, except for absences caused by required military duty, the member must reimburse the school district that portion of the total salary paid to the member that year which is proportionate to the number of meetings missed by the member in relation to the total number of school board meetings held during that year. For purposes of this subsection, consideration may be given only to meetings of which public notice is required. | 37-6-13 (2002)

### **BOARD PRESIDENT REPORT**

Before February 1 of each year, the president of each local school board shall submit a report to the State Board of Education containing the names of any members of the school board who missed twenty percent (20%) or more of the school board meetings during the preceding calendar year. | 37-6-13 (2002)

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**LEGAL REF.:** MS Code as cited

**CROSS REF.:** Policies ABB – Board Powers and Duties  
BBA – Board Officers

**DATE APPROVED:** July

**NOTE:** The role and responsibilities of the Board President are discussed in the Board President's Handbook, published by MSBA.

## **DUTIES OF BOARD SECRETARY – BBABC**

This Board shall elect a secretary whose duty it shall be to make reports and to perform all other duties required by law, including seeing that the minutes of the Board are kept and making official certification of minutes as required.

All minutes of this School Board shall be attested by the secretary of the Board. MS Code §37-6-9 (1987)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies BC and BCH

DATE APPROVED: July

## **SCHOOL BOARD MEMBERS: DUTIES - BBB/BBBA**

This Board exercises its power only as it sits in official session and votes to action. A majority of the members of the School Board shall constitute a quorum for the transaction of business. §37-6-9 (1987)

Board members shall have authority only when acting as a Board regularly in session. Individual Board members or groups of Board members do not have independent authority to speak for this Board and should make no out-of-meeting commitments unless directed to do so on behalf of this Board. This Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee except when such statement or action is in pursuit of specific instructions of this Board.

As he/she has no legal right or power unilaterally to direct the course of school affairs or the actions of school personnel, he/she may not with propriety exert the weight of his/her status as a Board member in efforts to do so extra-legally. Elected to represent the community at large, he/she may not, either legally or with propriety, act as a representative of any one segment of the community.

Board members wishing to request information from administrators which would entail a system-wide survey should have the request approved by the total Board.

In addition to those mandated by law, duties and obligations of an individual Board member are:

1. endeavor to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote and act upon motions and resolutions impartially for the good of the district;
2. accept the will of the majority vote in all cases and give support to the resulting policy;
3. familiarize himself/herself with the state school laws, regulations of the State Department of Education, district policies, rules, and regulations;
4. have a general knowledge of educational aims and objectives of the system;
5. work harmoniously with other Board members;
6. represent the district schools to the public in such a way as to promote both interest and support;
7. refer all suggestions and complaints to the superintendent and/or Board and abstain from individual counsel and action;
8. exercise no administrative responsibility with respect to schools;
9. refrain from commanding the services of any school employee.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies ABA, ABC, and BH

DATE APPROVED: July

## **BOARD MEMBERS MISSED MEETINGS – BBBAA**

### **PENALTY FOR MISSED BOARD MEETINGS**

If a member of a school board misses twenty percent (20%) or more of the meetings of the school board during a calendar year, except for absences caused by required military duty, the member must reimburse the school district that portion of the total salary paid to the member that year which is proportionate to the number of meetings missed by the member in relation to the total number of school board meetings held during that year. For purposes of this subsection, consideration may be given only to meetings of which public notice is required. | MS Code 37-6-13 (2002)

### **BOARD PRESIDENT REPORT**

Before February 1 of each year, the president of each local school board shall submit a report to the State Board of Education containing the names of any members of the school board who missed twenty percent (20%) or more of the school board meetings during the preceding calendar year. □ MS Code 37-6-13 (2002)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July



## **ORIENTATION OF NEW BOARD MEMBERS – BBBB**

Each new member of this Board shall be afforded every opportunity to become oriented to the functions and responsibilities entailed by appointment or election to the Board. It shall be the duty of the superintendent and the administrative staff to assist each new member-elect to understand the Board's functions, policies, procedures, and operation of the school system before he/she takes office. The following procedures shall be employed as a minimum:

1. The appointee shall be given selected materials on the functions of the Board and of the school system.
2. The appointee shall be invited to attend Board meetings and to participate in its discussions prior to his/her actual induction.
3. The incoming member shall be invited to meet with the superintendent and other administrative personnel whom the superintendent shall designate to discuss the services they perform for the Board and the Board chairperson.
4. A copy of the Board's policies and by-laws and a copy of other pertinent information shall be provided each new incoming member.
5. The incoming board member shall be made aware of the training requirements for new board members and provided with the upcoming dates of the Basic Course of Education for New School Board Members hosted by the Mississippi School Boards Association.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-34

CROSS REF.: Policies BBBC, ABB

DATE APPROVED: July

## **BOARD MEMBER DEVELOPMENT OPPORTUNITY – BBBC**

Standard 1 is as follows:

School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law. {MS Code 25 41 1 et. al; 25 61 1 through 17; 37 3 4(5); 37 6 7, 9, 11, and 15; and 37 7 306(1 4)}

### **BASIC EDUCATION COURSE**

The Mississippi School Boards Association shall be responsible for preparing and conducting a course of training for basic education for the local school board members of this state, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. The basic course shall be known as the "School Board Member Training Course" and shall consist of at least twelve (12) hours of training. The Mississippi School Boards Association shall issue certificates of completion to those school board members who complete the basic education course. MS Code 37-3-4 (5) (a) (2006)

### **CONTINUING EDUCATION COURSE**

The Mississippi School Boards Association shall be responsible for preparing and conducting a course of training for continuing education for the local school board members of this state, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. The continuing education course shall be known as the "Continuing Education Course for School Board Members" and shall consist of at least six (6) hours of training. The Mississippi School Boards Association shall issue certificates of completion to those school board members who complete the continuing education course.  
MS Code 37-3-4 (5) (b) (2006)

### **GENERAL 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 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.

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 school board member to file with the school board the certificate of completion of the basic or continuing course of training as provided in subsection (2) or (3) of this section, 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 requirement of subsection (2) or (3).  
Section 37-7-306 (2006)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards

CROSS REF.: Policies ABB

DATE APPROVED: July

## **HARDSHIP EXTENSION FOR SCHOOL BOARD MEMBER TRAINING – BBBCA**

According to the authority granted in MS Code 37-7-306 (5), the Board of Directors of the Mississippi School Boards Association (MSBA) adopts the following policy and procedures applicable to any school board member who has not completed the basic or continuing course of training as required by MS Code Sections 37-7-306 (2) and (3). Such board member may apply for an extension of time according to the provisions of MS Code 37-7-306 (5) provided the individual board member=s justification for an extension meets the following definitions of medical hardship and/or catastrophic hardship.

### **DEFINITIONS**

Medical Hardship is defined as any debilitating or serious illness or medical condition of the school board member or of his/her immediate family member.

Catastrophic Hardship is defined as any natural disaster, technological emergency or civil emergency that directly affects the geographic area or property on which the school board member lives or that results in a declaration of an emergency by a county or municipality, the Governor, of the President of the United States.

### **APPLICATION PROCEDURE: BASIC EDUCATION COURSE**

In order to apply for an extension of time for completing the basic education course, the board member shall submit a letter to the Mississippi School Boards Association (MSBA) prior to the required date for completion of the training. The letter requesting the extension shall state the hardship condition and provide information demonstrating how the hardship claimed has directly and significantly impacted the member=s ability to complete the required training.

MSBA will review the request and respond in writing within two weeks of receipt of the request. Additional information may be requested of the board member in order to determine whether the extension may be granted.

If an extension is granted, the school board member may be allowed an additional period of three months to fulfill the basic course requirement. If the extension is denied, the reasons for such denial shall be stated in writing to the board member.

### **APPLICATION PROCEDURE CONTINUING EDUCATION COURSE**

In order to apply for an extension of time for completing the continuing education course, the board member shall submit a letter to the Mississippi School Boards Association (MSBA) prior to the required date for completion of the training. The letter requesting the extension shall state the hardship condition and provide information demonstrating how the hardship claimed has directly and significantly impacted the member=s ability to complete the required training.

MSBA will review the request and respond in writing within two weeks of receipt of the request. Additional information may be requested of the board member in order to determine whether the extension may be granted.

If an extension is granted, the school board member may be allowed an additional period of three months to satisfy the continuing education requirement. If the extension is denied, the reasons for such denial shall be stated in writing to the board member.

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**LEGAL REF.:** MS Code 37-7-306

**CROSS REF.:** Policies BBBC

**DATE APPROVED:** July

## **BONDED MEMBERS – BBBB**

Before entering upon the discharge of the duties of his/her office, each member of the school board shall give a surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00), with sufficient surety, to be payable, conditioned and approved in the manner provided by law. §37-6-15 (1996)

A new bond in the amount required by law shall be secured at the beginning of each new term of office or every four (4) years, whichever is less. §25-1-15 (2000)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies AAA and ABC

DATE APPROVED: July

## **COMPENSATION OF BOARD MEMBERS/ EXPENSES – BBBE**

Each School Board member shall receive per diem in the amount of sixty-seven dollars (\$67.00) for no more than thirty-six (36) meetings of the School Board during any one (1) fiscal year, or in his/her discretion irrevocably may choose to receive compensation for his or her services an annual salary in the amount of Two-thousand Four-hundred dollars (\$2,400.00), which choice shall be irrevocable and shall remain in effect for all succeeding terms or periods of service of that member.

Such compensation shall not entitle any School Board member to receive or be eligible for any state employee group insurance, retirement or other fringe benefits.

Each member shall be reimbursed for the necessary expenses and mileage in attending meetings of the School Board. In addition, all members may be reimbursed for mileage and actual expenses incurred in the further performance of their duties, including attendance at any mandatory School Board training session or at regional and national education meetings, when such mileage and other expenses are authorized by the Board prior to the date on which they occur. Detailed vouchers shall be submitted for reimbursement for all expenses authorized by this section. Such reimbursement shall be in accordance with Section 25-3-41.

Such expenses shall be paid on order of the School Board by pay certificates issued by the superintendent of the school district involved against the funds available for payment of the administrative expense of said district.

### **REFRESHMENTS / MEALS AT BOARD MEETINGS**

When attending meetings of the Board and mandatory training sessions, Board members may be provided refreshments and/or a meal when such is deemed necessary to prevent major interruptions to the Board meeting or training session. As stated in an Attorney General Opinion dated July 30, 1999, to State Auditor Phil Bryant, “a meal may be provided in lieu of reimbursement in order to avoid disruption of business, if the Board determines that such is a necessary and reasonable expense of the meeting.”

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**LEGAL REF.:** MS Code 37-6-13

**CROSS REF.:** Policies DJD and DGDA

**DATE APPROVED:** July

## **BOARD COMMITTEES – BBC**

This Board shall appoint no standing committees. With the approval of the Board, the president may appoint temporary committees which shall report to the Board in a manner and at a time prescribed by the Board.

Such committees may be dissolved by a majority vote of the Board.

## **BOARD-SCHOOL SUPERINTENDENT RELATIONS – BBD**

Board members will refrain from acting as arbitrators of complaints. All complaints will be channeled through the superintendent for resolution. Where needed, the Board will convene for the purpose of holding hearings on complaints which cannot be resolved by the superintendent. Due consideration will be given to the confidential nature of certain of these matters to protect the good name of persons involved.

This Board will never convene to consider school matters without the superintendent or his/her representative, except when considering his/her salary. The superintendent will avoid private conferences with any particular Board member or smaller group of members concerning school policies in cases where all are concerned. The president of the Board may confer with the superintendent or other single members of the Board about arrangements of the agenda when making plans for presenting matters for Board deliberation.

The superintendent shall be the sole person responsible to the Board for the entire school program. However, other personnel may be given special permission to make special reports to the Board. All official Board actions and decisions will take place only when the Board convenes formally. The members will avoid expressions of prejudice or pre-commitment on issues which are to be voted upon in formal Board meetings. No Board member will make commitments or voice opinions publicly on controversial issues before they are aired and resolved in a formal Board meeting. The superintendent and Board members will refrain from hasty responses to controversial situations before consideration is duly given to both sides during a formal Board meeting. On special matters, such as controversy over selection of a new school site or organizational plans, consultants may be invited to make unbiased studies and recommendations.

This Board and the superintendent will strive at all times to preserve institutional integrity and academic freedom and support each other, the faculty, and student body during times of unwarranted attack by outside forces. It will strive to maintain mutual respect for each other and be mindful that it is the solemn duty of each to fulfill the hopes and aspirations of the general school community and always to act within the framework of the local, state and federal government when implementing these duly constituted Board policies.

It is the duty of the superintendent to recommend personnel for appointment, and it is the duty of the Board of Trustees either to accept or to reject the superintendent's nominations.

Individual members of the Board of Trustees will not consider applications to them as individuals but will refer applicants to the superintendent, who makes recommendations to the Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-9-15 *et seq.*

CROSS REF.: Policies CEB

DATE APPROVED: July



## **BOARD-SUPERINTENDENT RELATIONS: DISCIPLINE – BBDB**

The superintendent will provide the leadership necessary for the discipline of the schools, and individual Board members will not consider complaints or recommendations that have not been presented to the superintendent or the Board for consideration.

## **SCHOOL ATTORNEY – BBE**

This School Board has the power and authority to employ and fix the duties and compensation of such legal counsel as deemed necessary. Mississippi Code Ann. §37-7-301(x) (1993)

The Claiborne County Public School District's Board of Trustees shall employ such attorney or attorneys as it deems necessary. The terms and conditions of employment shall be agreed upon between the attorney or attorneys and the Board and spread upon the minutes of the Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited; 37-301(x); 25-1-47; 37-11-57; 11-46-7

DATE APPROVED: July

## **ADVISORY COMMITTEES TO THE BOARD – BBF**

The School Board policies include guidelines addressing how students, parents, teachers, administrators, business, and professional leaders will be involved in contributing to the successful operation of the school program.

The Board encourages citizen participation in the decision-making processes. Advisory committees of either of the two following categories may be organized when appropriate.

1. Board-appointed advisory committees both district wide and at the school level, shall function within the organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it carry out its functions. The composition of advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Only the Board shall have the authority to dissolve advisory committees it has created.

The Board will instruct each committee as to:

- the length of time each member is being asked to serve;
  - the service the Board wishes the committee to render;
  - the resources the Board will provide;
  - the approximate dates on which the Board wishes to receive major reports;
  - board policies governing citizens' committees and the relationship of these committees to the Board as a whole, individual Board members, the superintendent, and other members of the professional staff;
  - responsibilities for the release of information to the press.
2. School and district level advisory committees that are required under federal and state programs shall function in accordance with the requirements pertaining to each specific federal or state program; the Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation, and evaluation of such program or project.

Since the legal powers and prerogatives of the Board cannot be delegated or surrendered to others, all recommendations of an advisory committee must be submitted to the Board for action.

Standard 18 is as follows: There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision making. {MS Code 37-7-337}

## **CONSULTANTS TO THE BOARD – BBG**

The Board may enlist the services of consultants to provide specialized advice or assistance to the school system concerning educational, management or administrative matters where it is deemed pertinent to the mission of the district.

When knowledge or technical skills are needed that cannot be provided by persons on the staff, consultant assistance may be considered.

Any proposed contracts with consultants will be submitted to the Board for approval, and will be accompanied by figures showing the estimated cost of the consulting project to the district. Where appropriate, bids for consulting services will be sought, but the Board will have ultimate discretion with respect to selection. Terms of employment shall be recorded in the minutes.

Consultants who serve this district will exercise no authority over the work of the employees of the district, but will act only as advisors in the field in which they are qualified to offer assistance.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-301-(w)

CROSS REF.: Policies ABB

DATE APPROVED: July

## **AWARDS, RECOGNITIONS, CERTIFICATES – BBH**

This Board, when it deems it to be appropriate, may recognize outstanding achievement and service with the award of certificates of appreciation.

The State Board of Education shall establish an awards program to reward parents for becoming involved in school improvement efforts. A process shall be established which shall include, but not be limited to, the designation of a parent of the year in every school district in the state and the designation of one (1) “Parent of the Year” statewide. MS CODE §37-3-73 (1992)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July

## **BOARD/STAFF RELATIONS/SUPERINTENDENT DUTIES - BBI/CEB**

Subject to review by this Board, administrative control and direction of this school district shall be vested in the superintendent. He/She shall have the authority to take the actions necessary to secure effective and efficient operation of the school system, which shall be consistent with the policies of this Board of Trustees, provisions of the school laws and regulations of the State of Mississippi and applicable federal regulations.

As executive officer of the School Board, the Superintendent of Schools shall interpret the policies of the Board of Trustees and shall establish administrative procedures and regulations necessary for implementation of said policies.

In cases where action by the superintendent is warranted, and in the absence of policy, the Superintendent of Schools is authorized to act. However, the superintendent's decision(s) shall be subject to review and action by the Board at its regular meeting. It shall be the duty of the Superintendent of Schools to inform the Board promptly of such action and of the need for policy.

Policies or policy manuals are to be housed in the central administrative office of the district, in the principal's office of each school and in each school library. The "official district policy manual" shall be maintained in the superintendent's office.

It is the intent of the Board of Trustees of this district that the superintendent and the district administrative staff take active leadership roles in the implementation of the Education Reform Act. The Board directs that the superintendent:

- A. Attend School Executive Management Institutes as required;
- B. Develop a written school district long-range strategic plan to carry local and state objectives as specified by Board policy;
- C. Establish standards for promotion, retention and graduation of students that incorporate the results of State and local testing programs, these approved as shown by the minutes of the Board, and evidence that these policies have been implemented in the schools of the district;
- D. Supervise and evaluate the extent to which principals lead school instructional activity;
- E. Establish uniform disciplinary policies for the school district, commensurate with age/grade levels and case/statutory law;
- F. Apportion budgeted funds to accomplish policy requirements;
- G. Coordinate performance-based school district instructional programs;
- H. Inform the Board of the extent to which these tasks (A-G) are accomplished.

Standard 2 is as follows: 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 of school board policies are published and available for public review. {MS Code 25-41-7; 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

Ref.:

SOURCE: Claiborne County School District, Port Gibson, MS.

REF.: Mississippi Public School Accountability Standards

DATE APPROVED: July



## **REVIEW OF BOARD PROCEDURES – BBJ**

The 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 superintendent and other administrative officers who work regularly with the Board and others shall be asked to participate in this review.

The School Board shall review all adopted policies annually and take appropriate action concerning their revision, maintenance, and/or appeal.



**INTERNAL ORGANIZATION/MEETINGS/MINUTES – BC**

The Board of Trustees of the school district is a policy-making and appraisal body of the school district. As such, the Board shall govern the district through a set of official policies which are to be reviewed and updated annually.

- A. The Board will hold regular monthly meetings.
- B. The Board will maintain current and complete minutes of all official actions.

Provisions will be made for involving members of the staff and community in policy formulation and review.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies BCBH

DATE APPROVED: July

## **REGULAR MEETING TIME AND PLACE - BCAB/BCBA**

This School Board shall meet regularly at such time and at such place as shall be designated by an order entered upon the minutes thereof. §37-6-11 (1987) Board meetings shall be held on Tuesday following the first and third Monday of each month at 7:00 p.m. in the \_\_\_\_\_. When the meeting date of any month shall fall on a legal holiday, the Board shall meet on the next succeeding day.

A majority of the members of this School Board shall constitute a quorum for the transaction of business. §37-6-9 (1987)

All action taken by this School Board shall become official at the time it is taken. §37-6-9 (1987)

All meetings of this School Board shall commence in open session. §25-41-7 (1990)

This School Board may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. §25-41-9 (1976)

### **ENFORCEMENT OF OPEN MEETINGS LAW**

The chancery courts of this state shall have the authority to enforce the provisions of the Open Meetings Law upon application of any citizen of the state, and shall have the authority to issue injunctions or writs of mandamus to accomplish that purpose. If the court finds that a public body has willfully and knowingly violated the provisions of the Open Meetings Law, the court may impose a civil penalty upon the public body in a sum not to exceed One Hundred Dollars (\$100.00), plus all reasonable expenses incurred by the person or persons in bringing suit to enforce this chapter. §25-41-15 (2003)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July

## **SPECIAL MEETINGS OF THE BOARD – BCAC**

Special meetings of this School Board may be held upon the call of the president thereof, or upon the call of a majority of the members thereof. §37-6-11 (1987)

A notice of the place, date, hour and subject matter of any called special meeting shall be posted within one (1) hour after such meeting is called in a prominent place available to examination and inspection by the general public in the building in which this School Board normally meets. A copy of the notice shall be made a part of the minutes or other permanent official records of this School Board. §25-41-13 (1) (1990)

A majority of the members of this School Board shall constitute a quorum for the transaction of business.

§37-6-9  
(1987)

All action taken by this School Board shall become effective at the time it is taken. §37-6-9

(1987) All meetings of this School Board shall commence in open session. §25-41-7 (1990)

This School Board may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. §25-41-9 (1976)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-6-11; 37-6-9; 25-41-5; 25-41-7; 25-41-9; 25-41-15; 37-6-13.

CROSS REF.: Policies BCAB

DATE APPROVED: July

## **TELECONFERENCE OR VIDEO BOARD MEETING – BCAD**

In the event that this board finds it necessary to conduct a meeting through means of teleconference or video, the board shall adhere to the requirements of the Open Meetings Law, as specified in Section 25-41-5 of the MS

### **Code. DEFINITION**

"Meeting" means an assemblage of members of a public body at which official acts may be taken upon a matter over which the public body has supervision, control, jurisdiction or advisory power; "meeting" also means any such assemblage through the use of video or teleconference devices. MS Code 25-41-3 (b) (2003)

### **ENFORCEMENT OF OPEN MEETINGS LAW**

All official meetings of this board shall be declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in Section 25-41-7.

The chancery courts of this state shall have the authority to enforce the provisions of the Open Meetings Law upon application of any citizen of the state, and shall have the authority to issue injunctions or writs of mandamus to accomplish that purpose. If the court finds that a public body has willfully and knowingly violated the provisions of the Open Meetings Law, the court may impose a civil penalty upon the public body in a sum not to exceed One Hundred Dollars (\$100.00), plus all reasonable expenses incurred by the person or persons in bringing suit to enforce this chapter. MS Code 25-41-15 (2003)

### **AUTHORITY / QUORUM**

A public body may conduct any meeting through teleconference or video means. A quorum of a public body as prescribed by law may be at different locations for the purpose of conducting a meeting through teleconference or video means provided participation is available to the general public.

### **PUBLIC NOTICE AND PARTICIPATION**

Notice of any meetings held pursuant to this section shall be provided at least five (5) days in advance of the date scheduled for the meeting. The notice shall include the date, time, place and purpose for the meeting and shall identify the locations for the meeting. All locations for the meeting shall be made accessible to the public. All persons attending the meeting at any of the meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Any interruption in the teleconference or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.

### **AGENDA AND SUPPORT MATERIALS**

An agenda and materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting.

## MINUTES AND RECORDING OF MEETING

Minutes of all meetings held by teleconference or video means shall be recorded as required by Section 25-41-

11. Votes taken during any meeting conducted through teleconference or video means shall be recorded by name in roll-call fashion and included in the minutes. In addition, the public body shall make an audio recording of the meeting, if a teleconference medium is used, or an audio/visual recording, if the meeting is held by video means. The recording shall be preserved by the public body for a period of three (3) years following the date of the meeting and shall be available to the public.

## EMERGENCY SITUATIONS

A public body may meet by teleconference or video means as often as needed if an emergency exists and the public body is unable to meet in regular session. Public bodies conducting emergency meetings through teleconference or video means shall comply with the provisions of this section requiring minutes, recordation and preservation of the audio or audio/visual recording of the meeting. The nature of the emergency shall be stated in the minutes.

Five-day notice shall not be required for teleconference or video meetings continued to address an emergency or to conclude the agenda of a teleconference or video meeting of the public body for which the proper notice has been given, when the date, time, place and purpose of the continued meeting are set during the meeting prior to adjournment. MS Code 25-41-5 (2007)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies BCAB

DATE APPROVED: July

## **TAPING OF CONFERENCES AND HEARINGS – BCADA**

The Board recognizes its responsibility to conduct its official business in an orderly and open manner as required by law. As a general rule, this board shall not tape student disciplinary hearings, teacher conferences or staff grievance hearings. The board shall ensure that an accurate record is kept of such proceedings.

The Board shall protect the privacy of students and employees in accordance with the requirements of the Education Employment Procedures Law (EEPL) and the Family Education Rights and Privacy Act (FERPA).

## **PUBLIC HEARINGS – BCAE**

Except for budget hearings, all public meetings conducted by the Board of Trustees as required by law, and others as the Board deems advisable, shall provide due public notice making printed information regarding the topic of the hearing accessible to the public prior to the hearing. At the discretion of the Board, individuals may be given an opportunity to appear before the Board and be heard.

The president of the Board, or his/her designee subject to the Board's approval, shall preside at the hearing taking into consideration the following procedures:

1. The public shall be informed at the beginning of the hearing the particular procedure that will be followed in regard to the questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.
2. The president of the Board shall state the position of the Board. If official action on the issue has not as yet been taken, the president may state and may summarize briefly the arguments for and against the issue to be decided. Other members of the Board may also be heard at this time.
3. The secretary of the Board shall secure the names of all those persons wishing to be heard before the Board. Those desiring to speak shall indicate whether they are for or against the issue involved. Persons not responding to the secretary's request shall not be heard.
4. Once the speakers for and against the issue have been heard, the president shall indicate that questions pertaining directly to the issue involved may be directed to the Board.
5. Upon a ruling by the president closing the public discussion, the Board may proceed with its deliberations and take whatever action it deems advisable.

The Board may, at any hearing by a majority vote, take the issue under advisement and continue the hearing from time to time but not for a period of more than sixty (60) days from the date of the next regular meeting of the Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 25-41-9

CROSS REF.: Policies BCBI/KCA and DC

DATE APPROVED: July

**PUBLIC COMMENTS AT BOARD MEETINGS –BCAF**

See Policy BCBL



## **BOARD MEETING AGENDA - BCBDB/BCBE**

Meetings shall follow the printed agenda or the notice of special meetings, such as the case may be.

Agendas for meetings shall be prepared by the superintendent in cooperation with the Board president.

Any Board member may suggest items of business. The inclusion of such items shall be at the discretion of the superintendent and Board president.

The Board shall follow the order of business set up by the agenda unless altered by consent of the members present. Other items may be discussed except in the case of special meetings.

Agendas, together with supporting materials, shall be distributed to Board members at least 72 hours in advance of the meeting.

The agenda will be made available to the press and to others upon request.

### **LEGAL**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 25-41-5

DATE APPROVED: July

## **BOARD MEETING PREPARATION AND DISTRIBUTION OF MATERIAL - BCBE/BCBC**

Board members shall be provided with the agenda, together with supporting materials, at least 72 hours prior to a regular meeting to assist them in reaching sound objective decisions consistent with established goals. Board members shall study the information and contact the board president or superintendent to request any additional background necessary to assist them in their decision-making responsibilities.

All material to be included in the monthly board meeting agenda packet shall be submitted to the superintendent or designee by noon on the first Monday, prior to the board meeting on the Tuesday following the second Monday of each month.

### **TELECONFERENCE OR VIDEO MEETING**

In the event that this board finds it necessary to conduct a meeting through means of teleconference or video, the board shall adhere to the requirements of the Open Meetings Law, as specified in Section 25-41-5 of the MS Code.

### **ATTORNEY GENERAL OPINION**

**Q:** May the agenda for regularly scheduled and special called school board meetings be amended after it is set and initially distributed to school board members?

**A:** The board has the inherent authority to establish its own policy regarding the setting and amending of its agenda as well as the adoption of rules of parliamentary procedure pursuant to its authority under Section 37-7-301(1). (Attorney General's Opinion to Adams date June 20, 2003)

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**LEGAL REF.:** MS Code as cited

**CROSS REF.:** Policies BCBD and BCBE

**DATE APPROVED:** July

## **RULES OF ORDER OF BOARD MEETINGS – BCBF**

This School Board shall observe Robert's Rules of Order, Newly Revised, except as otherwise provided by Board rules and regulations or by statute. These rules may be suspended by a two-thirds (2/3) vote of the Board. Board adopted rules and regulations for meetings shall be consistent with the Open Meetings Act. (MS CODE §25-41-1 et seq.)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies BCBG and BCBH

DATE APPROVED: July

## **QUORUM – BCBFA**

A majority of the members of this School Board shall constitute a quorum for the transaction of business.  
§37-6-9 (1987)

An affirmative vote of three-fifths of all members present shall be required to declare an executive session.  
§25-41-7 (1990)

No business may be transacted at any meeting unless a quorum is present. §37-6-9 (1987)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited; 37-6-13

CROSS REF.: Policies BCAB, BCBH, and BCBK

DATE APPROVED: July

**AMENDMENT AND SUSPENSION OF RULES OF PROCEDURE-SUSPENSION OF POLICIES –  
BCBFB**

Rules of procedure for Board of Trustees meetings may be suspended or amended by a two-thirds vote of the Board members present. The operation of any section or sections of Board policies and procedures not established by law or contract may be temporarily suspended by an affirmative vote of two-thirds of all members present.

## VOTING METHOD AT BOARD MEETINGS – BCBG

Each member of the school board present shall either vote or abstain on every question upon which a vote is taken at such meeting. §37-6-9 (1987)

The traditional method of voice vote, yea or nay or abstain shall prevail in normal business matters in open or executive session.

**IMPORTANT NOTE: A board member may not change his/her vote when adopting the minutes. The minutes are a record of what actually happened at a board meeting. Although a member might wish he/she had voted differently, that is not possible. An attempt to change a vote after the fact would be an attempt to adopt minutes that are not a mirror of action taken at the previous board meeting. Board minutes must accurately record the board's official action during board meetings.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies BCBFA, BCBH, and BCBHA

DATE APPROVED: July

## **MINUTES OF BOARD MEETINGS – RECORDING OF BOARD ACTION - BCBH/BCBHA**

The minutes of the meetings of the School Board are the written record of all proceedings of the Board. School Boards speak only through their minutes. Therefore, the minutes shall include:

1. whether it is a regular or special meeting;
2. date, time and place of meeting;
3. members present and absent;
4. a statement that the meeting was called to order;
5. approval of the minutes of the preceding meeting(s);
6. an accurate recording of any final actions taken at such meetings;
7. a record by individual member of any votes taken at such meeting;
8. any other information that the School Board requests to be reflected in the minutes;
9. a record of any closed determination/executive session to include:
  - a. a motion to enter into a closed determination for executive session stating an allowable reason and the vote;
  - b. a motion to enter into an executive session and vote;
  - c. a motion to end the executive session to return to open session and vote.
10. a record of adjournment;
11. signature of president of the Board, attested by the secretary.

Minutes shall be kept on file in the office of the superintendent and open to public inspection during regular business hours.

Minutes shall be recorded within a reasonable time not to exceed thirty (30) days after adjournment.

Minutes shall become official when adopted by the Board at the next regular meeting, or within thirty (30) working days, whichever occurs later.

Any action taken by the school board during an official meeting in open or executive session shall be recorded in the official minutes of said board in the following manner:

The official minutes shall show:

1. That the president entertained a motion;
2. The name of the member making the motion;
3. The name of the member seconding the motion, if in fact there is a second;
4. The names of those voting yea, the names of those voting nay, the names of those abstaining;
5. Whether the motion was approved or failed.

All action taken by a school board shall become official at the time it is taken.

A board member may not change his/her vote when approving the minutes. The minutes are a record of what actually happened at a board meeting. Although a member might wish he/she had voted differently, that is not possible. An attempt to change a vote after the fact would be an attempt to adopt minutes that are not a mirror of action taken at the previous board meeting. Board minutes must accurately record the board's official action during board meetings.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 25-41-1 *et seq.*; 37-6-9

CROSS REF.: Policies BCBG, BCBFA, BC, and BE

DATE APPROVED: July



## **PUBLIC PARTICIPATION AT BOARD MEETINGS – BCBI**

It being essential to the fundamental philosophy of the American constitutional form of representative government and to the maintenance of a democratic society that public business be performed in an open and public manner, and that citizens be advised of and be aware of the performance of public officials and the deliberations and decisions that go into the making of public policy, it is hereby declared to be the policy of this School District that the formation and determination of public policy is public business and shall be conducted at open meetings except as otherwise provided herein.

All meetings of this School Board are declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in Sections 25-41-7 and 25 41 5.

This School Board shall make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. (Section 25 41 9)

### **PROCESS FOR BRINGING AN ISSUE BEFORE THE SCHOOL BOARD**

To be placed on the agenda of a regular board meeting, groups or individuals shall submit through certified mail receipt requested, or hand carry a written request to come before the board to the office of the superintendent at least five (5) working days prior to the board meeting. Any request not meeting this timeline will be held until the next regular meeting of the board.

To be considered, the request shall contain the following information:

1. Name, address, telephone number, and signature of the person making the request
2. Date of the board meeting
3. Reason(s) for the request
4. Name, address, and telephone number of the spokes person of the individual or the group, if different from the person making the request. The spokesperson shall be the only voice of the group.

The superintendent shall acknowledge receipt of a request and issue instructions by return mail to the individual making the request. The written statement of the request submitted by the individual or group wishing to be placed on the board agenda shall be included in each board member's "board packet" along with any pertinent information prior to the board meeting.

Should the agenda be too crowded, as determined by the superintendent, the matter will be held for the next regular board meeting.

### **DENIAL OF REQUEST TO BE PLACED ON THE SCHOOL BOARD AGENDA**

The superintendent is authorized to and may deny requests by any individuals or groups to have their issue placed on the school board agenda under the following circumstances:

1. If the individual or group has not followed the chain of command in trying to resolve the issue.
2. If school administration is actively working toward resolution of the issue.
3. If the school board has, at a previous school board meeting, already considered and determined dispensation of the issue.
4. If the issue is covered under "privileged information" discussion of which would violate board policies that relate to privacy laws and confidentiality requirements.

## RULES OF CONDUCT WHEN ADDRESSING THE SCHOOL BOARD

To promote order and efficiency the following rules shall apply to individual people or groups of people appearing before the board:

1. No person or group shall be recognized without first being placed on the agenda.
2. Only the individual designated as spokesperson shall be allowed to speak for a group.
3. Any person willfully disturbing the school board meeting shall be in violation of the law and possibly arrested and fined. (' 37-11-23)
4. The board may make and enforce resolutions, rules and regulations for the conduct of persons attending board meetings.
5. Speakers shall adhere to a 10 minute time limit and shall speak only on the subject(s) stated in the written request.
6. The board reserves the right to take matters under advisement.

## TELECONFERENCE OR VIDEO MEETING

In the event that this board finds it necessary to conduct a meeting through means of teleconference or video, the board shall adhere to the requirements of the Open Meetings Law, as specified in Section 25 41 5 of the MS Code.

(See Policy BCAD.)

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited; 25-41-5; 25-41-9; 25-41-15; 37-11-23

CROSS REF.: Policies BCAD, BCAE, KLR

DATE APPROVED: July

## **NEWS MEDIA COVERAGE – BCBJ**

One of this Board's important responsibilities is to see that the public is informed of its action; therefore, the local news media representatives shall be notified of all meetings of the Board.

In the event that representatives of the news media are unable to attend a meeting, upon request they shall be provided a summary of any action taken.

All reports approved by the Board are a matter of public record and will be made available to the press or other members of the public pursuant to the district's public records access policy.

Individual Board members shall refer requests from news media representatives for information about Board meetings to the Board president, who is the public spokesman for the Board except as the Board specifically decides otherwise.

All official meetings of any public body are declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in section 25-41-7. §25-41-5

Any public body may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. §25-41-9

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 25-41-1 *et seq.*, Public Records Act of 1983

CROSS REF.: Policies KBA, KBB, KBC

DATE APPROVED: July

## **EXECUTIVE SESSIONS – BCBK**

The board may go into executive session for those reasons listed in the Open Meetings Act (MS Code 25-41-7). An executive session shall be limited to matters allowed to be exempted from open meetings and shall be applicable to that particular meeting on that particular day. Nothing shall be constructed to require that any meeting be closed to the public, nor shall any executive session be used to circumvent or defeat the purposes of the Open Meetings Law.

The stated reason for going into executive session and no other topic may be discussed in the session. If another topic needs to be discussed in executive session other than the one first stated and the second is a legitimate topic for executive session discussion, then the board must come back into open session and repeat the process as outlined below.

This school board may enter into an executive session from an open meeting only, for the transaction of public business by the following procedure:

1. Any board member may request by motion a closed determination upon the issue of whether or not to declare an executive session. A second is not necessary. At this point the meeting is to be temporarily closed and the room cleared.
2. If after a discussion of the reasons for going into an executive session a motion is made, seconded and approved by 3/5 of the members present, the president is to briefly reopen the meeting and announce publicly that the board is going into executive session and give the reasons therefor.
3. The meeting is then closed and in executive session.

### **PERMISSIBLE REASONS**

Executive sessions shall be limited to the following matters which are allowed to be exempted from open meetings:

- a. Transaction of business and discussion of personnel matters relating to the job performance, character, professional competence, or physical or mental health of a person holding a specific position.
- b. Strategy sessions or negotiations with respect to prospective litigation, litigation or issuance of a detrimental effect on the litigating position of the public body.
- c. Transaction of business and discussion regarding the report, development or course of action regarding security personnel, plans or devices.
- d. Investigative proceedings by any public body regarding allegations of misconduct or violation of law.
- e. Any body of the Legislature which is meeting on matters within the jurisdiction of such body.
- f. Cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of such public body.
- g. Transaction of business and discussion regarding the prospective purchase, sale or leasing of lands.
- h. Discussions between a school board and individual student who attends a school within the jurisdiction of such school board or the parents or teachers of such students regarding problems of such students or their parents or teachers.
- i. Transaction of business and discussion concerning the preparation of tests for admission to practice in recognized professions



- j. Transaction of business and discussions or negotiations regarding the location, relocation or expansion of a business or industry.
- k. Transaction of business and discussions regarding employment and termination of employees. The exemption provided in this paragraph includes the rights to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to approval of the public body. Final budgetary adoption shall not be taken in executive session.

## MINUTES

The minutes of the board must reflect that the board voted for a closed session and that a second motion was made and adopted for the specific reason to go into executive session.

Minutes taken during executive session must adhere to the same requirements as for regular board meetings. However, when the board deems it advisable to protect the personal identity of an employee or student, a numerical reference or other coding device may be used in the minutes.

Section 25-41-11 requires that minutes of all meetings (whether in open or executive session) of a public body include the following items:

- Listing of members present and absent.
- Date, time, and place of the meeting.
- An accurate recording of any final actions taken at the board meeting.
- A record, by individual member, of any votes taken.
- Any other information that the board requests be included or reflected in the minutes.

## EXECUTIVE SESSION ATTENDANCE

The board may designate those persons it wishes to be present during an executive session. It is a matter of good practice for the superintendent to be present at all times, unless there is discussion of his/her compensation or an evaluation of his/her performance. When there is discussion of personnel, pending litigation or other such sensitive matters, it is best that the board follows the advice of the school board attorney.

When there is a discussion of discipline or special needs of a child, attendance will be limited to the parent or legal guardian of the child. The child or parent/guardian of a child may be represented by an attorney. If an attorney is present as legal counsel, the attorney must state for recording in the minutes that he/she is representing the child or parent/guardian. Other school officials may be called into the session if needed to provide relevant information for the discussion.

## ENFORCEMENT OF OPEN MEETINGS LAW

The Mississippi Ethics Commission shall have the authority to enforce the provisions of this chapter upon a complaint filed by any person. Upon receiving a complaint, the commission shall forward a copy of the complaint to the head of the public body involved. The public body shall have fourteen (14) days from receipt of the complaint to file a response with the commission. After receiving the response to the complaint or, if no response is received after fourteen (14) days, the commission, in its discretion, may dismiss the complaint or proceed by setting a hearing in accordance with rules and regulations promulgated by the Ethics Commission.

If the Ethics Commission finds that a member or members of a public body has willfully and knowingly violated the provisions of this chapter, the Ethics Commission may impose a civil penalty upon the individual members of the public body found to be in violation of the provision of this chapter in a sum not to exceed Five Hundred Dollars (\$500.00) for a first offense and One Thousand Dollars (\$1,000) for a second or subsequent offense, plus all reasonable expenses incurred by the person or persons in bringing the complaint to enforce this chapter.



## TELECONFERENCE OR VIDEO MEETING

In the even that this board finds it necessary to conduct a meeting through means of teleconference or video, the board shall adhere to the requirements of the Open Meetings Law, as specified in Section 25-41-5 of the MS Code.

## ATTORNEY GENERAL OPINIONS

1. A school board that enters into executive session to discuss a sensitive personnel issue and subsequently comes out of executive session, adjourns, and announces its decision without taking a vote on the issue, as reflected in the minutes, has not acted on the issue. Pursuant to 25-41-11, minutes must be kept of all meetings of a public body, including executive sessions. Only actions that are duly and properly reflected in the minutes may be considered as an action by the board. Once the board votes upon and approves the minutes, it is evident that only those actions specified in the minutes were taken by the board, and no other actions were taken. There is no authority that would allow a school board to take an affirmative action without a vote. (Attorney General Opinion No. 2001-0093, Mabry, March 23, 2001.)
2. Whether or not the salary or compensation of a particular official or employee is the proper subject for the declaration of an executive session under the Open Meetings Act is a factual matter that must be determined by the public body. However, general across the board salary increases are public knowledge and not a proper subject for the declaration of an executive session. (Attorney General Opinion. Clements, 2-8-02) (#272) (2002-0022)

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code 25-41-7 and 25-41-11

CROSS REF.: Policies BCAD and BCBH

DATE APPROVED: July



## **BOARD POLICY DEVELOPMENT – BD**

Proposals regarding policies may originate with a member of the board, the superintendent, a staff member, a parent, student, civic group, or any resident of the district. An orderly process shall be used in examining such proposals prior to action by the board. Recommendations of the superintendent and the viewpoints of persons and groups affected by the policy shall precede final action of the board.

It is the board's intention that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the present and future boards. The board welcomes suggestions for ongoing policy development.

Standard 2 of the Mississippi Public School Accountability Standards is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards

CROSS REF.: Policies ABB and BA

DATE APPROVED: July

## **BOARD POLICY IMPLICATIONS OF NO CHILD LEFT BEHIND – BDA**

The No Child Left Behind Act (NCLBA) of 2001 has far-reaching policy implications that all school boards will need to address. Following is a listing of requirements under the NCLBA, along with the MSBA sample policies that address those requirements. MSBA will continue to revise policies as may become necessary to ensure compliance with the NCLBA.

1. The school district will ensure that all employee manuals and personnel documents are revised immediately to reflect
  - ◆ the education and experience required of all new instructional employees;
  - ◆ the credentials that existing instructional employees must acquire;
  - ◆ the timetable for satisfying the new requirements; and
  - ◆ the consequences for employees who fail to comply.

Policies: GBBA; GBC; GBD; GBF; IFBA

2. The district will notify all current employees of revisions to such employee manuals and personnel documents and the implications for existing personnel.

Policies: GBBA; GBC; GBD

3. All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of the actions they may take to maintain order, discipline, and an appropriate educational environment.

Policies: GADA; GBF; JCA; JCB; JCBF; JD; JCBH

4. The district will provide employee training 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.

Policies: GADA; GBBA; GBC; GBD; GBF

5. The district will develop rules that prescribe the circumstances under which the 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.

Policies: JCA; JCB; LC

6. The school district will provide a procedure through which students attending a school identified for improvement or as being persistently dangerous may transfer to another school in the district.

Policies: JBCD; JBCDA

7. The school districts will inform families of students in Title I schools of their right to know the professional qualifications of their child's teacher and will describe where and how they can get this information.

Policies: GAK; GBBA; IFBA; LDD; LDDDB; LDDC; IDDGA

8. The district will monitor Title I schools to ensure staff provide timely notice to the families of all students who are taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified" as defined under No Child Left Behind.

Policies: LDD; LDDDB; LDDC; IFBA

9. The district will review staffing patterns within the district annually to ensure that poor and minority students are not taught by inexperienced, unqualified, or out-of-field teachers at a higher rate than other children.

Policies: EDA; GBE; JBCCA

10. If staffing patterns indicate that minority children are being taught by less qualified teachers, the district leadership will develop strategies to correct the problem.

Policies: EDA; GBE; JBCCA

11. The school district will inform, in writing, the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that encourage sexual activities. The district will comply with federal guidelines concerning age appropriate sex education.

Policies: IC; ICB; ICG

12. The district will ensure that programs for limited-English proficient students have a primary goal of main-streaming those students into regular classrooms, and that those programs emphasize English language instruction.

Policies: IC; ICB; IKA

13. The school board shall ensure that the district's Title I programs operate in accordance with federal laws and conditions. The requirements of the No Child Left Behind Act shall be followed, and rules and regulations promulgated to ensure that the district is in compliance.

Policies: EDA; IFBA

14. By October 1 of each year, the school district shall certify in writing to the Mississippi Department of Education that students in the district are not prevented by policy or rule from participating in constitutionally protected prayer.

Policy: IKN

15. The superintendent will ensure that the staff, parents/guardians, and students are made aware of the parameters of acceptable religious speech and actions. The superintendent will also distribute guidelines to each school concerning religion in the schools, after the guidelines/regulations have been approved by the board attorney and reviewed by the board.

Policy: IKN

16. The school district will produce written guidelines for distribution to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

Policies: EDD; JQP

17. The school district will comply with the provisions of the Boy Scouts of America Equal Protection Act, and will not discriminate against or deny access to any groups protected by the Act.

Policy: EB; JAB

18. The school district will be in compliance with federal law regarding student directory information, including provisions related to recruiting by armed forces representatives and service academy recruiters.

Policies: JR; JRA; JRAB

19. The district will be in compliance with federal law regarding student records, surveys, and health or physical screening.

Policies: IIA; JGC; LC

20. The district will be in compliance with the Family Educational Rights and Privacy Act (FERPA)

Policies: GAK; JRA; JRAB

21. The school district shall be in compliance with federal law that prohibits smoking in indoor school facilities.

Policy: GAXA; EBAB

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: P.L. 1078-110 (NCLB)

DATE APPROVED: July

## **BOARD POLICY DRAFTING – BDB**

Any Board member or any individual or group of citizens, students, or employees may propose in writing new policies or changes to existing policies. The policy proposals shall be referred to the superintendent for examination prior to Board discussion.

The superintendent, or his/her designee, as the policy draft writer for the Board, shall seek the counsel of the school attorney when, in his/her opinion or the Board's opinion there may be a question on proper legal procedure in the development of a proposed policy.

Standard 2 is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards

CROSS REF.: Policies BD

DATE APPROVED: July

## **BOARD POLICY ADOPTION – BDC**

The adoption of new policies or changing existing policies is solely the responsibility of the Board.

It is important that sufficient time be given to permit further study and to give interested parties an opportunity to react; therefore, no new policies nor policy revisions introduced for the first time shall be adopted until a subsequent meeting.

During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members.

The Board may temporarily approve a policy to meet emergency conditions. However, discussion and a final vote must be taken before the policy shall be formally adopted.

School Board policies serve as the basis of operation for the district, and current copies of School Board policies are published and available for public review. MS CODE 25-61-1 through 7.

Standard 2 is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies BDH

DATE APPROVED: July

## **BOARD POLICY DISSEMINATION – BDD**

The superintendent shall create and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the rules and regulations needed to put them into effect.

He/she shall provide easy access to an up-to-date policy collection for members of the Board and all employees of the school system.

Because the Board policy handbook is a matter of public record, it shall be open for inspection at the Board office during the working day. §25-61-1 et seq. (1996)

Current copies of the Board's policies which follow State Board of Education policies and state and federal laws and regulations are published and are available for public review in the district's central office and the principal's office and media center of each school.

Standard 2 is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 25-61-1 et seq.  
Mississippi Public School Accountability Standards

DATE APPROVED: July

## **REVIEW OF BOARD POLICY – BDE**

To maintain current written policies which are consistent with Board action and administrative decision, this Board shall review its policies on a continuing basis.

This Board shall examine the policies to determine how they have been executed by the school staff. The school staff, students, and the community shall be relied on to provide evidence of the effect of the policies adopted.

This School Board shall review all adopted policies annually and take appropriate action concerning their revision, maintenance and/or repeal.

Standard 2 is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 25-61-1 et seq.  
Mississippi Public School Accountability Standards

DATE APPROVED: July



## **REVIEW OF ADMINISTRATIVE RULES - BDF/CMA**

### Adoption of Administrative Regulations:

This Board does not adopt administrative regulations unless specifically requested to do so by the superintendent.

This Board reserves the right to review and veto administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

### Formulation of Administrative Regulations:

This Board shall delegate to the superintendent the function of specifying requested actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the administrative regulations governing the schools.

The administrative regulations must be in every respect consistent with the policies adopted by this Board. The Board itself will formulate and adopt administrative regulations only when specific state laws require Board adoption, and may do so when the superintendent recommends Board adoption in light of strong community attitudes, or probable staff reaction.

Standard 3 is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3(3-4); 37-9-7, 13, 14; 37-61-9; and 37-151-5(h)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 25-61-1 et seq.  
Mississippi Public School Accountability Standards

DATE APPROVED: July

## **ADMINISTRATION IN POLICY ABSENCE – BDG**

Administrative Leeway in Absence of Board Policy:

In cases where action must be taken within the school system where the School Board has provided no guides for administrative action, the superintendent shall have power to act, but his/her decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

Standard 3 of the Mississippi Public School Accountability Standards is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3(3-4); 37-9-7, 13, 14; 37-61-9; and 37-151-5(h)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards

CROSS REF.: Policies ABB and CEB

DATE APPROVED: July

## **SUSPENSION OF BOARD POLICIES – BDH**

Any section or sections of School Board policies not required by law or contract may be temporarily suspended by a two-thirds majority vote of Board members present at a regular or special meeting.

Standard 2 of the Mississippi Public School Accountability Standards is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964 }

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards

CROSS REF.: Policies BCBFC and BDC

DATE APPROVED: July

## **SCHOOL BOARD RECORDS – BE/CN**

Minutes shall be kept of all meetings of this school board, whether in open or executive session. §25-4-11 (1981)

It shall be the duty of the superintendent of schools:

- (a) To keep and preserve the minutes of the proceedings of the school board.
- (b) To keep in his office and carefully preserve the public school record provided, to enter therein the proceedings of the school board and his decision upon cases and his other official acts, to record therein the data required from the monthly and term reports of principals and teachers, and from the summaries of records thus kept.
- (c) To examine the monthly and annual reports submitted to him by principals and teachers for the purpose of determining and verifying the accuracy thereof.
- (d) To preserve all reports of superintendents, principals, teachers and other school officers, and to deliver to his successor or clerk of the board of supervisors all money, property, books, effects and papers.
- (e) To prepare and keep in his office a map or maps showing the territory embraced in his school district, to furnish the county assessor with a copy of such map or maps, and to revise and correct same from time to time as changes in or alterations of school districts may necessitate.
- (f) To keep an accurate record of the names of all of the members of the school board showing the districts for which each was elected or appointed, the post office address of each, and the date of the expiration of his/her term of office. All official correspondence shall be addressed to the school board and notice to such members shall be regarded as notice to the residents of the district and it shall be the duty of the members to notify such residents.
- (g) To make to the school board reports for each scholastic month in such form as the school board may require.
- (h) To distribute promptly all reports, letters, forms, circulars and instructions which he/she may receive for the use of school officials.
- (i) To keep on file and preserve in his/her office all appropriate information concerning the affairs of the school district. §37-9-14 (1999)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies CEB, BC, and CBH

DATE APPROVED: July

## **REPORTS/ANNUAL AUDIT - BF/CO**

All records, invoices, checks, and receipts must be kept in such a manner that they may be audited by the central office accounting staff or certified public accountants approved by the Board. Upon the resignation or retirement of the Superintendent of Schools, Chief Fiscal Officer, or a school principal, an audit of the school funds for which the terminating person or persons are responsible may be carried out by a certified public accountant. The Board of Trustees shall approve the audit firm and report or annual audit of preceding fiscal year in all years when a state audit is not required.

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 state law, may be destroyed after three (3) years following the academic year for which the report was made upon approval of this School Board. §37-15-4 (1987)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-15-4 and 37-6-13

DATE APPROVED: July

## **SCHOOL BOARD MEMBERSHIPS – BG**

This Board may join, in its discretion, any association of School Boards and other public school related organizations, and pay from local funds any membership dues. §37-7-301 (r) (1993) The Board maintains membership in the Mississippi School Boards Association and a direct affiliate membership in the National School Boards Association. Membership will be reviewed annually.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July

## **BOARD MEMBER CODE OF ETHICS – BH**

As a member of my local Board of Education, I will strive to improve public education, and to that end I will:

- Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all Board members, and seek systematic communications among the Board and students, staff, and all elements of the community;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the superintendent;
- Communicate to other Board members and the superintendent expressions of public reaction to Board policies and school programs;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and National School Boards Association;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;
- Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and
- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies BHA

DATE APPROVED: July

## **BOARD MEMBER CONFLICT OF INTEREST – BHA**

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

The legislature declares that elective and public office and employment is a public trust and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of this trust and which will not reflect favorably upon the state and local governments. §25-4-101 (1983)

### **DEFINITIONS:**

The following definitions apply to conflicts of interest.

- a. "Authority" means any component unit of a governmental entity.
- b. "Benefit" means any gain or advantage to the beneficiary, including any gain or advantage to a third person pursuant to the desire or consent of the beneficiary.
- c. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, holding company, self-employed individual, joint stock company, receivership, trust or other legal entity or undertaking organized for economic gain, a nonprofit corporation or other such entity, association or organization receiving public funds.
- d. "Business with which he/she is associated" means any business of which a Board member or his/her relative is an officer, director, owner, partner, employee or is a holder of more than ten percent (10%) of the fair market value or from which he/she or his/her relative derives more than one thousand dollars (\$1,000.00) in annual income or over which such public servant or his/her relative exercises control.
- e. "Compensation" means money or thing of value received, or to be received, from any person for services rendered.
- f. "Contract" means:
  - (i) Any agreement to which the government is a party; or
  - (ii) Any agreement on behalf of the government which involves the payment of public funds.



- g. "Government" means the state and all political entities thereof, both collectively and separately, including but not limited to:
  - (i) All school districts;
  - (ii) Any department, agency, Board, commission, institution, instrumentality, or legislative or administrative body of the state, counties or municipalities created by statute, ordinance or executive order including all units that expend public funds.
- h. "Governmental entity" means the state, a county, a municipality or other separate political subdivision authorized by law to exercise a part of the sovereign power of the state.
- i. "Income" means money or thing of value received, or to be received, from any source derived, including but not limited to, any salary, wage, advance, payment, dividend, interest, rent, forgiveness of debt, fee, royalty, commission or any combination thereof.
- j. "Intellectual property" means any formula, pattern, compilation, program, device, method, technique or process created primarily as a result of the research effort of an employee or employees of an institution of higher learning of the State of Mississippi.
- k. "Material financial interest" means a personal and pecuniary interest, direct or indirect, accruing to a public servant or spouse, either individually or in combination with each other. Notwithstanding the foregoing, the following shall not be deemed to be a material financial interest with respect to a business with which a public servant may be associated:
  - (i) Ownership of any interest of less than ten percent (10%) in a business where the aggregate annual net income to the public servant therefrom is less than One Thousand Dollars (\$1,000.00);
  - (ii) Ownership of any interest of less than two percent (2%) in a business where the aggregate annual net income to the public servant therefrom is less than Five Thousand Dollars (\$5,000.00);
  - (iii) The income as an employee of a relative if neither the public servant or relative is an officer, director or partner in the business and any ownership interest would not be deemed material pursuant to subparagraph (i) or (ii) herein; or
  - (iv) The income of the spouse of a public servant when such spouse is a contractor, subcontractor or vendor with the governmental entity that employs the public servant and the public servant exercises no control, direct or indirect, over the contract between the spouse and such governmental entity.
- l. "Pecuniary benefit" means benefit in the form of money, property, commercial interests or anything else the primary significance of which is economic gain. Expenses associated with social occasions afforded public servants shall not be deemed a pecuniary benefit.
- m. "Person" means any individual, firm, business, corporation, association, partnership, union or other legal entity, and where appropriate a governmental entity.
- n. "Property" means all real or personal property.
- o. "Public funds" means money belonging to the government. (p)  
  
"Public servant" means:

- (i) Any elected or appointed official of the government;
  - (ii) Any officer, director, commissioner, supervisor, chief, head, agent or employee of the government or any agency thereof, or of any public entity created by or under the laws of the state of Mississippi or created by an agency or governmental entity thereof, any of which is funded by public funds or which expends, authorizes or recommends the use of public funds; or
  - (iii) Any individual who receives a salary, per diem or expenses paid in whole or in part out of funds authorized to be expended by the government.
- p. "Relative" means the spouse, child or parent.
- q. "Securities" means stocks, bonds, notes, convertible debentures, warrants, evidences of debts or property or other such documents. §25-4-103 (1992)

#### ACTIONS, ACTIVITIES, AND BUSINESS RELATIONSHIPS

- (1) No public servant shall use his/her official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he/she is associated.
- (2) No public servant shall be interested, directly or indirectly, during the term for which he/she shall have been chosen, or within one (1) year after the expiration of such term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any Board of which he/she may be or may have been a member.
- (3) No public servant shall:
  - Be a contractor, subcontractor or vendor with the governmental entity of which he/she is a member, other than in his/her contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he/she is a member, officer, employee or agent.
  - Be a purchaser, direct or indirect at any sale made by him/her in his/her official capacity or by the governmental entity of which he/she is an officer or employee, except in respect of the sale of goods or services when provided as public utilities or offered to the general public on a uniform price schedule.
  - Be a purchaser, direct or indirect of any claim, certificate, warrant or other security issued by or to be paid out of the treasury of the governmental entity of which he/she is an officer or employee.
  - Perform any service for any compensation during his/her term of office or employment by which he/she attempts to influence a decision of the authority of the governmental entity of which he/she is a member.
  - Perform any service for any compensation for any person or business after termination of his/her office or employment in relation to any case, decision, proceeding or application with respect to which he/she was directly concerned or in which he/she personally participated during the period of his/her service or employment.

(4) Notwithstanding the provisions of subsection (3) of this section, a public servant or his/her relative:

- May be an officer or stockholder of banks or savings and loan associations or other financial institutions bidding for bonds, notes or other evidences of debt or for the privilege of keeping as depositories the public funds of a governmental entity thereof or the editor or employee of any newspaper in which legal notices are required to be published in respect to the publication of said legal notices.
- May be a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent where such contract is let to the lowest and best bidder after competitive bidding and three (3) or more legitimate bids are received or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
- May be a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a subcontractor with any authority of the governmental entity of which he/she is a member, officer, employee, or agent where the primary contract is let to the lowest and best bidder after competitive bidding or where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
- May be a contractor, subcontractor or vendor with any authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor, subcontractor or vendor with any authority of the governmental entity of which he/she is a member, officer, employee, or agent: (1) where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws; or (ii) where the contractual relationship involves the further research, development, teaching, promotion or merchandising of an intellectual property created by the public servant.
- May purchase securities issued by the governmental entity of which he/she is an officer or employee if such securities are offered to the general public and are purchased at the same price as such securities are offered to the general public.
- May have an interest less than a material financial interest in a business which is a contractor, subcontractor or vendor with any governmental entity.
- May contract with the Mississippi Veterans Home Purchase Board, Mississippi Housing Finance Corporation, or any other state loan program, for the purpose of securing a loan; however, public servants shall not receive favored treatment.
- May be employed by or receive compensation from an authority of the governmental entity other than the authority of the governmental entity of which the public servant is an officer or employee.

- If a member of the legislature or other public servant employed on less than a full-time basis, may represent a person or organization for compensation before an authority of the governmental entity other than an authority of the governmental entity of which he/she is an officer or employee.
- (5) No person may intentionally use or disclose information gained in the course of or by reason of his/her official position or employment as a public servant in any way that could result in pecuniary benefit for himself, any relative, or any other person, if the information has not been communicated to the public or is not public information.
  - (6) Any contract made in violation of this section may be declared void by the governing body of the contracting or selling authority of the governmental subdivision or a court of competent jurisdiction and the contractor or subcontractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or the services furnished prior to the date of receiving notice that the contract has been voided.
  - (7) Any person violating the provisions of this section shall be punished as provided for in sections 25-4-109 and 25-4-111. §25-4-105 (1994)

No Board member shall have interest, either directly or indirectly, in the proceeds or profits of the sale or rental of any book, furniture, equipment or other property to be used in the public schools. §37-11-25 (1954)

On or before May 1 of each year to cover the preceding calendar year members of local School Boards whether elected or appointed shall file a statement of economic interest with the Mississippi Ethics Commission containing such information as is required for the current calendar year as of the time of filing. §25-4-25 (1990), §25-4-29 (1990)

LEGAL REF.: 37-11-27; 25-4-101; 25-4-103; 25-4-106, 37-11-25; 25-4-25; 25-4-27; 25-4-29

CROSS REF.: CED, CGD, DG, KBE

#### NEPOTISM AND CONFLICT OF INTEREST

It shall be illegal for any superintendent, administrative superintendent, principal or other licensed employee to be elected by the school board if such superintendent, administrative superintendent, principal or licensed employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the school board. No member of the school board shall vote for any person as a superintendent, administrative superintendent, principal or licensed employee who is related to him/her within the third degree by blood or marriage or who is dependent upon him/her in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void. Section 37-9-21 (1997)

**Important Note:** In order to assure compliance with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Code statutes cited above and with Sections 25-4-25 & 25-4-27; and with Article 4, Section 109 of the MS Constitution.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July



## **GENERAL SCHOOL ADMINISTRATION GOALS AND OBJECTIVES – CA**

Standard 3 of the Mississippi Public School Accountability Standards is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3 (3-4); 37-9-7, 13, 14; 37-151-5(h); and 37-61-9}

The superintendent and other central office administrators take active leadership roles in the implementation of educational policies and programs.

Active leadership on the part of the administration ensures successful implementation of School Board policies and continual improvement of the educational system.

The district's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies which are implemented through the superintendent. Principals and central office administrators are expected to administer their units in accordance with Board policy and the superintendent's rules and procedures. In addition, vision, initiative, resourcefulness, and wise leadership are essential for effective administration.

The School Board shall be responsible for clearly specifying requirements and expectations of the superintendent, holding the superintendent accountable by evaluating how well those requirements and expectations have been met. The superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators and holding each of them accountable.

### **ADMINISTRATIVE OPERATIONS**

The School Board delegates to the superintendent responsibility for the administration of the schools. His/her authority to administer stems not only from this action but also from powers conferred upon him/her by the Mississippi School Laws and the regulations of the State Board of Education.

To guide the superintendent in determining the pattern of his/her administrative operations, the Board offers the following statements of intent:

1. The Board will devote its major effort to clarifying and establishing goals for the school system, to weighing and adopting policies to guide the professional staff, to appraising results achieved in relation to the goals, and to performing such ministerial functions as required by law and state regulations.
2. The Board does not wish unnecessary barriers erected between itself and members of the professional staff, or between and among residents and parents of the city, students of the schools, and members of the professional staff. The Board values the most free interchange of ideas as preeminently desirable in the school system. Nothing should be allowed to interrupt the free and open flow of ideas and assistance among personnel at every level.
3. The Board encourages the superintendent to keep abreast of and to apply the best known administrative concepts and procedures designed to harness the total talents of the school system's personnel in enthusiastic pursuit of the schools' goals.

### **LINE OF RESPONSIBILITY**

Each employee of the school district, except the Board attorney, shall be responsible to the Board of Trustees through the superintendent.

From students, responsibility flows directly through teachers, principals, assistant superintendent, superintendent, to the Board.

Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.

Each member of the staff shall be told to whom he/she is responsible, and for what functions.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers shall refer such matters to the next higher authority when necessary.

#### LINE AND STAFF RELATIONSHIPS

The central office administrative staff is responsible for over-all system-wide educational leadership and for coordinating the educational program within policy established by the Board. All system-wide services emanate from the central office. All official system-wide committees, councils, and coordinating groups shall be based in the central office.

The principal of each school is the responsible administrator in the building. All personnel, both professional and non-instructional, who work in the school either on a full or part-time basis are responsible administratively to the principal. All contacts with personnel, instructional or non-instructional, are made through the principal's office.

Major goals of administration in the district shall be to:

1. Manage the district's various departments, units, and programs effectively;
2. Provide professional advice and counsel to the Board and to advisory groups established by Board action. Preferably, where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives;
3. Implement the management function so as to assure the best and most effective learning programs, through achieving such subgoals as (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and (d) providing access to the decision making process for improvement ideas of staff, students, parents, and others.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies ABB, BA, CEB, and CC

DATE APPROVED: July

## ETHICS – CB

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.

The educational administrator:

- Makes the well-being of students the fundamental value of all decision-making and actions.
- Fulfills professional responsibilities with honesty and integrity.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the governing board 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.
- Avoids using positions 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.

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

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies CEB

DATE APPROVED: July



## **ADMINISTRATIVE AND SUPERVISORY PERSONNEL POSITIONS - CBG**

All administrative and supervisory positions in this district are established initially by the Board of Trustees, or by Mississippi School Laws, or by regulations of the State Board of Education, or by a combination thereof.

It is the intent of the Board of Trustees to activate such positions sufficient to promote the attainment of our schools' goals.

In each case, the Board will approve the purpose and function of the position in harmony with state laws and regulation, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The Board directs the superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Although positions may remain temporarily unfilled, only the Board may abolish a position.

This School Board selects all district personnel in the manner provided by law.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS CODE 37-7-301(p) (1993)

DATE APPROVED: July

## **ORGANIZATION CHARTS - CC**

The legal authority of the School Board is to be conveyed through the superintendent by the organizational charts for the district. (See district's organizational chart.)

The effective operation of schools in the district requires an organizational structure, effective administrative leadership at every level of responsibility, decision-making at the point in the structure where the decision can most effectively be made, the communication between individuals affected by decisions made. It is the function of leadership at every level to examine relevant facts and alternatives and to involve appropriate individuals in the process of reaching a decision. It is the responsibility of leadership to develop ways and measures that provide effective communication. Once a decision has been made, it is the function of administration and of persons affected by such decisions, not only to follow through to assure implementation but also to evaluate continuously these decisions and to recommend revisions they think should be made.

Process Standard 3 of the Mississippi Public School Accountability Standards is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3 (3-4); 37-9-7, 13, 14; 37-151-5(h); and 37-61-9}

*Mississippi Public School Accountability Standards 2012*

## **LINE AND STAFF RELATIONS - CD**

The School Board directs the superintendent to inform all personnel regarding the working relationships in the school system.

Lines of direct authority shall be those approved by the Board and shown on the district organization charts. (See Policy CC.)

Personnel shall refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrator when necessary. All personnel shall keep the immediate administrator informed of their activities.

Personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board policy.

The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Process Standard 3 of the Mississippi Public School Accountability Standards is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3 (3-4); 37-9-7, 13, 14; 37-151-5(h); and 37-61-9}

*Mississippi Public School Accountability Standards 2012*

## SCHOOL SUPERINTENDENT SELECTION/QUALIFICATIONS - CE/CEA

The superintendent shall be responsible for implementing board policy in the daily operations of the school district. The superintendent and administrative personnel shall adhere to board policy, mission statement, and district goals in the performance of their duties. To enhance quality teaching and learning, the superintendent and administrative personnel shall:

1. implement the goals established by the board of education;
2. identify and influence the formulation and/or revision of administrative goals, policies, rules and regulations;
3. stimulate, plan and direct the development of programs to achieve the district's goals and purposes;
4. establish and coordinate the activities of professional and nonprofessional employees concerned with planning and implementing the programs;
5. procure and manage material and fiscal resources to support the schools and programs;
6. and assess continuously, cooperatively, and constructively the policies, regulations and general performance of all school personnel.

This school district shall have a Superintendent of Schools, selected in the manner provided by law.

The superintendent shall hold a valid administrator's license issued by the Mississippi Department of Education and shall have had not less than four (4) years of classroom or administrative experience. Section 37-9-13 (1997)

Standard 3 is as follows: The School Board assigns all executive and administrative duties to the superintendent who is properly certified and chosen in the manner prescribed by law. The term superintendent refers to the chief administrative officer of any participating school district.

LEGAL REF.: MS CODE §37-6-3 (3-4); 37-9-7, 13, 14; 37-19(d); and 37-61-9

Process Standard 3 is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3 (3-4); 37-9-7, 13, 14; 37-151-5(h); and 37-61-9}

*Mississippi Public School Accountability Standards (2012)*

## SCHOOL SUPERINTENDENT DUTIES - CEB

Subject to review by this School Board, administrative control and direction of this school district shall be vested in the superintendent. He shall have the authority to take the actions necessary to secure effective and efficient operation of the school system, consistent with the policies of the board of Trustees, provisions of the school laws and regulations of the State of Mississippi and applicable federal regulations.

As executive officer of the School Board, the Superintendent of Schools shall interpret the policies of the Board of Trustees and shall establish administrative procedures and regulations necessary for implementation of said policies.

1. It shall be the duty of the superintendent to administer the schools within this district and to implement the decisions of the School Board. The superintendent shall include as part of his/her duties all process and performance standards required by the state as well as those imposed by law and local district policies.
2. In addition to all other powers, authority and duties imposed or granted by law, the superintendent shall have the following powers, authority and duties:
  - a. To enter into contracts in the manner provided by law with each assistant superintendent, principal and teacher of the public schools under his/her supervision, after such assistant superintendent, principal and teachers have been selected and approved in the manner provided by law.
  - b. To enforce in the public schools of the school district the courses of study provided by law or the rules and regulations of the State Board of Education, and to comply with the law with reference to the use and distribution of free textbooks.
  - c. To administer oaths in all cases to persons testifying before him/her relative to disputes relating to the schools submitted to him/her for determination, and to take testimony in such cases as provided by law.
  - d. To examine the monthly and annual reports submitted to him/her by principals and teachers for the purpose of determining and verifying the accuracy thereof.
  - e. To preserve all reports of superintendents, principals, teachers and other school officers, and to deliver to his/her successor or clerk of the Board of Supervisors all money, property, books, effects and papers.
  - f. To prepare and keep in his/her office a map or maps showing the territory embraced in his/her school district, to furnish the county assessor with a copy of such map or maps, and to revise and correct same from time to time as changes in or alterations of school districts may necessitate.
  - g. To keep an accurate record of the names of all the members of the School Board showing the districts for which each was elected or appointed, the post office address of each, and the date of expiration of his/her term of office. All official correspondence shall be addressed to the School Board and notice to such members shall be regarded as notice to the residents of the district and it shall be the duty of the members to notify such residents.
  - h. To deliver in proper time to the assistant superintendents, principals, teachers and Board members such forms, records and other supplies which will be needed during the school year as required by law or any applicable rules and regulations, and to give to such individuals such information with regard to their duties as may be required.

- i. To make to the School Board reports for each scholastic month in such form as the School Board may require.
- j. To distribute promptly all reports, letters, forms, circulars and instructions which he/she may receive for the use of school officials.
- k. To keep on file and preserve in his/her office all appropriate information concerning the affairs of the school district.
- l. To visit the schools of his/her school district in his/her discretion, and to require the assistant superintendents, principals and teachers thereof to perform their duties as prescribed by law.
- m. To observe such instructions and regulations as the School Board and other public officials may prescribe, and to make special reports to these officers whenever required.
- n. To keep his/her office open for the transaction of business upon the days and during the hours to be designated by the School Board.
- o. To make such reports as are required by the State Board of Education.
- p. To make an enumeration of educable children in the school district as prescribed by law
- q. To keep in his/her office and carefully preserve the public school record provided, to enter therein the proceedings of the School Board and his/her decision upon cases and his/her other official acts, to record therein the data required from the monthly and term reports of principals and teachers, and from the summaries of records thus kept.
- r. To delegate student disciplinary matters to appropriate school personnel.
- s. To make assignments to the various schools in the district of all noninstructional and nonlicensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the School Board.
- t. To employ substitutes for licensed employees, regardless of whether or not such substitute holds the proper license, subject to such reasonable rules and regulations as may be adopted by the State Board of Education.
- u. To comply in a timely manner with the compulsory education reporting requirements prescribed in Section 37-13-91 (6)
- v. To perform such other duties as may be required of him/her by law.
- w. To notify, in writing, the parent, guardian or custodian, the youth court and local law enforcement of any expulsion of a student for criminal activity.
- x. To notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any crime committed by a student or students upon school property or during any school-related activity, regardless of location and the identity of the student or students committing the crime.
- y. To employ and dismiss non-instructional and non-licensed employees as provided by law

3. All funds to the credit of a school district shall be paid out on pay certificates issued by the superintendent upon order of the School Board of said school district properly entered upon the minutes thereof, and all such orders shall be supported by properly itemized invoices from the vendors covering the materials and supplies purchased. All such orders and the itemized invoices supporting same shall be filed as a public record in the office of the superintendent for a period of five (5) years. The superintendent shall be liable upon his/her official bond for the amount of any pay certificate issued in violation of the provisions of this section. The School Board shall have the power and authority to direct and cause warrants to be issued against such district funds for the purpose of refunding any amount of taxes erroneously or illegally paid into such fund when such refund has been approved in the manner provided by law.
4. The Superintendent of Schools shall be special accounting officer and treasurer with respect to any and all district school funds for his/her school district. He/She or his/her designee shall issue all warrants without the necessity of registration thereof by the chancery clerk. Transactions with the depositories and with the various tax collecting agencies which involve school funds for such school district shall be with the Superintendent of Schools, or his/her designee.
5. The Superintendent of Schools will have no responsibility with regard to agricultural high school and junior college funds. All agricultural high school and junior college funds shall be handled and expended in the manner provided for in Sections 37-29-31 through 37-29-39.
6. It shall be the duty of the Superintendent of Schools to keep and preserve the minutes of the proceedings of the School Board.
7. The Superintendent of Schools shall maintain as a record in his/her office a book or a computer printout in which he/she shall enter all demands, claims, and accounts paid from any funds of the school district. The record shall be in a form to be prescribed by the State Auditor. All demands, claims and accounts filed shall be preserved by the Superintendent of Schools as a public record for a period of five (5) years. All claims found by the School Board to be illegal shall be rejected and disallowed. All claims which are found to be legal and proper shall be allowed and ratified as paid by the Superintendent of Schools. All claims as to which a continuance is requested by the claimant and those found to be defective but which may be perfected by amendment shall be continued. The Superintendent of Schools shall issue a pay certificate against any legal and proper fund of the school district in favor of the claimant in payment of claims. The provisions of this section, however, shall not be applicable to the payment of teachers' salaries, salaries of drivers of publicly owned school buses, travel advances, amounts due private contractors, or other obligations where the amount thereof has been previously approved by a contract or by an order of the School Board entered upon its minutes, or by inclusion in the current fiscal year budget, and all such amounts may be paid by the Superintendent of Schools by pay certificates issued by him/her against the legal and proper fund without allowance of a specific claim therefor as provided in this section, provided that the payment thereof is otherwise in conformity with law.
8. The county Superintendent of Education shall also be special accounting officer and treasurer with respect to any and all county district school funds for (a) any consolidated school district situated within such county prior to July 1, 1987, and (b) any line consolidated school district for which such county is the home county prior to July 1, 1987. He/She or his/her designee shall issue all warrants for such consolidated school district without the necessity of registration thereof by the chancery clerk. Transactions with the depositories and with the various tax collecting agencies which involve school funds for such consolidated school district shall be with the county Superintendent of Education, or his/her designee. The county Superintendent of Education shall maintain as a record in his/her office a book or a computer printout in which he/she shall enter all demands, claims and accounts paid from any funds of such consolidated school district. Said record shall be in a form to be prescribed by the State Auditor, and all legal claims shall be allowed and pay certificates issued for such consolidated district in the manner prescribed in this section. MS Code §37-9-14 (1999)

The superintendent shall include as part of his/her duties all performance and process standards found in the *Mississippi Public School Accountability Standards (2007)* as well as those imposed by law and local district policies.

Process Standard 3 of the Mississippi Public School Accountability Standards is as follows:  
The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3(3-4); 37-9-7, 13, 14; 37-61-9; and 37-151-5(h)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies ABB and CA

DATE APPROVED: July



## **APPOINTED SUPERINTENDENT RECRUITMENT - CEC**

When an opening in the superintendency occurs, this Board shall make every effort to fill the position with the most capable person available. This Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties of superintendent.

This Board shall solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in Mississippi and in neighboring states with other educational placement agencies at its discretion.

Applications for the superintendency shall be screened and those candidates who appear to be most promising shall be interviewed. This Board shall endeavor to conduct interviews on a school day so that applicants may visit the schools of the district while they are in session. This Board may, at its option, utilize the services of the departing superintendent and/or of an outside consultant in both recruiting and interviewing candidates for the superintendency.

Process Standard 3 of the Mississippi Public School Accountability Standards is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3(3-4); 37-9-7, 13, 14; 37-61-9; and 37-151-5(h)}

*Mississippi Public School Accountability Standards (2012)*

## APPOINTED SUPERINTENDENT APPOINTMENT - CED

This School Board has the power and authority to select a superintendent in the manner provided by law. §37-7-301 (p)

It shall be illegal for the superintendent to be elected by this School Board if said superintendent is related within the third degree by blood or marriage according to common law to a majority of the members of the School Board. No member of the School Board shall vote for any person as superintendent who is related to him/her within the third degree by blood or marriage or who is dependent upon him/her in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void. §37-9-21 (1997)

This School Board has the power and authority, in its discretion, to employ the superintendent, unless such superintendent is elected, for not exceeding four (4) scholastic years. In such case a contract shall be entered into with such superintendent for the number of years for which he/she has been employed. §37-9-25

The superintendent of this school district, before entering upon the duties of his/her office, shall furnish a good and sufficient surety bond in the penal sum of One Hundred Thousand Dollars (\$100,000.00), with sufficient surety. Such bond shall be filed and recorded in the office of the clerk of the chancery court in which this school district is located, and shall be payable, conditioned and approved in the manner provided by law. The premium on said bond shall be paid out of the school district maintenance fund. §37-9-27

A new bond in an amount not less than that required by law shall be secured upon employment and coverage shall continue by the securing of a new bond every four (4) years concurrent with the normal election cycle of the Governor or with the normal election cycle of the local government applicable to the employee. §25-1-15 (2000)

NOTE: In order to assure compliance with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Code statutes cited above and with Sections 25-4-25 through 25-4-29; 25-4-105; 37-11-25 and 37-11-27; and with Article 4, Section 109 of the MS Constitution.

Process Standard 3 of the Mississippi Public School Accountability Standards is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3 (3-4); 37-9-7, 13, 14; 37-151-5(h); and 37-61-9}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies CEA

DATE APPROVED: July

## **SUPERINTENDENT'S COMPENSATION AND BENEFITS - CEE**

If any superintendent, other than those elected, 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 superintendent and the contract tendered to him shall be void and of no effect. §37-9-23

In employing and contracting with appointed superintendents, the School Board shall in all cases determine whether the amount of salary to be paid such superintendent, is in compliance with the provisions of the adequate education program. No contract shall be entered into where the salary of a superintendent, is to be paid in whole or in part from minimum education program funds except where the requirements of said chapter 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 said chapter, provided that the amount of such increase is paid from funds available to such district other than minimum program funds. §37-9-33

The amount of the salary to be paid any appointed superintendent shall be fixed by the School Board, provided that the requirements of Chapter 19 of title 37 are met as to superintendents paid in whole or in part from minimum education program funds. In employing such 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. It is the intent of the Legislature that whenever the salary of the school district superintendent is set by a 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**

Salary or wages paid to any employee of any school shall be paid on a basis as determined by the local school board of each school district, except for December, when salaries or wages shall be paid by the last working day. Salaries or wages shall be paid at a minimum on a monthly basis. Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this section shall be construed to entitle any employee to payment of salary or wages when no work has been performed. §37-9-39 (2003)

The salaries of all employees shall be paid by pay certificates issued by the school district superintendent. Such pay certificates may be issued without additional authorization of the School Board where the amount of salary has been fixed and a contract entered into as is provided in this chapter. All pay certificates shall be preserved by him as a part of the official records of his office for the same time and in the same manner as other records are preserved. Except as is herein provided, the said warrants shall be governed in all respects by the same laws regulating the issuance of other warrants for other purposes. 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. §37-9-41

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 assistant 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. Nothing in this section, however, shall prevent the employment and payment of substitute teachers without a written contract. §37-9-43

It shall be unlawful for the Superintendent of Schools to deduct or permit to be deducted from the salary of any superintendent any dues, fines or penalties payable or alleged to be payable because of the membership of such superintendent in any organization or association. However, dues or premiums in health associations or corporations and tax sheltered annuity deductions authorized by the United States Internal Revenue Code may be deducted upon written authorization from the superintendent involved. Any Superintendent of Schools who shall make any such deduction or permit any such deduction to be made, except those herein provided, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than Twenty-five Dollars (\$25.00) for each such deduction. §37-9-49

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DJCA

DATE APPROVED: July

## **SUPERINTENDENT EXPENSES - CEF**

The superintendent shall keep and maintain an office as necessary for the discharge of his/her duties and responsibilities in office. The cost of operation of said office shall be paid out of such funds as may be available to the school board from all sources.

### **Notice regarding the expenditure by the superintendent of travel expense funds and funds for other expenses.**

The State Audit Department requires that authorization for such expenditures be spread upon the minutes of the school district at least annually even though such funds are budgeted. Such authorization may include the following language:

Pursuant to the direction of the State Department of Audit, the Claiborne County School District School Board hereby authorizes the superintendent to expend budgeted travel expense funds and other expense funds provided for in said budget in the manner provided by law.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code 37-9-70

CROSS REF.: Policies DJD

DATE APPROVED: July

## **SUPERINTENDENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES - CEG**

The School Board shall encourage the superintendent to pursue his/her own professional development.

To allow him/her to keep the Board and professional staff informed of new and promising educational developments, the superintendent is urged to attend educational conferences, seminars, and workshops, and other professional meetings, visit other school systems, and use other means to be informed about modern educational thought and practices. The superintendent shall give prior notice to the Board president of any professional meetings which will cause him/her to be absent from the district for more than three days. Expenses incurred in such service, when authorized by the Board, shall be paid from the school fund as an expense of school administration.

The superintendent and other central office administrators shall attend required sessions of the School Executive Management Institutes.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## SUPERINTENDENT CONSULTING - CEH

The superintendent shall devote his/her time to the supervision of the school district. Only by prior agreement with the Board may the superintendent undertake for remuneration consulting work, speaking engagements, or other professional obligations.

**CAUTION IS ADVISED:** Superintendent should review ethics laws (§25-4-101 *et seq.*). Acceptance of offers for consulting work, speaking engagements, etc., which come due to his/her position as superintendent may violate ethics laws.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 24-4-101 *et seq.*

DATE APPROVED: July

## **SUPERINTENDENT EVALUATION - CEI**

This School Board shall evaluate the superintendent annually in the manner prescribed by the State Department of Education. The school district implements a formal appraisal system for licensed staff that includes assessment of employee on-the-job performance.

Process Standard 9 of the Mississippi Public School Accountability Standards is as follows: The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}  
MS CODE 37-3-46 (b)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: *Mississippi Public School Accountability Standards 2012*

DATE APPROVED: July



## APPOINTED SUPERINTENDENT SEPARATION - CEJ

It shall be the policy of the School Board of this school district to provide the highest possible quality of education for the students enrolled in the schools of this district. In order to achieve this goal, it is recognized that it may be necessary to release the superintendent from future employment when his/her performance fails to meet the standards established by the State Board of Education and/or this Board.

In the event that a determination is made by this Board not to offer the superintendent a renewal contract for a successive year, written notice of nonrenewal shall be given the superintendent on or before February 1.

Any nonreemployment decision of this Board shall be rationally related to a legitimate educational interest and not arbitrary or capricious or based upon some constitutionally impermissible reason such as race, sex, religion, handicap, or exercise of First Amendment rights.

A superintendent receiving written notice of non-reemployment under the provisions of this policy shall, upon written request, be entitled to:

- (a) Written notice of the reasons for nonreemployment, together with a summary of the factual basis therefor. The Board shall give this notice to the superintendent at least five (5) days prior to any hearing;
- (b) An opportunity for a hearing at which to present matters relevant to the reasons given for the non-reemployment decision including any reasons alleged by the superintendent to be the reason for non-reemployment if a written request for such a hearing is received by this Board within seven (7) days of the date the superintendent received his/her written notice of nonrenewal;
- (c) Receive a fair and impartial hearing before this Board or a hearing officer selected by this Board;
- (d) Be represented by legal counsel, at his/her own expense. If the superintendent does not request a hearing, the decision of this Board with regard to the reemployment of the superintendent shall be final.

It is the intent of this school district to establish procedures for providing the superintendent with notice of the reasons for not offering him/her a renewal of his/her contract, to provide an opportunity for the superintendent to present matters in extenuation or exculpation to enable this Board to determine whether the non-reemployment of the superintendent is a proper employment decision and not contrary to law, and not a violation of some statutory or constitutional right, and not to establish a system of tenure, expressed or implied or require that all decisions to non-reemploy a superintendent be based upon cause with respect to employment in this school district.

Any and all hearings shall be conducted pursuant to the "Rules of Procedure Under the Education Employment Procedures Law of 2001" adopted by this Board. All proceedings under this policy are and shall be governed by the "Education Employment Procedures Law of 2001," where applicable. §37-9-101 *et seq.*

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

The School Board of every district in this state is hereby prohibited from denying employment or

reemployment to any person as a superintendent, as defined in Section 37-19-1, for the single reason that any eligible child of such person does not attend the school system in which such superintendent is employed. §37-9-59

Failure of the School Board to notify a superintendent of non-reemployment on or before February 1 constitutes an automatic renewal of his outstanding contract for the ensuing year. Jackson v. Board of Education (MISS) 349 So 2d 550.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Southern Reporter* as cited

CROSS REF.: Policies CEI and GBN

DATE APPROVED: July

## **SUPERINTENDENT RESIGNATION - CEK**

Any appointed superintendent in any public school who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to the School Board of the school district for release therefrom, in which application the reasons for such release shall be clearly stated. If the Board acts favorably upon such application for release, such superintendent shall be released from his/her contract, and said contracts shall be null and void on the date specified in the School Board's order. §37-9-55 (1987)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July

**SUPERINTENDENT RETIREMENT - CEL**

The superintendent shall be retired from public employment under such conditions and provisions established by the Public Employees Retirement System (PERS).

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 25-11-101 *et seq.*

DATE APPROVED: July

## **SUPERINTENDENT BOND - CEM**

The superintendent or assistant superintendent of this school district, before entering upon the duties of his/her office, shall furnish a good and sufficient surety bond in the penal sum of One Hundred Thousand Dollars (\$100,000.00), with sufficient surety. Such bond shall be filed and recorded in the office of the clerk of the chancery court in which this school district is located, and shall be payable, conditioned and approved in the manner provided by law. The premium on said bond shall be paid out of the school district maintenance fund. §37-9-27

A new bond in an amount not less than that required by law shall be secured upon employment and coverage shall continue by the securing of a new bond every four (4) years concurrent with the normal election cycle of the Governor or with the normal election cycle of the local government applicable to the employee. §25-1-15 (2000)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies CED

DATE APPROVED: July

## ADMINISTRATIVE PERSONNEL - CG

NOTE: Policies in all subcategories of this section ACG@ of the Policy Manual apply only to full time administrative and supervisory personnel. Policies relating to all other professional personnel, as well as all non-licensed employees of the district, are included under AG@ (personnel section) of the Policy Manual.

The superintendent and administrative personnel are responsible, within the guidelines established by board policy, for the direction and coordination of students and staff in their efforts to reach educational goals adopted by the board. To enhance quality teaching and learning, administrative personnel are required to:

- Implement the goals established by the board of education;
- Identify and influence the formulation and/or revision of administrative goals, policies, rules and regulations;
- Stimulate, plan and direct the development of programs to achieve the district's goals and purposes;
- Establish and coordinate the activities of professional and non-professional employees concerned with planning and implementing the programs;
- Procure and manage material and fiscal resources to support the schools and programs; and,
- Assess continuously, cooperatively, and constructively the policies, regulations and general performance of all school personnel.

Process Standards 3, 4, 5, 6, and 7 of the Mississippi Public School Accountability Standards are as follows:

3. The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3(3 4); 37- 9-7, 13, 14; 37-61-9; and 37-151-5(h)}
4. The school district employs an appropriately licensed full time principal at each school. {MS Code 37-9-,15 and 37-19-1(c)}
5. The school district employs in each school a licensed librarian or media specialist who devotes no more than one fourth of the workday to library/media administrative activities. {MS Code 37 17 6(3)(a e)}
  - 5.1 If the student enrollment is 499 or less, a half time licensed librarian or media specialist is required.
  - 5.2 If the student enrollment is 500 or more, a full time licensed librarian or media specialist is required.
6. Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school by qualified student support personnel as follows:
  - 6.1 Student support services are provided in each high school by at least a half time appropriately licensed guidance counselor. {MS Code 37 9 79}
  - 6.2 Students in elementary schools have access to the required student support services provided by qualified student support personnel (e.g., guidance counselor, social worker, nurse, psychologist, psychometrist, etc.).

**Note: Student support personnel may only provide those services and activities in the area(s) that each individual is specifically qualified to provide. All student support personnel will use appropriate job titles that reflect their area of training, expertise, and license. For example, a Social Worker will be referred to as the School Social Worker and may not use the title of or be referred to as the School Guidance Counselor.**

7. The school district employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (SB Policy GBBA)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policy CC

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL COMPENSATION GUIDES AND CONTRACTS – CGA**

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 or no later than the date of the submission of the District's Personnel Report to the State Department of Education, any licensed employee shall present the Superintendent a certificate of a higher grade than that specified in such individual's contract, such individual may, if funds are available from adequate education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade certificate would have entitled the individual, had the certificate been held at the time the contract was executed. §37-9-17

The Superintendent shall enter into a contract with each assistant superintendent, principal, licensed employee elected and approved for employment by the school board. Such contracts shall be in such form as shall be prescribed by the State Board of Education and shall be executed in a duplicate with one (1) copy to be retained by the appropriate superintendent and one (1) copy to be retained by the principal or licensed employee contracted with. The contract shall show the name of the district, the length of the school term, the position held, whether as assistant superintendent, principal or licensed employee, the scholastic years which it covers, the total amount of the annual salary and how same is payable. The amount of salary to be shown in such contract shall be the amount which shall have been fixed and determined by the school board, but as to the licensed employee paid in whole or in part with adequate education program funds, such salary shall not be less than that required under the provisions of Chapter 19 of this title. If any principal or licensed employee who has been elected and approved shall not execute and return the contract within ten (10) days after same has been tendered to him/her for execution, then, at the option of the school board, the election of the licensed employee and the contract tendered to him/her shall be null and void and of no effect. §37-9-23

The School Board shall have the power and authority, in its discretion to employ principals or licensed employees for not exceeding three (3) scholastic years. In such case, contracts shall be entered into with such principals and licensed employees for the number of years for which they have been employed. All such contracts with licensed employees shall for the years after the first year thereof be subject to the contingency that the licensed employee may be released if, during the life of the contract, the average daily attendance should decrease from that existing during the previous year and thus necessitate a reduction in the number of licensed employees who must be released before July or at least (30) days prior to the beginning of the school term, whichever date should occur earlier. The salary to be paid for the years after the first year of such contract shall be subject to revision, either upward or downward, in the event of an increase or decrease in the funds available for payment thereof, but, unless such salary is revised prior to the beginning of a school year, it shall remain for such school year at the amount fixed in such contract. However, where school district funds, other than adequate education program funds, are available during the school year in excess of the amount anticipated at the beginning of the school year the salary to be paid for such year may be increased to the extent that such additional funds are available and nothing herein shall be construed to prohibit same. §37-9-25

In employing and contracting with principals and licensed employees, the School Board shall in all cases determine whether the amount of salary to be paid such principal and licensed employee in compliance with the provisions of Chapter 19 of this title. No contract shall be entered into where the salary of a principal or licensed employee is to be paid in whole or in part from adequate education program funds except where the requirements of said chapter 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 principals and licensed employees above the amounts fixed by said chapter, provided that the amount of such increase is paid from funds available to such district other than minimum program funds. §37-9-33

The amount of the salary to be paid any principal or licensed employee shall be fixed by the School Board, provided that the requirements of Chapter 19 of this title are met as to principals and licensed employees paid in whole or in part from adequate education program funds. In employing such principals or 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. §37-9-37





Salary or wages paid to any employee of any school shall be paid on a basis as determined by the school board, except for December, when salaries or wages shall be paid by the last working day. Salaries or wages shall be paid at a minimum on a monthly basis. Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this section shall be construed to entitle any employee to payment of salary or wages when no work has been performed. {MS Code 37-9-39 (2003)}

The salaries of all employees shall be paid by pay certificates issued by the school district superintendent. Such pay certificates may be issued without additional authorization of the school board where the amount of salary has been fixed and a contract entered into as is provided in this chapter. All pay certificates shall be preserved by him/her as a part of the official record of his/her office for the same time and in the same manner as other records are preserved. Except as is herein provided, the said warrants shall be governed in all respects by the same laws regulating the issuance of other warrants for other purposes. 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. §37-9-41

It shall be unlawful for any principal or licensed employee to be paid for any services as such until a written contract has been executed as is provided and required by this chapter. If the school district superintendent shall make any such payment prior to the execution of the contract he/she shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his/her bond. If any licensed employees, or principal shall willfully and without just cause breach his/her contract and abandon his/her employment he/she shall not be entitled to any further salary payments either for services rendered prior to such breach or for services which were thereafter to have been rendered. Nothing in this section, however, shall prevent the employment and payment of substitute teachers without a written contract. §37-9-43

It shall be unlawful for the Superintendent of Schools to deduct or permit to be deducted from the salary of any principal or licensed employee any dues, fines or penalties payable or alleged to be payable because of the membership of such principal or licensed employee in any organization or association. However, dues or premiums in health associations or corporation and tax sheltered annuity deductions authorized by the United States Internal Revenue Code may be deducted upon written authorization from the superintendent, principal or licensed employee involved. Any superintendent of schools who shall make any such deduction or permit any such deduction to be made except those herein provided, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than Twenty-five Dollars (\$25.00) for each such deduction. §37-9-49

Any principal or licensed employee in any public school who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to the school board of the school district for release therefrom, in which application the reasons for such release shall be clearly stated. If the board acts favorably upon such application for release, such principal or licensed employee shall be released from his/her contract, and said contract shall be null and void on the date specified in the school board's order. §37-9-55

If any principal or 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 in Section 37-9-55, the contract of such principal or licensed employee shall be null and void. In addition thereto the license or certificate of such principal or licensed employee shall be suspended for a period of one (1) year upon written recommendation of the majority of the members of the school board of the school district. §37-9-57

The school board is hereby prohibited from denying employment or reemployment to any person as principal or licensed employee, as defined in Section 37-19-1, or as a non-instructional personnel, as defined in Section 37-9-1, for the single reason that any eligible child of such person does not attend Claiborne County School District.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and 37-9-59

DATE APPROVED: July

## **ADMINISTRATIVE AND SUPERVISORY PERSONNEL POSITIONS - CGB**

All administrative and supervisory positions in this district are established initially by the Board of Trustees, or by Mississippi School laws, or by regulations of the State Board of Education, or by a combination thereof.

It is the intent of the School Board to activate such positions sufficient to promote the attainment of district goals.

In each case, the School Board will approve the purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The School Board directs the superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Although positions may remain temporarily unfilled, only the School Board may abolish a position.

This School Board selects all school district personnel in the manner provided by law.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

**FAIR LABOR STANDARDS ACT – CGC**

Each district employee responsible for the supervision of employees subject to the Fair Labor Standards Act shall, prior to permitting any overtime work, receive authorization from the superintendent or his/her designee.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL HIRING: BACKGROUND CHECK – CGD**

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

The superintendent of the school district shall have the power, authority and duty to enter into contracts in the manner provided by law for each assistant superintendent, principal and teacher of the public schools under his supervision, after such assistant superintendent, principal and teachers have been selected and approved in the manner provided by law. §37-9-14 (2) (a) (1999)

### **ASSISTANT SUPERINTENDENTS AND PRINCIPALS**

No later than February 15 of each year, the superintendent of each school district, or such other person designated or authorized by the School Board, shall recommend to the School Board thereof the assistant superintendents and principals to be employed for each of the schools of the district except in the case of those assistant superintendents and principals who have been previously employed and who have a contract valid for the ensuing scholastic year. Unless good reason to the contrary exists, the school board shall approve and authorize the employment of the assistant superintendents and principals so recommended. If, for any reason, the school board shall decline to approve an assistant superintendent or principal so recommended, the superintendent or the board's designee shall make additional recommendations for the place or places to be filled.

When the assistant superintendents and principals of the schools have been recommended and approved as provided in the preceding paragraph, the superintendent of this school district shall enter into proper contracts with them. At a subsequent meeting he/she shall report same to the school board and such shall be entered in the minutes.

An interim conservator appointed pursuant to the provisions of Section 37-17-6(14)(a) shall not be required to comply with the time limitations prescribed in this section for recommending and employing assistant superintendents and principals. §37-9-15 (1996)

LEGAL REF.: MS Code as cited

### **LICENSED AND NONINSTRUCTIONAL EMPLOYEES**

On or before April 1 of each year, the principal of each school shall recommend to the superintendent of the local school district the licensed employees or non-instructional employees to be employed for the school involved except those licensed employees or non-instructional employees who have been previously employed and who have a contract valid for the ensuing scholastic year. If such recommendations meet with the approval of the superintendent, the superintendent shall recommend the employment of such licensed employees or non-instructional employees to the local school board, and, unless good reason to the contrary exists, the board shall elect the employees so recommended. If, for any reason, the local school board shall decline to elect any employee so recommended, additional recommendations for the places to be filled shall be made by the principal to the superintendent and then by the superintendent to the local school board as provided above.

When the licensed employees have been elected as provided in the preceding paragraph, the superintendent of the district shall enter into a contract with such persons in the manner provided in this chapter.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. §37-9-17 (2001)

LEGAL REF.: MS Code as cited

CROSS REF.: Policies GBN and GBNA

#### CRIMINAL RECORDS BACKGROUND CHECK/CHILD ABUSE REGISTRY CHECK

State law mandates the following actions:

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

## CONVICTION BASED ON ERRONEOUS INFORMATION

In the event an applicant wishes to contest a conviction based on erroneous information the applicant shall appeal the information to the Department of Public Safety. The applicant will show the school board or its designee proof of the corrected record.

NOTE: Assistance in developing rules and procedures for fingerprinting and criminal background checks may be obtained from the Office of Safe and Orderly School's Division of School Safety at the Mississippi Department of Education (601-359-1335).

## NEPOTISM AND CONFLICT OF INTEREST

It shall be illegal for any superintendent, administrative superintendent, principal or other licensed employee to be elected by the school board if such superintendent, administrative superintendent, principal or licensed employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the school board. No member of the school board shall vote for any person as a superintendent, administrative superintendent, principal or licensed employee who is related to him within the third degree by blood or marriage or who is dependent upon him in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void. §37-9-21 (1997)

**NOTE: In order to be in agreement with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Codes cited above and with Sections 25-4-25 through 25-4-29; 25-4-105; 37-11-25 and 37-11-27; and with Article 4, Section 109 of the MS Constitution.**

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies CBG, CGE, GAAC, and GBP

DATE APPROVED: July



## ADMINISTRATIVE PERSONNEL ASSIGNMENT - CGE

The superintendent of this school district shall have the power and authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided in Sections 37 9 15 and 37 9 17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the school board. MS Code 37 9 14 (2) (s) (1999)

Process Standards 3, 4, 5, and 6 of the Mississippi Public School Accountability Standards are as follows:

- 3) The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37 6 3(3 4); 37 9 7, 13, 14; 3761 9; and 37 151 5(h)}
- 4) The school district employs an appropriately licensed full time principal at each school. {MS Code 37-9-7,15 and 37-19-1(c)}
- 5) The school district employs in each school a licensed librarian or media specialist who devotes no more than one fourth of the workday to library/media administrative activities. {MS Code 37 17 6(3)(a e)}
  - 5.1 If the student enrollment is 499 or less, a half time licensed librarian or media specialist is required.
  - 5.2 If the student enrollment is 500 or more, a full time licensed librarian or media specialist is required.
- 6) Student support services (appraisal, academic, and/or personal advisement, and educational and/or career. planning and referral) are provided in each school by qualified student support personnel as follows:
  - 6.1 Student support services are provided in each high school by at least a half time appropriately licensed guidance counselor. {MS Code 37 9 79}
  - 6.2 Students in elementary schools have access to the required student support services provided by qualified student support personnel (e.g., guidance counselor, social worker, nurse, psychologist, psychometrist, etc.).

**Note: Student support personnel may only provide those services and activities in the area(s) that each individual is specifically qualified to provide. All student support personnel will use appropriate job titles that reflect their area of training, expertise, and license. For example, a Social Worker will be referred to as the School Social Worker and may not use the title of or be referred to as the School Guidance Counselor.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policies CEB and CG

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL EVALUATION – CGI**

Administrative personnel shall be evaluated annually.

As part of his/her duties the superintendent shall visit the schools of his school district in his/her discretion and require the assistant superintendents, principals and teachers thereof to perform their duties as prescribed by law. MS Code §37-9-14

Standard 9 is as follows: The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employees' on-the-job performance. §37-3-46 (b)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policies CA and CEB

DATE APPROVED: July

## ADMINISTRATIVE PERSONNEL PROMOTIONS – CGJ

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

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

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
1972 Education Amendments, Title IX 45 CFR Part 86  
Nashville Gas Co. v. Satty  
1964 Civil Rights Act  
1973 Rehabilitation Act, Section 503 & Section 504  
45 CFR Part 84; Executive Order 11246, as amended

CROSS REF.: Policies CEB, CGI, CGL

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL REASSIGNMENT – CGL**

Personnel shall be reassigned on the basis of qualifications, the needs of the district, and personal desires. When it is not possible to meet all three conditions administrators shall be assigned (1) in accordance with the needs of the district, (2) where the superintendent feels the employee is most qualified to serve, and (3) as to the expressed preference of employees.

The superintendent shall have the power and authority to make assignments to the various schools in the district of all noninstructional and nonlicensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the School Board. §37-9-14 (2) (s) (1999)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies CEB and CGE

DATE APPROVED: July

## ADMINISTRATIVE PERSONNEL SEPARATION – CGM

It shall be the policy of this school district to provide the highest possible quality of education for the students enrolled in the schools of this district. In order to achieve this goal, it is recognized that it is necessary, from time to time, to release from future employment principals and other administrative personnel where their performance fails to meet the standards established by the State Department of Education and/or this board or where their services are no longer needed.

### WRITTEN NOTICE REQUIREMENT

In the event that a determination is made by this school district not to offer an employee a renewal contract for a successive year, written notice of nonrenewal shall be given a principal on or before March 1 and written notice shall be given other professional educators on or before April 15, or within ten (10) days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K 12, whichever date is later. An interim conservator appointed pursuant to Section 37 17 6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37 9 18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators or other professional educators. Section 37-9-105 (2006)

Any non-reemployment decision of this school district shall be rationally related to a legitimate educational interest and not arbitrary and capricious or based upon some constitutionally impermissible reason such as race, sex, religion, handicap or exercise of First Amendment rights.

### LICENCED EMPLOYEE REQUEST FOR HEARING

An employee, by written request within ten (10) calendar days of receipt of notice of nonrenewal, is entitled to:

- a. Written notice of the specific reasons for non-reemployment with a summary of the factual basis therefor, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. This notice must be provided at least fourteen (14) calendar days prior to the hearing.
- b. An opportunity for a hearing at which to present matters, relevant to the reasons given for the proposed non-reemployment, including those alleged by the employee to be the reason for non-reemployment.
- c. Receive a fair and impartial hearing before the board or hearing officer.
- d. Be represented by legal counsel, at the employee's own expense.

An employee requesting a hearing must provide the district, not less than five (5) days before the scheduled date of the hearing, a response to the specific reasons for non-reemployment, a list of witnesses and a copy of documentary evidence in support of the response intended to be presented at the hearing. Section 37-9-109

If the employee does not request a hearing the decision of the school board with regard to the reemployment of the employee shall be final.

It is the intent of this school district to establish procedures for providing principals and other professional educators with notice of the reasons for not offering him/her a renewal of his/ her contract, to provide an opportunity for principals and other professional educators to present matters in extenuation and exculpation to enable the board to determine whether the recommendation of non-reemployment is a proper employment decision and not contrary to law and not a violation of some statutory or constitutional right and not to establish a system of tenure expressed or implied or require that all decisions of non-reemployment be based upon cause with respect to employment with the school district.

Any and all hearings shall be conducted pursuant to the “Rules of Procedure Under the Education Employment Procedures Law of 2001,” Policy GBN-R, adopted by this board. All proceedings under this policy are and shall be governed by the Education Employment Procedures Law of 2001, where applicable. Section 37-9-101 et seq. (1977)

The school board is hereby prohibited from denying employment or reemployment to any person as a principal or licensed employee, as defined in Section 37 19 1, for the single reason that any eligible child of such person does not attend the school system in which such principal or licensed employee is employed. Section 37-9 -59 (1997)

#### LEGAL NOTES

Failure of the school board to notify a principal of non-reemployment on or before March 1 and other professional educators on or before April 15 constitutes an automatic renewal of his/her outstanding contract for the ensuing year. [Jackson v Board of Education of Oktibbeha County (Miss. 1977) 349 So. 2d 550]

A school board is not required to justify its decision not to rehire a principal or other professional educator where the principal or other professional educator failed to show any impermissible reason for the school board's decision. [Tanner v Hazelhurst MSSD (Miss. 1983) 427 So. 2d 977]

Where a school board has acted in a manner which is arbitrary and capricious and where its actions are not supported by substantial evidence, the Chancery Court and ultimately the Supreme Court have the responsibility to intervene. [Merchant v Pearl MSSD (Miss. 1986) 492 So. 2d 959]

Process Standard 2 of the Mississippi Public School Accountability Standards is as follows:

2. 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

**NOTE: Please refer to the Education Employment Procedures Law Handbook, published by MSBA.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policies CGI, GBK, and GBN-R

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL RESIGNATION - CGN**

Any principal or licensed employee in this school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to the School Board of the school district for release therefrom, in which application the reasons for such release shall be clearly stated. If the Board acts favorably upon such application for release, such principal or licensed employee shall be released from his/her contract, and said contract shall be null and void on the date specified in the School Board's order.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-9-55

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL RETIREMENT - CGO**

As a condition of employment principals and other professional educators shall become members of the retirement system (PERS). §25-11-105 (a) (1994)

Principals and other professional educators shall be retired from public employment under such conditions and provisions established by the Public Employee Retirement System (PERS). §25-11-101 *et seq.*

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July



## **ADMINISTRATIVE PERSONNEL TIME SCHEDULES - CGPB**

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

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

**ADMINISTRATIVE PERSONNEL EXPENSES – CGPD**

Administrative personnel who have first been authorized by the superintendent to travel in the performance of their duties shall be advanced or reimbursed their expenses under Policy DJD – Expense Reimbursements.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code 25-3-41

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL CONSULTING - CGPEA**

The Board believes that both the district and the administrator who is requested to serve a school system, governmental, or other organizations as a paid consultant profits by such assignments. The administrator is free to accept such assignments, providing they do not infringe on the duties and responsibilities to the district. If administrators are requested to serve a school system, governmental, or other organization as a paid consultant during time the administrator is under contract to the Claiborne County School District, the administrator must get prior approval from the superintendent and will be required to use appropriate leave time for this consultant work.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL PROFESSIONAL LEAVES AND ABSENCES - CGPF**

The School Board recognizes the importance of developing, improving, and extending administrative skills. The superintendent will assist the administration to gain opportunities as district funds allow to remain abreast of emerging information and technical knowledge.

Professional growth shall be provided through such means as:

1. Attendance at School Executive Management Institute.
2. Planned staff development within the school system from time to time.
3. Visits to other schools and attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for advanced educational training.
5. Salary credit for additional educational training in accordance with the salary schedule.

The superintendent shall have authority to approve release time for conferences and invitations and reimbursements for expenses within budget limitations.

The superintendent, all principals, and other central office administrators/supervisors shall attend all required sessions of the School Executive Management Institute. MS CODE 37-3-4

Administrative personnel wishing leave for professional reasons shall make such request in writing to the superintendent subject to approval by the Board.

CROSS REF.: Policy GBRH.

### Leave of Absence for Study

Upon recommendation of the supervising principal or officer and the superintendent and approval of the Board, provisions may be made for leave of absence for full time academic study. Certified personnel, upon completion of three years of satisfactory professional services in the Claiborne County School District in administrative, supervisory, or instructional pursuits shall be eligible for leave of absence provided such leave does not exceed two summers and one academic year (summer-academic year-summer). An employee granted full time leave without compensation may return to the position vacated by his/her absence or be assigned to an equivalent position for which he/she is qualified to assume professional responsibilities. Such leave may commence at the close of a contract period or on a date mutually acceptable to responsible school officers. Application for leave must be presented for approval to the superintendent on appropriate application form forwarded to the Personnel Office on or before January 1. Announcement by the superintendent of all approved leaves shall be made by March 1 of the year in which the leave of absence is to be effective. Conditions governing the approval of request for leave of absence:

1. Experience:  
Persons shall be eligible for leave for study who have had five years of experience as defined in Chapter 14 of the Laws of 1953, and further provided that the last three years of school experience shall have been in this school system.
2. Salary Index:  
Personnel approved for leave of absence will not be advanced on the salary index for a year's teaching experience when reemployed.
3. College Credit:  
Full-time study requires the completion of a minimum of nine (9) semester or twelve (12) quarter hours of college credit each period excluding work taken in summer session. Such requirements may be altered subject to transcript verification or prescribed hours for completion of course work.
4. Employee Responsibility:  
All rights and privileges contained in this policy are contingent upon its application under Court decrees and the employee's return to the Claiborne County School District immediately upon expiration date of the leave.
5. Failure to Comply:  
Failure of the participants to comply with conditions governing the policy for full-time academic study nullifies any obligation of the Board of Trustees or designated representative to execute this agreement.

Nothing herein contained shall be construed as requiring any principal, officer or superintendent to recommend the granting of leave of absence or as requiring the Board to approve an application for a leave of absence.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL INTERN PROGRAM - CI**

An administrative intern program may be established and maintained to provide the district with a group of well trained personnel eligible for service as administrators and to provide a means through which personnel who desire to become school administrators may achieve training and experience which will prepare them to perform that function either within or outside the district.

The State Board of Education is authorized to establish rules and regulations and to administer the licensure process of the school administrators in the State of Mississippi. There will be four (4) categories of administrator licensure with exceptions only through special approval of the State Board of Education.

- a. Administrator License B Non-practicing. Those educators holding administrative endorsement but have no administrative experience or not serving in an administrative position on January 15, 1997.
- b. Administrator License B Entry Level. Those educators holding administrative endorsement and having met the Department's qualifications to be eligible for employment in a Mississippi school district. Administrator License B Entry level shall be issued for a five-year period and shall be non-renewable.
- c. Standard Administrator License B Career Level. An administrator who has met all the requirements of the Department for standard administrator licensure.
- d. Administrator License B Nontraditional Route. The State Board of Education may establish a nontraditional route for licensing administrative personnel. Such nontraditional route for administrative licensure shall be available for persons holding, but not limited to, a master of business administration degree, a master of public planning and policy degree or a doctor of jurisprudence degree from an accredited college or university, with five (5) years of administrative or supervisory experience. Successful completion of the requirements of alternate route licensure for administrators shall qualify a person for standard administrator license.

Beginning with the 1997-98 school year, individuals seeking school administrator licensure under paragraph (b), (c) or (d) shall successfully complete a training program and an assessment process prescribed by the State Board of Education. Applicants seeking school administrator licensure prior to June 30, 1997, and completing all requirements for provisional or standard administrator certification and who have never practiced, shall be exempt from taking the Mississippi Assessment Battery Phase I. Applicants seeking school administrator licensure during the period beginning July 1, 1997 through June 30, 1998, shall participate in the Mississippi Assessment Battery, and upon request of the applicant, the Department shall reimburse the applicant for the cost of the assessment process required. After June 30, 1998, all applicants for school administrator licensure shall meet all requirements prescribed by the Department under paragraph (b), (c) or (d), and the cost of the assessment process required shall be paid by the applicant. MS Code 37-3-2 (7) (2002)

### **RECIPROCITY**

The Department shall grant a standard license to any individual who possesses a valid standard license from another state. The Department shall grant a nonrenewable special license to any individual who possesses a credential which is less than a standard license from another state. Such special license shall be valid for the current school year plus one (1) additional school year to expire on June 30 or the second year, not to exceed a total period of twenty-four (24) months, during which time the applicant shall be required to complete the requirements for a standard license in Mississippi. MS Code 37-3-2 (8) (2006)

## LICENSE RENEWAL AND REINSTATEMENT

The State Board of Education is authorized to establish rules and regulations for the renewal and reinstatement of educator and administrator licenses. Effective May 15, 1997, the valid standard license held by an educator shall be extended five (5) years beyond the expiration date of the license in order to afford the educator adequate time to fulfill new renewal requirements established pursuant to this subsection. An educator completing the master of education, educational specialist or doctor of education degree in May 1997 for the purpose of upgrading the educator's license to a higher class shall be given this extension of five (5) years plus five (5) additional years for completion of a higher degree. MS Code 37-3-2 (9) (2002)

**NOTE: For information on the Beginning Principal Support Pilot Program, please contact the School Executive Management Institute at the Mississippi Department of Education.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies CBG, CGD, and CK

DATE APPROVED: July

**CONSULTANTS TO THE ADMINISTRATIVE STAFF – CJ**

Consultants, whether temporary, part-time, or full-time, shall exercise no administrative authority over the work of the employees of the Board, but shall act only as advisors in those fields in which they are qualified to offer expert assistance.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July



## **ADMINISTRATIVE PERSONNEL PROFESSIONAL DEVELOPMENT OPPORTUNITIES – CK**

All administrators in the Claiborne County School District are required to attend all training sessions mandated by the Legislature and the State Department of Education. Each administrator is responsible for acquiring and accounting for hours needed for updated licensure.

The Board encourages personnel to participate in meetings and organizations that will provide opportunities for development in their job areas. Reimbursements for attendance at such meetings will be made upon Board approval.

Administrative personnel may be permitted to do graduate study during the summer months subject to approval of the superintendent and Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-3-4(3); 37-3-4(7); 37-3-2(9)

DATE APPROVED: July

## **ADMINISTRATIVE PERSONNEL COUNCILS, CABINETS, COMMITTEES - CL**

The School Board authorizes the superintendent to establish permanent or temporary advisors, cabinets, and committees as he/she deems necessary for the proper administration of Board policies, compliance with State Accreditation Standards and the improvement of the total educational program.

Functioning in an advisory capacity, such groups may take recommendations for submission to the Board through the superintendent. However, such groups shall have no inherent authority.

The membership and responsibilities of advisors, cabinets, and committees shall be defined by the superintendent and may be changed at his/her discretion.

Expenses incurred by such groups for consultative services, materials and investigative travel shall be paid from the general operating funds of the district, but only when the expenses are within budgetary allotments and approved by the superintendent in advance.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **BOARD POLICY IMPLEMENTATION - CM**

The superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board.

The policies developed by the Board and the administrative regulations established to implement policy are designed to increase the effectiveness and efficiency of the school system.

Administrators are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Continuous disregard for Board policy and administrative regulations may be interpreted as insubordination and/or willful neglect of duty and may result in termination of employment with the Claiborne County School District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## ADMINISTRATIVE RULES - CMA

It shall be the duty of the superintendent to administer the schools within his/her district and to implement the decisions of the School Board. §37-9-14 (1) (1999)

This Board hereby delegates to the superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated except when specific state or federal laws or rules require this Board to adopt such rules or when this Board or superintendent considers such adoptions desirable.

In the development of administrative rules, the superintendent may involve at the planning stage those who would be affected by such rules, including staff members, students, parents, and the public when it is practical and appropriate to do so.

Process Standard 3 of the Mississippi Public School Accountability Standards is as follows: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3(3-4); 37-9-7, 13, 14; 37-61-9; and 37-151-5(h)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies BA, CA, CEB, GAC

DATE APPROVED: July

## **ADMINISTRATIVE RECORDS - CN**

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 (1987)

The superintendent or the assistant 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 or the administrative superintendent
  - (10) Transportation records.
  
- (b) After three (3) years:
  - (1) Teacher contracts, computed from the expiration date thereof
  - (2) Bus purchase documents
  - (3) Teachers' register, 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 (1987)

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 (1995)

### REQUESTS FOR ACCESS

The Claiborne County School District shall comply with the requirements of the Mississippi Public Records Act of 1983 and shall make public records accessible subject to legal exceptions and requirements of the district and state and federal laws. Requests for access shall be made on forms provided by the district under a fee scale established by the Board of Trustees.

CROSS REF.: Policies JR and KL.

### 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.

#### 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 reasons for the denial. The district will maintain a record of all denials for a period of three (3) years.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies BE, CN, JR, and KL

DATE APPROVED: July

## **ADMINISTRATIVE REPORTS: PAPERWORK - CO**

It shall be the power, authority and duty of the superintendent:

- To preserve all reports of superintendents, principals, teachers and other school officers, and to deliver to his successor or clerk of the Board of Supervisors all money, property, books, effects and papers. §37-9-14 (2) (e)
- To make to the School Board reports for each scholastic month in such form as the School Board may require. §37-9-14 (2) (i)
- To distribute promptly all reports, letters, forms, circulars and instructions which he may receive for the use of school officials. §37-9-14 (2) (j)
- To observe such instructions and regulations as the School Board and other public officials may prescribe, and to make special reports to these officers whenever required. §37-9-14 (2) (m)
- To make such reports as are required by the State Board of Education. §37-9-14 (2) (o)
- To comply in a timely manner with compulsory education reporting requirements prescribed in Section 37-13-91 (6). §37-9-14 (2) (u)

LEGAL REF.: MS Code as cited

CROSS REF.: Policy CEB

### **PAPERWORK REQUIRED OF STAFF**

It shall be the policy of the Claiborne County School District that paperwork required of teachers and staff be limited to that which is directly related to the instructional program and shall contribute to the effectiveness of the instructional program in the district. Reports mandated by the state or federal government may be required. All other reports and paperwork requirements shall be reviewed and appropriate action taken to eliminate or reduce those which are not essential. The district Board and administration will continue to improve the ability of the district to manage instruction and fiscal requirements by electronic means.

### **ACCREDITATION**

The Board of Trustees requires the superintendent to submit annually information necessary for determining compliance with accreditation requirements. Such information will be submitted at a date designated and on forms provided by the State Department of Education. The superintendent shall certify by signature that the information is true and consistent with all other information pertinent to the school.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE APPROVED: July



## **ADMINISTRATIVE PERSONNEL: CONFLICT OF INTEREST – CP**

It shall be illegal for any superintendent, assistant superintendent, principal or other licensed employee to be elected by the School Board if such superintendent, assistant superintendent, principal or licensed employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the School Board. No member of the School Board shall vote for any person as a superintendent, assistant superintendent, principal or licensed employee who is related to him/her within the third degree by blood or marriage or who is dependent upon him/her in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void.

CROSS REF.: Policies CGD, GAG, GAAC, and CB



The financial records and statements of this school district will be kept and presented in accordance with generally accepted accounting principles and the requirements and procedures outlined in the Mississippi Public School District Financial Accounting Manual, July 1, 1992, as amended.

The State Department of Education is hereby authorized and directed to prescribe and formulate for use by all school districts of this state, including municipal separate school districts, adequate accounting systems and other essential financial records which shall be uniform for all of the school districts of this state. Such uniform system shall include a method of accounting for and keeping records of all funds received, handled and disbursed by such school district, whether derived from taxation or otherwise, including funds derived from donations, athletic events and other special activities of the school district. The uniform system of accounts so prescribed and formulated by the State Department of Education shall be distributed and disseminated to all of the school districts of this state and it shall be mandatory that the boards of trustees of all such school districts install, utilize and follow said uniform system of accounts in keeping the financial records of the school district. At the request of the Mississippi Department of Education, the Office of the State Auditor shall provide advice for implementation of this section. MS Code 37-37-1 (2006)

Process Standards 7 and 10 of the Mississippi Public School Accountability Standards are as follows:

7. The school district employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (SB Policy GBBA)

10. The school district operates with a uniform system of accounts as specified in state law and as prescribed by the State Auditor's Office. {MS Code 37 9 18, 37 37 1, 37 37 3, 37 17 6(16), 37 37 7, 37 37 13, 37 61 19 and 37 61 23}

10.1 The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37 17 6(16)}

10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37 61 19}

10.3 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statement of the school district. {MS Code 37 9 18, 37 37 1, and 37 61 23}

10.4 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including but not limited to the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary. {MS Code 37 37 7(2)(b)(c)(d) and 37 37 13}

10.5 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy and timely reporting of all reports, other than student data, required for submission to the MDE in accordance with state law and/or State Board of Education policies. {MS Code 37 37 7(2)(e) and 37 37 13}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies CEB and DJ

DATE: July

## ANNUAL OPERATING BUDGET – DC

The annual operating budget is the plan of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of this school district are controlled. The annual operating budget as required by law is essential to the sound financial management of this school district.

Process Standards 7, 10 and 11 of the Mississippi Public School Accountability Standards are as follows:

7. The school district employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (SB Policy GBBA)

10. The school district operates with a uniform system of accounts as specified in state law and as prescribed by the State Auditor's Office. {MS Code 37 9 18, 37 37 1, 37 37 3, 37 17 6(16), 37 37 7, 37 37 13, 37 61 19 and 37 61 23}

10.1 The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37 17 6(16)}

10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37 61 19}

10.3 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statement of the school district. {MS Code 37 9 18, 37 37 1, and 37 61 23}

10.4 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including but not limited to the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary. {MS Code 37 37 7(2)(b)(c)(d) and 37 37 13}

10.5 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy and timely reporting of all reports, other than student data, required for submission to the MDE in accordance with state law and/or State Board of Education policies. {MS Code 37 37 7(2)(e) and 37 37 13}

11. The local school board budgets and expends funds as follows:
  - 11.1 The local school board of education budgets and expends from the District Maintenance Fund (Fund #1120) a minimum of \$20.00 per student for instructional/library supplies, materials, and equipment.
  - 11.2 Funds available for classroom supplies, materials, and equipment from the Education Enhancement Fund (Fund #2440) are allotted and expended in compliance with Section 37 61 33, Mississippi Code of 1972, as amended and State Board of Education Policy DFBI.
  - 11.3 The local school board budgets and expends funds under the Public School Health Insurance Plan as required by state law and State Board policy. Failure to remit premiums, interest penalties and/or late charges in a timely manner may result in withholding a school district's adequate education program funds. {MS Code 37 151 95} (SB Policy DFBG 1)

## 1. BUDGET DEVELOPMENT PROCEDURE

The Superintendent of Schools with the approval of the Board may revise the budget at any time during the fiscal year. No revision of any budget under the provisions hereof shall be made which will permit a functional expenditure in excess of the amounts available for such purpose.

The Board shall approve all transfers between individual funds except those approved as part of the budget. Transfers approved as part of the budget already have Board approval and a second approval of the actual transaction is unnecessary unless different from the budget.

Since it is impossible to change the income during the school year, expenditures must be kept within the allocations of the adopted budget. Items within the budget are determined as follows:

- A. Salaries - On schedule as adopted by the Board of Trustees or by specific approval.
- B. Equipment and Furniture - Based on individual school needs as expressed by requisition from the building principals and in accordance with the purchasing schedule each year. When these requests are approved by appropriate staff members, they are allowed insofar as funds permit.
- C. Instructional Materials and Supplies - Allocations are based on teacher needs and on the projected enrollment of students for the next school year in accordance with past experiences and accreditation standards.

Classroom teachers should continuously evaluate materials and supplies to determine the most effective teaching aids. They should discuss these materials with the building principal before preparing requisitions. The principal will evaluate the requisitions submitted as to the needs of the school in keeping with available funds, or request that additional funds be appropriated. Such requests must be accompanied by justification in writing.

- D. Building Repairs and Upkeep - This is based on an annual survey of needs as determined by the building principal and maintenance supervisor, within available funds.

## 2. BUDGET ALLOCATIONS

The allocation of the monies to the various departments within a school is the responsibility of the principal and/or the administrative officer of a particular division of a school and shall not exceed the total annual allocation for the school. Accreditation standards should be followed in making allocations.

## 3. BUDGET REQUISITIONS

Instructional supplies and equipment shall be requisitioned according to the district's purchasing cycle.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies DCC, DCE, and DCH

DATE: July

## **FISCAL YEAR/SCHOLASTIC YEAR – DCB**

The “fiscal year” of this school district shall commence on July 1 and end on June 30 of each year. The “scholastic year” of this school district shall likewise commence on July 1 and end on June 30 of each year. MS CODE §37-61-1 (1987)

However, for the purposes of determining ad valorem tax receipts for a preceding fiscal year, the term "fiscal year" means the fiscal year beginning October 1 and ending September 30. §37-57-107 (1994)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July



## ANNUAL OPERATING BUDGET PREPARATION PROCEDURES - DCC

1. On or before the fifteenth day of August of each year, the school board, with the assistance of the superintendent of schools, shall prepare and file with the levying authority for the school district, as defined in Section 37 57 1, at least two (2) copies of a budget of estimated expenditures for the support, maintenance and operation of the school district for the fiscal year commencing on July 1 of such year. Such budget shall be prepared on forms prescribed and provided by the State Auditor and shall contain such information as the State Auditor may require.
2. In addition, on or before the fifteenth day of August of each year, the school board, with the assistance of the superintendent of schools, shall prepare and file with the State Department of Education such budgetary information as the State Board of Education may require. The State Board of Education shall prescribe and provide forms to each school district for this purpose.
3. Prior to the adoption of a budget pursuant to this section, the 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 shall 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.
4. There shall be imposed limitations on budgeted expenditures for certain administration costs, as defined hereinafter, in an amount not greater than One Hundred Fifty Thousand Dollars (\$150,000.00) plus four percent (4%) of the expenditures of all school districts each year. For purposes of this subsection, "administration costs" shall be defined as expenditures for salaries and fringe benefits paid for central administration costs from all sources of revenue in the following expenditure functions as defined in the MISSISSIPPI PUBLIC SCHOOL DISTRICT FINANCIAL ACCOUNTING MANUAL:

2300 = Support Services - General Administration

2310 = Board of Education Services

2320 = Executive Administration Services

2330 = Special Area Administration Services

2500 = Business Services

2510 = Fiscal Services

2520 = Purchasing Services

2530 = Warehousing and Distributing Services

2540 = Printing, Publishing and Duplicating Services

2590 = Other Support Services-Business

Any costs classified as "administration costs" for purposes of this subsection which can be demonstrated by the local school district to be an expenditure that results in a net cost savings to the district that may otherwise require budget expenditures for functions not covered under the definition of administration costs herein may be excluded from the limitations herein. The local school board shall make a specific finding of such costs and spread such finding upon its minutes, which shall be subject to the approval of the Office of Educational Accountability of the State Department of Education. Any school district required to make expenditure cuts, as a result of application of this subsection, shall not be required to reduce such expenditures more than twenty-five percent (25%) in any year in order to comply with this mandate.

The State Auditor shall ensure that functions in all expenditure categories to which this administrative limitation applies shall be properly classified.

This section shall not apply to central administration with five (5) or less full-time employees, or to those school districts which can substantiate that comparable reductions have occurred in administrative costs for the five-year period immediately prior to school year 1993-1994. In the event the application of this section may jeopardize the fiscal integrity or operations of the school district, have an adverse impact on the ability of the district to deliver educational services, or otherwise restrict the district from achieving or maintaining a quality education program, the State Board of Education shall be authorized to exempt the application of this section to such school district pursuant to rules and regulations of the State Board of Education consistent with the intent of this section. Section 37-61-9 (2006)

Unless the increased revenue in a budget is derived solely from the expansion of a school district's ad valorem tax base, a school district shall not budget an increase in an ad valorem tax effort in dollars for support of the school district unless it first advertises its intention to do so at the same time that it advertises its intention to fix its budget for the next fiscal year. A request for an ad valorem tax effort in dollars for the support of the school district in excess of the certified tax rate pursuant to Sections 37-57-105 and 37-57-107 shall not be levied until an order has been approved by the school board of the school district in accordance with the procedure set forth in Section 27-39-207, Mississippi Code of 1972. Section 27-39-207 (1999)

Process Standard 11 of the Mississippi Public School Accountability Standards is as follows:

11. The local school board budgets and expends funds as follows:

11.1 The local school board of education budgets and expends from the District Maintenance Fund (Fund #1120) a minimum of \$20.00 per student for instructional/library supplies, materials, and equipment.

11.2 Funds available for classroom supplies, materials, and equipment from the Education Enhancement Fund (Fund #2440) are allotted and expended in compliance with Section 37 61 33, Mississippi Code of 1972, as amended, and State Board of Education Policy DFBI.

11.3 The local school board budgets and expends funds under the Public School Health Insurance Plan as required by state law and State Board policy. Failure to remit premiums, interest penalties and/or late charges in a timely manner may result in withholding a school district's adequate education program funds. {MS Code 37 151 95} (SB Policy DFBG 1)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and Section 27-39-203; Section 27-29-205  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies DCCA and DCE

DATE: July

## **BUDGET DEADLINES AND SCHEDULES – DCCA**

On or before the fifteenth day of August of each year, the school board, with the assistance of the superintendent of schools, shall prepare and file with the levying authority for the school district, as defined in Section 37-57-1, at least two (2) copies of a budget of estimated expenditures for the support, maintenance and operation of the school district for the fiscal year commencing on July 1 of such year. Such budget shall be prepared on forms prescribed and provided by the State Auditor and shall contain such information as the State Auditor may require. MS Code §37-61-9 (1) (200)

In addition, on or before the fifteenth day of August of each year, the school board, with the assistance of the superintendent of schools, shall prepare and file with the State Department of Education such budgetary information as the State Board of Education may require. The State Board of Education shall prescribe and provide forms to each school district for this purpose. MS Code §37-61-9 (2) (2000)

Process Standard 11 of the Mississippi Public School Accountability Standards is as follows: The board of education budgets and expends funds as follows:

- 11.1 The local school board of education budgets and expends from the District Maintenance Fund (Fund #1120) at least the state minimum per student for instructional/library supplies, materials, and equipment.
- 11.2 Funds available for classroom supplies, materials, and equipment from the Education Enhancement Fund (Fund #2440) are allotted and expended in compliance with Section 37-61-33, Mississippi Code of 1972, as amended, and State Board of Education Policy DFBI.
- 11.3 The local school board budgets and expends funds under the Public School Health Insurance Plan as required by state law and State Board policy. Failure to remit premiums, interest penalties and/or late charges in a timely manner may result in withholding a school district's adequate education program funds. MS Code 37-151-95

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: *Mississippi Public School Accountability Standards 2012*

DATE: July

## **ANNUAL OPERATING BUDGET FINAL ADOPTION PROCEDURES – DCE**

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 shall 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)

A public body may hold an executive session for the transaction of business and discussions regarding employment and termination of employees. The exemption provided in this paragraph includes the right to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to approval of the public body. Final budgetary adoption shall not be taken in executive session. §25-41-7(4) (k)

“Executive Session” provides the right to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to approval of the public body. **FINAL BUDGETARY ADOPTION SHALL NOT BE TAKEN IN EXECUTIVE SESSION.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies BCAE, BCBK, DCCA, DC, and DCH

DATE: July

## PERIODIC BUDGET RECONCILIATION - DCH

It shall be the duty of the Superintendent of Schools and the School Board of this school district to limit the expenditure of school funds during the fiscal year to the amounts set forth in the respective school budgets as reflected in the Board minutes or an addendum to Board minutes, unless such school fund budgets be revised in the manner provided in this chapter. It shall be unlawful for any school district to budget expenditures from a fund in excess of the resources available within that fund for such expenditures. Furthermore, it shall be unlawful for any contract to be entered into or any obligation incurred or expenditure made in excess of the budgeted funds available for such purposes for such fiscal year. Any member of the School Board, Superintendent of Schools, or other school official who shall enter into any contract, incur any obligation, or make any expenditure in excess of the amount available for that purpose for the fiscal year shall be personally liable for the amount of such excess. However, no School Board member, superintendent or other school official shall be personally liable (a) in the event of any reduction in MAEP payments by action of the Governor acting through the Department of Finance and Administration; or (b) for claims, damages, awards or judgments, on account of any wrongful or tortious act or omission or breach of implied term or condition of any warranty or contract; provided, however, that the foregoing immunity provisions shall not be a defense in cases of fraud, criminal action or an intentional breach of fiduciary obligations imposed by statute. §37-61-19 (2003)

The superintendent is hereby authorized and empowered to amend objects within major and minor functions as may be necessary during the fiscal year.

The School Board shall approve a budget for the school district. The School Board shall approve amendments to such budget where major functions of revenues and expenditures are involved.

The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. (MS Code §37-61-9)

10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district.  
{MS Code 37-61-9}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: *Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies DC, DCE, DCCA

DATE: July

## LINE ITEM TRANSFER AUTHORITY – DCI

### BUDGET REVISION

If it should appear to the superintendent of schools or the school board of any school district that the amounts to be received from state appropriations, taxation or any other source will be more than the amount estimated in the budget filed and approved, or if it should appear that such amounts shall be less than the amount estimated, the school board of the school district, with assistance from the superintendent, may revise the budget at any time during the fiscal year by increasing or decreasing the fund budget, in proportion to the increase or decrease in the estimated amounts.

### TRANSFER WITHIN BUDGET FUNCTIONS

If it should appear to the superintendent of schools or the school board of a school district that some function of the budget as filed is in excess of the requirement of that function and that the entire amount budgeted for such function will not be needed for expenditures therefor during the fiscal year, the school board of the school district, with assistance from the superintendent, may transfer resources to and from functions and funds within the budget when and where needed; however, no such transfer shall be made from fund to fund or from function to function which will result in the expenditure of any money for any purpose different from that for which the money was appropriated, allotted, collected or otherwise made available or for a purpose which is not authorized by law. No revision of any budget under the provisions hereof shall be made which will permit a fund expenditure in excess of the resources available for such purpose.

### OFFICIAL RECORDING IN MINUTES

The revised portions of the budgets shall be incorporated in the minutes of the school board by spreading them on the minutes or by attaching them as an addendum. Final budget revisions, pertinent to a fiscal year, shall be approved on or before the date set by the State Board of Education for the school district to submit its financial information for that fiscal year.

### YEAR END FINANCIAL STATEMENTS

On or before the fifteenth day of October of each year, the local school board of each school district, with the assistance of the school district superintendent, shall prepare and file with the State Department of Education year end financial statements and any other budgetary information that the State Board of Education may require. The State Board of Education shall prescribe and provide forms to each school district for this purpose. No additional changes may be made to the financial statements after October 15 of each year. MS Code 37-61-21 (2006)

The school board shall approve all transfers between individual funds except those approved as part of the budget. Transfers approved as part of the budget already have board approval and a second approval of the actual transaction is unnecessary unless different from the budget.

Process Standard 10.2 of the Mississippi Public School Accountability Standards is as follows:

10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37 61 9}

LEGAL REF.: MS Code as  
cited

*Mississippi Public School Accountability Standards  
(2007) CROSS REF.: Policy DCH - Periodic Budget  
Reconsiladation*



If it should appear to the Superintendent of Schools or the School Board of this school district that the amounts to be received from state appropriations, taxation or any other source will be more than the amount estimated in the budget filed and approved, or if it should appear that such amounts shall be less than the amount estimated, the School Board of the school district, with assistance from the superintendent, shall revise the budget at any time during the fiscal year by increasing or decreasing the fund budget, in proportion to the increase or decrease in the estimated amounts. If it should appear to the Superintendent of Schools or the School Board of this school district that some function of the budget as filed is in excess of the requirement of that function and that the entire amount budgeted for such function will not be needed for expenditures therefor during the fiscal year, the School Board of the school district, with assistance from the superintendent, may transfer resources to and from functions and funds within the budget when and where needed; however, no such transfer shall be made from fund to fund or from function to function which will result in the expenditure of any money for any purpose different from that for which the money was appropriated, allotted, collected or otherwise made available or for a purpose which is not authorized by law. No revision of any budget under the provisions hereof shall be made which will permit a fund expenditure in excess of the amounts available for such purpose. The revised portions of the budgets shall be incorporated in the minutes of the School Board by spreading them on the minutes or by attaching them as an addendum. Final budget revisions, pertinent to a fiscal year, shall be approved on or before August 15 of the following fiscal year. §37-61-21 (1991)

The School Board shall approve all transfers between individual funds except those approved as part of the budget. Transfers approved as part of the budget already have Board approval and a second approval of the actual transaction is unnecessary unless different from the budget.

Standard 10.2 of the Mississippi Public School Accountability Standards is as follows: The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37-61-9}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

DATE: July



## DEBT LIMITATION – DE

### RESTRICTION OF INDEBTEDNESS

No school district shall, except as provided in section 37-59-7, hereafter issue bonds for the purposes authorized by law in an amount which, added to all of its then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for school purposes of more than fifteen percent of the assessed value of the taxable property within such district, according to the then last completed assessment for taxation, regardless of whether any of such indebtedness shall have been incurred by such district or by another school district or districts. §37-59-5 (1968)

### EXCEEDING INDEBTEDNESS RESTRICTIONS

- (1) Any school district in which the total number of students enrolled at any one time during the school year shall have increased by at least twenty percent (20%) within the preceding five (5) years shall not issue bonds for the purposes authorized by law in an amount which when added to all of its then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for school purposes of more than twenty-five percent (25%) of the assessed value of the taxable property within such district according to the then last completed assessment for taxation.

The pupil increase mentioned hereinabove shall apply only to growth in pupil enrollment and shall not apply to pupil increases brought about by consolidation of school districts.

- (2) Any school district may hereafter issue bonds in an amount exceeding the limit of Section 37-59-5 for the purpose of constructing, reconstructing, repairing, equipping, remodeling or enlarging school buildings and related facilities, as described in subsection (a) of Section 37-59-3, but no such district shall issue bonds in an amount which when added to all of its then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for such school purposes of more than twenty percent (20%) of the assessed value of the taxable property in such district, according to the then last completed assessment for taxation, regardless of whether any of such indebtedness shall have been incurred by such district or by another school district or districts:
  - a. In the event of the damage to or destruction of any school building or school buildings, or related facilities of any such district by fire, windstorm, flood or other providential and unforeseeable cause; or
  - b. In the event such school district has lost its accreditation and the constructing, reconstructing, repairing, equipping, remodeling or enlarging of such school buildings and related facilities is necessary for the restoration of such accreditation.

(3) In any school district wherein more than nine percent (9%) of the total land area of the school district is owned by the federal government and situated in a flood control reservoir or maintained as a part of the national forest system, the said school district may issue bonds in an amount, which when added to all of its then outstanding bonded indebtedness for school purposes, shall result in the imposition on any of the property in such school district of an indebtedness for school purposes of not more than twenty percent (20%) of the assessed value of the taxable property within such district, according to the then last completed assessment for taxation, regardless of whether any of such indebtedness shall have been incurred by such district or by another school district or districts. If bonds in an amount in excess of fifteen percent (15%) of the total assessed value of the property of a school district are issued under the provisions of this subsection, not less than twenty-five percent (25%) of the total funds received by the school district under the provisions of Section 49-19-23, Mississippi Code of 1972, shall be paid into the bond and interest sinking fund of such district and used for the retirement of the bonds so issued.

(4) In any district where the assessed valuation per pupil is less than seventy-five percent (75%) of the average of all school districts, such school district may issue bonds for the purposes authorized by Section 37-59-3 in an amount exceeding the fifteen percent (15%) debt limitation set forth in Section 39-59-5, but not exceeding an amount which, when added to all of the school district's then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for such school purposes of more than twenty-five percent (25%) of the assessed value of the taxable property in such district, according to the then last completed assessment for taxation if:

a. The Board of Trustees or Board of Education of the school district adopts a resolution finding that issuing bonds in an amount exceeding the limitation stated in Section 37-59-5 is necessary to provide or maintain adequate educational facilities within the school district; and

b. The notice of the bond election required by Section 37-59-13 contains a provision notifying the qualified electors in the school district:

(i) Of the fact that the proposed bonds, if issued, will exceed the fifteen percent (15%) debt limit contained in Section 37-59-5; and

(ii) Of the reasons why the school district is proposing to exceed said limitation;

c. The election is held and the proposed bond issue receives the requisite voter approval as set forth in Section 37-59-17. §37-59-7 (1995)

#### REDUCED OR INTEREST-FREE DEBT PURSUANT TO FEDERAL LAW

Notwithstanding any law or any provision of any law to the contrary, the following additional and supplemental powers and authorizations are hereby granted to each public school district in connection with the issuance of any debt, as defined herein.

a) For purposes of this act, "debt" means any note, bond, lease or other evidence of indebtedness, that a district is authorized to issue under any provision of law.

b) Any school district issuing debt may, by resolution of its board of trustees or board of education, do all things regarding the form, payment structure, purchase price and terms of such debt which may be helpful in qualifying the debt for reduced or interest-free treatment under federal law or the regulations promulgated thereunder and to assure that such debt will be readily acceptable in the municipal bond market, provided the same is not inconsistent with the Constitution of the state. Provided, however, that nothing in this act shall be construed as allowing a school district to exceed the final maturity term or exceed any debt limitation provided in the applicable state law authorizing the debt.

- c) This act shall be construed to be supplemental and additional to any powers conferred by other laws on school districts and not in derogation of any such powers not existing. The act is remedial in nature and shall be liberally construed. Provided, however, that this act 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. §37-59-301 (2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies ABB and DFD

DATE: July

## LOCAL TAX REVENUES – DFA

Tax levy and collection of taxes for the Claiborne County School District shall be in accordance with applicable state law.

### TAX LEVY FOR SUPPORT OF ADEQUATE EDUCATION PROGRAM

[Section 37-57-1 shall read as follows:]

- (1) (a) The boards of supervisors of the counties shall levy and collect all taxes for and on behalf of all school districts which were within the county school system or designated as special municipal separate school districts prior to July 1, 1986. Such taxes shall be collected by the county tax collector at the same time and in the same manner as county taxes are collected by him, and the same penalties for delinquency shall be applicable.

The governing authorities of the municipalities shall levy and collect all taxes for and on behalf of all school districts which were designated as municipal separate school districts prior to July 1, 1986. Such taxes shall be collected by the municipal tax collector at the same time and in the same manner as municipal taxes are collected by him, and the same penalties for delinquency shall be applicable.

Except as otherwise provided in Section 2, Senate Bill No, 2403, 2007 Regular Session, the county or municipal tax collector, as the case may be, shall pay such tax collections, except for taxes collected for the payment of the principal of and interest on school bonds or notes and except for taxes collected to defray collection costs, into the school depository and report to the school board of the appropriate school district at the same time and in the same manner as the tax collector makes his payments and reports of other taxes collected by him.

Provided, however, the State Board of Education shall determine the appropriate levying authority for any school district created or reorganized after July 1, 1987.

- (b) For the purposes of this chapter and any other laws pertaining to taxes levied or bonds or notes issued for and on behalf of school districts, the term "levying authority" means the board of supervisors of the county or the governing authorities of the municipality, whichever levies taxes for and on behalf of the particular school district as provided in paragraphs (a) and (b) of this subsection.
- (2) The levying authority for the school district shall, at the same time and in the same manner as other taxes are levied by the levying authority, levy a tax of not less than twenty-eight (28) mills for the then current fiscal year, less the estimated amount of the yield of the School Ad Valorem Tax Reduction Fund grant to the school district as determined by the State Department of Education or twenty-seven percent (27%) of the basic adequate education program cost for such school district, whichever is a lesser amount, upon all of the taxable property of the school district, as required under Section 37-151-7(2)(a). However, in no case shall the minimum local ad valorem tax effort for any school district be equal to an amount that would require a millage rate exceeding fifty-five (55) mills in that school district. Provided, however, that if a levying authority is levying in excess of fifty-five (55) mills on July 1, 1997, the levying authority may levy an additional amount not exceeding three (3) mills in the aggregate for the period beginning July 1, 1997, and ending June 30, 2003, subject to the limitation on increased receipts from ad valorem taxes prescribed in Sections 37-57-105 and 37-57-107.

Nothing in this subsection shall be construed to require any school district that is levying more than fifty-five (55) mills pursuant to Sections 37-57-1 and 37-57-105 to decrease its millage rate to fifty-five (55) mills or less. In making such levy, the levying authority shall levy an additional amount sufficient to cover anticipated delinquencies and costs of collection so that the net amount of money to be produced by such levy shall be equal to the amount which the school district is required to contribute as its said minimum local ad valorem tax effort.

The tax so levied shall be collected by the tax collector at the same time and in the same manner as other ad valorem taxes are collected by him. The amount of taxes so collected as a result of such levy shall be paid into the district maintenance fund of the school district by the tax collector at the same time and in the same manner as reports and payments of other ad valorem taxes are made by said tax collector, except that the amount collected to defray costs of collection may be paid into the county general fund. The levying authority shall have the power and authority to direct and cause warrants to be issued against such fund for the purpose of refunding any amount of taxes erroneously or illegally paid into such fund where such refund has been approved in the manner provided by law. MS Code 37-57-1 (2007)

[Section 37-57-105 is amended as follows:]

- (1) In addition to the taxes levied under Section 37-57-1, the levying authority for the school district, as defined in Section 37-57-1, upon receipt of a certified copy of an order adopted by the school board of the school district requesting an ad valorem tax effort in dollars for the support of the school district, shall, at the same time and in the same manner as other ad valorem taxes are levied, levy an annual ad valorem tax in the amount fixed in such order upon all of the taxable property of such school district, which shall not be less than the millage rate certified by the State Board of Education as the uniform minimum school district ad valorem tax levy for the support of the adequate education program in such school district under Section 37-57-1. Provided, however, that any school district levying less than the uniform minimum school district ad valorem tax levy on July 1, 1997, shall only be required to increase its local district maintenance levy in four (4) mill annual increments in order to attain such millage requirements.

In making such levy, the levying authority shall levy an additional amount sufficient to cover anticipated delinquencies and costs of collection so that the net amount of money to be produced by such levy shall be equal to the amount which is requested by said school board. The proceeds of such tax levy, excluding levies for the payment of the principal of and interest on school bonds or notes and excluding levies for costs of collection, shall be placed in the school depository to the credit of the school district and shall be expended in the manner provided by law for the purpose of supplementing teachers' salaries, extending school terms, purchasing furniture, supplies and materials, and for all other lawful operating and incidental expenses of such school district, funds for which are not provided by adequate education program fund allotments.

The monies authorized to be received by school districts from the School Ad Valorem Tax Reduction Fund pursuant to Section 37-61-35 shall be included as ad valorem tax receipts. The levying authority for the school district, as defined in Section 37-57-1, shall reduce the ad valorem tax levy for such school district in an amount equal to the amount distributed to such school district from the School Ad Valorem Tax Reduction Fund each calendar year pursuant to said Section 37-61-35. Such reduction shall not be less than the millage rate necessary to generate a reduction in ad valorem tax receipts equal to the funds distributed to such school district from the School Ad Valorem Tax Reduction Fund pursuant to Section 37-61-35. Such reduction shall not be deemed to be a reduction in the aggregate amount of support from ad valorem taxation for purposes of Section 37-19-11. The millage levy certified by the State Board of Education as the uniform minimum ad valorem tax levy or the millage levy that would generate funds in an amount equal to a school district's district entitlement, as defined in Section 37-22-1(2)(e), shall be subject to the provisions of this paragraph.

In any county where there is located a nuclear generating power plant on which a tax is assessed under Section 27-35-309(3), such required levy and revenue produced thereby may be reduced by the levying authority in an amount in proportion to a reduction in the base revenue of any such county from the previous year. Such reduction shall be allowed only if the reduction in base revenue equals or exceeds five percent (5%). "Base revenue" shall mean the revenue received by the county from the ad valorem tax levy plus the revenue received by the county from the tax assessed under Section 27-35-309(3) and authorized to be used for any purposes for which a county is authorized by law to levy an ad valorem tax.

For purposes of determining if the reduction equals or exceeds five percent (5%), a levy of millage equal to the prior year's millage shall be hypothetically applied to the current year's ad valorem tax base to determine the amount of revenue to be generated from the ad valorem tax levy. For the purposes of this section and Section 37-57-107, the portion of the base revenue used for the support of any school district shall be deemed to be the aggregate receipts from ad valorem taxes for the support of any school district. This paragraph shall apply to taxes levied for the 1987 fiscal year and for each fiscal year thereafter. If the Mississippi Supreme Court or another court finally adjudicates that the tax levied under Section 27-35-309(3) is unconstitutional, then this paragraph shall stand repealed.

- (2) When the tax is levied upon the territory of any school district located in two (2) or more counties, the order of the school board requesting the levying of such tax shall be certified to the levying authority of each of the counties involved, and each of the levying authorities shall levy the tax in the manner specified herein. The taxes so levied shall be collected by the tax collector of the levying authority involved and remitted by the tax collector to the school depository of the home county to the credit of the school district involved as provided above, except that taxes for collection fees may be retained by the levying authority for deposit into its general fund.
- (3) The aggregate receipts from ad valorem taxes levied for school district purposes, excluding collection fees, pursuant to this section and Section 37-57-1 shall be subject to the increased limitation under Section 37-57-107; however, if the ad valorem tax effort in dollars requested by the school district for the fiscal year exceeds the next preceding fiscal year's ad valorem tax effort in dollars by more than four percent (4%) but not more than seven percent (7%), then the school board shall publish notice thereof once each week for at least three (3) consecutive weeks in a newspaper having general circulation in the school district involved, with the first publication thereof to be made not less than fifteen (15) days prior to the final adoption of the budget by the school board.

If at any time prior to said adoption 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 of exceeding the next preceding fiscal year's ad valorem tax effort in dollars by more than four percent (4%) but not more than seven percent (7%), 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 such question. The 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.

The ballot shall contain the language "For the School Tax Increase Over Four Percent (4%)" and "Against the School Tax Increase Over Four Percent (4%)." If a majority of the qualified electors of the school district who voted in such election shall vote in favor of the question, then the stated increase requested by the school board shall be approved. For the purposes of this paragraph, the revenue sources excluded from the increased limitation under Section 37-57-107 shall also be excluded from the limitation described herein in the same manner as they are excluded under Section 37-57-107. Section 37-57-105 (2002)

[Section 37-57-107 is amended as follows:]

Beginning with the tax levy for the 1997 fiscal year and for each fiscal year thereafter, the aggregate receipts from taxes levied for school district purposes pursuant to Sections 37-57-105 and 37-57-1 shall not exceed the aggregate receipts from those sources during any one (1) of the immediately preceding three (3) fiscal years, as determined by the school board, plus an increase not to exceed seven percent (7%). For the purpose of this limitation, the term "aggregate receipts" when used in connection with the amount of funds generated in a preceding fiscal year shall not include excess receipts required by law to be deposited into a special account. The additional revenue from the ad valorem tax on any newly constructed properties or any existing properties added to the tax rolls or any properties previously exempt which were not assessed in the next preceding year may be excluded from the seven percent (7%) increase limitation set forth herein. Taxes levied for payment of principal of and interest on general obligation school bonds issued heretofore or hereafter shall be excluded from the seven percent (7%) increase limitation set forth herein.

Any additional millage levied to fund any new program mandated by the Legislature shall be excluded from the limitation for the first year of the levy and included within such limitation in any year thereafter. For the purposes of this section, the term "new program" shall include, but shall not be limited to, (a) the Early Childhood Education Program required to commence with the 1986-1987 school year as provided by Section 37-21-7 and any additional millage levied and the revenue generated therefrom, which is excluded from the limitation for the first year of the levy, to support the mandated Early Childhood Education Program shall be specified on the minutes of the school board and of the governing body making such tax levy; (b) any additional millage levied and the revenue generated therefrom which shall be excluded from the limitation for the first year of the levy, for the purpose of generating additional local contribution funds required for the adequate education program for the 2003 fiscal year and for each fiscal year thereafter under Section 37-151-7(2); and (c) any additional millage levied and the revenue generated therefrom which shall be excluded from the limitation for the first year of the levy, for the purpose of support and maintenance of any agricultural high school which has been transferred to the control, operation and maintenance of the school board by the board of trustees of the community college district under provisions of Section 37-29-272.

The seven percent (7%) increase limitation prescribed in this section may be increased an additional amount only when the school board has determined the need for additional revenues and has held an election on the question of raising the limitation prescribed in this section. The limitation may be increased only if three-fifths (3/5) of those voting in the election shall vote for the proposed increase. The resolution, notice and manner of holding the election shall be as prescribed by law for the holding of elections for the issuance of bonds by the respective school boards. Revenues collected for the fiscal year in excess of the seven percent (7%) increase limitation pursuant to an election shall be included in the tax base for the purpose of determining aggregate receipts for which the seven percent (7%) increase limitation applies for subsequent fiscal years.

Except as otherwise provided for excess revenues generated pursuant to an election, if revenues collected as the result of the taxes levied for the fiscal year pursuant to this section and Section 37-57-1 exceed the increase limitation, then it shall be the mandatory duty of the school board of the school district to deposit such excess receipts over and above the increase limitation into a special account and credit it to the fund for which the levy was made. It will be the further duty of such board to hold said funds and invest the same as authorized by law. Such excess funds shall be calculated in the budgets for the school districts for the purpose for which such levies were made, for the succeeding fiscal year. Taxes imposed for the succeeding year shall be reduced by the amount of excess funds available. Under no circumstances shall such excess funds be expended during the fiscal year in which such excess funds are collected.

For the purposes of determining ad valorem tax receipts for a preceding fiscal year under this section, the term "fiscal year" means the fiscal year beginning October 1 and ending September 30. MS Code  
37-57-107  
(2002)

Sections 37-19-20 and 37-19-22, Mississippi Code of 1972, which provide certain allocations under the Minimum Education Program, are hereby repealed.  
(2002)

Unless the increased revenue in a budget is derived solely from the expansion of a school district's ad valorem tax base, a school district shall not budget an increase in an ad valorem tax effort in dollars for support of the school district unless it first advertises its intention to do so at the same time that it advertises its intention to fix its budget for the next fiscal year.

A request for an ad valorem tax effort in dollars for the support of the school district in excess of the certified tax rate pursuant to Sections 37-57-105 and 37-57-107 shall not be levied until an order has been approved by the school board of the school district in accordance with the procedure set forth in Section 27-39-207, Mississippi Code of 1972. MS Code 27-39-207 (1999)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-57-1; 37-7-105; 37-57-107; 27-39-207; and SB 2403

CROSS REF.: Policies DC and KCB

DATE: July



**EDUCATIONAL ENHANCEMENT FUNDS – DFBA**

The school district will be in compliance with state regulations and requirements and State Audit Department requirements regarding Educational Enhancement Funds.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## FEDERAL AID – DFC

The directors of the various federal projects of this school district shall manage cash so that draws of federal monies are as close as administratively feasible to the related program expenditures.

It shall be unlawful for this school district to expend any public funds from any source(s) for purposes which are political. Prohibited expenditures shall include but not be limited to the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).

Progress Standard 23 of the Mississippi Public School Accountability Standards is as follows:

23. The school district is in compliance with state and/or federal requirements for the following programs:

- 23.1 Early Childhood Programs (kindergarten and teacher assistant) {MS Code 37 21 1 et. seq.} (SB Policy IDAC and FDD 4) (Refer to Mississippi Kindergarten Guidelines.) **Level 4 and 5 districts are exempted from provisions of subsection (4) of MS Code 37-21-7.**
- 23.2 Vocational Technical Education {MS Code 37 31 1 et. seq.} (SB Policies CT, DCK, DFBC, ECK, FJ, GBEA, IDAA, IL, JHF and Federal Code)
- 23.3 Special Education {MS Code 37 23 1 through 9} (SB Policies IDDF and Federal Code) [See Mississippi Policies and Procedures regarding Children with Disabilities under the Individuals with Disabilities Education Act Amendments of 1997 (IDEA 97) and the Mattie T. Consent Decree.]
- 23.4 Child Nutrition {MS Code 37 11 7}(SB Policies EE and EEH and Federal Code)
- 23.5 No Child Left Behind Act of 2001: Titles I, II, IV, and V, and any other federally funded programs and grants (IDDBB 2, 3 and Federal Code)
- 23.6 Technology in the Classroom {MS Code 37 151 19(3)} (SB Policy IM)
- 23.7 Driver Education {MS Code 37 25 1 et. seq.} (SB Policy IDDE)
- 23.8 Pre Kindergarten (Refer to the Mississippi Pre Kindergarten Curriculum.)

In order to provide the best educational opportunities possible for children of the district, it shall be the objective of the Board to seek as many sources of revenue as possible to supplement the funds provided by local taxation and the aid offered by the state.

Therefore, the district shall participate in federal aid programs which provide direct educational auxiliary services or opportunities to students enrolled in the district schools.

All applications for federal aid and special grants shall be prepared by the central office administrative staff and approved by the Board.

The Claiborne County School District will request funds from appropriate sources so that there is a minimum of time between the request for funds and the expected expenditure of those funds. Adequate controls will be in place and maintained to insure the implementation of this policy.

The School District shall be in compliance with applicable laws and regulations governing the use of federal assistance funds and the operation of federal assistance programs.

Internal control systems shall be in place to provide reasonable assurances that laws and regulations are being followed.

No federal assistance programs funds shall be used in any way for partisan political activity.  
(Also see  
G  
AHB.)

The school district shall use all federal assistance funds designated for specific programs to supplement, not supplant, state and local funds. After federal funds are discontinued, the programs shall be maintained as needed and within district financial constraints as determined by the administration.

The district shall treat all children in an equitable manner by seeing that all regular programs are available to all students.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies DG and DFCB

DATE: July

## **FEDERAL AND SCHOOL CENSUS - DFCA**

The superintendent shall give a report to the Board as to the enrollment of students. This report shall be given in the fall after the opening of the new school year.

The superintendent shall make application for all such state and federal programs and grants as shall be approved by the Board and to conduct such surveys as are required.

Federal programs will be used to strengthen the district's educational plan.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **CASH MANAGEMENT OF FEDERAL FUNDS – DFCB**

It shall be the policy of the School Board to draw down only enough federal fund monies for payroll and/or other payable expenses each month. It shall also be the policy that the draw-down will be in the amount so as not to accumulate federal funds.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies DFC and DJ

DATE: July

## **BOND SALES - DFD/FFA**

The word “bonds” as used herein shall mean and include banks, notes, or certificates of indebtedness. §37-59-1 (1955)

This School Board is authorized to issue negotiable bonds of the school district to raise money for the following purposes in accordance with state law:

- a. Purchasing, erecting, repairing, equipping, remodeling and enlarging school buildings and related facilities, including gymnasiums, auditoriums, lunch rooms, vocational training buildings, libraries, teachers' homes, school barns, transportation vehicles and garages for transportation vehicles, and purchasing land therefor.
- b. Establishing and equipping school athletic fields and necessary facilities connected therewith, and purchasing land therefor.
- c. Providing necessary water, light, heating, air conditioning and sewerage facilities connected therewith, and purchasing land therefor.
- d. Paying part of the costs to be incurred in erecting, repairing, equipping, remodeling and enlarging school buildings and related facilities which are owned and operated by state-supported institutions of higher education as a demonstration or practice school attended by students, grades, or one or more, or parts of grades from the educable children of such school district pursuant to a contract or agreement between said institution and said school district.

The authority to issue the bonds hereinabove set forth shall include the authority for the School Board to spend the money for the purposes for which said money is raised. Section 37-59-3 (1987)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and 37-59-301

CROSS REF.: Policies DC, DE, and DFE  
See also Policy DE for Reduced or Interest Free Debt Pursuant to  
Federal Law

DATE: July

## SHORT-TERM NOTES - DFE

This School Board, with the approval of the State Board of Education, may borrow money for the purchase of school transportation equipment or to establish, erect and equip school bus shops or garages, and purchase land therefor, and issue the negotiable notes or bonds of the school district as evidence of the indebtedness so incurred. §37-41-89 (1987)

All notes or bonds issued under the authority of Section 37-41-89 shall mature in approximately equal annual installments over a period of not exceeding six (6) years from the date of the issuance of such notes or bonds. Such notes or bonds may bear interest at a rate not exceeding that allowed in Section 75-17-105, and such interest may be payable annually or semiannually.

In the event the funds borrowed under the authority of Section 37-41-89 are to be expended for the purchase of used transportation equipment, then all notes or bonds evidencing such loans shall be made to mature within two (2) years from the date of the issuance of such notes or bonds. §37-41-93 (1985)

All notes or certificates or indebtedness for purposes of financing of school buses and transportation equipment shall mature in approximately equal installments of principal and interest over a period not to exceed ten (10) years from the date of issuance thereof. Provided, however, that if negotiable notes used to finance such noncapital improvements are outstanding from not more than one (1) previous issue authorized under the provisions of this article, then the schedule of payments for a new or supplementary issue may be so adjusted that the schedule of maturities of all notes or series of notes hereunder shall, when combined, mature in approximately equal installments of principal and interest over a period of ten (10) years from the date of the new or supplemental issue, or if a lower interest rate will thereby be secured on notes previously issued and outstanding, a portion of the proceeds of any issue authorized hereunder may be used to refund the balance of the indebtedness previously issued under the authority of this article. §37-59-11 (2000)

**NOTE: For details and procedures see MS Code §37-41-91 through §37-41-99. Please also see §37-59-101 through 115 and §37-61-33, Education Enhancement Fund.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DFD, DFEA, and DFEAB

DATE: July

## **TAX ANTICIPATION NOTES - DFEA**

The School Board of this school district shall have the power and authority to borrow money for the current expenses of such school district in anticipation of the collection of ad valorem taxes and other revenues of such school district for the then current fiscal year. The money so borrowed shall bear interest at a rate not greater than that allowed in Section 75-17-105 and shall be repaid within fourteen (14) months from the date of such borrowing out of the taxes and revenues in anticipation of which such money is borrowed. Such money shall be used for no other purpose than the payment of the current expenses of this school district.

Pending the expenditure of funds borrowed under the provisions of this section, such funds may be invested in any manner in which any school district, municipality, county, state agency or other public body may invest surplus funds.

The amount borrowed under the provisions of this section shall in no event exceed the estimated amount of taxes and revenues collected or to be collected during the last preceding fiscal year, unless the tax levy for the current fiscal year has been made, then the amount borrowed under the provisions of this section shall in no event exceed the estimated amount of taxes and revenues collected or to be collected during the current fiscal year. Revenue anticipation notes issued under the provisions of this section shall be issued within the same fiscal year during which the tax levy is or will be made and other revenues received which it is anticipated will produce the funds from which the said notes will be repaid.

In borrowing money under the provisions of this section, it shall not be necessary to publish notice of intention so to do or to secure the consent of the qualified electors of such school district, either by election or otherwise. Such borrowing shall be authorized by order or resolution of the School Board and may be evidenced by negotiable note or notes, signed and executed in such form as may be prescribed in such order or resolution. Money may be borrowed in anticipation of ad valorem taxes and other revenues under the provisions of this section, regardless of whether or not such borrowing shall create an indebtedness in excess of statutory limitations.

Money may likewise be borrowed by this school district, as herein provided, for the purpose of paying current interest maturities on any bonded indebtedness of such school district in anticipation of the collection of taxes for the retirement of such bonded indebtedness or the payment of any interest thereon. MS Code §37-59-37 (2001)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DFE

DATE: July



## **SHORTFALL BORROWING - DFEAB**

School districts affected by the Hurricane Katrina Disaster may borrow funds and issue promissory notes to the federal government under the Community Disaster Loan Program. Please refer to MS Code Sections 37-57-108 and 27-39-333.

### **GENERAL PROVISIONS FOR ALL SCHOOL DISTRICTS**

Please also refer to MS Code Section 37-57-108 and 27-39-333 (2006)

Any school district which, during a fiscal year, estimates that the amount of the ad valorem taxes or other anticipated revenue from local sources to be collected therein is less than the amount estimated at the time of formulation of its budget for the fiscal year due to circumstances which were unanticipated at the time of formulation of the budget and which will prevent the political subdivision from meeting its financial obligations may, with the approval of the levying authority for such political subdivision, issue promissory notes in an amount equal to the estimated shortfall of ad valorem taxes and/or revenue from local sources but in no event to exceed twenty-five percent (25%) of its budget anticipated to be funded from the sources of the shortfall for the fiscal year.

The proceeds of such notes shall be used in the budget or budgets in which the shortfall occurred and shall be used solely to offset the shortfall in such budgets for the fiscal year. The rate of interest paid thereon shall not exceed that amount set forth in Section 75-17-105, Mississippi Code of 1972. The indebtedness shall be repaid in full, including interest thereon, in equal installments, during the three (3) fiscal years next succeeding the fiscal year in which the notes were issued. For the payment of such indebtedness, the levying authority for the political subdivision shall, at its next regular meeting at which ad valorem taxes are lawfully levied, levy an ad valorem tax sufficient to repay the indebtedness in full, including interest. The proceeds of the notes shall be included as proceeds of ad valorem taxes for the purposes of the limitation on increases in revenue for the next succeeding fiscal year under Section 27-39-305, 27-39-320, 27-39-321, or 37-57-107, Mississippi Code of 1972, whichever is applicable depending upon the purpose for which such proceeds are used.

For the purposes of Sections 27-39-305, 27-39-320, 27-39-321 and 37-57-107, the terms "revenue" and "receipts" when used in connection with the amount of funds generated in a preceding fiscal year shall include excess receipts collected in the next preceding fiscal year and deposited into a special account under Section 27-39-323.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DFE and DFEA

DATE: July

## **GRANTS, AWARDS, SCHOLARSHIPS AND PROGRAMS INVOLVING FINANCIAL ASSISTANCE – DFF**

Any employee of the School District who wishes to apply for or accept any grant or award or participate in any program involving financial assistance for the district must receive the approval of the superintendent or his/her designee prior to writing proposals for submission to grant agencies, organizations, or individuals.

A written description shall be submitted to the Superintendent of Schools for approval, including the following:

1. Purpose (goals, objectives); nature of program
2. Source
3. Project or program timelines
4. Educational justification
5. Amount requested; total amount required to implement program/project
6. Subsequent cost to the district to maintain program, if applicable
7. Reports required

The superintendent or his/her designee shall approve or disapprove each request to apply for a grant.

All grants must be accepted by the Board prior to implementation, and salaries identified in grants must be in conformance with the district salary schedule.

All funds received in the form of grants, awards, or program support must be turned in to the central business office to be deposited to a special account for each program or project. Requests for expenditure of funds will be made through requisitions as required in the handling of all other such requests for expenditures.

Grant recipients and/or supervisors of programs receiving financial assistance shall be required to keep a running account of grant expenses and maintain a working knowledge of budgetary considerations during implementation of the program or project. Grant recipients and/or supervisors of programs receiving financial assistance shall also be responsible for making all reports required in connection with receipt of such financial assistance, including final reports made to grant agencies or organizations.

The superintendent or his/her designee may approve the submission of any grant proposals, with the stipulation that if funding is approved, the proposal will be brought to the Board for acceptance prior to obligating the district in any way.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**FEES, PAYMENTS – LEASING AND RENTING BUILDINGS/GROUNDS – DFG**

This school district by resolution of the School Board is empowered, without public or competitive bidding, to sell, lease, lend, grant, or convey to a corporation, individual or partnership pursuant to Sections 37-7-351 through 37-7-359 or to permit such corporation, individual or partnership to use, maintain or operate as part of any public school facility, any real or personal property which may be necessary, useful or convenient for the purposes of the school district.

All such actions taken by the Board shall be in accordance with state laws governing sale, lease, lending, grant, rental, or conveyance of school facilities or other property.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies EBH, KG, DFO, and FDD

DATE: July

## **GIFTS AND BEQUESTS TO SCHOOL DISTRICT – DFK**

When gifts are offered to the Claiborne County School District by citizens, companies, etc., the Superintendent of Education will make a recommendation to the Board of Trustees with regard to the gift, the nature of the gift, etc. Upon the Superintendent's recommendation, the acceptance of the gift will be approved by the Board of Trustees. Such gifts will become the property of the school district. Gifts to the school district must be recorded on a form to be provided by the school district.

GAAP requires fixed assets to be recorded at historical cost or estimated historical costs. Historical cost is the actual cost of assets. Assets acquired through contribution or donation must be recorded at fair market value on the date donated. The School Board must acknowledge in its official minutes who will maintain title of ownership to the donated assets.

Gifts to individual schools, which meet the following criteria, must be considered for approval by the Superintendent of Education. A full description of the proposed gift and a statement of its educational benefits shall be submitted prior to the acceptance of the gift by any individual school.

The criteria for a gift to be acceptable shall include the following:

1. Must become the property of the Board of Trustees of the Claiborne County School District.
2. Must be compatible with the district's goals, objectives, and standards.
3. Must have a legitimate school use.
4. Must not create an imbalance in educational programming for the school level involved.
5. Must not incur a district responsibility to replace when lost, stolen, or outmoded unless the loss of the item(s) results in a negative quantity of the item for that school when compared to the district standard for the school level involved.
6. Must be paid for in full by the donor with no outstanding liens.
7. Must be recommended by the administration.

Any school principal considering acceptance of a gift on behalf of the district shall follow district policies and procedures involving gifts to individual schools.

The principal shall obtain the Superintendent's approval of a gift prior to proceeding with any binding commitments or contract initiation. Any cost related to installation shall be borne by the donor. Approval of the gift by the Superintendent must be in writing and must be received by the principal before any action is taken to indicate acceptance of the gift by the district and/or the individual school.

The school board shall accept or reject gifts and bequests.

This school board shall acknowledge in its official minutes the fair market value, date of donation, and who will maintain title or ownership to any and all donated assets.

## ATTORNEY GENERAL OPINIONS

- Q: May a superintendent or school board give retirees who worked in a school district free lifetime passes to all sports events as a retirement gift?
- A: A school board would have no authority to award gifts to employees upon retirement. See Article 4, Section 96 of the Mississippi Constitution. (Attorney General's Opinion to Necaïse Dated December 20, 2002)
- Q: Is it legal for a superintendent to give students free athletic passes to all sports events for good behavior or as a senior privilege, with or without school board approval?
- A: There is nothing in the law that would prevent a school district from awarding free passes as a reward for good behavior or as a senior privilege. (Attorney General's Opinion to Necaïse dated December 20, 2002)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DPB

DATE: July

## INVESTMENT EARNINGS - DFL

1. Whenever any school district or levying authority, as defined in Section 37-57-1(1)(b), acting on behalf of a school district, shall have on hand any bond and interest funds, any funds derived from the sale of bonds, or any other funds in excess of the sums which will be required for payment of current obligations and expenses as they come due, and which are not needed or cannot by law be used for the payment of the current obligations or expenses of the school district, the school board of the district shall have the power and authority to invest such excess funds in any bonds or other direct obligations of the United States of America or the State of Mississippi, or of any county or municipality of this state, which such county or municipal bonds have been approved by a reputable bond attorney or have been validated by a decree of the chancery court; or in interest-bearing time certificates of deposit or interest-bearing accounts with or through any financial institution approved for the deposit of state funds; and such institution shall be eligible to hold school district funds to the extent that it is qualified as a depository for state funds; or in any type of investment permitted by Sections 27-105-33(d) and 27-105-33(e).

The rate of interest on such time certificates of deposit and interest-bearing accounts may be negotiated. The negotiated rate of interest shall be at the highest rate possible at the date of purchase or investment for such time certificates of deposit or interest-bearing accounts. In any event, the bonds or obligations in which such funds are invested shall mature or be redeemable prior to the time the funds so invested will be needed for expenditure. When bonds or other obligations have been so purchased, the same may be sold or surrendered for redemption at any time, except certificates of deposit which must mature, by order or resolution of such school board, and the president of the school board, when authorized by such order or resolution, shall have the power and authority to execute all instruments and take such other action as may be necessary to effectuate the sale or redemption thereof. In addition, a school board may invest any such funds in the same manner as provided for the investment of sixteenth section principal funds under Section 29-3-113.

2. The provisions of subsection (1) of this section shall also apply to funds of community and junior college districts, and the governing authorities of such districts are vested with all power and authority with respect to such funds and matters herein mentioned as are vested in the other boards mentioned above with respect to such matters.
3. All earnings from funds other than bond funds or bond sinking funds in excess of One Hundred Dollars (\$100.00) in any fiscal year, invested according to the provisions of subsections (1) and (2) of this section shall be deposited in the district fund from which the investment was made, or the treasury of the junior college, as the case may be. Earnings from such school district funds which are less than One Hundred Dollars (\$100.00) in any fiscal year may be deposited in the school district maintenance fund, or in the district fund from which the investment was made, in the discretion of the school board. Earnings from funds invested out of bond funds or bond sinking funds, together with the principal thereof, shall be deposited in the fund from which the investment was made.
4. Nothing contained in this section shall be construed to prevent the payment of a portion of the earnings derived from the investment of bond proceeds or any other amounts in the bond fund or related reserve or sinking funds to the federal government to the extent required by the federal laws applicable to such bonds or the interest income thereon in order to maintain their tax exempt status. {MS Code 37-59-43 (2007)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies DM-1, DFD, DFE, and DFEA

DATE: July

**REVENUES: SIXTEENTH SECTION LAND MANAGEMENT - DFO**

The Superintendent of Schools for the School District will manage Sixteenth Section lands in such a way to provide maximum benefits to the school district.

SOURCE: Claiborne County School District, Port Gibson , MS.

CROSS REF.: Policies FDD and DFG

DATE: July

## **DEPOSITORY OF FUNDS - DG**

This School Board has full control of the receipt, distribution, allotment and disbursement of all funds which may be provided for the support and maintenance of the schools of such district whether such funds be Adequate Education Program allotments, funds derived from supplementary tax levies as authorized by law, or funds derived from any other source whatsoever except as may otherwise be provided by law for control of the proceeds from school bonds or notes and the taxes levied to pay the principal of and interest on such bonds or notes. The tax collector of the taxing authority shall pay over all such school district taxes collected by him/her for the support of said school district directly to said Superintendent of Schools.

All such allotments or funds shall be placed in the depository or depositories selected by the School Board in the same manner as provided in Section 27-105-305 for the selection of county depositories. Provided, however, the annual notice to be given by the School Board to financial institutions may be given by the School Board at any regular meeting subsequent to the Board's regular December meeting but prior to the regular May meeting. The bids of financial institutions for the privilege of keeping school funds may be received by the School at some subsequent meeting, but no later than the regular June meeting; and the selection by the School Board of the depository or, depositories shall be effective on July 1 of each year. School Boards shall advertise and accept bids for depositories no less than once every three (3) years, when such Board determines that it can obtain a more favorable rate of interest and less administrative processing. Such depository shall place on deposit with the superintendent the same securities as required in Section 27-105-315.

In the event a bank submits a bid or offer to this school district to act as a depository for the district and such bid or offer, if accepted, would result in a contract in which a member of this School Board would have direct or indirect interest, the School Board shall not open or consider any bids received. The superintendent shall submit the matter to the State Treasurer, who shall have the authority to solicit bids, select a depository or depositories, make all decisions and take any action within the authority of the School Board under this section relating to the selection of a depository or depositories. §37-7-333 (1997)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and 37-7-333

CROSS REF.: Policy BHA

DATE: July



## **BONDED EMPLOYEES - DH**

Before entering upon the discharge of the duties of his office, each member of this School Board shall give a surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00), with sufficient surety, to be payable, conditioned and approved in the manner provided by law.

This School Board may execute a blanket surety bond for each school district official and employee (who receipts and/or disburses school district funds) in the penalty of Fifty Thousand Dollars (\$50,000.00), unless a different penalty is prescribed by law. The premium on said bond shall be paid out of the school district maintenance fund. §37-6-15 (1996)

The superintendent of this school district, before entering upon the duties of his office, shall furnish a good and sufficient surety bond in the penal sum of One Hundred Thousand Dollars (\$100,000.00), with sufficient surety. Such bond shall be filed and recorded in the office of the clerk of the chancery court in which this school district is located, and shall be payable, conditioned and approved in the manner provided by law. The premium on said bond shall be paid out of the school district maintenance fund. §37-9-27 (1987)

The purchasing agent(s) of this School Board, before entering upon his official duties in such capacity, shall furnish a good and sufficient surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00), with sufficient surety. Such bonds shall be payable, conditioned and approved in the manner provided by law, and shall be filed and recorded in the office of the clerk of the chancery court in which the school district is located. The premium on said bond shall be paid out of the school district(s) maintenance fund(s). §37-39-21 (1987)

A principal acting as purchasing agent must be bonded for total statutorily required coverage of \$75,000.00. The positions of principal may be covered by blanket bond, but the position of purchasing agent requires individual bond. (Attorney General's Opinion, *Middleton*, 4-26-96)

The School Board of this school district may, in its discretion, employ one or more persons as security personnel and shall be authorized to designate them as peace officers in or on any property operated for school purposes by such Board upon taking such oath and making such bond as required of a constable of said county. §37-7-321 (1987)

All school principals and attendance center principals shall furnish good and sufficient surety bonds in like manner as required of superintendents. The amount of such bonds shall be Twenty-five Thousand Dollars (\$25,000.00), with sufficient surety. The premium upon said bond shall be paid from the maintenance funds of the district served by such principal. Such bond shall be payable, conditioned and approved in the manner provided by law. All such bonds shall be filed and recorded in the office of the clerk of the chancery court of the county in which the school district is located. §37-9-31 (1987)

**INDIVIDUAL BOND:** A new bond in the amount required by law shall be secured at the beginning of each new term of office or every four (4) years, whichever is less. §25-1-15 (2000)

**BLANKET BOND:** A new bond in an amount not less than that required by law for public employees shall be secured upon employment and coverage shall be secured at the beginning of each new term of office of the public or appointed official by whom they are employed, if applicable, or at least every four (4) years concurrent with the normal election cycle of the Governor. §25-1-15 (2000)

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**LEGAL REF.:** MS Code as cited

**CROSS REF.:** Policy AAA, DIA, and DJE

**DATE:** July

## ACCOUNTING AND REPORTING - DI

The superintendent of schools shall open and keep regular sets of books, as prescribed by the State Department of Education, which shall be subject to inspection during office hours by any citizen so desiring to inspect the same. The books for each fiscal year shall be kept separately and same shall be safely preserved by the superintendent of schools. MS Code 37 61 23 (2006)

The State Department of Education is hereby authorized and directed to prescribe and formulate for use by all school districts of this state, including municipal separate school districts, adequate accounting systems and other essential financial records which shall be uniform for all of the school districts of this state. Such uniform system shall include a method of accounting for and keeping records of all funds received, handled and disbursed by such school district, whether derived from taxation or otherwise, including funds derived from donations, athletic events and other special activities of the school district. The uniform system of accounts so prescribed and formulated by the State Department of Education shall be distributed and disseminated to all of the school districts of this state and it shall be mandatory that the boards of trustees of all such school districts install, utilize and follow said uniform system of accounts in keeping the financial records of the school district. At the request of the Mississippi Department of Education, the Office of the State Auditor shall provide advice for implementation of this section. MS Code 37-37-1 (2006)

### ACCOUNTING PROCEDURES

- A. Teachers will be called upon to collect funds from students from time to time. All monies collected by the teacher shall be receipted, using a receipt provided by the principal. Strictest care must be taken in the handling of these funds. The following points are to be adhered to:
  - 1. Any collection of money must receive prior approval of the principal.
  - 2. Receipt all money collected when it is collected.
  - 3. Keep receipted money in a secure place.
  - 4. Turn in money as directed by the administration
- B. The principal is responsible for all funds collected and disbursed in the school. For this reason, no collection of funds or purchases of any kind may be made without the prior knowledge and written approval of the principal. If approval of a purchase is given, a purchase order will be provided. When it is properly filled out the appropriate signatures will validate it and the approved purchase may be made.

Process Standard 10 of the Mississippi Public School Accountability Standards is as follows:

- 10. The school district operates with a uniform system of accounts as specified in state law and as prescribed by the State Auditor's Office. {MS Code 37 9 18, 37 37 1, 37 37 3, 37 17 6(16), 37 37 7, 37 37 13, 37 61 19 and 37 61 23}
  - 10.1 The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37 17 6(16)}
  - 10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37 61 19}

- 10.3 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statement of the school district. {MS Code 37 9 18, 37 37 1, and 37 61 23}
- 10.4 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including but not limited to the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary. {MS Code 37 37 7(2)(b)(c)(d) and 37 37 13}
- 10.5 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy and timely reporting of all reports, other than student data, required for submission to the MDE in accordance with state law and/or State Board of Education policies. {MS Code 37 37 7(2)(e) and 37 37 13}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policy DIB, DM, and DP

DATE: July

## **ACCOUNTING SYSTEM: INTERNAL CONTROL OF CASH RECEIPTS - DIAB**

The superintendent shall develop a plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. The work of employees shall be subdivided so that no single employee performs a complete cycle of operations. The procedures to be followed shall be definitely laid down and require proper authorization by designated officials for all actions to be taken.

All monies shall be receipted to the school district using pre-numbered receipts in a bound book or ledger. Under no circumstances shall monies be deposited to any bank account without a proper receipting of such monies. Any and all documentation necessary to support the cash receipts shall be maintained on file.

Administrative controls include, but are not limited to, the plan of organization and the procedures and records that are concerned with the decision processes leading to management's authorization of transactions. Such authorization is a management function directly associated with the responsibility of achieving the objectives of the organization and is the starting point for establishing accounting control of transactions.

Accounting controls comprise the plan of organization and the procedures and records that are concerned with the safeguarding of assets and the reliability of financial records and consequently are designed to provide reasonable assurance that:

1. Transactions are executed in accordance with management's general or specific authorization.
2. Transactions are recorded as necessary (a) to permit preparation of financial statements in conformity with generally accepted accounting principles or any other criteria applicable to such statements and (b) to maintain accountability for assets.
3. Access to assets is permitted only in accordance with management's authorization.
4. The recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences.

Characteristics of reliable internal control systems are:

1. Segregation of Responsibilities - This characteristic is sometimes referred to as "division of duties." There should be segregation of the three main duties associated with transactions. These are:
  - a. Authorization to execute a transaction.
  - b. Recording the transaction.
  - c. Custody of assets involved in the transaction.
2. Authorization and Record Procedures - This characteristic refers to "a system of authorization and record procedures." Such a system means that approved procedures and methods should be employed by management's accounting function.

3. Sound Practices - This characteristic refers to "sound practices in the performance of duties and functions."  
Sound practices refers to the many and varied error-checking routines that may be performed in connection with recordkeeping, including periodic comparison of recorded amounts with existing assets and liabilities.
4. Quality of Personnel - This characteristic is the most important and the most difficult to evaluate. This refers to the "competence of personnel."
5. Actual System Performance - Any system may be beautifully designed, but if the personnel do not operate the system as designed, then the system exists only on paper.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy DH, DI, DJAA, and DJB

DATE: July

## FINANCIAL REPORTS AND STATEMENTS - DIB

This school district shall prepare annual financial statements, including the notes to the financial statements, in accordance with generally accepted accounting principles at June 30 of each fiscal year. The financial statements, including the notes to the financial statements, shall be prepared at June 30, 1986, and for each succeeding fiscal year.

The superintendent of schools shall furnish to the school board a financial statement of receipts and disbursements, by funds, on or before the last working day of the following month covering the prior month. The school board shall be authorized to investigate and audit all financial records of the superintendent of schools at any and all times. MS Code 37-9-18 (1)

Process Standard 10 of the Mississippi Public School Accountability Standards is as follows:

10. The school district operates with a uniform system of accounts as specified in state law and as prescribed by the State Auditor's Office. {MS Code 37 9 18, 37 37 1, 37 37 3, 37 17 6(16), 37 37 7, 37 37 13, 37 61 19 and 37 61 23}

10.1 The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37 17 6(16)}

10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37-61-19}

10.3 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statement of the school district. {MS Code 37-9-18, 37-37-1, and 37-61-23}

10.4 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including but not limited to the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary. {MS Code 37-37-7(2)(b)(c)(d) and 37-37-13}

10.5 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy and timely reporting of all reports, other than student data, required for submission to the MDE in accordance with state law and/or State Board of Education policies. {MS Code 37-37-7(2)(e) and 37-37-13}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policy DI and DID

DATE: July

## AUDITS - DID

The state department of audit is hereby authorized and empowered to post audit and investigate the financial affairs and all transactions involving the school funds of the county including the minimum education program funds and supplementary district school funds, and to make separate and special audits thereof, as now provided by Sections 7 7 201 to 7 7 215, Mississippi Code of 1972. MS Code 37-61-29 (1954)

In addition to all auditors and other employees now or hereafter provided by law, the State Auditor may appoint and employ examiners in the Department of Audit. Said examiners shall make such audits as may be necessary to determine the correctness and accuracy of all reports made to the State Department of Education by any school district or school official concerning the number of educable students in any school district, the number of students enrolled in any school district, the number of students in average daily attendance in any school district, and the number of students being transported or entitled to transportation to any of the public schools of this state. MS Code 37-37- 3 (2004) SINGLE AUDIT ACT

Mississippi public school districts will have single audits performed by the Mississippi State Auditor's Office or by an independent accounting firm for the fiscal year ending June 30, 1986, and for each succeeding fiscal year thereafter.

Federal cost-sharing can help in part to defray the cost of single audits. Reimbursement by the federal government is generally limited to the ratio of total federal assistance expended by the recipient during the year audited to the recipient's total expenditures for that year.

The Mississippi State Department of Education shall have cognizant agency responsibilities for all Mississippi public school districts. School districts should contact the audit resolution officer with the Mississippi State Department of Education to resolve any audit findings that affect federal programs in their districts.

### **NOTE: Please refer to the Financial Accounting Manual for Mississippi Public School Districts**

Process Standard 10 of the Mississippi Public School Accountability Standards is as follows:

10. The school district operates with a uniform system of accounts as specified in state law and as prescribed by the State Auditor's Office. {MS Code 37-9- 18, 37-37 -1, 37- 37-3, 37-17-6(16), 37- 37- 7, 37- 37- 13, 37- 61- 19 and 37 -61- 23}

- 10.1 The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37-17-6(16)}
- 10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37 61 19}
- 10.3 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statement of the school district. {MS Code 37- 9-18, 37-37-1, and 37-61-23}

- 10.4 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including but not limited to the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary. {MS Code 37-37-7(2)(b)(c)(d) and 37-37-13}
- 10.5 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy and timely reporting of all reports, other than student data, required for submission to the MDE in accordance with state law and/or State Board of Education policies. {MS Code 37 -37-7(2)(e) and 37-37-13}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policy DIB

DATE: July



## **EXPENDITURE OF FUNDS/FEDERAL FUNDS - DJ**

This School Board has the power, authority and duty 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. §37-7-301 (o) (2005)

The adequate education program allotments of this school district and the funds derived from the supplemental school district tax levies authorized by law shall be used exclusively for the support, maintenance and operation of the schools in the manner provided by law for the fiscal years for which such funds were appropriated, collected or otherwise made available, and no part of said funds or allotments shall be used in paying any expenses incurred during any preceding fiscal year. However, this shall not be construed to prohibit the payment of expenses incurred during the fiscal year after the close of such fiscal year from amounts remaining on hand at the end of such fiscal year, provided that such expenses were properly payable from such amounts. Moreover, this shall not be construed to prohibit the payment of the salaries of superintendents, administrative superintendents, principals and teachers and other school employees whose salaries are payable in twelve (12) monthly installments after the close of the fiscal year from amounts on hand for such purpose at the end of the fiscal year. §37-61-3 (1991)

It shall be the duty of the Superintendents of Schools or assistant superintendents, and the School Boards of all school districts, to limit the expenditure of school funds during the fiscal year to the resources available. It shall be unlawful for any school district to budget expenditures from a fund in excess of the resources available within that fund. Furthermore, it shall be unlawful for any contract to be entered into or any obligation incurred or expenditure made in excess of the budgeted funds available for such purposes for such fiscal year. Any member of the School Board, Superintendent of Schools, or other school official, who shall enter into any contract, incur any obligation, or make any expenditure in excess of the amount available for that purpose for the fiscal year shall be personally liable (a) in the event of any reduction in minimum education program payments by action of the Governor acting through the Department of Finance and Administration, or (b) for claims, damages, awards or judgments, on account of any wrongful or tortious act or omission or breach of implied term or condition of any warranty or contract; provided, however, that the foregoing immunity provisions shall not be a defense in cases of fraud, criminal action or an intentional breach of fiduciary obligations imposed by statute. §37-61-19 (2003)

This School Board has the power, authority, and duty to expend local school activity funds, or other available school district funds, other than minimum education program 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 their 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 (a) that such school activity funds shall be maintained and expended by the principal of the school generating the funds in individual bank accounts, or (b) 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. §37-7-301 (s) (1996)

### EXPENDITURES OF FEDERAL FUNDS

State and local expenditures for the special education program supported by P.L. 94-142 funds will be comparable to expenditures for any similar program that may be supported from other sources. Records are maintained which show that this requirement is met.

Federal funds expended from the project will be used to pay only the excess costs directly attributable to the education of children with disabilities and will be used to supplement local and state funds; furthermore, P.L. 94-142 funds will not be used to supplant state and local funds for any particular cost. If state/local funds are available to pay for the education of nondisabled children ages birth through five, funds equal to the amount expended per nondisabled child will be made available to children with disabilities in that age range before Preschool Grant funds are used. If no state/local funds are available for a particular age group, Preschool Grant funds may be used to pay for all of the costs directly attributable to the education of these children.

The monitoring system for P.L. 94-142, Part B funds, must undergo the same Procedures as all district funds, such as Board approval for additions or deletions and signed purchase orders.

EHA Part B Project fund requests, amendments and reimbursements are submitted to the State Department of Education for approval.

CROSS REF.: Policies DFC and GAHB.

Process Standard 11 of the Mississippi Public School Accountability Standards is as follows: The board of education budgets and expends funds as follows:

- 11.1 The local school board of education budgets and expends from the District Maintenance Fund (Fund #1120) at least the state minimum per student for instructional/library supplies, materials, and equipment.
- 11.2 Funds available for classroom supplies, materials, and equipment from the Education Enhancement Fund (Fund #2440) are allotted and expended in compliance with Section 37-61-33, Mississippi Code of 1972, as amended, and State Board of Education Policy DFBI.
- 11.3 The local school board budgets and expends funds under the Public School Health Insurance Plan as required by state law and State Board policy. Failure to remit premiums, interest penalties and/or late charges in a timely manner may result in withholding a school district's adequate education program funds. MS Code 37-151-95

Standard 12 is as follows: The school district complies with state law and State Board of Education policy on enrollment requirements.

- 12.1 Residency requirements {MS Code 37-15-29}
- 12.2 Immunization requirements {MS Code 37-7-301(i), 37-15-1, and 41-23-37}
- 12.3 Age of entry requirements {MS Code 37-15-9}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies DJE and DFC

DATE:

July

## CHECKING ACCOUNTS AUTHORIZED SIGNATURES - DJA/DJAA

The school board shall authorize district employees to sign checks on all school district accounts. If mechanical check signers are utilized, written policies and procedures shall be developed to safeguard such mechanical check signers.

Standard 10 is as follows:

10. The school district operates with a uniform system of accounts as specified in state law and as prescribed by the State Auditor's Office. {MS Code 37-9- 18, 37-37-1, 37- 37-3, 37-17-6(16), 37- 37- 7, 37- 37- 13, 37- 61- 19 and 37 -61- 23}

- 10.1 The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records. {MS Code 37-17-6(16)}
- 10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district. {MS Code 37 61 19}
- 10.3 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statement of the school district. {MS Code 37- 9-18, 37-37-1, and 37-61-23}
- 10.4 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including but not limited to the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary. {MS Code 37-37-7(2)(b)(c)(d) and 37-37-13}
- 10.5 The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy and timely reporting of all reports, other than student data, required for submission to the MDE in accordance with state law and/or State Board of Education policies. {MS Code 37 -37-7(2)(e) and 37-37-13}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies DH and DI

DATE: July

## PETTY CASH ACCOUNTS – DJB

A petty cash fund may be established to handle small payments for incidental items that occur at the local school and/or at the district administrative office(s). This would include such items as postage, express charges, small supplies and similar items. The School Board must determine the amount of the fund, designate the person responsible for the fund, determine if the person responsible shall be bonded, and provide adequate safeguards for the fund. At no time shall any type loan, personal or otherwise, be made from the petty cash fund.

The fund will be established by writing a check on the district maintenance fund for the proper amount as authorized by the School Board. The check will be made payable to the person who is responsible for the petty cash fund. At no time should a petty cash fund be established by writing a check on a fund which is under the control of the person who is responsible for the petty cash fund.

Disbursements from the petty cash fund shall be supported by invoices, statements, receipts or other documentation. This documentation shall remain with the petty cash fund until the fund is replenished. The sum of this documentation and the remaining cash shall, at all times, be equal to the original amount of the petty cash fund. This shall be periodically checked by the superintendent's office. The petty cash fund will be replenished when the cash is nearly exhausted. Replenishment takes place by presenting an itemized listing of all disbursements with documentation to the superintendent's office. After verification by the superintendent's office, a check is written for the amount of the itemized listing and made payable to the person responsible. At this time the superintendent's office will enter the accounting data for the petty cash fund disbursements into the accounting records.

Petty cash in the amount of \$300 may be kept at each school for the purpose of making small purchases and making change. All petty cash will be secured by requesting a check for that purpose and cashing the check at a local bank. Whenever a withdrawal from petty cash is made, a properly executed receipt will be placed in the cash box along with supporting documents. When the amount in petty cash reaches \$50, the receipts may be attached to a new request for another check to replace depleted funds. Complete records are required for transactions involving petty cash as with all other financial transactions. For special circumstances, approval to increase the amount may be obtained from the Finance Office.

SOURCE: Claiborne County School District, Port Gibson, MS.  
LEGAL REF.: Public School Districts Financial Accounting Manual  
CROSS REF.: Policies DIA  
DATE: July

## **PAYROLL PROCEDURE - DJC**

The salaries of the superintendent, principals and licensed employees of this school district shall be paid by pay certificates issued by the school district superintendent or by direct deposit. Such pay certificates may be issued without additional authorization of this School Board where the amount of salary has been fixed and a contract entered into as provided by law. All pay certificates shall be preserved by him/her 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. Except as is herein provided, the said warrants shall be governed in all respects by the same laws regulating the issuance of other warrants for other purposes. 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. §37-9-41 (1987)

### PAYROLL CLEARING FUND

A payroll clearing fund shall be established by each school district to account for salaries and the related salary withholdings paid from governmental funds. Each pay period, the total gross amount of the payroll shall be transferred from the governmental funds to the payroll clearing fund. The gross amount transferred will be charged to the appropriate expenditure functions in the expenditure register of each governmental fund. The net payroll amounts due to school district personnel shall then be written from the payroll clearing fund. The matching portion of benefits paid by the Local Educational Agency (LEA) shall be transferred from the governmental funds to the payroll clearing fund. The LEA's portion transferred will be charged to the appropriate expenditure functions in the expenditure register of each governmental fund. The total amount due to outside entities for withholdings or benefits shall then be written from the payroll clearing fund.

The payroll clearing fund shall be classified as an Agency Fund and maintained in a separate depository (bank) account.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Public School Districts Financial Accounting Manual*

CROSS REF.: Policies DIA

DATE: July

## PAYDAY SCHEDULE – DJCA

The amount of the salary to be paid any appointed superintendent, principal or licensed employee shall be fixed by the School Board, provided that the requirements of Chapter 19 of this title are met as to superintendents, principals and licensed employees paid in whole or in part from minimum education program funds. In employing such superintendents, 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, superintendent or principal. It is the intent of the Legislature that whenever the salary of the school district superintendent is set by a 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 (1997)

Salary or wages paid to any employee of any school shall be paid on a basis as determined by the school board, except for December, when salaries or wages shall be paid by the last working day. Salaries or wages shall be paid at a minimum on a monthly basis. Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this section shall be construed to entitle any employee to payment of salary or wages when no work has been performed. {MS Code 37-9-39 (2003)}

The salaries of principals and licensed employees shall be paid by pay certificates issued by the school district superintendent. Such pay certificates may be issued without additional authorization of the school board where the amount of salary has been fixed and a contract entered into as is provided in this chapter. All pay certificates shall be preserved by him/her as a part of the official record of his/her office for the same time and in the same manner as other records are preserved. Except as is herein provided, the said warrants shall be governed in all respects by the same laws regulating the issuance of other warrants for other purposes. 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. §37-9-41

An appointed superintendent, principal, licensed or non-instructional employee who completes the entire scholastic year shall be entitled to payment for the full number of monthly payments provided by the contract without regard to his activity at the time when his services are not required by the school. If an appointed superintendent, principal, licensed or non-instructional employee is released during the school term by agreement between the School Board and such superintendent, principal, licensed or non-instructional employee, then such superintendent, principal, licensed or non-instructional employee shall be entitled to such proportion of the annual salary as the time which he shall have taught shall bear to the total school term, and any balance which may be due him shall be paid at such time as the Board may determine, but not later than the close of the then current scholastic year.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DJC

DATE: July

## **EXPENSE REIMBURSEMENT: TRAVEL - DJD**

1. **Travel Approvals:** A written request is to be made to the Superintendent and approval granted prior to travel outside the district. The request will state when, where, and why the employee wishes to make the trip. Also included in the request will be the approximate cost of the trip. This procedure does not pertain to activities scheduled with prior approval; i.e., athletic events, etc. A brief summation of the workshop/conference will be submitted to the Superintendent within one week following return from the conference.
2. **Travel Reimbursements:** Reimbursement for school district travel will be made upon submission of itemized expense reports on forms designated by the Superintendent. These forms must be submitted for all school district travel and are to be accompanied by invoices or receipts supporting all expenses incurred, excluding meal and mileage amounts. Reimbursements will be approved at the first board meeting following the date travel expense was incurred provided expense reports and accompanying documentation are received by the business office no later than 1-½ days prior to board meeting date.
3. **Travel Advances:** Advance payment for out-of-state travel expenses may be made to employees upon a written, itemized request. Such request must be received no later than 1 ½ days prior to the scheduled board meeting last occurring before the date of travel. The Superintendent may waive the submission date if circumstances warrant. The employee must submit an expense report within three working days after returning from travel. The employee must return any amount of the advance payment in excess of the expenses stated on the itemized account. Failure to do so will result in automatic payroll deduction of the amount in question.

**4. Daily Meal Allowances:**

	<u>Daily Total</u>
In-State	\$30.00
In-State High Cost	\$40.00
Out-of-State	\$30.00
Out-of-State High Cost	\$40.00

The Board will reimburse the maximum daily total for meal expenses incurred in the course of overnight travel only. The maximum daily overnight meal expense will be reimbursed for the period beginning with the day of departure and concluding through the day of return. Receipts are not required.

5. **Mileage Allowance:** An allowance based on the state approved rate per mile will be allowed when traveling by private vehicle. Such expense is reimbursable to the driver only. Employees making the same trip should travel in one vehicle when possible.
6. **Air Fare Allowance:** Travel by air is at the tourist rate unless such space is not available. This allowance can be paid only when supported by itemized invoice.
7. **Hotel Allowance:** The actual cost of lodging will be allowed when supported by itemized invoice.



8. **Parking and Ground Transportation Allowances:** Reimbursement will be made for airport and hotel parking and shuttle and taxi expenses only upon presentation of actual receipts or invoices confirming such expenses were incurred. These expenses cannot be advanced.
9. **Registration Fees:** Registration Fees to in-state and out-of-state conferences and meetings may be paid in advance provided the necessary documentation is submitted to the business office no later than 1-½ days prior to the scheduled board meeting last occurring before the registration deadline. Otherwise, said expenses are the responsibility of the employee and will be reimbursed in the manner provided in Section 2 above.
10. **Tips:** Tips are not reimbursable.
11. **Car Rentals:** Car rentals are reimbursable only when prior written request justifying this expense is submitted to the Superintendent and approved.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July

## **PURCHASE OF FOOD, DRINKS, FOOD SUPPLIES FROM PUBLIC FUNDS – DJDA**

An Attorney General's opinion issued on July 30, 1999 outlined the guidelines that a School Board must approve as policy in order for a school district to be able to provide food, drinks, and food supplies at certain school meetings. The Claiborne County School District shall adhere to the policies stated below.

All activities for which food, drinks, and food supplies are purchased must be activities related to the goals and functions of the school district. These activities are noted in the next paragraph.

Purchase of food, drinks, and food supplies will be allowable for meetings, seminars, workshops, staff meetings, or similar events of the Claiborne County School District if that event will span the normal meal hour. Also, if the event extends beyond the normal working hours, and/or if breaking for a meal would be disruptive of the meeting agenda, purchase of food, drinks, and food supplies will be allowable. These events could include, but are not limited to:

1. School Board meetings,
2. Business meetings with community leaders,
3. District staff development sessions or workshops,
4. District staff meetings
5. Community Service and Parent Education Programs funded through specific grants that have been written to include funding for meals, and
6. Any other event as determined by the Superintendent of Schools that meets the above stated requirements.

Purchases of food, drinks, and food supplies will be made by following the normal required purchasing procedures of the school district. All paperwork submitted for the purchase of the food items must have a meeting agenda attached.

In addition to the above, expenditures for athletic and other student recognition banquets are allowable from activity funds only.

Expenditures of public funds, including activity funds, for employee or teacher recognition banquets or meals are allowable if such meetings accomplish the goal of increasing teacher incentives and improving the educational setting.

Meals produced as part of the school district's instructional program can be provided or sold to the district staff or other individuals.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**PARTISAN POLITICAL EXPENDITURES – DJDE**

No expenditure of public funds will be made for the support of partisan political candidates or partisan political activities.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## PURCHASING – DJE

The Claiborne County School District shall make purchases in accordance with the Mississippi Code of 1972, Annotated. Additional procedures, requirements, and regulations are to be found in the Financial Accounting Manual for Mississippi Public School Districts, prescribed by the Office of the State Auditor. The Manual includes a “Quick Reference Index of School Related Laws” that indicates the most significant code sections affecting purchasing are 37-7-1, 31-7-12, 31-7-13, 31-7-305; 31-7-307(2)(3); 31-7-309 and 37-39-1 et seq.

Purchasing procedures to be followed by all staff members are made available annually, and all personnel must adhere to procedures established by the business office and approved by the superintendent and the Board of Education.

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

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DJE, DJ, and DJEJ

DATE: July

## **PURCHASING AUTHORITY/PROCEDURES – DJEA**

"Purchasing agent" shall mean superintendent. Pursuant to the authority granted by Section 37-39-15, Mississippi Code 1972 as amended, this school board hereby designates other individuals as "purchasing agents" subject to the limitations set forth below.

1. In addition to the superintendent the school board hereby designates the assistant superintendent and business manager as "purchasing agents" with general authority to negotiate for and purchase the commodities and services necessary for the operation of the school district, within the limits of budget categories and purchasing law.
2. This school board hereby designates the Director of Auxiliary Services and Director of Maintenance as "purchasing agents" with the limited authority to negotiate for and purchase commodities and services for their specific areas of responsibility within the limits of budget and purchasing law.
3. This school board hereby designates the school principals as "purchasing agents" with the limited authority to negotiate for and purchase commodities and services necessary for the operation of their schools with the activity funds for which they are responsible as defined in board policy DK - Student Activities Fund Management, subject to all purchasing laws.

### **BONDING REQUIREMENT**

The purchasing agent(s) of this school board, before entering upon his/their official duties in such capacity, shall furnish a good and sufficient surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00). {MS Code 37-39-21 (1987)}

A principal acting as purchasing agent must be bonded for total statutorily required coverage of \$75,000.00. The positions of principal may be covered by blanket bond, but the position of purchasing agent requires individual bond. (Attorney General Opinion, Middleton, 4-26-96)

**INDIVIDUAL BOND:** A new bond in the amount required by law shall be secured at the beginning of each new term of office or every four (4) years, whichever is less. {MS Code 25-1-15 (2000)}

**BLANKET BOND:** A new bond in an amount not less than that required by law for public employees shall be secured upon employment and coverage shall be secured at the beginning of each new term of office of the public or appointed official by whom they are employed, if applicable, or at least every four (4) years concurrent with the normal election cycle of the Governor. {MS Code 25-1-15 (2000)}

### **GENERAL AUTHORITY**

All agencies and governing authorities shall purchase their commodities and printing; contract for garbage collection or disposal; contract for solid waste collection or disposal; contract for sewage collection or disposal; contract for public construction; and contract for rentals as herein provided. Nothing in this section shall be construed as authorizing any purchase not authorized by law. {MS Code 31-7-13 (2002)}

## BIDDING PROCEDURES

A. \$5,000.00 or Less

Purchases which do not involve an expenditure of more than Five Thousand Dollars (\$5,000.00), exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. However, nothing contained in this paragraph shall be construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand Dollars (\$5,000.00) or less. {MS Code 31-7-13 (a) (2007)}

B. Purchases Over \$5,000.00 But Not Over \$25,000.00: See {MS Code 31-7-13 (b)}.

C. Purchases Over \$25,000.00: See {MS Code 31-7-13 (c)}.

D. Lowest and Best Bid Decision Procedure: See {MS Code 31-7-13 (d)}.

E. Lease-purchase Authorization: See {MS Code 31-7-13 (e)}.

F. Alternate Bid Authorization: See {MS Code 31-7-13 (f)}.

G. Emergency Purchase Procedure: See {MS Code 31-7-13 (k)}.

"Competitive" shall mean that the bids are developed based upon comparable identification of the needs and are developed independently and without knowledge of other bids or prospective bids. Bids may be submitted by facsimile, electronic mail or other generally accepted method of information distribution. Bids submitted by electronic transmission shall not require the signature of the vendor's representative unless required by agencies or governing authorities.  
{MS Code 31-7-13 (b) (2003)}

The results of all competitive bid openings shall be tabulated and presented to the school board at its next regular or special meeting.

**NOTES: For master-lease purchase program, see {MS Code 31-7-10}. For purchase of commodities, see {MS Code 31-7-12}. See also the annual Purchase Law Update available from the Office of the State Auditor, Department of Technical Assistance.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DJE, DJ, and DJEJ

DATE: July

## PURCHASING PROCEDURES – DJEAA

### 1. STANDARD PURCHASES

The school district shall utilize requisitions to be prepared by school district personnel whenever there is to be a request for materials. Requisitions from outside the central office shall be approved in the following manner:

- A. All requisitions from the schools for the school supplies and materials shall require the approval of the principal.
- B. Requisitions for materials to be purchased from vocational funds shall require the approval of the vocational director.
- C. Requisitions for transportation materials shall require the approval of the transportation supervisor. D. Requisitions for maintenance materials shall require the approval of the maintenance supervisor.

Once approved, requisitions shall be forwarded to the central office. Those requisitions and requisitions from within the central office shall indicate the administrator to whom the requisition is directed for approval. Requisitions shall be directed as follows:

- A. Requisitions for materials to be purchased from special education programs shall be directed to the Special Education Director for approval.
- B. Requisitions for materials to be purchased from all federal programs, other than special education, shall be directed to the Assistant Superintendent for Federal Programs for approval.
- C. Requisitions approved by principals against their district supply budgets and requisitions approved by the vocational director against budgeted vocational funds shall be routed directly to the Business Office.
- D. Requisitions for materials and services to be purchased from curriculum officer funds shall be directed to the Director of Curriculum, Instruction and Testing.
- E. Requisitions for materials to be purchased from any other funds shall be directed to the Assistant Superintendent for Personnel and Support Services for approval.

The requisitioner should indicate in bold letters on the face of the requisition any processing deadline which must be met.

When a properly prepared and approved requisition is received by the business office, it shall be reviewed to ensure that the requisitioned amount will not exceed the budget for that particular area. All requisitions shall be subjected to public purchasing law requirements. A determination shall be made as to whether or not quotes or bids shall be obtained prior to the actual placing of the order, in accordance with public purchasing laws. The appropriate Assistant Superintendent shall be responsible for obtaining necessary quotes, bids, or state contract numbers. Once obtained, the business manager shall ensure that the bid number, quote number, or state contract number is stated on the requisition as necessary. The business manager shall sign the requisition after determining that it meets all requirements.

A purchase order shall then be prepared by the business manager and submitted to the superintendent for approval. Once approved, the business manager shall mail the purchase order to the required vendor.

In some cases materials or services may be needed on such an urgent basis that the mailing of the purchase order will prevent receipt when needed. In those cases the requisition should state “confirmation” in bold letters on its face. The business manager will then process the requisition and purchase order in the normal manner except that the purchase order will not be mailed. Instead, the purchase order or purchase order number will be given to the requisitioner who may pick up the materials in person or call the order in. Materials may not be ordered or picked up prior to the processing of the purchase order. All invoices for confirmation purchases must show the purchase order number. Excessive confirmation requests shall be viewed as failure to adequately plan.

When ordered materials are received, the vendor's invoice shall be signed by the person receiving the material. Prior to paying any claim, the business manager shall ensure there will be a matching up of:

- a. Requisition
- b. Purchase Order
- c. Vendor invoice signed by receiver.

If a vendor will not accept a school district purchase order, the requisitioner should do the following:

- A. If the goods or services needed are available at another source, submit a requisition to the business office to that source.
- B. If no other source is available, contact the business office and arrangements will be made to make a direct purchase.

## **2. DIRECT PURCHASE AUTHORIZATION**

Purchases of goods and services needed on a daily basis for operation and maintenance of plant and transportation shall be exempt from the standard provisions of the requisition and purchase order system. Such purchases shall be made in the following manner:

- A. A verbal request shall be made to the office of the Assistant Superintendent for Personnel and Support Services.
- B. When a request is approved an authorization number will be assigned for that purchase. The purchaser must ensure that the vendor records the authorization number on the invoice of the materials purchased.
- C. The assistant superintendent will maintain an authorization ledger in his/her office in which will be recorded for each such purchase.
  - a. Date of purchase
  - b. Vendor name
  - c. Authorization number
  - d. Brief description
  - e. Approximate cost of the purchase
  - f. The employee authorized to make the purchase.

All authorizations must be accounted for in this ledger in numerical order.

- D. When materials purchased are received, the vendor's invoice shall be signed by the person receiving the material. The Warehouse Supervisor shall date stamp a copy of the original requisition form indicating all items received and deliver a copy to the business office. The receiving copy will constitute authority to pay the invoice.
- E. The assistant superintendent shall ensure that the authorization number on each invoice is matched to the authorization ledger and confirm that the purchase was made in accordance with the original approval.
- F. After invoices have been matched to the authorization ledger, a direct payment authorization form shall be prepared for each vendor which will show the vendor's name, each invoice number and amount, the appropriate accounting codes, and approval by the Assistant Superintendent.
- G. Direct payment authorizations shall be submitted to the superintendent for approval and returned to the business manager for processing and payment.



This method of purchasing ensures that materials needed on a daily basis will be obtained in a timely manner for maintenance of plant and transportation purposes. At the same time, all of the controls inherent in the standard requisition and purchase order system are maintained. Maintenance of plant and transportation purchases which can be anticipated or which are not needed immediately should be purchased through the standard purchasing system. Purchases of maintenance and transportation materials made in this manner must comply with the state purchasing laws as previously outlined.

### 3. PURCHASE ORDER EXEMPTIONS

A. Payment of monthly invoices, consisting primarily of payments on contracts already approved by the board and payments for monthly recurring services, shall not require the issuance of a purchase order prior to payment. In all such instances the school district will be invoiced for services or materials regardless of whether a purchase order is issued. Therefore, the Business Manager is authorized, at his/her discretion, to issue purchase orders if encumbrance of such invoices will aid in cash flow management. If purchase orders are not issued the invoices shall be stamped "Purchase Order Exempt/Direct Pay" and initialed by the Business Manager. Invoices of this kind include, but are not limited to, the following:

- a. natural gas
- b. electricity
- c. water
- d. telephone
- e. maintenance contracts on equipment
- f. maintenance contracts on computer software
- g. cost of computer diskettes received on program updates
- h. lease-purchase billings on equipment
- i. cafeteria plan administration fees
- j. installment payments on workmen's compensation
- k. payments due to contractors on construction contracts
- l. payments due to architects on construction projects
- m. monthly payment due on audio visual contracted repair service
- n. audit and legal fees
- o. payments of athletic game officials
- p. payments of game guarantees
- q. central office vending supplies
- r. vehicle tags

B. The following specific expenditures are authorized to be made without issuance of purchase orders provided that such expenditures are incurred in accordance with the following guidelines. Funds shall be budgeted for the expenditures incurred. The business manager shall stamp and initial all such invoices "Purchase Order Exempt/Direct Pay" or issue purchase orders at his discretion.

Exempt expenditures are:

- a. Travel reimbursement when supported by itemized travel voucher and approved by the appropriate supervisor and superintendent. Reimbursement for travel expense incurred shall be made after board approval of claims if submitted at least two workdays prior to board meeting day. Travel which missed the board meeting deadline may be paid prior to the next board meeting at the discretion of the business manager.
- b. Vocational purchases for acetylene and various tank refills when supported by itemized invoice and authorized by the vocational director.
- c. Vocational purchases of groceries for home economics when supported by itemized invoice and authorized by the vocational director.
- d. Athletic team travel and meal expense when supported by itemized invoice and approved by the athletic director and principal.

- e. District transportation charges and driver's fees for use of school transportation vehicles when supported by transportation approval notice authorized by the Assistant Superintendent for Personnel and Support Services.
  - f. Vocational purchases from the state surplus property division when authorized by the Vocational Director and supported by itemized invoice.
- C. The superintendent shall approve all invoices designated as purchase order exempt by the business manager before final processing for board approval.

#### **4. CAFETERIA PURCHASING**

Purchases of cafeteria supplies and services shall be made in accordance with the standard purchase provisions except as follows.

- A. Requisitions for lunchroom materials shall require the approval of the lunchroom manager.
- B. Requisitions forwarded to the central office shall be routed directly to the cafeteria supervisor
  - a. The cafeteria supervisor shall ensure that all requisitions received are properly prepared and approved.
  - b. The cafeteria supervisor shall ensure that all purchase law requirements are met.
  - c. The cafeteria supervisor shall approve and issue all cafeteria purchase orders.
  - d. The cafeteria supervisor shall maintain a purchase order log of all purchase orders.
  - e. Upon receipt of a vendor's invoice, properly signed by the person who received the materials, the cafeteria supervisor shall ensure there will be a matching up of:
    - 1. Requisition
    - 2. Purchase Order
    - 3. Invoice
- C. After the matching process, the lunchroom supervisor shall have prepared a payment authorization form for each vendor for submission to the Business Manager. Each form shall show:
  - a. Vendor name
  - b. Purchase order number(s)
  - c. Amount of payment due
  - d. Account codes and amounts
  - e. Lunchroom supervisor approval
- D. Payment authorization forms shall be processed by the Business Manager for Board approval.

#### **5. ACTIVITY FUND PRUCHASING**

Purchases made from school activity funds which are totally or partially financed with public funds must be made in accordance with state purchasing laws. Purchases made from school activity funds which are financed with private funds are not required to be made pursuant to the state purchasing laws.

- A. Purchases from school activity funds which will require public bids, quotes, or state contract numbers shall be accomplished in the following manner:
  - a. A requisition shall be submitted to the Business Manager by the principal for the materials to be purchased.
    - 1. On the face of the requisition shall be typed in bold letters “Activity Funded Materials Request.”
    - 2. It shall be the responsibility of the principal to obtain all necessary bids, quotes, or state contract numbers and attach same to the requisition as necessary.
  - b. This requisition must be approved by the Superintendent before processing.
  - c. Once approved, the business manager shall issue a purchase order which must be signed by the Superintendent
- B. All Activity Fund purchases must be made in accordance with purchasing and reporting procedures as recorded in the Basic Activity Fund Bookkeeping Procedures Manual for Claiborne County School District.

## **6. IN-STOCK ITEMS**

To afford increased savings to the District, some materials and supplies are purchased in large quantities and are maintained in inventory in the District Warehouse. A list of these items with the vendors' names and the unit cost of each item will be provided each principal. Other personnel may be provided a list on a need basis. The listing will be updated, and copies of changes will be forwarded to each school.

- a. The warehouse supervisor fills the order as requisitioned and delivers the items to the school. The warehouse supervisor has the principal or his/her designee sign both copies of the requisition to indicate receipt of the items and returns the two signed requisition forms to the central office. He gives the original copy of the requisition form to the business office and he keeps the duplicate for his/her files. The principal may want to make a notation on his/her copy of the requisition to show receipt of items or to show the non-receipt of items.
- b. In-stock items that have been requested may not be available, may be available in short supply, or may have been requisitioned in excessive amounts. In these cases, the central office reserves the right to reduce the orders or to take any other action it deems necessary.
- c. If items are not in stock at the time they are requested, the warehouse supervisor will mark through the items on the requisitions. When he/she delivers the items that were unavailable to the school, he/she will inform the principal of the unavailable items. The principal will indicate such on his/her copy of the requisition. When items are unavailable, principals will need to re-order at a later time. New requisition forms will need to be filled out when re-ordering items.

## **7. RECEIVING**

- 1. The warehouse supervisor will inspect the shipment to ascertain that items received match those reflected on the purchase order as to type and number. The warehouse supervisor will also check to observe that no damage has occurred to the items received.

2. The warehouse supervisor will send the items to the schools. The principal or his/her designee will inspect the items delivered and will sign the form "Receipt of Goods and Services." The warehouse supervisor keeps this signed form and hi/her copy of the requisition and purchase order in his/her files. The "Receipt of Goods and Services" form will list only those items delivered.

In some cases, especially where extremely large items are involved, the requested items may be delivered to the school site.

When delivery is made directly to the school, the principal or his/her designee will inspect the shipment to see that the items received match those reflected on the purchase order as to type and number. The principal or his/her designee will also check to observe that no damage has occurred to the items received. Certainly, if items are missing, the principal or his/her designee should not sign for the items. If damage has occurred to some items, the principal may sign but must note on all copies of the delivery form that said items are damaged. Whenever items are missing or have been damaged, the business office should be notified immediately. When the principal or his/her designee has checked and approved the shipment, the delivery form presented by the shipper should be signed. The principal will then notify the business office that said items have been received and that payment can be made.

### FOOD SERVICE PROCUREMENT PLAN

The Claiborne County School's food authority will purchase food and other items for use in the Child Nutrition Program in compliance with Federal Management Circular A-102, Attachment 0 and Mississippi State Law, using the procedures outlined on this and in the Chart of Procedures established by the district.

- A. Purchases of more than \$15,000.00 require formal bid procedures. Formal bid procedures will be as follows:
  1. Advertisement in a newspaper of general circulation.
  2. Main specifications and bid documents to all potential bidders.
  3. Publicly open and tabulate bids.
  4. Bids will be submitted to the school board for approval.
- B. If the purchases exceed \$3,500.00 but not more than \$15,000.00, these purchases shall be made by use of the small purchase procedure. Small purchase procedures will be as follows:
  1. Develop specifications and instructions for all items.
  2. Obtain price quotes from an adequate number of suppliers.
  3. Prepare a price quote documentation sheet and indicate the supplier who was awarded the quote.
  4. Submit documentation sheet to review official.
- C. No bid is required for purchases which involve an expenditure of less than \$3,500.00, exclusive of freight or shipping charges, and may be made without advertising or otherwise requesting competitive bids.
- D. If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the official listed in column E of the Chart of Procedures. The log of emergency purchases shall show:
  1. Item name;
  2. Dollar amount;
  3. Vendor; and
  4. Reason for emergency.

E. Non-competitive negotiations will be used to purchase items: (1) which are available from a single source, (2) one time purchases of new food items in order to determine student acceptance and, (3) samples for testing purposes. A log of all non-competitive negotiation purchases shall be maintained and reviewed by the review official listed in Column E, Chart of Procedures. The log of non-competitive purchases shall show:

1. Item name;
2. Dollar amount;
3. Vendor; and
4. Reason for purchase.

F. All purchases will be conducted in accord with the district chart of Procedures.

G. The following records will be maintained for a period of 3 years plus the current year:

1. Records of all phone quotes;
2. Logs of all emergency and non-competitive purchases;
3. All written quotes and bid documents;
4. Comparison of all price quotes and bids with the effective dates shown;
5. Price comparison will show bids or quote award; and
6. Log of approved substitutions.

H. Perishable items, such as milk, bread, produce and fresh meat are exempt from Mississippi State Law. However, any purchases in which the contract value exceeds \$100,000.00 are required by Federal Law to follow formal bid procedures.

I. The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by school food and nutrition program funds.

- ③ No employee, office or agent of the Claiborne County School District shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- ③ Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
  - a. The employee, officer or agent;
  - b. Any member of his/her immediate family;
  - c. His/her partner;
  - d. An organization which employs or is about to employ one of the above.
- ③ The Claiborne County School District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors, or parties to sub-agreements.
- ③ The purchase during the school day of any food or service from a contractor for individual use is prohibited.

- ③ The removal of any food, supplies, equipment or school property, such as official records, recipe books and the like is prohibited.
- ③ The outside sale of such items as used oil, empty cans and the like will be sold by contract between the Claiborne County School District and the outside agency.
- ③ Individual sales by any school person to an outside agency or other school person are prohibited.
- ③ Failure of any employee to abide by the above stated code could result in a fine, or suspension, or both, or dismissal. Interpretation of the code will be given at any time by contacting Director of Business and Finance. The Claiborne County School District will not be responsible for any other explanation or interpretation which anyone presumes to make on behalf of the Board of Education.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **BIDS AND QUOTATIONS – DJED**

The term "purchase" shall mean the total amount of money encumbered by a single purchase order. Nothing in this section shall be construed as authorizing any purchase not authorized by law.

Each "notice to bidders" shall contain the following language:

1. the school board reserves the right to reject any and all bids.
2. the school board reserves the right to waive any irregularities.

“Competitive” shall mean that the bids are developed based upon comparable identification of the needs and are developed independently and without knowledge of other bids or prospective bids. Bids may be submitted by facsimile, electronic mail or other generally accepted method of information distribution. Bids submitted by electronic transmission shall not require the signature of the vendor's representative unless required by agencies or governing authorities. {MS Code 31-7-13 (b) (2003)}

The results of all competitive bid openings shall be tabulated and presented to the school board at its next regular or special meeting.

### **GENERAL AUTHORITY**

All agencies and governing authorities shall purchase their commodities and printing; contract for garbage collection or disposal; contract for solid waste collection or disposal; contract for sewage collection or disposal; contract for public construction; and contract for rentals as herein provided. Nothing in this section shall be construed as authorizing any purchase not authorized by law. {MS Code 31-7-13 (2002)}

### **BIDDING PROCEDURES**

H. \$5,000.00 or Less

Purchases which do not involve an expenditure of more than Five Thousand Dollars (\$5,000.00), exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. However, nothing contained in this paragraph shall be construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand Dollars (\$5,000.00) or less.

{MS Code 31-7-13 (a) (2007)}

I. Purchases Over \$5,000.00 But Not Over \$25,000.00: See {MS Code 31-7-13 (b)}.

J. Purchases Over \$25,000.00: See {MS Code 31-7-13 (c)}.

K. Lowest and Best Bid Decision Procedure: See {MS Code 31-7-13 (d)}.

L. Lease-Purchase Authorization: See {MS Code 31-7-13 (e)}.

M. Alternate Bid Authorization: See {MS Code 31-7-13 (f)}.

N. Construction Contract Change Authorization: See {MS Code 31-7-13 (g)}.

- O. Petroleum Purchase Alternative: See {MS Code 31-7-13 (h)}.
- P. Road Construction Petroleum Products Price Adjustment Clause Authorization: See {MS Code 31-7-13 (i)}.
- Q. Governing Authority Emergency Purchase Procedure: See {MS Code 31-7-13 (k)}.
- R. Exceptions From Bidding Requirements: See {MS Code 31-7-13 (m)}.
- S. Term Contract Authorization: See {MS Code 31-7-13 (n)}.
- T. Purchase Law Violation Prohibition and Vendor Penalty: See {MS Code 31-7-13 (o)}.
- U. Electrical Utility Petroleum-Based Equipment Purchase Procedure: See {MS Code 31-7-13 (p)}.
- V. Fuel Management System Bidding Procedure: See {MS Code 31-7-13 (q)}.
- W. Solid Waste Contract Proposal Procedure: See {MS Code 31-7-13 (r)}.
- X. Minority Set Aside Authorization: See {MS Code 31-7-13 (s)}.
- Y. Construction Punch List Restriction: See {MS Code 31-7-13 (t)}.

**NOTES: For master-lease purchase program, see {MS Code 31-7-10}. For purchase of commodities, see (MS Code 31-7-12). See also the annual Purchase Law Update available from the Office of the State Auditor, Department of Technical Assistance.**

#### PREFERENCE

Whenever two (2) or more competitive bids are received, one or more of which relates to commodities grown, processed or manufactured within this state, and whenever all things stated in such received bids are equal with respect to price, quality and service, the commodities grown, processed or manufactured within this state shall be given preference. A similar preference shall be given to commodities grown, processed or manufactured within this state whenever purchases are made without competitive bids, and when practical the Department of Finance and Administration may by regulation establish reasonable preferential policies for other commodities, giving preference to resident suppliers of this state.

Any foreign manufacturing company with a factory in the state and with over fifty (50) employees working in the state shall have preference over any other foreign company where both price and quality are the same, regardless of where the product is manufactured.  
{(MS Code 31-7-15 (1992))}

In the letting of public contracts, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state, city, county, parish, province, nation or political subdivision having laws granting preference to local contractors shall be awarded Mississippi public contracts only on the same basis as the nonresident bidder's state, city, county, parish, province, nation or political subdivision awards contracts to Mississippi contractors bidding under similar circumstances. Resident contractors actually domiciled in Mississippi, be they corporate, individuals or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state, city, county, parish, nation or political subdivision of domicile of the nonresident. {MS Code 31-7-47 (1995)}



## EXEMPTIONS

Supplies that are perishable or foods purchased for use in connection with the school lunch and homemaking programs shall be exempt from competitive bid requirements. However, each school board shall adopt and place in its minutes definite policies for guidance of agents of such boards in connection with purchases of perishable supplies or foods which are unstable or variable in price. Such policies shall have the effect of law and any violations shall be subject to the penalties as provided by law. {MS Code 37-39-15 (1987)}

Purchases of items regularly used in connection with school operation shall not be made in small quantities for the purpose of circumventing the law requiring competitive bids or quotations, but shall be purchased by contract when feasible. School boards shall have the authority, however, to award such contracts for supplies or equipment to be delivered to different points in the school district or county, to different bidders, when the best interests of the district or county warrant such action. Reasons for awarding such contracts to different bidders for different areas in the district shall be recorded on the minutes of the school board. In no event shall the price paid exceed the lowest and best bid received. {MS Code 37-39-17 (1981)}

## GRATUITIES

Any rebates, refunds, coupons, merit points, gratuities or any article of value tendered or received by their school district from any vendor of material, supplies, equipment or other articles shall inure to the benefit of this school district. This school district may, in accordance with its best interest, either take delivery of the article of value tendered and use the same or convert it to cash by selling it for its fair and reasonable value, making use of the proceeds from such sale for the exclusive benefit of the school district. {MS Code 31-7-23 (1981)}

It is hereby declared to be unlawful and a violation of public policy of the State of Mississippi for this school board or any designated purchasing agent for this school district to make any purchases without the full compliance with the provisions of Chapter 7, Title 31, Mississippi Code of 1972.

Except as otherwise provided in subsection (4) of {MS Code 31-7-55}, any person who intentionally, willfully and knowingly violates the provisions of Chapter 7, Title 31, Mississippi Code of 1972, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than One Hundred Dollars (\$100.00) and not more than Five Hundred Dollars (\$500.00) for each separate offense, or sentenced to the county jail for not more than six (6) months, or both such fine and imprisonment, and shall be removed from his office or position.

Any person who intentionally, willfully and knowingly violates the provisions of subsection (1) of {MS Code 31-7-57} shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than One Hundred Dollars (\$100.00) and not more than Five Hundred Dollars (\$500.00), or sentenced to the county jail for not more than six (6) months, or both such fine and imprisonment, and shall be removed from his office or position.

Any person diverting the benefits of any article of value tendered or received by this school district to his or her personal use, in violation of {MS Code 31-7-23}, if the value of such article be less than Five Hundred Dollars (\$500.00), shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), or sentenced to the county jail for not more than six (6) months, or by both such fine and imprisonment, shall be removed from his office or position, and shall be required to return the money value of the article unlawfully diverted to this school board. If the value of the article be Five Hundred Dollars (\$500.00) or more, such person shall be guilty of a felony and, upon conviction, shall be punished by a fine of not less than One Thousand Dollars (\$1,000.00) nor more than Five Thousand Dollars (\$5,000.00), or sentenced to the Department of Corrections for not less than one (1) year nor more than five (5) years, or by both such fine and imprisonment, shall be removed from his office or position, and shall be required to return the money value of the article unlawfully diverted to this school board.

The provisions of this section are supplemental to any other criminal statutes of this state.  
{MS Code 31-7-55 (1988)}

## PERSONAL LIABILITY

The superintendent, any employee or agent of this school board, who appropriates or authorizes the expenditure of any money to an object not authorized by law, shall be liable personally for up to the full amount of the appropriation or expenditure as will fully and completely compensate and repay such public funds for any actual loss caused by such appropriation or expenditure, to be recovered by suit in the name of the school board or in the name of any person who is a taxpayer suing for the use of the school board, and such taxpayer shall be liable for costs in such case. In the case of the school board, only the individual members of the board who voted for the appropriation or authorization for expenditure shall be liable under this subsection.

No individual member of this school board, or agent of this school board shall let contracts or purchase commodities or equipment except in the manner provided by law; nor shall this school board ratify any such contract or purchase made by any individual member, employee or agent thereof, or pay for the same out of public funds unless such contract or purchase was made in the manner provided by law; provided, however, that any vendor who, in good faith, delivers commodities or printing or performs any services under a contract to or for the school board shall be entitled to recover the fair market value of such commodities, printing or services, notwithstanding some error or failure by this school board to follow the law, if the contract was for an object authorized by law and the vendor had no control of, participation in, or actual knowledge of the error or failure by this school board.

The individual members, employees or agents of this school board as defined in Section 31-7-1 causing any public funds to be expended, any contract made or let, any payment made, in any manner whatsoever, contrary to or without complying with any statute of the State of Mississippi, regulating or prescribing the manner in which such contracts shall be let, payment on any contract made, purchase made, or any other payment or expenditure made, shall be liable, individually, and upon their official bond, for compensatory damages, in such sum up to the full amount of such contract, purchase, expenditure or payment as will fully and completely compensate and repay such public funds for any actual loss caused by such unlawful expenditure.

In addition to the foregoing provision, for any violation of any statute of the State of Mississippi prescribing the manner in which contracts shall be let, purchases made, expenditure or payment made, any individual member, employee or agent of this school board who shall substantially depart from the statutory method of letting contracts, making payments thereon, making purchases or expending public funds shall be liable, individually and on his official bond, for penal damages in such amount as may be assessed by any court of competent jurisdiction, up to three (3) times the amount of the contract, purchase, expenditure or payment. The person so charged may offer mitigating circumstances to be considered by the court in the assessment of any penal damages.

Any sum recovered under the provisions hereof shall be credited to the account from which such unlawful expenditure was made.

Except as otherwise provided, any individual member of the school board as defined in Section 31-7-1 shall not be individually liable under this section if he voted against payment for contracts let or purchases made contrary to law and had his vote recorded in the official minutes of the school at the time of such vote, or was absent at the time of such vote. {MS Code 31-7-57 (1997)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DJEA, DJEG, and DJEDA

DATE: July



## **PROCEDURES TO OPEN BIDS – DJEDA**

The Claiborne County School Board authorizes the Superintendent and/or Assistant Superintendent, and another employee to open bids prior to Board Meetings. These bids are to be opened and tabulated in the presence of these employees. The assistant superintendent will submit the tabulation sheets with recommendations of acceptance to the Board of Education at the next scheduled board meeting. Attached to the tabulation sheets will be signatures of the employees present during the bid opening. This policy does not apply to construction projects or any bid specified by the Board of Education at the time of authorization.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies DJED

DATE: July

## **SALES CALLS AND DEMONSTRATIONS – DJEIA**

All salesmen or agents must have written permission from the superintendent before visiting a school. Salesmen or agents may not visit a teacher in the classroom for purposes of solicitation without the principal's consent.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PAYMENT PROCEDURES - DJEJ/DJE**

This School Board has the power, authority and duty to make orders directed to the Superintendent of Schools or assistant superintendent 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. §37-7-301 (o) (1993)

A docket of claims of all bills will be presented to the Board at its regular monthly meeting for approval. Copies of all bills submitted for payment shall be available for Board review.

Process Standard 7 of the Mississippi Public School Accountability Standards is as follows: The school district employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (SB Policy GBBA)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policy DJE

DATE: July

## NOTES AND BOND PAYMENTS – DJG

The principal of and interest upon all notes or bonds issued under the authority of Section 37-41-89 shall be paid out of such transportation funds of the school district as may be available for such purpose. It shall be the duty of the school board to set aside each year out of such transportation funds a sufficient amount to pay the principal of and interest upon said notes or bonds as and when the same shall respectively mature and accrue. It shall be the duty of the superintendent of schools or administrative superintendent to include in the school budget each year separate items showing the amount required for the payment of the principal of and interest upon all notes or bonds issued under the authority of said section. §37-41-99 (1987)

The levying authority, as defined in Section 37-57-1 (1) (b), acting for and on behalf of any school district, shall annually levy a special tax upon all of the taxable property within such school district, which shall be sufficient to provide for the payment of the principal and interest on school bonds issued under the provision of this article according to the terms thereof. §37-59-23 (1988)

NOTE: For details and procedures for issuance of bonds see MS Code §37-59-1 *et seq.* For bonds issued under Section 37-59-21, see MS Code §37-59-23. As to additional powers conferred in connection with issuance of bonds see §37-59-25 and §31-21-5. See also MS Code §37-61-33, Education Enhancement Fund.

Also see Policy DE – Debt Limitation – Reduced or Interest-Free Debt Pursuant to Federal Law  
See School Bonds and Obligations, §37-59-1 *et seq.*

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DFD, DFE, and DFEA

DATE: July

## STUDENT ACTIVITIES FUND MANAGEMENT - DK

This School Board has the power, authority and duty to expend local school activity funds, or other available school district funds, other than minimum education program funds, for the purposes described under this paragraph. "Activity funds" shall mean all funds received by school officials 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 this School 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 this School 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 this School 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.

This School 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 (a) that such school activity funds shall be maintained and expended by the principal of the school generating the funds in a centralized school bank account, or (b) that such school activity funds shall be maintained and expended by the Superintendent of Schools in a central depository approved by this Board.

This School Board shall provide that such school activity funds be audited as part of the annual audit required in §37-9-18. The State Auditor shall prescribe a uniform system of accounting and financial reporting for all school activity fund transactions. §37-7-301(s) (1996)

Pursuant to the authority granted under §37-7-301(s), Miss. Code 1972, as amended, this School Board hereby authorizes the expenditure of local school activity funds, or other available school district funds other than Adequate Education Program funds, for any necessary expenses or travel costs 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 School 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.

The activity funds account shall be audited annually

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy JHB

DATE: July



## **FIXED ASSET ACCOUNTABILITY – DM**

This School Board hereby adopts the following policies which will become part of this district's Fixed Asset Accountability Plan:

### 1. Accounting Policies

#### a. Definitions of all major fixed asset classifications:

Land – this includes all land owned by the School District.

Buildings – this includes all buildings owned by the district, such as school buildings, administration buildings, athletic field houses, gymnasiums, and portable classrooms.

Improvements other than buildings – This includes athletic fields, lighting, bleachers, and other improvements that can not be directly associated with a particular building.

Mobile equipment – this includes all school buses and district owned automobiles, trucks and vans. This classification also includes all lawn maintenance equipment, tractors, etc.

Furniture and equipment – this includes all furniture and equipment contained in the buildings of the school district that meet asset capitalization requirements of the school district.

Leased property under capital leases – this includes all fixed assets that are being acquired under a lease/purchase arrangement.

Construction in progress – this includes all buildings and facilities that are currently under construction.

#### b. Valuation: All purchased assets will be valued at historical cost or estimated historical cost. All donated assets will be valued at fair market value at the time of donation.

#### c. Capitalization: This school district will capitalize:

(1) All assets with a useful life of greater than one year and with a historical cost of at least \$500.00; and

(2) All highly walkable items. Highly walkable items will, at a minimum, include all televisions, video cassette recorders, cellular telephones, radio equipment and overhead projectors. The district will determine additional items to be included in the highly walkable category.

- d. Depreciation: GAAP requires depreciation of assets contained in the General Assets Accounts Group. Following the suggestion of the State Auditor's Office, the straight line method of depreciation will be used for all items having an original cost of \$5,000 or more.
  - e. Interest capitalization: Since capitalization of interest expense is not required for general fixed assets, and following the recommendation of the State Auditor's Office, this school district does not intend to capitalize interest.
  - f. Infrastructure: Infrastructure consists of assets that are immovable and of value only to the school district (e.g., a street not attached to or part of a building). Governmental accounting principles presently do not require the capitalization of infrastructure.
2. Annual Physical Inventory Policy – a physical inventory will be taken at least annually once the system is established.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: State Auditor's Office

CROSS REF.: Policy DFK

DATE: July

## SURPLUS FUNDS - DN

Whenever this school district or levying authority, as defined in Section 37-57-1(1)(b), acting on behalf of a school district, shall have on hand any bond and interest funds, any funds derived from the sale of bonds, or any other funds in excess of the sums which will be required for payment of current obligations and expenses as they come due, and which are not needed or cannot by law be used for the payment of the current obligations or expenses of this school district, this School Board shall have the power and authority to invest such excess funds in any bonds or other direct obligations of the United States of America or the State of Mississippi, or of any county or municipality of this state, which such county or municipal bonds have been approved by a reputable bond attorney or have been validated by a decree of the chancery court; or in interest-bearing time certificates of deposit or interest-bearing accounts with any financial institution approved for the deposit of state funds; and such institution shall be eligible to hold school district funds to the extent that it is qualified as a depository for state funds. The rate of interest on such time certificates of deposit and interest-bearing accounts may be negotiated. The negotiated rate of interest shall be at the highest rate possible at the date of purchase or investment for such time certificates or deposit or interest-bearing accounts. In any event, the bonds or obligations in which such funds are invested shall mature or be redeemable prior to the time the funds so invested will be needed for expenditure. When bonds or other obligations have been so purchased, the same may be sold or surrendered for redemption at any time, except certificates of deposit which must mature, by order or resolution of this School Board, and the president of the School Board, when authorized by such order or resolution, shall have the power and authority to execute all instruments and take such other action as may be necessary to effectuate the sale or redemption thereof.

All earnings from funds other than bond funds or bond sinking funds in excess of One Hundred Dollars (\$100.00) in any fiscal year, invested according to the provisions of subsections (1) and (2) of this section shall be deposited in the district fund from which the investment was made. Earnings from such school district funds which are less than One Hundred Dollars (\$100.00) in any fiscal year may be deposited in the school district maintenance fund, or in the district fund from which the investment was made, in the discretion of this School Board. Earnings from funds invested out of bond funds or bond sinking funds, together with the principal thereof, shall be deposited in the fund from which the investment was made.

Nothing contained in this section shall be construed to prevent the payment of a portion of the earnings derived from the investment of bond proceeds or any other amounts in the bond fund or related reserve or sinking funds to the federal government to the extent required by the federal laws applicable to such bonds or the interest income thereon in order to maintain their tax exempt status. §37-59-43 (1993)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies DFD and DFL

DATE: July

## **SCHOOL PROPERTIES DISPOSAL PROCEDURE - DO**

### **EXCHANGE METHOD**

Whenever the school board shall find and determine, by resolution duly and lawfully adopted and spread upon its minutes, (a) that it shall need other lands located within the school district for school purposes, (b) that the district owns lands of equal value to such needed lands which could be exchanged for such needed lands, (c) that the value of the two (2) tracts is equal according to qualified appraisals, and (d) that the owners of the other lands are agreeable to such exchange, the school board of such school district shall be authorized and empowered, in its discretion, to negotiate a trade of lands upon such terms and conditions as the school board may, in its discretion, deem proper in consideration of the needs of the district and of the benefits which will inure to the said school district.

Any such trade of lands shall be subject to approval by the chancery court of the county in which the school lands lie. Notice of the hearing before the chancery court shall be published in a newspaper of general circulation in the school district for three (3) consecutive weeks, the first notice to be at least thirty (30) days prior to the hearing. MS Code 37-7-431 (2000)

### **SALE - METHOD 1**

When this school district shall own any land, buildings, or other property that is not used for school or related school purposes and not needed in the operation of the schools of the district, the school board of such school district may sell and convey such land, buildings or other property in the manner provided in Sections 37 7 453 through 37-7-457. MS Code 37-7-451 (1987)

### **SALE - METHOD 2**

Whenever this school board shall find and determine, by resolution duly and lawfully adopted and spread upon its minutes:

- (a) That any school building, land, property or other school facility is no longer needed for school or related purposes and is not to be used in the operation of the schools of the district, or that such school building, land, property or other school facility may yield a higher long-term economic value to the district, in the discretion of the local school board;
- (b) That the sale of the property in the manner otherwise provided by law is not necessary or desirable for the financial welfare of the school district; and
- (c) That the use of the school building, land, property or other school facility for the purpose for which it is to be sold, conveyed or leased will promote and foster the development and improvement of the community in which it is located and the civic, social, educational, cultural, moral, economic or industrial welfare thereof, the school board of such school district shall be authorized and empowered, in its discretion, and upon the terms and conditions set forth in Section 37 7 477, to sell, convey, lease or otherwise dispose of same for any of the purposes set forth herein. Such sale, conveyance, lease or other disposition, including retention of partial interest, or undivided interest or other ownership interest, shall be made upon such terms and conditions and for such consideration, nominal or otherwise, as the school board may, in its discretion, deem proper in consideration of the benefits which will inure to the school district or the community in which the school building, property or other facility is located by the use thereof for the purpose for which it is to be sold, conveyed, leased or otherwise disposed of. The authority conferred by Sections 37-7-431 through 37-7-483 may be exercised by a school board in the sale, conveyance or lease of relocatable classrooms to the school board of another school district. Said sections without reference to another statute shall be deemed full and complete power for the exercise of the authority conferred hereby.  
MS Code 37-7-471 (2005)

## DISPOSAL OF PROPERTY FOR CERTAIN CIVIC, CHURCH, OR ECONOMIC USES

Upon being authorized by a resolution of the school board as is provided by Section 37-7-471, the president and secretary shall be authorized and empowered to execute, for and on behalf of the school district, a conveyance or lease of the property for the purposes, upon the terms and conditions, and for the consideration provided and specified by the school board, including retention of a partial interest, or undivided interest or other ownership interest in the property, in the discretion of the school board. It shall not be necessary or requisite that competitive bids be advertised for or received in connection with such sale, conveyance, leasing or other disposition of property. MS Code 37-7-473 (2005)

## DEVELOPMENT OF SURPLUS SCHOOL PROPERTY (LAND)

For school board authorization and procedures related to development of surplus school property (land), please see MS Code Section 37-7-485. (2006)

## SURPLUS TEXTBOOKS

Local school boards shall make available to the parents or legal guardians of any children of school age who reside in the school district administered by the school board, upon request, any textbooks on the state surplus inventory list. The parent or legal guardian is responsible for the return of the textbook(s) to the local school district upon completion of the textbook(s) use. Failure to return the textbook(s) to the school district will result in the parents or legal guardians being responsible for compensating the school district for the fair market value of the textbook(s). This subsection shall stand repealed from and after July 1, 2008. MS Code 37-43-1 (2006)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies ABB, DM, and EBJ

DATE: July

## DEPRECIATION OF FIXED ASSETS - DP

Depreciation of assets included in the General Fixed Assets Account Group will not be required for items having an original cost of \$5,000 or less utilizing the straight line method of depreciation. Those fixed assets associated with Proprietary Funds must be depreciated. Estimated useful life of fixed assets shall be determined by the school district.

Process Standard 10.1 of the Mississippi Public School Accountability Standards is as follows: The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor's Office for the verification of fixed assets and the auditing of fixed assets records.

{MS Code 37-17-6(16)}

**NOTE: Please refer to the Public School Districts Financial Accounting Manual.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies DM, DPA, and DI

DATE: July

## **BUSINESS MANAGEMENT GOALS AND OBJECTIVES - EA**

The business operations of the school system are essential yet auxiliary to the district's central function of education. The Board serves as trustee of school facilities and supervisor of school business operations for the purpose of providing the facilities and services supporting the educational program.

The operation and maintenance of the school plant, equipment, and services shall maintain high standards of safety, promote the health of students and staff, reflect the aspirations of the community, and support environmentally the efforts of the staff to provide good instruction.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **BUILDINGS AND GROUNDS MANAGEMENT - EB**

This School Board has the power, authority and duty 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. §37-7-301(c) (1993)

The School Board of this district recognizes that the school plant serves as a vehicle in the implementation of the total educational program, providing the necessary facilities for delivering planned instructional programs and services within a safe, comfortable, physical environment.

This School Board expects each school to be clean, safe and in good repair. Rooms and specialized areas shall be available and equipped to provide for scheduled instructional activities. Furniture and storage areas which support the educational program shall be provided.

When adequate space, furnishings, personnel, equipment, etc., are not available for implementation of the approved instructional and/or ancillary programs of the district, it shall be the responsibility of the superintendent and his/her staff to report said deficiencies to the Board and to work cooperatively with the Board in remediating said deficiencies.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July



## **PUBLIC CONDUCT POLICY - EBA**

This School Board, pursuant to state law, is the custodian of all real property of the school district and has the authority, power and duty to manage, control and care for same, both during the school term and during vacations and also has the authority, power and duty to prescribe and enforce rules and regulations for the use of school buildings and grounds for the holding of public meetings and gatherings of people. §37-7-301 (c) 1993

Parents, guardians, custodians and other individuals while attending any school-sponsored activity, visiting any school or school grounds shall conform to the rules and regulations of the school district or be removed from the premises. School district officials are hereby authorized to bring any and all charges deemed appropriate against such individuals for the following misconduct.

1. Willful disobedience and/or disrespect to a teacher, principal, superintendent, member or employee of the local School Board.
2. Using unchaste or profane language.
3. Immoral or vicious practices.
4. Conduct or habits injurious to his/her associates.
5. Possessing, using, transmitting, or being under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.
6. Disturbing the school and habitually violating the rules.
7. Cutting, defacing, or injuring any part of the public school buildings or public school bus.
8. Writing profane or obscene language or drawing obscene pictures in or on any school material or on any public school premises, or any fence, pole, sidewalk, or building.
9. Carrying firearms, knives, or other implements which can be used as weapons except by duly authorized law enforcement officials.
10. Throwing missiles on the school grounds.
11. Instigating or participating in fights.
12. Committing any other offense which tends to interfere with the educational process.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July

## **TOBACCO USE ON EDUCATIONAL PROPERTY SMOKE FREE BUILDINGS - EBAB**

### **NO CHILD LEFT BEHIND ACT**

This policy complies with the requirements of the No Child Left Behind Act of 2001, which prohibits smoking in indoor school facilities.

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the Claiborne County Board of Education (Board of Trustees) bans the use of all tobacco products in all school buildings in the district and on all school vehicles by all persons at all times.

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

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

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

No person shall use any tobacco product on any educational property as defined in this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of seventy-five dollars (\$75.00); and (c) for all subsequent convictions, a fine not to exceed one hundred fifty dollars (\$150.00) shall be imposed.

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

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

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

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 97-32-25, 97-32-27, and 97-32-29  
US Code as cited

CROSS REF.: Policy EB and GAX

DATE: July

## **SCHOOL SAFETY ACT/STUDENT BEHAVIOR - EBB/EDC**

This school district shall meet requirements established under the Mississippi School Safety Act of 2001, which provides for the establishment of a School Safety Center by the Department of Education; a Safety Grant Program, available to eligible public school districts; and a School Crisis Management Program under the State Department of Education.

The School Board of this district, with the assistance of the State Department of Education School Safety Center, shall adopt a comprehensive local school district school safety plan and shall update the plan on an annual basis. (Section 37-3-83 (2), MS Code of 1972, amended)

The school district may annually apply for school safety grant funds subject to appropriations by the Legislature. In order to be eligible for such program, the School Board, if it desires to participate, shall apply to the State Department of Education by May 31 before the beginning of the applicable fiscal year on forms provided by the department and shall be required to establish a local School Safety Task Force to involve members of the community in the school safety effort.

This school district may use audio-visual-monitoring equipment in classrooms, hallways, buildings, grounds and buses for the purpose of monitoring school disciplinary problems. (Sections 37-3-83 (6), MS Code of 1972, amended)

In order to access the services of a response team established under the School Crisis Management Program under the State Department of Education, a request must be made by the school principal or the superintendent, who shall make the request to the State Department of Education or its contact designee. A response team shall enter a school to work with students and faculty for a period of no more than three (3) days, unless otherwise requested by the school district. The request made by the school district to access the services of a response team following a school safety incident may seek a review of the school district's safety plan, and the results of this evaluation may be published by the School Board in a newspaper with wide circulation in the district.

The superintendent or school principals may request and utilize the services of quick response teams provided under the School Safety Law; however school officials are not required to request the services of quick response teams.

Ref: Sections 37-3-81, 37-3-83, 37-11, 54, MS Code of 1972, amended.

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS Code 37-11-55 and policy JCB, 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 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. MS Code 37-11-6 ( 1996)

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 and for doctors' appointments and bona fide emergencies approved in advance by parent/guardian and principal. The parent reassumes control over the student at the time the student leaves the school premises.

Students who are to 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. Upon receipt by the principal of a written parent guardian request students may travel to school sponsored activities as a guest, in the private vehicles of teachers, parents, competent chaperons and administrators. Students shall not be allowed to travel in their private vehicles, with or without other students, to said school-sponsored activities. 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.

This school district shall not sponsor directly or indirectly summer activities for children commonly referred to as camps, competitions, foreign and domestic travel. Such activities shall not be organized, promoted or funds solicited/collected at the school or away from the school in the name of the school.

Attendance shall not be required by school personnel. Transportation to such events shall not be provided by the school district. Attendance and participation in such activities by children and/or adults who may also be students and/or employees of this school district shall be strictly voluntary and at the sole cost and expense of said child/adult. Participants shall in no way imply that their participation is in any way sponsored by this school district. Each coach/sponsor shall develop contingency plans for his/her sport/activity to be used in the event of injury to a participant. This school board considers drill teams, pep squads and cheerleading to be a club activity and not a sport; therefore, students shall not perform gymnastics as part of a club's routines.

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 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 Director of Personnel 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/extracurricular 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/ren.

-OR-

Medication shall be provided or administered to a student by school personnel ONLY with the written request and consent of the student's parent/custodian/legal guardian, and by following Policy JGCD-R.

## 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 unless written notice from parent/guardian is received by school authorities. Said written notice shall identify by name the person to whom student is to be released.

No student shall be allowed to withdraw from school or school-sponsored activity prior to scheduled release time unless written request from parent/guardian has been received by the school in advance. Students shall not be allowed to leave and return to school or to a school-sponsored activity to run personal errands, purchase supplies, parts or food.

No student shall be released at the conclusion of any out of town school-sponsored activity to return home via alternate means without prior approval by school authorities of a written request from parent/guardian.

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.

Standards 35, 36 and 37 are as follows:

35. The district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37 41 53} (SB Policies ED 3, JGG 1, and IDDE)

- 35.1 All buses are inspected on a quarterly basis and are well maintained and clean.
- 35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in service training per semester.
- 35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- 35.4 Emergency bus evacuation drills are conducted at least two times each year.

36. The school district provides facilities that meet the following criteria: {MS Code 37 7 301(c)(d)(j); 37 11 5, 49; and 45 11 101}

- 36.1 The school district provides facilities that are clean.
- 36.2 The school district provides facilities that are safe.
- 36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.
- 36.4 The school district provides air conditioning in all classrooms in each school. {MS Code 37 17 6(2)}

37. The district complies with the following requirements for Safe and Healthy Schools:

- 37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37 3 81 and 37 3 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)
- 37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EBBA, GAEA, JGCD, JGCD-R, JFG, JGFB, and JGFG

DATE: July



## SCHOOL SAFETY PLAN - EBBA

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

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:

- ③ Crisis Intervention Team,
- ③ School Safety Self-Assessment, and
- ③ School Safety Drill Assessment.

**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. Note:

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

Standard 37 is as follows:

37. The district complies with the following requirements for Safe and Healthy Schools:

- 37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37 3 81 and 37 3 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)
- 37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EBB, EDC, GAEA, and JGF

DATE: July

## HOMELAND SECURITY - EBBB

This school board considers safety of students and staff to be one of its most important obligations. The superintendent shall be responsible for developing rules and regulations for emergency preparedness in the event an alert is issued by the national Department of Homeland Security.

### HOMELAND SECURITY ADVISORY SYSTEM

Our nation has created the Department of Homeland Security, which has three primary missions:

- ③ Prevent terrorist attacks within the United States;
- ③ Reduce America's vulnerability to terrorism; and
- ③ Minimize the damage from potential attacks and natural disasters.

A critical function of homeland security is to ensure that our state and local governments, police, fire departments, paramedics, and concerned citizens are able to connect with local people representing the department. The Department of Homeland Security has established assessment guidelines for five (5) levels of threat to our nation. From time to time, the Director of Homeland Security may issue or change a national threat level alert. The five levels of threat alert are:

1. Low Condition (Green). This condition is declared when there is a low risk of terrorist attack. Federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:
  - A. Refining and exercising as appropriate preplanned protective measures;
  - B. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency protective measures; and.
  - C. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
2. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attack. In addition to the protective measures taken in the previous threat condition, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:
  - A. Checking communications with designated emergency response or command locations;
  - B. Reviewing and updating emergency response procedures; and
  - C. Providing the public with any information that would strengthen its ability to act appropriately.
3. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attack. In addition to the protective measures taken in the previous threat conditions, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:
  - A. Increasing surveillance of critical locations;
  - B. Coordinating emergency plans as appropriate with nearby jurisdictions;
  - C. Assessing whether the precise characteristics of the threat require the further refinement of preplanned protective measures; and
  - D. Implementing, as appropriate, contingency and emergency plans.

4. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attack. In addition to the protective measures taken in the previous threat conditions, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:
  - A. Coordinating necessary security efforts with federal, state, and local law enforcement agencies or any National Guard or other appropriate armed forces organization;
  - B. Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
  - C. Preparing to execute contingency procedures, such as moving to an alternative site or dispersing their workforce; and
  - D. Restricting threatened facility access to essential personnel only.
5. Severe Condition (Red). A reflects a severe risk of terrorist attack. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the protective measures taken in the previous threat conditions, federal departments and agencies should consider the following general measures in addition to the agency-specific protective measures they develop and implement:
  - A. Increasing of redirecting personnel to address the critical emergency needs;
  - B. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
  - C. Monitoring, redirecting, or constraining transportation systems; and
  - D. Closing public and government facilities.

#### SEVERE CONDITION (RED ALERT) PLAN

Depending on the circumstances and the nature of the attack, the first and most important decision school administrators need to make is whether to stay or get away. School district personnel should understand and plan for both possibilities. Decisions should be made using common sense and available information to determine if there is immediate danger.

In any emergency, local authorities may or may not be able to provide information immediately on what is happening and what should be done; however, radio and television news reports should be monitored for information or official instructions as they become available. The superintendent shall prepare administrative procedures as to monitoring methods (e.g., use of television, radio, or Internet access), responsibilities (staff assignments), and circumstances (High Condition and/or Severe Condition alerts).

When specifically advised by local authorities, the schools will be evacuated or medical treatment will be sought for all persons on school property.

In the event the Department of Homeland Security issues a Severe Condition alert, this school district will follow the directives of local civil defense authorities. If immediate evacuation and closure of school buildings is required, appropriate transportation will be provided to established “safe areas” and parents will be notified via radio and/or television announcements. The schools in this district will remain closed until considered safe to reopen.

If directives are received that the school/s will activate “lock down” procedures, staff and students will not be allowed to leave the premises and no persons will be allowed to enter without proper identification. All staff and students will be moved to secure areas of the school buildings where appropriate safety procedures will be implemented. Emergency supply kits will be maintained in each designated secure area. The district will also maintain food and water provisions to supply all staff and students for at least three (3) days. Communications will be maintained with local authorities so that parents can be made aware that their children are being protected.

NOTE: Emergency planning resources are available online at: [www.ed.gov/emergencyplan/](http://www.ed.gov/emergencyplan/)

Standard 37 is as follows:

37. The district complies with the following requirements for Safe and Healthy Schools:

- 37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37 3 81 and 37 3 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)
- 37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EBBA and EBBC-R

DATE: July

## **EMERGENCY MANAGEMENT – DISASTER PLANS - EMERGENCY DRILLS - EBBC**

It shall be the duty of the principals and teachers in each building of this school district to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. §37-11-5 (1980)

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

Process Standard 35 of the Mississippi Public School Accreditation Standards is as follows: The district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37-41-53}

- 35.1 All buses are inspected on a quarterly basis and are well maintained and clean.
- 35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.
- 35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- 35.4 Emergency bus evacuation drills are conducted at least two times each year.

Process Standard 37 of the Mississippi Public School Accreditation Standards is as follows: Each school has a current School Safety Plan on file that has been approved by the local school board. {MS Code 37-3-83(2)}

LEGAL REF.: MS CODE as cited  
*Mississippi Public School Accountability Standards (2007)*

CROSS REF.: Policy EBB — School Safety Act

Fire Drills: Principals should plan at least one fire drill each month.

Substitute Drill: When weather for a long period of time prevents the holding of a fire drill, the following procedure should be followed as a substitute for the regular fire drill. The fact that there is to be a fire drill should be announced, and all children should put on wraps and return to their seats in their rooms. The regular fire drill signal should then be given, and the children should march out in the same way they do in regular drill. All rules for the regular fire drill except those inconsistent with the announcement of the drill and the securing of wraps will apply to this drill. Under no conditions should drills be conducted only to the exits during inclement weather. Whenever drills are conducted, they must be carried out completely with the objective of moving all children to a point of safety.

The Obstructed Drill: Each school should plan what is termed the obstructed fire drill. In this case the student body does not know in advance where the obstruction is going to be until they encounter it on their way out. They grow familiar with the problem of meeting a common emergency with common sense.

- (1) One arm raised above head is signal to stop line.
- (2) Two arms raised above head is signal to reverse line.
- (3) Arm to side indicates direction – right or left.

Some consideration should be given to this problem when children are assembled in the auditorium inasmuch as an emergency may come up at such a time. Unless this problem is considered, a panic may easily result in such a situation.

**NOTE: It is very important that fire drills be held at different times, particularly in elementary departmentalized grades and senior high schools because students are in different rooms during the day.**

Each school shall also conduct tornado drills each month.

Ref.: §37-11-5, School Laws of Mississippi, 1972

#### EMERGENCY DRILLS – EARTHQUAKES

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

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2007)*

CROSS REF.: Policies EBBA — School Safety Plan

EBBC — Emergency Drills

#### EMERGENCY MANAGEMENT – DISASTER PLANS

Each school shall have an emergency management disaster plan on file in the principal's office. A warning system and appropriate procedure shall be known and provided to all personnel in the respective schools. Periodic practice drills shall be held, at which time all pupils and personnel shall act in accordance with specific directions as set forth in that school plan. All such plans shall be on file at the central administration office.

Schools shall be dismissed only by the superintendent's office. Each school principal shall use his judgment in putting the appropriate disaster plan into effect. The superintendent's office shall provide all possible information and subsequent directions to the school principal. Principals should refer to adopted policies and procedures on natural and nuclear disasters. Each principal shall acquire and maintain a battery operated radio for his office.

The emergency management plan shall include, but not be limited to, severe weather, bomb threat, earthquake, fire, flood, terrorism, threatening person, suicide, hazardous waste spill, hurricane, shootings/weapons, tornado, homeland security, and nuclear attack.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EBBA

DATE: July

## **EMERGENCY CLOSINGS - EBBD**

Upon application from the school board, the superintendent of schools may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers or because of any other emergency necessitating the closing of the school. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year. §37-13-65 (1987)

It is understood that the superintendent will take such action only after consultation with appropriate authorities, such as transportation, emergency management, and weather agencies. Parents, students and staff members shall be informed early in each school year how they shall be notified in the event of emergency closings or early dismissals.

### EXTREME WEATHER CONDITIONS

Our area is noted for severe unpredictable weather conditions. If a severe weather warning, such as a tornado warning, is issued by the United States Weather Bureau, local civil defense officials notify the superintendent of schools and each principal. Children will be retained in tornado drill until it is deemed safe to dismiss them, unless they are picked up by their parents. Pupils will not be allowed to use the telephone during severe weather warnings except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions.

Each school in the district presently, has or will have installed before July 1, 1997, a weather radio. §37-11-6 (1996)

Process Standard 36 of the Mississippi Public School Accountability Standards is as follows: The school district provides facilities that meet the following criteria: {MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101}

- 36.1 The school district provides facilities that are clean.
- 36.2 The school district provides facilities that are safe.
- 36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.
- 36.4 The school district provides air conditioning in all classrooms in each school. (MS Code 37-17-6(2))

Process Standard 37 of the Mississippi Public School Accountability Standards is as follows: Each school has a current School Safety Plan on file that has been approved by the local school board. {MS Code 37-3-83(2)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EBBA

DATE: July



## **TRAFFIC AND PARKING CONTROLS - EBBE**

The Board shall work with the police department and other appropriate city agencies in an effort to provide the best possible safety coverage for students leaving and entering school grounds.

This safety coverage will include the use of safety patrols when approved by the police department at crosswalks and the marking of school speed zone areas as provided by law.

The superintendent shall develop rules and regulations relative to parking and traffic controls on all school property under control of the Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **SECURITY/PROHIBITING POSSESSION OF WEAPONS ON SCHOOL PROPERTY - EBBG**

The Claiborne County School District recognizes that the possession of pistols, firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

Process Standard 36 of the Mississippi Public School Accountability Standards states that the school district provides facilities that meet the following criteria: {MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101 }

36.1 The school district provides facilities that are clean.

36.2 The school district provides facilities that are safe.

36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.

36.4 The school district provides air conditioning in all classrooms in each school. {MS Code 37-17-6(2)}

Process Standard 37 of the Mississippi Public School Accountability Standards states that the district complies with the following requirements for Safe and Healthy Schools:

37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37-3-81 and 37-3-83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

DATE: July

## **RISK CONTROL PROGRAM - EBBH**

The Claiborne County School District will provide the equipment, facilities, training and supervision necessary to achieve a risk control program that prevents or reduces all types of potential losses to a minimum. This program will include:

1. Development and enforcement of safety and health rules.
2. A program of safety and health inspections, to find and eliminate unsafe conditions or practices, and to comply fully with safety and health standards.
3. Training for all employees in good safety and health practices.
4. Prompt investigation of every accident/incident.
5. Shared responsibilities among supervisors, staff and students for cooperation with all aspects of the safety and health program.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **SECURITY - EBC**

The superintendent is directed to establish rules and regulations as may be needed for security to include, but not be limited to:

1. provisions for door locks
2. minimizing fire hazards
3. reducing the possibility of faulty equipment
4. keeping records and funds in a safe place
5. protection against vandalism and burglary
6. the prosecution of vandals
7. school visitors

### **SECURITY PERSONNEL**

The school board, in its discretion, may employ one or more persons as security personnel and may designate such persons as peace officers in or on any property operated for school purposes by such board upon their taking such oath and making such bond as required of a constable of the county in which the school is situated. MS Code 37-7-321 (1) (2000)

### **BASIC LAW ENFORCEMENT TRAINING**

Any person employed by a school board by a security guard or school resource officer or in any other position that has the powers of a peace officer must receive a minimum level of basic law enforcement training, as jointly determined and prescribed by the Board on Law Enforcement Officer Standards and Training and the State Board of Education, within two (2) years of the person's initial employment in such position. Upon the failure of any person employed in such position to receive the required training within the designated time, the person may not exercise the powers of a peace officer in or on the property of the school district. MS Code 37-7-321 (2) (2000)

### **NONCOMMERCIAL RADIO**

The school board is authorized and empowered, in its discretion, and subject to the approval of the Federal Communications Commission, to install and operate a noncommercial radio broadcasting and transmission station for educational and vocational educational purposes. MS Code 37 7 321 (3) (2000)

### **INTERLOCAL AGREEMENT**

If a law enforcement officer is duly appointed to be a peace officer by a school district under this section, the local school board may enter into an interlocal agreement with other law enforcement entities for the provision of equipment or traffic control duties, however, the duty to enforce traffic regulations and to enforce the laws of the state or municipality off of school property lies with the local police or sheriff's department which cannot withhold its services solely because of the lack of such an agreement. MS Code 37 7 321 (4) (2007)

### **LAW ENFORCEMENT OFFICERS HIRED BY SCHOOL DISTRICT**

The governing authorities of any municipality or the board of supervisors of any county may allow off-duty municipal or county law enforcement officers who are hired individually for security purposes by the school district or districts within that municipal or county to use municipal or county law enforcement uniforms and equipment during such off-duty employment. MS Code 21 19 49 (3) (2000)

Standard 36 is as follows:

- 36. The school district provides facilities that meet the following criteria: {MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101}
  - 36.1 The school district provides facilities that are clean.
  - 36.2 The school district provides facilities that are safe.
  - 36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.
  - 36.4 The school district provides air conditioning in all classrooms in each school. {MS Code 37-17-6(2)}

Standard 37 is as follows:

- 37. The district complies with the following requirements for Safe and Healthy Schools:
  - 37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37 3 81 and 37 3 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)
  - 37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EB, EBCA, and ECBA

DATE: July

## VANDALISM PROTECTION - EBCA

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he/she shall be liable to suspension or expulsion and his/her parents or person or persons *in loco parentis* shall be liable for all damages. §37-11-19 (1954)

This School Board has the power, authority and duty to suspend or to expel a pupil for misconduct in the school, upon school buses, on the road to and from school, during recess or upon the school playgrounds, and to delegate such authority to the appropriate officials of the school district. §37-7-301 (e) (1993)

Citizens, students and law enforcement are urged by this School Board to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of this district shall report to the principal of the school every incident of vandalism known to him/her, and, if known, the names of those responsible.

School officials are hereby authorized to sign complaints and to make charges against perpetrators of vandalism against school property, and are further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

1. A copy of the school district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The School Board shall have its official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of this section, Section 37-11-55 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.
2. All discipline plans of school districts shall include, but not be limited to, the following:
  - a. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his/her minor child's destructive acts against school property or persons;
  - b. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child;
  - c. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the Superintendent of schools and be required to attend such discipline conference; and
  - d. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
3. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him/her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred and Fifty Dollars (\$250.00).
4. Any public school district shall be entitled to recover damages in an amount not to exceed Twenty

Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable. §37-11-53 (2003)

5. A school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district. §37-11-53 (2003)

#### BUILDINGS AND GROUNDS SECURITY/VANDALISM PROTECTION

No person except employees of the Claiborne County School District hereinafter called "School District," persons engaged in doing work for the School District, and persons engaged in delivering merchandise or services to the School District in Claiborne County, Mississippi, and persons going upon the grounds of the School District for the specific purposes of attending a meeting or function sponsored by any school or organization approved by the school shall on Saturday and Sunday and on other days between the hours of 4:00 o'clock P.M. and 7:00 o'clock A.M. the next morning drive or park any bicycle, motorcycle, automobile or other vehicle of any kind on any part of the grounds of the School District, including but not by way of limitation the driveways and parking areas on said grounds of School District.

From sunset each day until 7:00 o'clock A.M. the next morning, no person except employees of the School District, persons engaged in doing work for the School District, persons engaged in delivering merchandise or service to the School District, and persons attending a meeting or function in a building of the School District sponsored by the school or approved by the School District Board shall go upon any part of the grounds of the School District, including but not by way of limitation the driveways and parking areas on said grounds.

No person shall at any time be in possession of beer, wine, or intoxicating liquor or drugs on any part of the grounds of the School district, including but not by way of limitation the driveways or parking areas of said School district.

On Saturdays and Sundays and between the hours of 4:00 o'clock P.M. and 7:00 o'clock A.M., the next morning of the remaining days of the week, no person shall take on the grounds of the School District or have in his/her possession on the grounds of the School District any bottle or can of any kind unless it is in a designated or authorized area by the School District.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EB, ECBA, JD, and JCBE

DATE: July

## ROUTINE PUBLIC SCHOOL GROUNDS MAINTENANCE POLICY

1. The Board of Supervisors of any county is authorized and empowered, in its discretion, to grade, gravel or shell, repair, and/or maintain private gravel or shell roads or driveways to private residences if such roads or driveways are used for school bus turnarounds.
2. Prior to engaging in the work authorized in subsection (1) of this section, the Board of Supervisors shall spread upon the official minutes of the Board:
  - a) The written request of the School Board for such work;
  - b) The written approval of the Board of Supervisors for such work;
  - c) The specific location of the road or driveway to be worked; and
  - d) The name of the owner of the road or driveway to be worked.
3. The written request of the School Board, as required in subsection (2)(a) above, shall contain a current list of all active school bus turnarounds presently in use by the school district or contemplated for use by the school district for the present school year. The approval by the Board of Supervisors shall be valid and effective for the period of time that a turnaround is anticipated for use, but in no event for a period greater than one (1) year.
4. In addition to the authority granted in subsection (1) of this section, from and after October 1, 1989, the Board of Supervisors of any county is further authorized, in its discretion, to maintain public school grounds of the county and to grade, gravel, shell or overlay, and/or to maintain gravel, shell asphalt or concrete roads, driveways or parking lots of public schools of the county if, before engaging in such work, the Board of Supervisors shall spread upon its official minutes the written request of the School Board for such work, the written approval of the Board of Supervisors for such work and the specific location of the school grounds or road, driveway or parking lot, to be worked.
5. In addition to any other authority granted in this section, the Board of Supervisors of any county is hereby authorized, in its discretion, to repair and maintain driveways and parking lots of: (a) any nonprofit organization in the county which is tax exempt under Section 501(c) of the United States Internal Revenue Code and which has as one (1) of its primary purposes for organization to aid and assist in the rehabilitation of persons suffering from drug abuse or drug addiction; and (b) any private, nonprofit cemeteries in the county. The Board of Supervisors of any county shall not be authorized under the provisions of this subsection to repair or maintain driveways or parking lots more than one hundred fifty (150) feet from the center of any highway, road or street under the jurisdiction of the county. §19-3-42 (1990)
6. Process Standard 36 of the Mississippi Public School Accountability Standards is as follows: The school district provides facilities that meet the following criteria:  
{MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101 }

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EB, EBI, and EDAF

DATE: July



## **USE OF SCHOOL FACILITIES - EBH**

It is the policy of the Claiborne County School District to permit the use of school facilities and/or equipment on both a rental and non-rental basis, where such use does not interfere with the normal operation of the school program.

### **IMPORTANT NOTICE TO PROSPECTIVE FACILITY USERS, INCLUDING SCHOOL RELATED USERS**

The individual or organization is required to provide a public liability insurance policy which insures this school district against loss due to bodily injury or property damage in the amount of \$1,000,000. The policy shall be in effect for any facility throughout the full term of use by the individual or organization. There shall be no exception other than most school related uses.

Coverage shall be evidenced by a valid written Certificate of Insurance from an insurance company licensed to do business in Mississippi by the State Insurance commissioner which names the School Board of The Claiborne County School District as insured or additionally insured during the term of use of the facility. Said Certificate must state policy limits, types of coverage, date(s) of coverage and signature(s). No set-up, rehearsal or event shall commence unless and until the Superintendent or his designee receives proof of coverage, even if rental fees have been paid.

Securing the required insurance coverage shall be the responsibility of the individual or organization renting the facility at the sole cost and expense of the individual or organization.

Individuals, businesses, governments, agencies and organizations having public liability coverage should contact their agent regarding this requirement prior to completing this application. Others should see a reputable agency to secure coverage prior to completing this application.

School related uses of facilities in which the school related class, club or organization uses the services of an individual, group or business in a joint business relationship shall meet this insurance requirement before the activity may take place.

### **Student Use**

The facilities of the Claiborne County School District are open to non-curriculum related student groups for meetings during non-instructional times during the school day but subject to the following regulations:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the school, the government, its agents or employees;
3. Employees or agents of the school or government may be present at meetings only in a non-participating capacity;
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
5. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

The school district is authorized to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Any student group wishing to use the facilities of the Claiborne County School District for the purposes of conducting a meeting of the student groups must register with the Superintendent's Office and must list the name of the group, the purpose of the group, and provide a list of its members. The time and place of the meeting must be approved in writing by the Superintendent.

All such meetings must take place during non-instructional periods of the school day and shall not be extended so as to require any school personnel to remain beyond his or her normal work day.

The school system retains the right to ban meetings by any group that incites imminent violence or that uses discriminatory membership or attendance rules.

#### Non-Student Activities

School facilities shall not be made available for activities of an extended or frequent nature. Non-school related groups are encouraged to use other community facilities such as the Civic Center, public parks, and library buildings before applying to the school district.

School facility users shall not permit smoking or alcoholic beverages on school premises. Food and/or drink shall not be permitted except in those areas designated by the responsible school administrator.

School facility users shall not permit disruptive behavior or the use, possession or distribution of any pornographic materials or drugs (except prescription drugs used by the person for whom it was prescribed) on school property.

The Superintendent of the Claiborne County School District in his discretion and subject to approval by the Board of Trustees of the Claiborne County School District, may permit the use of school facilities for meetings and other activities by non-students provided that the activity for which the facility will be used falls within one of the following categories:

1. Activities or meetings by groups whose aim and purpose is to support the Claiborne County School System or which relates directly to school sponsored activities;
2. By businesses or corporate entity from within Claiborne County, Mississippi, for community wide events; and
3. By local community civic organizations for fund raising events and programs which are open to the community as a whole.

#### Special Requirements for Use of Cafeteria Facilities

1. Kitchens and equipment are not available for use by anyone other than cafeteria personnel.
2. Meal preparation and services of cafeteria personnel are not available to non-school related users if such use would place the school district in competition with commercial establishments.
3. Should a user intend to serve any food or drinks in a cafeteria, cafeteria personnel shall be on duty at the user's expense during serving time and afterward for clean-up.
4. Health Department regulations require that all garbage shall be removed from the school premises by the user immediately after clean-up.
5. No keys shall be given out for any reason.
6. No ornaments, signs, decorations, etc., shall be hung from ceilings or placed on walls unless approved in advance by the Cafeteria Director.

## General

All applications for use of school facilities will be made through the Office of the School Principal and submitted to the Superintendent's Office with the total sum of all applicable fees and insurance documents attached. Completed applications must be received in the Superintendent's Office not less than seven (7) days before the intended use of the facility. The fee for the use of the facility must also be paid at the time the application is filed. Should the application be withdrawn after it is approved, the fee will be returned less a \$20.00 processing fee. Users will be charged for any time in excess of that shown on the rental application.

The fee for the use of the facility itself may be waived by the Superintendent in those instances where proceeds or benefits from the activity directly support the Claiborne County Schools. The fee for custodial services is mandatory and may not be waived.

The schedule for fees and services will be listed on the application and is subject to change upon action by the School Board.

Also see DFG.

## Buildings and Grounds Leasing and Renting

Persons wishing to lease or rent district facilities for more than a single activity must make their requests to the Board of Trustees. If such property is not being used for school purposes, or the leasing or renting of it would not interfere with the educational programs of the district, the Board may enter into a contract under the provisions established by State Law. §37-7-483

The terms of such contracts shall be recorded in the Board Minutes and adopted as a resolution of the Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy DFG, DFO, FDD, and KG

DATE: July

## **LONG-RANGE MAINTENANCE OF BUILDINGS OR GROUNDS - EBI**

This school district shall prepare a strategic educational plan in accordance with state requirements.

The superintendent shall be the custodian of real and personal school property and manage, control and care for same, both during the school term and during vacation. §37-7-301 (c) (1993)

The grounds shall be adequately maintained for the educational and recreational program of the students and the overall requirements for providing such grounds shall be continually reviewed.

Process Standard 36 of the Mississippi Public School Accountability Standards is as follows: The school district provides facilities that meet the following criteria: {MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101}

- 36.1 The school district provides facilities that are clean.
- 36.2 The school district provides facilities that are safe.
- 36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.
- 36.4 The school district provides air conditioning in all classrooms in each school. (MS Code 37-17-6(2))

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policy EB and EBG A

DATE: July

## **BUILDINGS AND GROUNDS RECORDS - EBJ**

The District administration shall ensure that proper records are kept on all textbooks, materials, supplies and equipment owned by the District.

This shall include all equipment purchased with federal funds.

Records shall include: the issuance of such items to the various schools, issuance within each school to individual teachers, and teachers' records of issuance to students.

Schools, staff members and students shall be held responsible for items that have been issued for their use.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## SCHOOL PROPERTY DEVELOPMENT ACT OF 2005 - EBJA

This section shall be referred to as the "School Property Development Act of 2005." It is the intent of the Legislature that this section shall provide school boards with an alternative optional method of disposal of surplus school property that may generate greater returns to the district than a public disposal sale, or to promote or stimulate economic development within the school district or to promote, stabilize or enhance property and tax values within the school district.

The school board of any school district shall be authorized and empowered, in its discretion, to sell, convey or exchange a partial interest, undivided interest or any other interest in real property (other than sixteenth section public school trust land), in whole or in part, for a nonoperational interest in any proposed development of the property, including ownership of shares of a domestic corporation or a membership interest in a limited liability company or a limited partnership interest, any of which is organized for the operation of any project, development or activity that, in the discretion of the school board, will have the potential for fostering economic development activities, increasing property values, increasing student development or enhancing public safety. A school district may pledge any revenues it is to receive from such sale, conveyance or exchange, including any shares of a corporation or membership interest in a limited liability company or limited partnership interest under this subsection or under Sections 37-7-471 through 37-7-483, to secure the repayment of any notes, leases (excluding leases of sixteenth section public school trust land), bonds or other written obligations of the district issued under any provision of state law. Any such pledge of revenues or other monies shall be valid and binding from the date the pledge is made; such revenues or other monies so pledged and thereafter received by the school district shall immediately be subject to the lien of such pledge without any physical delivery thereof or further act, and the lien of any such pledge shall be valid and binding as against all parties having claims of any kind in tort, contract or otherwise against the school district irrespective of whether such parties have notice thereof. Neither the resolutions, contracts or any other instrument by which a pledge is created need be recorded. Any debt secured in whole or in part by a pledge of such revenues or other monies shall not be subject to or included in any debt limitation imposed on the issuance of such debt. This subsection (2) shall not be construed to apply to sixteenth section public school trust land.

MS Code §37-7-471 (2005)

### LEGAL REQUIREMENTS

For specific legal requirements of the "School Property Development Act of 2005," please refer to H. B. 1302 passed during the 2005 Legislative Session, or to the following sections of the MS Code: 37-471 through 37-7-485; 37-7-301(tt); 37-7-301(uu); 37-7-301(vv); and 27-65-105.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy ABB

DATE: July

## **BUS DRIVERS MEDICAL EXAM - ED**

The school boards of all districts operating school bus transportation are authorized and directed to establish a salary schedule for school bus drivers. No school district shall be entitled to receive the funds herein allotted for transportation unless it pays each of its nonstudent adult school bus drivers paid from such transportation allotments a minimum of One Hundred Ninety Dollars (\$190.00) per month. In addition, local school boards may compensate school bus drivers, to include temporary or substitute bus drivers, for actual expenses incurred when acquiring an initial commercial license or any renewal of a commercial license in order to drive a school bus. In addition, local school boards may compensate school bus drivers, to include temporary or substitute bus drivers, for expenses, not to exceed One Hundred Dollars (\$100.00), when acquiring an initial medical exam or any renewal of a medical exam, in order to qualify for a commercial driver's license. MS Code 37-151-85 (4) (2006)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy EDAB

DATE: July

## **STUDENT TRANSPORTATION MANAGEMENT/SCHOOL-OWNED BUSES - EDAA**

### **NO CHILD LEFT BEHIND**

The school district shall be in compliance with student transportation requirements under the No Child Left Behind Act and in accordance with applicable state law, Department of Transportation regulations, and district policy.

Transportation will be provided for homeless students to and from the student's school of origin as required by the No Child Left Behind Act of 2001 (NCLBA). "School of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled. These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

This School Board is authorized and empowered to purchase, own and operate, under such rules and regulations as may be prescribed by the State Board of Education, motor vehicles and other equipment for the transportation of children to and from the public schools of the respective counties and school districts, and to provide for the servicing, repair, care and maintenance of such county or district-owned motor vehicles and to employ drivers for the operation thereof, and to establish, erect and equip school bus shops or garages, and purchase land therefor, all under such rules and regulations as may be prescribed by the State Board of Education. §37-41-81 (1987)

This School Board is authorized and empowered to expend the necessary amounts from the available transportation funds of the school district for the purchase of such transportation equipment, the servicing, repair and maintenance thereof and for the payment of the salaries of persons employed to drive or operate such transportation equipment, and to establish, erect and equip school bus shops or garages, and purchase land therefor. §37-41-83 (1987)

This School Board shall not purchase any school bus or pupil transportation service vehicles as authorized by Section 37-41-81 except in the manner prescribed in Section 37-41-101. No school bus shall be purchased or otherwise acquired which does not conform to the specifications provided by the State Board of Education. §37-41-85 (1987)

This School Board, with the approval of the State Board of Education, may borrow money for the purchase of school transportation equipment or to establish, erect and equip school bus shops or garages, and purchase land therefor, and issue the negotiable notes or bonds of the school district as evidence of the indebtedness so incurred. §37-41-89 (1987)

The superintendent shall operate and manage the student transportation program of this school district according to the Pupil Transportation Guide for superintendents. All student transportation shall be managed in conformance with state law and regulations.

1. All buses are inspected on a quarterly basis and are well maintained and clean.
2. Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The School District has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester. (Also see GAX.)
3. Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
4. Emergency bus evacuation drills are conducted at least two times each year.

Process Standard 35 of the Mississippi Public School Accountability Standards is as follows: The district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37-41-53}



- 35.1 All buses are inspected on a quarterly basis and are well maintained and clean.
- 35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.
- 35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- 35.4 Emergency bus evacuation drills are conducted at least two times each year.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standard 2012

CROSS REF.: Policy EG and EDAB

DATE: July

## **INSULIN DEPENDENT BUS DRIVERS - EDAB**

The Claiborne County School District Board of Trustees seeks to employ and maintain qualified persons to serve as bus drivers in the district. In compliance with Senate Bill 2560 passed during the 2004 Legislative Session, bus drivers who are insulin dependent must meet the following requirements:

Notwithstanding any requirement imposed by state law or state or federal regulations restricting the issuance of a commercial driver's license to a person suffering from diabetes, a person suffering from diabetes may be issued a commercial driver's license if the person otherwise meets all qualifications for issuance provided:

- (a) The driver is physically examined every year, including an examination by a board-certified/eligible endocrinologist attesting to the fact that the driver is:
  - (i) Free of insulin reactions (an individual is free of insulin reactions if that individual does not have severe hypoglycemia or hypoglycemia unawareness, and has less than one (1) documented, symptomatic hypoglycemic reaction per month);
  - (ii) Able to and has demonstrated willingness to properly monitor and manage the person's diabetes; and
  - (iii) Not likely to suffer any diminution in driving ability due to the person's diabetic condition.
  
- (b) The driver agrees to and complies with the following conditions:
  - (i) A source of rapidly absorbable glucose shall be carried at all times while driving;
  - (ii) Blood glucose levels shall be self-monitored one (1) hour prior to driving and at least once every four (4) hours while driving or on duty prior to driving using a portable glucose monitoring device equipped with a computerized memory;
  - (iii) Submit blood glucose logs to the endocrinologist or medical examiner at the annual examination or when otherwise directed by the Department of Public Safety;
  - (iv) Provide a copy of the endocrinologist's report to the medical examiner at the time of the annual medical examination; and
  - (v) Provide a copy of the annual medical certification to the person's employer for retention in the driver's qualification file and retain a copy of the certification on his person while driving for presentation to a duly authorized federal, state or local enforcement official.
  
- (c) The commercial license issued under this subsection will bear an endorsement restricting commercial driving on the license to driving only within the boundaries of Mississippi.

This policy hereby directs the superintendent to develop procedures to insure that insulin dependent bus drivers are in compliance with these requirements.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 63-1-79(6)

CROSS REF.: Policy ED and GCD

DATE: July

## **USE OF VEHICLES – RULES/STANDARDS - EDAD**

It is the policy of Claiborne County School District that transportation of students provided by the school district to and from school and to school related activities shall be by school bus or other vehicle or bus that meets all Federal Motor Vehicle Safety Standards.

In the event the students are being transported to and from school or to school related activities by a mode of transportation other than that furnished by the School District, then it shall be at the discretion of the parents of the students to permit the mode and type of transportation.

Vehicles owned by the Claiborne County Public School District are to be used only by authorized employees in the performance of their official duties. Authorization for use of district vehicles will be made by the Superintendent, the Assistant Superintendent for Operations, the Supervisor of Maintenance, the Bus Maintenance Supervisor or any other person designated by the Superintendent.

All persons operating a district vehicle shall possess a valid Mississippi Driver's License of the type required to lawfully operate the assigned vehicle. The district shall conduct an annual review of the driver's license reports of each person assigned to operate a district vehicle.

District employees are expected to exercise proper judgment, safety practices and common sense in the operation of district owned vehicles. Carelessness and negligence in the use of district vehicles may result in disciplinary action being taken.

District owned vehicles shall not be used for the personal benefit of an individual employee. The unauthorized use of a district vehicle assigned to an employee shall be considered cause for disciplinary action.

Any employee found in violation of any traffic law or ordinance while operating a district vehicle shall be responsible for paying all fines and court costs and may be subject to disciplinary action. The employee is responsible for reporting any accidents or traffic violations to his or her immediate supervisor.

The employee assigned to operate a district vehicle is responsible for seeing that the routine maintenance schedule for his or her assigned vehicle is followed and that the state inspection sticker is current.

All district owned vehicles shall be marked in accordance with state law.

Employees assigned to operate district vehicles may be required to attend training sessions as directed by their immediate supervisor or the Assistant Superintendent for Operations.

Any employee of the district who uses his or her personally owned vehicle in the course or scope of his or her employment shall maintain liability insurance on the vehicle in an amount not less than that required by state law.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## USE OF PRIVATE VEHICLES FOR STUDENT TRANSPORTATION - EDAE

The school district discourages the use of privately owned vehicles for transporting students on behalf of the school. Should the occasion arise when a privately owned vehicle is used to transport students the following must be met.

1. The school district employee must provide the District with proof of liability insurance to cover all risks associated with driving an automobile. The minimum liability coverage must be \$100,000.00.
2. The school district employee must also provide a copy of driver's license.
3. Each use of the automobile must be approved in writing by the principal and the superintendent or his designee. No administrator shall approve use of the employee owned vehicle when school owned vehicles are available unless it is not practical to use a school bus (fewer than 5 students) or a certified bus driver is not available.
4. The request for the use of a private vehicle plus a copy of school district employee's liability insurance and driver's license must be received in the central office ten (10) days prior to the trip with an explanation as to why it is necessary to use a private vehicle. If the trip is to be approved the final decision will not be made until a copy of the employee's driving record is obtained. The driver's license must be valid and the driving record must be acceptable as determined by the Superintendent or his designee.
5. Under no circumstances will the operator allow more than 6 elementary age or 4 junior high or senior high school students to ride in the vehicle at any one time.
6. Non-employees of the school district are not permitted to use privately owned vehicles for transporting students on behalf of the Claiborne County School District.
7. No student shall be sent on school errands in his/her car or employee's car.
8. On out-of-town trips a student may ride back with his/her parent(s) or guardian(s).

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **SCHOOL BUS TURNAROUND - EDAF**

1. The Board of Supervisors of any county is hereby authorized and empowered, in its discretion, to grade, gravel or shell, repair, and/or maintain private gravel or shell roads or driveways to private residences if such roads or driveways are used for school bus turnarounds.
2. Prior to engaging in the work authorized in subsection (1) of this section, the Board of Supervisors shall spread upon the official minutes of the Board:
  - a. The written request of the School Board for such work;
  - b. The written approval of the Board of Supervisors for such work;
  - c. The specific location of the road or driveway to be worked; and
  - d. The name of the owner of the road or driveway to be worked.
3. The written request of the School Board, as required in subsection (2)(a) above, shall contain a current list of all active school bus turnarounds presently in use by the school district or contemplated for use by the school district for the present school year. The approval by the Board of Supervisors shall be valid and effective for the period of time that a turnaround is anticipated for use, but in no event for a period greater than one (1) year.
4. In addition to the authority granted in subsection (1) of this section, from and after October 1, 1989, the Board of Supervisors of any county is further authorized, in its discretion, to maintain public school grounds of the county and to grade, gravel, shell or overlay , and/or to maintain gravel shell asphalt or concrete roads, driveways or parking lots of public schools of the county if, before engaging in such work, the Board of Supervisors shall spread upon its official minutes the written request of the School Board for such work, the written approval of the Board of Supervisors for such work and the specific location of the school grounds or road, driveway or parking lot, to be worked.
5. In addition to any other authority granted in this section, the Board of Supervisors of any county is hereby authorized, in its discretion, to repair and maintain driveways and parking lots of: (a) any nonprofit organization in the county which is tax exempt under Section 501(c) of the United States Internal Revenue Code and which has as one (1) of its primary purposes for organization to aid and assist in the rehabilitation of persons suffering from drug abuse or drug addiction; and (b) any private, nonprofit cemeteries in the county. The Board of Supervisors of any county shall not be authorized under the provisions of this subsection to repair or maintain driveways or parking lots more than one hundred fifty (150) feet from the center of any highway, road, or street under the jurisdiction of the county. §19-3-42 (1990)

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy ED and EDAA

DATE: July

## **BUS SAFETY PROGRAM - EDC**

The State Board of Education is authorized, empowered and directed to promulgate rules and regulations for providing operation procedures for public school buses to insure safety of students. §37-41-1(g) (1987)

It shall be a misdemeanor for any person to use a publicly owned school bus for any purpose other than one in connection with the school, and upon conviction thereof such person shall be fined not less than Fifty Dollars (\$50.00). When any publicly owned school bus is being operated on the public roads or highways at a time other than the usual and customary time for the transportation of children to and from the public schools, members of the Highway Safety Patrol, sheriffs, constables and other peace officers shall have the power and authority to stop such bus for the purpose of ascertaining whether the trip then being made is authorized by law. If it be found that such trip is unauthorized, such highway patrolman, sheriff, constable or other peace or police officer shall forthwith report the same to the School Board owning such bus and to the State Department of Education. §37-41-45 (1987)

It shall be unlawful for a driver of any school bus, whether a public or a contract bus, to drive said bus at a speed greater than forty-five (45) miles per hour while transporting children to and from school on regular routes. However, any such driver, while operating a school bus on other authorized trips, shall not drive said school bus at a speed greater than fifty (50) miles per hour. Any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each offense. In addition thereto, upon such conviction, such driver may be discharged from further employment as a school bus driver or carrier and his contract as such may be terminated. §37-41-47 (1982)

Each School Board, person, firm or corporation transporting public school children on the public roads, streets and highways of the state with motor vehicles shall have said motor vehicles inspected according to the laws of the state and according to the regulations of the State Board of Education. Each motor vehicle shall be inspected by a competent mechanic to be safe for transporting students on the roads, streets and highways of the state before it is released for such purpose. If such motor vehicle is found to be unsafe for transporting students, then it shall be properly repaired or adjusted as necessary before being used to transport students. The provisions of this paragraph shall not apply to vehicles owned by individuals and under private contract to the school district and used exclusively for transporting members of their immediate families.

The State Department of Education may, at its discretion, inspect any school bus used for transporting students to and from the public schools or for activity purposes to determine the safety of such motor vehicle for operation on the roads, streets and highways of this state. In the event a vehicle is inspected and is found to be unsafe for transporting students, a report shall be filed with the appropriate school official indicating its deficiencies with recommendations for correcting such deficiencies.

If it is determined that any buses are in such defective condition as to constitute an emergency safety hazard, those buses may be condemned and removed from service and shall not be returned to service until adequate repairs are completed and such buses are re-inspected by the State Department of Education. Any school official who approves the operation of any school bus that has been removed from service under the conditions listed above, prior to being re-inspected by the State Department of Education, shall be guilty of a misdemeanor and upon conviction shall be punished by imprisonment in the county jail for a period not to exceed sixty (60) days, or a fine of not less than Five Hundred Dollars (\$500.00) nor more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment, in the discretion of the court. §37-41-53 (1992)

The State Board of Education shall adopt and enforce regulations not inconsistent with the traffic laws and regulations of this state to govern the design and operation of all school buses used for the transportation of school children when owned and operated by any School Board or privately owned and operated under contract with any School Board in this state. Such regulations shall by reference be made a part of any such contract with a School Board. Every School Board, its officers and employees, and every person employed under contract by a School Board shall be subject to said regulations.

Any officer or employee of this School Board who violates any of said regulations or fails to include the obligation to comply with said regulations in any contract executed by them on behalf of a School Board shall be guilty of misconduct and subject to removal from office or employment. Any person operating a school bus under a contract with a School Board who fails to comply with any of said regulations shall be guilty of breach of contract and such contract shall be canceled after notice and hearing by the responsible officers of such School Board. §37-41-57 (1987)

35. The district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37-41-53} (SB Policies ED-3, JGG-1, and IDDE)

35.1 All buses are inspected on a quarterly basis and are well-maintained and clean.

35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.

35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.

35.4 Emergency bus evacuation drills are conducted at least two times each year.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policy JCBJ and EBBA

DATE: July

## **STUDENT TRANSPORTATION MANAGEMENT – SCHEDULING AND ROUTING - EDD**

### **NO CHILD LEFT BEHIND**

The school district shall be in compliance with student transportation requirements under the No Child Left Behind Act and in accordance with applicable state law, Department of Transportation regulations, and district policy.

Transportation will be provided for homeless students to and from the student's school of origin as required by the No Child Left Behind Act of 2001 (NCLBA). "School of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled. These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

There shall be no duplication of bus routes except in circumstances where it is totally unavoidable. §37-41-3 (1993)

This School Board shall, not later than the date or dates established by the State Board of Education each year, submit to the State Board of Education the proposed plan or plans for routing all buses within the respective school districts for the ensuing school year. The State Board of Education shall approve only those proposed transportation routes which meet the requirements of the law, as provided in this chapter, and such rules and regulations as may be promulgated or prescribed by the State Board of Education. Any proposed transportation route plan which does not meet the requirements of the State Department of Education shall be returned to the proper School Board for correction or revision. No funds shall be distributed to or disbursed by the State Board of Education to any school district to be expended for transporting children until such school district shall have conclusively shown that it has complied with all requirements of the laws of the State of Mississippi for the operation of schools and school districts, and until such school district shall have complied with all the applicable rules and regulations of the State Board of Education. §37-41-17 (1987)

Any proposed transportation plan or plans submitted by this School Board to the State Department of Education shall include:

- (a) The number of children to be transported on each bus.
- (b) The type and condition of the bus to be used on each route, and whether publicly or privately owned.
- (c) Any other information not inconsistent with the law which the State Department of Education may require to enable it to determine whether the proposed routes shall be approved. §37-41-19 (1987)

Only students who are entitled to transportation shall be reported in the proposed plans. It shall be unlawful for the State Board of Education to allot any state funds to any school district for the transportation of students who are not entitled to such transportation, or for the transportation of students from one district to another if their grade or grades are taught in a school within the district wherein they reside, unless the transfer of such children from the district in which they reside to such districts shall have been approved in the manner provided by law. It shall be further unlawful for this School Board to expend funds from any source whatsoever for the transportation of students from one district to another district if their grade or grades are taught in a school within the District where they reside, unless the transfer of such children from the District in which they reside to such other District shall have been approved in the manner provided by law. §37-41-21 (1987)



Any Superintendent of Schools, member of the School Board, superintendent, principal or carrier, or bus driver, who shall knowingly make any false report, list or record, or who shall knowingly make use of any false report, list or record concerning the number of school children being transported or entitled to be transported in any county or school district shall be guilty of a misdemeanor and upon conviction shall be punished by imprisonment in the county jail for a period not to exceed sixty (60) days, or by a fine of not less than one hundred dollars (\$100.00) nor more than three hundred dollars (\$300.00), or by both such fine and imprisonment, in the discretion of the court. In addition, any such person shall be civilly liable for all amounts of public funds which are illegally, unlawfully or wrongfully expended or paid out by virtue of or pursuant to such false report, list or record, and upon conviction or adjudication of civil liability hereunder such person shall forfeit his license. Any suit to recover such funds illegally, unlawfully, or wrongfully expended or paid out may be brought in the name of the State of Mississippi by the Attorney General or the proper district attorney or county attorney. In the event such suit be brought against a person who is under bond, the sureties upon such bond shall likewise be liable for such amount illegally, unlawfully or wrongfully expended or paid out. §37-41-25 (1987)

Process Standard 35 of the Mississippi Public School Accountability Standards is as follows: The district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37-41-53}

- 35.1 All buses are inspected on a quarterly basis and are well maintained and clean.
- 35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.
- 35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- 35.4 Emergency bus evacuation drills are conducted at least two times each year.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

DATE: July

## **SPECIAL USE OF SCHOOL BUSES - EDDA**

School buses are purchased for the specific purpose of providing safe and economical transportation for children entitled to transportation under the law. The school's special events (activity programs) must not interfere with the regular program of transporting children. School buses are not to compete with common carriers.

1. Before any school bus owned by a school district is used to transport children to or from any school special event as authorized by the State, the local School Board of Education shall first adopt and record in its minutes an order authorizing the use of such bus or buses. The order shall specify the school events for which the bus or buses may be used, such as:
  - (a) Athletic games or contests and state band contests
  - (b) Local, district or state field trips
  - (c) Other events the Board of Trustees may consider a part of the educational program.
2. Such order shall limit the use of buses to participating students, teachers, coaches, and sponsors in connection with special events which the local School Board may consider a part of the school district's educational program. Buses shall be used for no purposes other than those specified in the order of the local School Board of Education. Students transported to or from events specified above must be enrolled in the public schools and be actual participants in such program or programs.
3. The Board of Trustees shall fix an amount that shall be charged for the use of a publicly owned bus, which amount shall not be less than fifty-five cents (\$.55) per mile, operational cost included. The principal making application for use of the bus shall see that the bus is used only for the purposes authorized and shall be responsible for collecting and turning over to the District Business Manager the amount charged for each trip. Bus drivers shall be school employees and will be paid through the normal payroll process.
4. No students shall be transported as herein provided unless they are under the direction and supervision of the school superintendent, principal, or a faculty member designated by the superintendent or principal.
5. Before any publicly owned school bus is used for the purpose of transporting participating students to any school event, the principal shall submit written application to the Director of Transportation stating the specific purpose for which the bus is to be used and giving the name of the faculty member who will be in charge of the trip. The Director of Transportation, upon approval of the request for use of the bus, shall give the driver written instructions for making the authorized trip, specifying date, hour and place of departure, route to be followed, destination, approximate time within which the driver shall complete the trip, and name of the faculty member to be in charge of the trip.
6. Only a person holding a valid driver's training certificate issued by the State Department of Education and only a person employed by the Claiborne County School District Board of Trustees shall be allowed to drive a school bus. The school bus shall not be driven to exceed the maximum speed limit allowed by law for trips, and if the bus is to be used on night trips, it shall be equipped with the proper operating identification lights and flares.
7. It shall be unlawful for any Director of Transportation to issue a permit for the use of a bus owned by a public school district until all the above provisions have been compiled with.

No trip shall be authorized for more than two-hundred miles beyond the territorial limits of the State of Mississippi

LEGAL REF.: MS Code §37-41-27 (1987)

## **EMERGENCIES**

1. Board of Education may permit publicly owned school buses to be used “for the transportation of citizens to evacuation shelters during natural or man-made emergencies, hurricanes, tornadoes, floods, and other acts of God.”
2. Local School Boards may permit “the use of publicly owned school buses for the transportation of citizens for grand jury and other jury functions upon order of the court.”

## **LENDING SCHOOL BUSES TO OTHER SCHOOL DISTRICTS**

Claiborne County School District buses may be loaned to other public school districts that have a bus in this area and their bus breaks down and they need transportation back to their district or to another destination and then back to their school district. The school district that borrows a bus is to return the bus as soon as possible. The following listed Claiborne County School District personnel have the authority to approve the loan: Superintendent, Assistant Superintendent for Transportation, Bus Maintenance Supervisor or Maintenance Supervisor.

Process Standard 35 of the Mississippi Public School Accountability Standards is as follows: The district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37-41-53 }

- 35.1 All buses are inspected on a quarterly basis and are well maintained and clean.
- 35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.
- 35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- 35.4 Emergency bus evacuation drills are conducted at least two times each year.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

DATE: July

## **WALKERS AND RIDERS - EDDB**

Students of legal school age, who shall include kindergarten students, and in actual attendance in this school district who live a distance of one (1) mile or more by the nearest traveled road from the school to which they are assigned shall be entitled to transportation within the meaning of this chapter. In the development of route plans, economy shall be a prime consideration. There shall be no duplication of routes except in circumstances where it is totally unavoidable. The State Department of Education shall have authority to investigate school bus routing when there is reason to believe the provisions of this statute are being violated. The State Board of Education shall have authority to withhold transportation funds when school districts fail to correct unnecessary route duplication. Provided further, that all school districts are hereby authorized to lease or contract with any public or private individual, partnership, corporation, association, agency or other organization for the implementation of transportation of students as provided for in this section.

This School Board may provide transportation to such physically handicapped children as may be designated by such Board, when the failure to do so would result in undue hardship, even though the children are not otherwise entitled to transportation under the provisions of this chapter.

Where space is available, students attending junior colleges shall be allowed transportation on established routes in district-owned buses. However, no additional funds shall be allocated or expended for such purposes, and such persons shall not be included in transportation reports. §37-41-3 (1993)

In addition to public school students or students authorized to be transported to the public schools by virtue of Section 37-41-3, the local School Board, with the concurrence of the Board of Supervisors, in their discretion and with local tax funds or other local contributions or support exclusively and without state appropriations, may provide transportation for students or students to the public schools whenever the within described Boards or officers find that extraordinary circumstances and conditions are prevalent in said school district in regard to such matters as the public health and safety, school facilities, location of the school site, unusual economic growth and population expansion, newly expanded municipal corporation limits, the general welfare, and any other emergency facts and conditions which may be deemed by said authorities to be in the best interest of the political subdivision. §37-41-5 (1987)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July

## **TRANSPORTATION RECORDS - EDF**

The State Board of Education prescribes keeping and preservation of all records and the making of all reports and the description thereof as the Board deems necessary for the efficient operation of the school transportation system of this state. It shall be unlawful for any pay certificate to be issued to any school carrier or bus driver until all such reports required by the regulations of the State Board of Education shall have been filed in accordance with said regulations. Any person making a false list, report, or record required by the aforesaid rules and regulations of the State Board of Education shall be subject to the penalties provided by law. §37-41-25; 37-41-23.

Principals are responsible for seeing that the person who completes the monthly attendance report has all the students who are eligible for transportation identified as such and that an accurate average daily attendance is recorded each month. Minimum Program transportation funds are based on average daily attendance of eligible students who live a mile or more from the school they attend. The monthly attendance report is due in the office of the Assistant Superintendent for Personnel/Operations on dates as indicated on the monthly report calendar provided to principals each year.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July

## **CHILD NUTRITION PROGRAM - EE**

The school district shall provide a program of child nutrition consistent with state and federal guidelines and in accordance with Board policies as defined in the district child nutrition manual and student handbook.

Records shall be maintained for a period of no longer than five (5) years.

The Board, upon the recommendation of the Superintendent shall set meal prices for adults and students.

Principals shall be in charge of lunch programs at their schools.

The free and reduced price meals program shall be operated in conformance with state and federal regulations and guidelines.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: DJEA and DJEAA

DATE: July

## **INSURANCE MANAGEMENT - EG**

Exempt from bid requirements are purchases of contracts for fire insurance, automobile insurance, casualty insurance, health insurance and liability insurance by School Boards. §31-7-13(m) (xiii) (1994)

This School Board is authorized and empowered to pay out of the athletic fund or funds obtained from athletic activities all of the actual medical expenses evidenced by itemized bills of account, for injuries sustained by any regularly enrolled student while participating in athletic activities considered a part of any sport that said school engages in as a part of any regularly scheduled athletic contest with other schools, to include any injury sustained in any contest scheduled by the proper school authorities and any required training preparatory thereto.

In lieu of the payment set out in the paragraph above, and in the discretion of this School Board, the School Board is authorized and empowered to contract for hospitalization insurance designed to fully compensate students for actual medical expenses in such cases. The payment of such hospitalization insurance shall be made from funds available as set out in the paragraph above. §37-11-9 (1950)

All students in grades 9-12 participating in activities and athletics under the jurisdiction of the Mississippi High School Activities Association are automatically insured under a lifetime medical insurance plan for the catastrophically injured student which is paid for by the school district.

All public school boards may purchase group insurance coverage for the liability of all its active full-time instructional and noninstructional personnel. Such policy shall be paid for with local funds. §37-7-319 (1992)

School districts shall provide liability insurance consistent with the provisions of the Tort Claims Act as outlined in §11-46-1 et. seq.

School districts shall provide Workers' Compensation insurance consistent with the provisions of the Tort Claims Act as outlined in §71-3-1.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July

## **WORKERS' COMPENSATION - EGAA**

All employees of the School District are covered for medical expenses and loss of income due to accidental injury on the job through Workers' Compensation. On-the-job accidents must be reported to the employee's principal or supervisor immediately so the proper claim forms can be processed. (See Policy GARIL.)

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July



## **LIFE AND HEALTH INSURANCE/DEDUCTIONS - EGAB/EGAC**

It shall be unlawful for the Superintendent of Schools to deduct or permit to be deducted from the salary of any superintendent, principal, or teacher any dues, fines, or penalties payable or alleged to be payable because of the membership of such superintendent, principal, or teacher in any organization or association. However, dues or premiums in health associations or corporations and tax sheltered annuity deductions authorized by the United States Internal Revenue Code may be deducted upon written authorization from the superintendent, principal, or teacher involved.

Only those insurances or annuities that are approved by the District Insurance Committee will be made available through payroll deduction. Enrollment in insurance will begin on the teacher's first day and extend to September 15th. Cancellation of insurance must be made in writing and directed to the Payroll Department.

No insurance representative will be permitted to solicit business unless they appear on the approved list from the Business Office. Solicitation of annuities on campus will be limited to distribution of literature during the enrollment period. Salespeople must limit their sales presentation and/or dialogue to the product that has been approved by the District Insurance Committee.

The law requires that the following payroll deductions be made:

1. Social Security
2. Income Tax
3. Retirement

Other deductions may be made from an employee's salary upon written authority of the employee.

Each insurance provider that will be allowed to sell policies within the district will be notified by the Superintendent of the dates of enrollment and the coverages that each agent (company) may write. Said enrollments shall be done during the time allotted by the Superintendent and scheduled by each principal.

New coverage may be added to payroll deduction if:

1. Approved by the insurance committee and 25 or more employees enroll in the new coverage.
2. Approved by the superintendent and/or finance director.

All payroll deductible benefits that are cafeteria plan eligible shall be available only through the cafeteria plan except for disability coverage and life insurance. This means that a product that can be included in the cafeteria plan cannot be payroll deducted unless that employee enrolls in the cafeteria plan. Disability coverage and life insurance coverage will be payroll deducted but not included in the cafeteria plan.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-9-49

CROSS REF.: Policy DJCB

DATE: July

## **STUDENT INSURANCE PROGRAM - EGB**

Students participating in interscholastic athletics are required to have accident insurance coverage. A signed affidavit from the student's parents stating they have adequate coverage of their own for their child will be a suitable substitute for coverage under the district program.

Students participating in varsity athletics shall be required to submit a statement signed by the parent indicating that the school is not to be held responsible for injuries sustained during participation in the varsity sport.

Participation in extracurricular activities is voluntary. This school district does not furnish student insurance, nor does it sell insurance or act as agent for any insurance company or local insurance agency.

Students shall not be allowed to participate in school sponsored activities where there is reasonable risk of injury or death without parent/guardian furnishing a signed statement certifying that health/accident insurance coverage exists on such student.

Accident insurance under a group policy shall be made available to students enrolled in the schools of the district. Selection of the program shall be by Board approval.

The District will provide and pay the premium cost for those students participating on the high school varsity football squad.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PROPERTY/INSURANCE - EGC**

The Board is authorized and empowered to insure the school buildings, furniture, equipment, library, and other school property of the district against loss by fire, cyclone, tornado, hailstorm, burglary, boiler explosion, and any and all other hazards that the Board may deem necessary to provide insurance against. Fire, cyclone, and tornado insurance shall be carried upon all buildings heretofore or hereafter constructed in whole or in part with state funds, and such buildings shall be insured in such an amount as shall be fixed, determined, and specified by the State Educational Finance Commission. In fixing, determining, and specifying the amount of insurance to be carried on such buildings constructed in whole or in part with state funds, the State Educational Finance Commission may, in its discretion, act separately and individually with respect to each building or it may, by a general rule or regulation, fix a uniform percentage of value or costs as the amount of such insurance to be carried. If the commission elects to fix such a uniform percentage of value as the amount of insurance to be carried, it may, in its discretion, authorize and provide for either upward or downward deviations therefrom, either in proper and individual cases or by reasonable classifications. The cost of such insurance shall be paid out of any local school funds of the district. The Board shall be authorized to contract for such insurance for a term of not exceeding five (5) years and to obligate the district for the payment of the premiums thereon. When necessary, the Board is authorized and empowered, in its discretion, to borrow money payable in annual installments for a period not to exceed five (5) years at a rate of interest not to exceed four percent (4%) per annum to provide funds to pay such insurance premiums. The money so borrowed and the interest thereon shall be payable from any school funds of the district other than minimum education program funds. The Board is further authorized and empowered, in all cases where same may be necessary, to bring and maintain suits and other actions in any court of competent jurisdiction for the purpose of collecting the proceeds of insurance policies issued upon the property of the district.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **LIABILITY - EGD**

The Board may purchase liability insurance in amount it judges adequate to cover its official actions. The policy shall be paid for with School Board funds.

The Board may obtain liability insurance on any vehicle operated by the district, except that excess coverage only may be purchased under authority of this section for school buses and other vehicles covered by the provisions of Sections 37-41-37 and 37-41-41, with such coverage limits as are desired by the Board including medical benefits and uninsured motorist coverage if desired. The school district may be sued by anyone affected by the operation of the said vehicles to the extent of such insurance carried, provided, however, that immunity from suit is only waived to the extent of such liability insurance carried; and a judgment creditor shall have recourse only to the proceeds or right to proceeds of such liability insurance. No attempt shall be made in the trial of any case to suggest the existence of any insurance which covers in whole or in part any judgment or award rendered in favor of a claimant; but if the verdict rendered by the jury exceeds the limit of applicable insurance, the court on motion shall reduce the amount of said judgment, as against the Board only and not as to joint tort-feasors if any, to a sum equal to the applicable limit stated in the insurance policy.

The policy of insurance shall contain a provision to the effect that the insurance company shall make no plea of the sovereign immunity doctrine.

The costs of such insurance shall be paid out of the school district's general maintenance fund.

### LIABILITY INSURANCE - TEACHERS

- A. The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is wise to be aware of the possible consequences of negligence.
- B. The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:
  - 1. Never leave students unsupervised.
  - 2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
  - 3. Use discretion in the administration of corporal punishment. (See section entitled "Discipline.")
  - 4. Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
  - 5. Strictly adhere to all stated policies of the district and the individual school.
- C. Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties.
- D. Teachers are advised to secure coverage under a professional liability insurance plan.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## COMPUTER SOFTWARE USAGE - EI

Computer software is protected by copyright laws and international treaty. Employees and students must treat the software like any other copyrighted material, except that he/she may either make one copy of the software solely for backup or archival purposes or may place the software on a single mass storage device (media), such as a hard disk, provided that the original software is kept solely for backup or archival purposes. Copyright laws prohibit making additional copies of the software for any other reason.

The following rules and regulations apply to all school district employees.

1. Computers owned by this school district are for business use only.
2. No unlicensed software will be permitted on district owned computers.
3. All licenses shall be filed with the Technology Department.
4. All unauthorized computer usage, theft of computer resources, and/or the existence of computer anomalies are to be reported at once to the Technology Department.
5. There will be no copying of data and software without proper authorization.
6. Each user will provide for timely backup of essential data.
7. Locally developed software is to be sufficiently documented to preclude reliance on key personnel and shall be filed with the Technology Department.
8. Only authorized personnel can have off-site usage of district-provided portable PC's and software.

Authorized personnel will make periodic audits of district owned computers for compliance with rules and regulations. Any software found without proper license or that is not authorized through the Technology Department will be removed from the computer and the employee involved could be subject to reprimand.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy IFBDAA

DATE: July



The development of a quality educational program and school buildings which facilitate the implementation of the program go hand in hand.

This School Board has the power, authority and duty to have the responsibility for the erection, repairing and equipping of school facilities and the making of necessary school improvements. §37-7-301 (d) (1993)

Therefore, it is the goal of this School Board to seek funds to provide both the facilities needed for the number of students in the district and to provide the type of facilities that will best accommodate and support the educational program.

Process Standard 36 of the Mississippi Public School Accountability Standards is as follows: The school district provides facilities that meet the following criteria:

{MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101 }

- 36.1 The school district provides facilities that are clean.
- 36.2 The school district provides facilities that are safe.
- 36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.
- 36.4 The school district provides air conditioning in all classrooms in each school.  
(MS Code 37-17-6(2))

Process Standard 37 of the Mississippi Public School Accountability Standards is as follows: Each school has a current School Safety Plan on file that has been approved by the local school board. {MS Code 37-3-83(2)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

DATE: July

**NAMING OR RENAMING NEW FACILITIES – FB**

The Superintendent of Schools shall be directed to recommend to the Board of Trustees the process for selecting the name or renaming of any school facility. The Board of Trustees shall have final approval of both the process of selection and the naming or renaming of the facility.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



**LONG-RANGE PLANNING – NEW SCHOOLS FACILITIES PLANNING – FC**

The Board of Trustees shall approve a long-range school facilities plan. Developed in strict accordance with design safety and related minimum state school facilities standards, all facility plans shall be submitted to the State Department of Education.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## ADMINISTRATION OF SIXTEENTH SECTION LAND – FD

The Superintendent of Education shall be responsible to the Board of Trustees for the administration of law governing Sixteenth Section Land management under the Board's control as outlined in the Mississippi Code. The superintendent's designee is to act for him/her in carrying out this responsibility and report to him/her for recommendations to the Board of Trustees.

All leases and easements shall comply with the requirements set forth in the Mississippi Code Annotated, and amended, and the *School Trust Land Policies and Procedures Manual* prepared and amended by the Office of the Mississippi Secretary of State.

All requests for leases shall be submitted in writing to the Superintendent of Education. A legal description of the property shall be attached to the request.

To establish the *Fair Market Value*, appraisals of new parcels and reappraisals of leased parcels shall be by a competent appraiser selected by the superintendent or his/her designee or by Tax Assessor Certificate as defined by the *School Trust Land Policies and Procedures Manual*. The Board reserves the right to alter this method by simple resolution at any legal board meeting.

All survey costs, legal fees, filing fees, appraisal fees, and other costs shall be paid by the Lessee as and when required by the Claiborne County School Board.

All leases, with the exception of those subject to sealed bids, shall contain a rent adjustment clause requiring a reappraisal and rent adjustment at each ten-year interval. The Claiborne County School District shall have the option of reappraising and adjusting the rental amount at each five-year interval.

No lease may be assigned or subleased without the expressed written consent of the Claiborne County School Board.

New leases created by subdividing existing Residential or Farm Residential leases shall be limited to ten (10) years with no guaranteed renewal period.

### Residential Leases

Each residential lease is restricted to a single dwelling and shall be for a term not to exceed forty (40) years. The School District may offer the option of a guaranteed twenty-five (25) year renewal.

The rental amount of each lease shall be set at 5% of the *Fair Market Value* of the parcel as defined above.

### Commercial Leases

Commercial leases shall be used for commercial purposes only and shall be for a term not to exceed forty (40) years. The School District may offer the option of a guaranteed twenty-five (25) year renewal.

The rental amount of each lease shall be set at *Fair Market Value* of the parcel as defined above.

### Recreational Leases

Recreational leases shall be used for recreational purposes only and shall be for a term not to exceed forty (40) years. The School District may offer the option of a guaranteed twenty-five (25) year renewal.

The rental amount shall be no less than the annualized potential net value of the parcel if managed as Forest Land. The division of the Mississippi Forestry Commission will provide this estimate upon request.

### Other Land

Land classified as "Other Land" shall be leased for a term not to exceed forty (40) years. The School District may offer the option of a guaranteed twenty-five (25) year renewal.

The rental amount of each lease shall be set at Fair Market Value of the parcel as defined above.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy DFO and DFG

DATE: July

**EMPLOYMENT OF CONTRACTORS, ARCHITECTS AND ENGINEERS – FE**

The Board of Trustees, on recommendation of the Superintendent of Schools, shall approve architects and engineers required to perform various professional services regarding major construction and when required by state purchasing laws.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**PROJECT PLANNING INVOLVEMENT/STATE GOVERNMENT – FF**

New school building construction plans and specifications, including plans for renovation or repair of existing buildings, must be submitted to the State Education Finance Commission for approval when funds from the commission are to be used by the District.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code, Title 37, Chapters 45 and 47

DATE: July

## FACILITY EXPANSION BOND SALES – FG

This School Board is authorized to issue negotiable bonds of this school district to raise money for the following purposes in accordance with state law.

- a. Erecting, repairing, equipping, remodeling and enlarging school buildings and related facilities, including gymnasiums, auditoriums, lunch rooms, vocational training buildings, libraries, teachers' homes, school barns, transportation vehicles and garages for transportation vehicles, and purchasing land therefor.
- b. Establishing and equipping school athletic fields and necessary facilities connected therewith, and purchasing land therefor.
- c. Providing necessary water, light, heating, air conditioning and sewage facilities for school buildings, and purchasing land therefor.
- d. Paying part of the costs to be incurred in erecting, repairing, equipping, remodeling and enlarging school buildings and related facilities which are owned and operated by state-supported institutions of higher education as a demonstration or practice school attended by students, grades of one or more, or parts of grades from the educable children of such school district pursuant to a contract or agreement between said institution and said school district.

The authority to issue the bonds hereinabove set forth shall include the authority for this School Board to spend the money for the purposes for which said money is raised.

See Bonds and Obligations, §37-59-1 et seq.

See Policy DE – Reduced or Interest-Free Debt Pursuant to Federal Law

**NOTE: For details and procedures for issuance of bonds see MS Code §37-59-1 et seq. For bonds issued under Section 37-59-21, see MS Code §37-59-23. As to additional powers conferred in connection with issuance of bonds see §37-59-25 and §31-21-5. See also MS Code §37-61-33, Education Enhancement Fund.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy FA

DATE: July

## **FACILITY EXPANSION STATE LOANS AND GRANTS – FH**

This district may apply to the State Educational Finance Commission for funds for capital outlay and improvements.

This district shall comply with appropriate state statutes in applying for and using such funds.

The principal fund shall be a permanent township fund which shall consist of funds heretofore or hereafter derived from certain uses or for certain resources of school trust lands which shall be invested and, except as otherwise provided in this section, only the interest and income derived from such funds shall be expendable by the school district.

The principal fund shall consist of:

- (a) Funds received for easements and rights-of-way pursuant to Section 29-3-91;
- (b) Funds received for sales of lieu land pursuant to Sections 293-15 through 29-3-25;
- (c) Funds received from any permanent damage to the school trust land;
- (d) Funds received from the sale of nonrenewable resources including but not limited to the sale of sand, gravel, dirt, clays and royalties received from the sale of mineral ores, coal, oil and gas;
- (e) Funds received from the sale of buildings pursuant to Section 29-3-77; and
- (f) Funds received from the sale of timber.

It shall be the duty of the Board of Education to keep the principal fund invested in any direct obligation issued by or guaranteed in full as to principal and interest by the United States of America or in certificates or deposit issued by a qualified depository of the State of Mississippi as approved by the State Treasurer. The certificates of deposit may bear interest at any rate per annum which may be mutually agreed upon but in no case shall said rate be less than that paid on passbook savings.

The Board of Education is likewise authorized to invest said funds in interest bearing deposits or other obligations of the types described in Section 27-105-33, as the same now is or may hereafter be amended, or in any other type investment in which any other agency, instrumentality or subdivision of the State of Mississippi may invest, except that one hundred percent (100%) of said funds are hereby authorized to be so invested. For the purposes of investment, the principal fund of each township may be combined into one or more district accounts; however, the docket book of the county superintendent shall at all times reflect the proper source of such funds. Provided that funds received from the sale of timber shall be placed in a separate principal fund account, and may be expended for any of the purposes authorized by law.

The Board of Education shall have authority to borrow such funds at a rate of interest not less than four percent (4%) per annum and for a term not exceeding twenty (20) years, for the erection, equipment or repair of said district schools, to provide local funds for any building project approved by the State Board of Education or to provide additional funds for forest stand improvement as set forth in Section 29-3-47. In addition, the Board may borrow such funds under the same interest restrictions for a term not exceeding ten (10) years to provide funds for the purchase of school buses. The Board of Education of any school district in any county that has an aggregate amount of assets in its principal fund in excess of Five Million Dollars (\$5,000,000.00), may deduct an amount not to exceed Five Hundred Thousand Dollars (\$500,000.00) for the purpose of covering the cost of asbestos removal from school district buildings. Such asbestos removal shall be construed to constitute the repair of school district facilities as

prescribed in Section 29-3-115.

No school land trust funds may be expended after the annual payment date until the payment is made on such loan. The annual payment can be made from any funds available to the school district except minimum foundation program funds.

It shall be unlawful for the Board of Education to borrow any sixteenth section school funds in any other manner than that prescribed herein, and if any such funds shall be borrowed or invested in any other manner, any officer concerned in making such-loan and investment or suffering the same to be made in violation of the provisions of this section, shall be liable personally and on his/her official bond for the safety of the funds so loaned. §2.9-3-113 (1997)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and Title 37, Chapters 45 and 47

CROSS REF.: Policy DFL

DATE: July



**FEDERAL LOANS AND GRANTS – FJ**

As appropriate, the Board may seek funds from federal sources to help defray the costs of capital outlay and improvements to school facilities of the district.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**PURCHASE OF REAL PROPERTY – SITE ACQUISITION PROCEDURES – FGB**

In strict accordance with the state law and city codes, the Board of Trustees may purchase property for the purpose of school construction or renovation of existing school facilities.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **JOB SPECIFICATIONS – DISABILITIES ACT – FGCAA**

### **PHYSICAL BARRIERS**

The Board directs the administration to analyze to determine if there are any physical barriers to any of the district programs which hinder access. If there are such barriers, the administration is to analyze the steps that need to be taken to enable these programs to become accessible. These steps are to be included in the transition plan as required by the Americans with Disabilities Act. The local budget will determine to what extent structural barriers will be removed, keeping in mind that the Americans with Disabilities Act does not require school districts to make all their buildings fully accessible, however, as long as all our programs, when viewed in their entirety, are accessible.

Legal Ref.: 35.150 28 C.F.R. Part 36 Americans with Disabilities Act

### **FACILITIES ALTERATIONS**

Any alteration to a school building owned or leased by the Claiborne County School District, after January 26, 1993, shall be made so as to insure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, changes or rearrangement in structural parts or elements, and changes or arrangement in the plan of configuration or walls and full-height partitions.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: 36.402 28 C.F.R Part 36 Americans with Disabilities Act

DATE: July

## **CONTRACTS FOR SCHOOL CONSTRUCTION – FGD**

Contracts for the renovation or construction of school facilities shall be developed in strict accordance with local and state codes and shall be approved by the Board of Trustees. All construction contracts shall include materials and labor bond requirements, liability insurance requirements, and assurance of compliance with federal and state personal safety regulations.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PROJECT ADMINISTRATION CONTRACT AWARDS PROCEDURE - FGDB/DJED**

All contracts for capital improvements by this school district which are financed in whole or in part with funds received from the state public school building fund pursuant to an application approved by the commission shall be awarded and entered into upon receipt of sealed bids or proposals after the time and place of letting such contracts and the manner of bidding have been duly advertised. The contract shall be let and awarded to the lowest and best bidder but the School Board shall have the power to reject any and all bids. No such contract shall be finally awarded or entered into without the prior written approval of the commission. It is hereby expressly provided that in order to bid upon and be awarded contracts for the construction of school facilities under the provisions of this chapter if such contract, subcontract or undertaking is less than Fifty Thousand Dollars (\$50,000.00), it shall not be necessary that the bidder obtain a certificate of responsibility from the board of public contractors under the provisions of Chapter 3, Title 31, of the Mississippi Code of 1972, or otherwise be qualified under said chapter, and none of the provisions of said chapter shall be applicable to such contracts for the construction of school facilities under the provisions hereof. Notwithstanding the foregoing provisions of this section or any other provision of law, the contract for construction of a secondary vocational and technical training center for exclusive use and operation by a county school district may be entered into and awarded by the Board of Trustees of a junior college district where a grant of federal funds by the Appalachian Commission has been made to the Board of Trustees of such junior college district to assist in financing construction of such secondary vocational and technical training facility for such county school district. §37-47-29 (1996)

In the letting of public contracts, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state, city, county, parish, nation or political subdivision having laws granting preference to local contractors shall be awarded Mississippi public contracts only on the same basis as the nonresident bidder's state, city, county, parish, nation or political subdivision awards contracts to Mississippi contractors bidding under similar circumstances. Resident contractors actually domiciled in Mississippi, be they corporate, individuals or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state, city, county, parish, nation or political subdivision of domicile of the nonresident. §31-7-47 (1995)

### **PAYMENT PROCEDURES**

Payment procedures shall be part of the written contract entered into by the Board and companies or firms that are supplying work on school facility expansion projects.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy FA AND FEAG

DATE: July

## **POLICIES FOR ALL EMPLOYEES - GA**

Written personnel policies for all professional/licensed and classified/non-licensed personnel are intended to be a guide for present and future employees of the Claiborne County School District. These policies will establish the rules which govern the employee and the employer and are designed for the most efficient operation of the school system, covering conditions of employment, promotions, work schedules, office hours, sick leave, vacations, and retirement.

Morale and other factors that create an efficient, smooth running organization will be greatly enhanced by a thorough knowledge of these policies. The Board of Trustees of the Claiborne County School District desires that each person be fully cognizant of his/her responsibilities in the overall educational program of the district and that he/she has a feeling of security and belonging.

All employees of the Claiborne County School District are expected to be thoroughly familiar with and actively support the enforcement of all Board of Trustees' policies and procedures, rules and regulations of the Superintendent of Schools, and rules as set forth by principals and/or immediate supervisors and in school handbooks. Policies beginning with GA coding are applicable to all employees; GB, to licensed employees; and GC, to non-licensed employees.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PERSONNEL GOALS AND OBJECTIVES - GAA**

It shall be the policy of this district to:

Employ personnel of the highest quality, both licensed and non-licensed

To be an equal opportunity employer

To involve staff in decision making

To provide professional development opportunities through well planned staff development and allowances to attend seminars, workshops and visit other successful school districts

To provide procedures for complaints and grievances

To provide rules and regulations for personnel to base their decisions

Within constraints of the budget, to compensate employees to the extent possible

To provide procedures for an impartial hearing should an employee be recommended for termination

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **EQUAL OPPORTUNITY EMPLOYMENT - GAAA**

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

It is the policy of the Claiborne County School District to provide equal opportunity without regard to race, national origin, religion, sex, age, qualified person with disabilities or Veteran, in the educational program and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Superintendent of Schools, Coordinator of Section 504 responsibilities with the Claiborne County School District.

Inquiries concerning discrimination based on sex may be referred to the Assistant Superintendent for Personnel/Operations. (See GAE, GAEA, and GAEEA.)

LEGAL REF.: Title VII of the Civil Rights Act of 1964;  
Title IX of the Educational Amendments of 1972;  
Section 504 of the Rehabilitation Act of 1973;  
Title II Americans with Disabilities Act.

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

Standard 2 is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

### **HARASSMENT PROHIBITED**

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

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: 1964 Civil Rights Act, Title VI; 1964 Civil Rights Act, Title VII  
Executive Order 11246, as amended; 1972 Education Amendments;  
Title IX; 45 CFE, Part 86; 1973 Rehabilitation Act, Section 503;  
1973 Rehabilitation Act, Section 504; 45 CFR, Part 84; 29 U.S.C.A.  
621, et seq.  
Mississippi Public Accountability Standards 2012

CROSS REF.: Policies GACN, GBD, GBR-P, and GCRAA

DATE: July



## **HIRING PROCEDURES – ALL EMPLOYEES - BACKGROUND CHECKS – GAAC**

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

The superintendent of the school district shall have the power, authority and duty to enter into contracts in the manner provided by law for each assistant superintendent, principal and teacher of the public schools under his/her supervision, after such assistant superintendent, principal and teachers have been selected and approved in the manner provided by law. (MS CODE Section 37-9-14 (2) (a) (1999)

### **NO CHILD LEFT BEHIND ACT**

The superintendent will ensure that all employee manuals and handbooks are in compliance with federal law and include:

- ◆ the education and experience required of all new instructional employees;
- ◆ any credentials that current instructional employees must acquire;
- ◆ a timetable for meeting any new requirements; and,
- ◆ the consequences for employees who fail to comply;

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

The superintendent will ensure that parents/guardians of students of Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The superintendent will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by law.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at rates higher than are other children in the district, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

In employing professional staff, the school district shall comply with applicable provisions of the No Child Left Behind Act of 2001.

Beginning in the 2002-03 school year, districts may hire only highly qualified teachers for Title I support programs.

Districts must develop a plan to have all teachers be highly qualified by the end of the 2005-06 school year.

The Mississippi Department of Education must develop a plan to have all teachers teaching in core academic subjects be highly qualified by the end of the 2005-06 school year.

## EMPLOYEE RIGHTS AND RESPONSIBILITIES

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

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. [All rules applying to student conduct shall be posted in a prominent place in each school building.]

## LICENSED AND NON-INSTRUCTIONAL EMPLOYEES

On or before April 1 of each year, the principal of each school shall recommend to the superintendent of this school district the licensed employees or non instructional employees to be employed for the school involved except those licensed employees or non instructional employees who have been previously employed and who have a contract valid for the ensuing scholastic year. If such recommendations meet with the approval of the superintendent, the superintendent shall recommend the employment of such licensed employees or non instructional employees to the school board, and, unless good reason to the contrary exists, the board shall elect the employees so recommended. If, for any reason, the school board shall decline to elect any employee so recommended, additional recommendations for the places to be filled shall be made by the principal to the superintendent and then by the superintendent to the school board as provided above.

When the licensed employees have been elected as provided in the preceding paragraph, the superintendent of the district shall enter into a contract with such persons in the manner provided in this chapter.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. §37-9-17 (2001)

## CRIMINAL RECORDS BACKGROUND CHECK /CHILD ABUSE REGISTRY CHECK

Overview of Senate Bill 2658/§37-9-17 (2) (2000)

On May 22, 2000, the Governor signed SB 2658 into law. It provides for an implementation date of July 1, 2000, and mandates the following actions:

1. All new hire licensed and non licensed employees after the implementation date must have a state child abuse registry check and criminal records background check via fingerprint card.

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

## CONVICTION BASED ON ERRONEOUS INFORMATION

In the event an applicant wishes to contest a conviction based on erroneous information the applicant shall appeal the information to the Department of Public Safety. The applicant will show the school board or its designee proof of the corrected record.

NOTE: Assistance in developing rules and procedures for fingerprinting and criminal background checks may be obtained from the Office of Safe and Orderly Schools Division of School Safety at the Mississippi Department of Education (601-359-1335).

## NEPOTISM AND CONFLICT OF INTEREST

It shall be illegal for any superintendent, administrative superintendent, principal or other licensed employee to be elected by the school board if such superintendent, administrative superintendent, principal or licensed employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the school board. No member of the school board shall vote for any person as a superintendent, administrative superintendent, principal or licensed employee who is related to him within the third degree by blood or marriage or who is dependent upon him in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void. §37-9-21 (1997)

NOTE: In order to be in agreement with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Codes cited above and with Sections 25-4-25 through 25-4-29; 25-4-105; 37-11-25 and 37-11-27; and with Article 4, Section 109 of the MS Constitution.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited – Also see Sections 37-9-17 ; 97-3-82

CROSS REF.: Policy CA, GBE, IB, GBP, and CGD

DATE: July

## **EMPLOYEE CONDUCT - GAB**

Employees of the Claiborne County School District are expected to conduct themselves in a manner that will reflect positively on the school district and the community, thus promoting a positive environment for teaching, learning and student well-being.

The dignity of students and of the educational environment shall be maintained at all times. Unseemly dress, conduct or the use of abusive, foul or profane language in the presence of students is expressly prohibited and will not be tolerated.

### **VIOLATIONS**

Violations of this policy shall be reported and discussed in a conference between the employee and the school principal (or superintendent and principal if a principal is in violation of this policy). If the principal or superintendent finds the complaint to be factual, he/she shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file.

Severe violations or continuous violation of this policy may lead to an employee's being suspended, dismissed or non-renewed.

Employees shall have the right to appeal any disciplinary action taken against them by following the proper chain of command as specified in the district's "Employee Grievance Procedure" policy and the provisions of the Education Employees Procedures Law (EEPL). Please refer to the EEPL Handbook, published by MSBA.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code Sections 37-9-59 and 37-9-101

CROSS REF.: Policy GAE-R

DATE: July

## STAFF DECISION MAKING/STAFF-COMMUNITY RELATIONS - GAC

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

### DISCIPLINE PLAN

1. A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The school board shall have its official discipline plan and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of this section, Section 37-11-55 and Section 6 of Senate Bill no. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.
2. All discipline plans of school districts shall include, but not be limited to, the following:
  - a. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
  - b. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child;
  - c. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
  - d. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
3. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred and Fifty Dollars (\$250.00).

4. Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.
5. A school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies, of the school district. §37-11-53 (2001)

#### **CODE OF STUDENT CONDUCT/THE SCHOOL SAFETY ACT OF 2001**

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal or assistant principal in any action which may be filed against such school personnel.

Corporal punishment administered in a reasonable manner by a teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

“Corporal punishment” means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if possible, by a school employee. §37-11-57 (1997)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and 37-11-55

CROSS REF.: Policy BBF, CD, JCB

DATE: July

**ORIENTATION, KNOWLEDGE OF POLICIES AND PROCEDURES – RESPONSIBILITY FOR  
POLICY ENFORCEMENT – ALL EMPLOYEES – GACA**

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

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **BUDGET PLANNING INVOLVEMENT - GACB**

Principals and Central Office Administrators/Supervisors will participate in the budget planning process. Principals will project their enrollment and the number of teachers that will be needed for the upcoming school year by grades in the elementary schools and by subject matter in the high school. Principals, after seeking input from their staff will project their equipment needs, building needs and/or teaching supplies to include workbooks and other supplementary materials and supplies. After receiving input from principals and Central Office Administrators/Supervisors, the Director of Business/Finance along with the Superintendent will set priorities in the budget process in order to stay within monies that will be available.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **HARASSMENT - GACN**

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

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no employee in the Claiborne County School District shall be subject to sexual harassment.

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

Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX coordinator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 97-5-24; 997-29-3  
Title VII and Title IX Civil Rights Act 1964, as amended in 1972,  
Section 703.2000 *et seq.*

CROSS REF.: Policies GAEA and GAEEA

DATE: July

## **PROFESSIONAL DEVELOPMENT - GAD**

### **NO CHILD LEFT BEHIND ACT**

As required by the No Child Left Behind Act, the superintendent will ensure that all employee manuals and handbooks are in compliance with federal law and include:

- ③ the education and experience required of all new instructional employees;
- ③ any credentials that current instructional employees must acquire;
- ③ a timetable for meeting any new requirements; and,
- ③ the consequences for employees who fail to comply.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

### **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

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

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). 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.]

### **STAFF DEVELOPMENT PLANS**

The State Board of Education, through the Commission on School Accreditation, shall establish criteria for comprehensive in service staff development plans. These criteria shall: (a) include, but not be limited to, formula and guidelines for allocating available state funds for in service training to local school districts; (b) require that a portion of the plans be devoted exclusively for the purpose of providing staff development training for beginning teachers within that local school district and for no other purpose; and (c) require that a portion of the school district's in service training for administrators and teachers be dedicated to the application and utilization of various disciplinary techniques. The board shall each year make recommendations to the Legislature concerning the amount of funds which shall be appropriated for this purpose.

School districts shall not be required to submit staff development plans to the Commission on School Accreditation for approval. However, any school district accredited at Level 1 or Level 2 shall include, as a part of any required corrective action plan, provisions to address staff development in accordance with State Board of Education requirements. All school districts, unless specifically exempt from this section, must maintain on file staff development plans as required under this section. The plan shall have been prepared by a district committee appointed by the district superintendent and consisting of teachers, administrators, school board members, and lay people, and it shall have been approved by the district superintendent.

*In order to insure that teachers are not overburdened with paperwork and written reports, local school districts and the State Board of Education shall take such steps as may be necessary to further the reduction of paperwork requirements on teachers.*

Districts meeting Level 4 or 5 accreditation standards, as defined by the State Board of Education, shall be exempted from the mandatory provisions of this section relating to staff development plans. MS Code 37-17-8 (2006)

#### IN-SERVICE TRAINING FOR BEGINNING TEACHERS

As part of its comprehensive program of professional development, this district shall develop a plan to provide in-service training for beginning teachers. This plan shall include a means of improvement as determined by evaluation of on-the-job performance. As required under MS Code 37-17-8, a portion of the district's in-service training for administrators and teachers shall be dedicated to the application and utilization of various disciplinary techniques.

#### STUDENT TEACHING

Persons who possess two (2) years of classroom experience as an assistant teacher or who have taught for one (1) year in an accredited public or private school shall be allowed to fulfill student teaching requirements under the supervision of a qualified participating teacher approved by an accredited college of education. The local school district in which the assistant teacher is employed shall compensate such assistant teachers at the required salary level during the period of time such individual is completing student teaching requirements. MS Code 37-3-2 (6) (a) (2002)

#### LICENSE RENEWAL

The State Board of Education is authorized to establish rules and regulations for the renewal and reinstatement of educator and administrator licenses. Effective May 15, 1997, the valid standard license held by an educator shall be extended five (5) years beyond the expiration date of the license in order to afford the educator adequate time to fulfill new renewal requirements established pursuant to this subsection. An educator completing the master of education, educational specialist or doctor of education degree in May 1997 for the purpose of upgrading the educator's license to a higher class shall be given this extension of five (5) years plus five (5) additional years for completion of a higher degree. MS Code 37-3-2 (9) (2000)

**NOTE: For information on the Beginning Principal Support Pilot Program, please contact the School Executive Management Institute at the Mississippi Department of Education.**

Process Standards 8 and 21 of the Mississippi Public School Accountability Standards are as follows:

8. All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the No Child Left Behind Act of 2001 (NCLB). . {MS Code 37-9-7} (IDDBB2, 3, NCLB, and Federal Code)

8.1 With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. An appropriate license is required for superintendents, principals, librarians, and high school guidance counselors. (Refer to process standards 3, 4, 5, and 6)

8.2 Secondary teachers endorsed in an academic subject area may teach in their academic subject area in departmentalized elementary grades 5 and 6. (SB Policy DFB 1)

8.3 Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal.

21. The school district implements a professional development program that complies with the guidelines published in Professional Development for the New Millennium. **(Level 4 and 5 schools are exempted.)**  
{MS Code 37-17-8}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited; P.L. 107-110 (No Child Left Behind Act of 2001)  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policies CA, GADD, and IB

DATE: July

## **PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION - GADA**

It shall be the policy of the Claiborne County School District to develop, fund, and implement a program of professional development which complements and meets the needs of the district educational program and staff members and meets State Department of Education and accreditation requirements.

This school district seeks to maintain a well-qualified professional staff and encourages its teachers to improve their individual competence through appropriate continuing education programs. The superintendent shall be responsible for developing continuing education guidelines for professional staff. The following shall be considered in developing such guidelines:

1. Consideration of the Mississippi Professional Development Model, available from the Mississippi Department of Education;
2. Emphasis on, and a definition of, appropriate continuing education;
3. Categories/qualifications of professional employees to whom the guidelines will apply;
4. Availability of funds for reimbursement of tuition and/or other costs;
5. Factors to be used in determining if the continuing education course/program/activity qualifies for reimbursement;
6. Application procedure for reimbursement of tuition and/or other expenses; and,
7. Other factors as deemed appropriate for this District.

Persons who possess two (2) years of classroom experience as an assistant teacher or who have taught for one (1) year in accredited public or private school shall be allowed to fulfill student teaching requirements under the supervision of a qualified participating teacher approved by an accredited college of education. The local school district in which the assistant teacher is employed shall compensate such assistant teachers at the required salary level during the period of time such individual is completing student teaching requirements. MS Code §37-3-2 (6) (a)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy CK

DATE: July

## **BEGINNING TEACHER SUPPORT PROGRAM - GADD**

- A. "Beginning teacher" means a teacher who:
1. Possesses a teaching license issued by the Commission on Teacher and Administrator Education, Certification and Licensure and Development;
  2. Is employed at least half-time, primarily as a classroom teacher, by a school district; and
  3. Has taught fewer than ninety (90) consecutive days, or one hundred eighty (180) days total, as a licensed teacher in any public school.
- B. "District" means any local school district.
- C. "Formal assistance" means a program provided by a mentor teacher to a beginning teacher that includes, but is not limited to, direct classroom observation and consultation; assistance in instructional planning and preparations; support in implementation and delivery of classroom instruction; and other assistance intended to enhance the professional performance and development of the beginning teacher.
- D. "Mentor teacher" means a teacher who:
1. Possesses a standard teaching personnel service or administrative license issued by the Commission on Teacher and Administrator Education, Certification and Licensure and Development;
  2. At the time of selection, is employed under contract primarily as a classroom teacher by a public school district or is retired from a public school district;
  3. Has successfully taught for three (3) or more years as a licensed teacher in any public school;
  4. Has been selected and trained as described in Section 37-9-211; and
  5. Has demonstrated mastery of teaching skills and subject matter knowledge.
- E. "Teacher" means a licensed employee of a local school district who has a direct responsibility for instruction, coordination of educational programs or supervision of teachers and who is compensated for services from public funds. §37-9-201 (1999)

### **ESTABLISHMENT OF BEGINNING TEACHER SUPPORT PROGRAM**

1. The Mississippi Teacher Center of the State Department of Education shall establish a beginning teacher support program to provide eligible beginning teachers in this state with continued and sustained support from a formally assigned mentor teacher during the first full year of teaching.
2. After the 1992-1993 school year, any district is eligible to participate in the beginning teacher support program.

3. Two (2) or more districts may operate jointly a beginning teacher support program if they meet all the requirements of Sections 37-9-201 through 37-9-213.
4. Educational consortia established for approved teacher education programs pursuant to rules of the Mississippi Teacher Center are eligible to operate a beginning teacher support program to serve beginning teachers in a participating school district.
5. To the extent practicable, school districts may coordinate with institutions of higher education in the design, implementation and evaluation of mentorship programs. §37-9-205 (1995)

Each district that wishes to participate in the beginning teacher support program shall submit a formal application to the Mississippi Teacher Center no later than September 15 of each school year, according to rules of the Mississippi Teacher Center. By that date, districts shall inform the department of:

- A. The names of all eligible beginning teachers employed by the district and a description of their teaching assignments and extracurricular duties;
- B. The names of mentor teachers selected by a district and a description of their teaching assignments and the endorsement area in which they are certified to teach;
- C. A description of the content and calendar of the proposed beginning teacher support program. The program must provide a minimum of ninety (90) hours of direct contact between mentor teachers and beginning teachers, including observation of or assistance with classroom teaching, or both, during the school day;
- D. A description of the amount and nature of each eligible beginning teacher's classroom and extracurricular duties and assurance that these duties are not unreasonable for a beginning teacher; and
- E. A certification that no eligible beginning teacher is or may be missassigned outside the teacher's endorsement area, except as provided for by rules of the Mississippi Teacher Center. §37-9-207 (1995)

After consulting with representatives of teachers, administrators, school boards, schools of education, the institutions of higher learning and such others as it considers appropriate, the Mississippi Teacher Center shall develop or approve workshops to provide training for mentor teachers and beginning teachers. §37-9-209 (1995)



1. The selection, nature and extent of duties of mentor teachers shall be determined by the school district. The following guidelines shall apply;
  - a. No teacher shall be designated as a mentor teacher unless willing to perform in that role;
  - b. No mentor teacher shall participate in the evaluation of beginning teachers;
  - c. Each mentor shall complete successfully a training workshop provided or approved by the Mississippi Teacher Center prior to participating in the beginning teacher support program; and
  - d. If a mentor teacher receives additional release time to support a beginning teacher, it is expected that the total work load of other teachers regularly employed by the school district should not increase in any substantial manner.
  
2. A district may:
  - a. compensate mentor teachers from any available funds for additional duties to support a beginning teacher which are performed after regular school hours;
  - b. grant additional release time to mentor teachers for additional duties to support a beginning teacher which are performed after regular school hours; and
  - c. employ and compensate substitute teachers from any available funds for assuming the regular teaching duties of mentor teachers who are participating in the beginning teacher program §37-9-211 (1999)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy GAD

DATE: July

## STAFF COMPLAINTS AND GRIEVANCES - GAE

### LICENSED STAFF

#### PURPOSE

The purpose of this grievance procedure is to secure at the first possible administrative level an equitable solution to any grievance.

#### DEFINITIONS

The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays and vacation days.

#### PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

##### Level One

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within five (5) days after meeting with his/her principal or immediate supervisor, file a written statement with his/her principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.
4. Within five (5) days after receiving the grievant signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his/her response to the grievant and/or his/her decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his/her written statement to the grievant.

## Level Two

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

## Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the School Board.
2. If the grievance is not filed with the secretary of the School Board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the Board secretary, in concert with the Board chairman and superintendent, shall schedule a hearing before the School Board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

## NON-LICENSED STAFF

The Board of Trustees of the Claiborne County School District adopts the following grievance procedures for non-certified personnel.

Employment decisions that adversely affect non-certified personnel may follow the grievance procedure as stated below.

1. Appeal to immediate administrative supervisor in writing stating the grievance. The appeal is to be received by the immediate administrative supervisor within five (5) school or work days after grievance occurred.
2. Upon receiving the written appeal the immediate administrative supervisor will schedule a conference with the person making the appeal within five (5) school or work days after receipt of appeal. After receipt of a written grievance the copy of the grievance is to be forwarded to the Superintendent of the school district.

3. Within five (5) school or work days after the conference was held the immediate supervisor will give the decision in writing as to his/her decision with a copy forwarded to the superintendent. The decision will be hand delivered to the person making the appeal.
4. If the grievance is not solved to the satisfaction of the person making the appeal an appeal may be made to the Superintendent of the School District by a request in writing within five (5) school or work days after receipt of the decision by the immediate administrative supervisor.
5. Within five (5) school or work days after receipt of appeal the superintendent will schedule a conference with the person making the appeal.
6. After a proper investigation, if necessary and within five (5) school or work days after the conference, the superintendent of the school district will issue his/her decision in writing. The written decision will be hand delivered to the person making the appeal.
7. The decision of the Superintendent shall be final.
8. Should a termination be involved, non-certified personnel will be given a two-weeks notice in writing from the superintendent of the school district and the individual may be directed not to report to work during the two-week period if in the opinion of the superintendent it is in the best interest of the school district.

Process Standard 9 of the Mississippi Public School Accountability Standards is as follows: The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Pubic School Accountability Standards 2012

CROSS REF.: Policy GAEB

DATE: July

## **STAFF PROTECTION – HARASSMENT/ABUSE - GAEA**

This school board directs the superintendent to develop programs, procedures, and guidelines to promote a safe environment for teaching and learning.

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes. MS Code 37-11-20 (1972)

If any parent, guardian or other person, shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school-related activity, in the presence of school pupils, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00).  
MS Code 37-11-21 (1992)

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00).  
MS Code 37-11-23 (1970)

The governing authorities of the municipality may, at its discretion, investigate and provide legal counsel for the defense of any claim, demand or action, whether civil or criminal, made or brought against any school district employee as a result of his actions while acting in his official capacity. MS Code 25-1-47 (1971)

### **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.

### **CRIMINAL RECORDS BACKGROUND CHECK / CHILD ABUSE REGISTRY CHECK**

Overview of Senate Bill 2658 / MS CODE 37-9-17 (2) (2000):

On May 22, 2000, the Governor signed SB 2658 into law. It provides for an implementation date of July 1, 2000, and mandates the following actions:

1. All new hire licensed and non-licensed employees after the implementation date must have a state child abuse registry check and criminal records background check via fingerprint card.
2. The cards will be forwarded by the school district to the Department of Public Safety who will in turn forward them to the FBI.
3. The district may charge the applicant up to \$50.00 or may pay the fee at its discretion.
4. Information obtained via these checks is for employment use only and cannot be disseminated.

5. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:
  - A. Possession or sale of drugs.
  - B. Murder, Manslaughter, or Armed Robbery.
  - C. Rape, Sexual Battery, or sex offense as listed in Section 45-31-3 (1).
  - D. Child Abuse, Arson, Grand Larceny, or Burglary.
  - E. Gratification of Lust or Aggravated Assault.
6. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant=s contract is voidable at the time of the report and the applicant=s contract should so state.
7. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:
  - A. Age at commission of the crime.
  - B. Circumstances surrounding the crime.
  - C. Length of time and criminal history since the crime.
  - D. Work history and current employment and character.
  - E. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children.
8. No school district or employee may be held liable in an employment discrimination suit involving this statute.
9. The checks are required for new hire personnel (licensed and non-licensed) after July 1, 2000. The school district may hire applicants and let them work contingent upon the successful completion of the criminal background check.

#### CONVICTION BASED ON ERRONEOUS INFORMATION

In the event an applicant wishes to contest a conviction based on erroneous information the applicant shall appeal the information to the Department of Public Safety. The applicant will show the school board or its designee proof of the corrected record.

NOTE: Assistance in developing rules and procedures for fingerprinting and criminal background checks may be obtained from the Office of Safe and Orderly Schools Division of School Safety at the Mississippi Department of Education (601-359-1335).

Process Standards 36 and 37 of the Mississippi Public Schools Accountability Standards are as follows:

36. The school district provides facilities that meet the following criteria: {MS Code 37-7-301(c)(d)(j);37-11-5,49;and45-11-101
  - 36.1 The school district provides facilities that are clean.
  - 36.2 The school district provides facilities that are safe.
  - 36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.
  - 36.4 The school district provides air conditioning in all classrooms in each school. {MS Code 37-17-6(2)}

37. The district complies with the following requirements for Safe and Healthy Schools:
- 37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37-3-81 and 37-3-83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)
  - 37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policies EBBA, GAAA, GACN, JCD-2, KBB, and GBIA

DATE: July

## **SEXUAL HARASSMENT – ALL EMPLOYEES - GAEAA**

The policy of the board of education forbids discrimination against any employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

### **A. GENERAL PROHIBITIONS**

#### **1. Unwelcome Conduct of a Sexual Nature**

- a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, or patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding,” “teasing,” double-entendres, and jokes.
- b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- c. Any employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### **2. Sexual Harassment**

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment if:

- a. Submission to the conduct is made either an explicit or implicit condition of employment;
- b. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- c. The conduct substantially interferes with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

### **B. SPECIFIC PROHIBITIONS**

#### **1. Administrators and Supervisors**

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

#### **2. Non-administrative and Non-supervisory Employees**

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.



### C. REPORTING, INVESTIGATION, AND SANCTIONS

1. It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure.
  - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
  - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
  - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination subject to applicable procedural requirements.

### HARASSMENT PROHIBITED

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal 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.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
1972 Education Amendments, Title VII and Title IX

CROSS REF.: Policies GAAA, GACN, GAE, and GAEA

DATE: July

## **EMPLOYEES' COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT PROCEDURES - GAEAB**

Employees in the Claiborne County School District are protected from sexual discrimination, including sexual harassment, by Title VII of the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

This complaint procedure shall provide a process for filing, processing and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

### **I. DEFINITIONS**

- A. "Sexual harassment" exists when unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature meets one of the following criteria:
  - 1. QUID PRO QUO HARASSMENT – Submission to such conduct is made, either implicitly or explicitly, a term or condition for an employee's assignment of duties, promotion or other work-related benefit.
  - 2. QUID PRO QUO HARASSMENT – Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.
  - 3. HOSTILE ENVIRONMENT HARASSMENT – Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive teaching or work environment.
- B. A "complaint" is a report by an employee which alleges that a policy or practice of the District or a practice or act of any of its employees has discriminated against the complaining employee on the basis of sex, including sexual harassment.
- C. The "complainant" is the employee who submits a complaint.
- D. The "respondent" is the person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. The "Title IX Coordinator" is the person(s) designated to coordinate the District's efforts to comply with and carry out responsibilities under state and federal laws addressing equal opportunity. The "Title IX Coordinator" will manage the complaint process for both employee complaints under this policy and student complaints under the Title IX complaint procedure.
- F. A "day" means a working day and does not include holidays and/or weekends.

## II. GENERAL RULES

- A. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step are considered to be maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended only when necessary under the circumstances. In no event shall these procedures be extended for more than a 90-day period.
- B. If a review is not requested at any step within the time allotted, and if the decision at the prior step found a reasonable basis to believe that an employee has engaged in any sexual misconduct or involvement with any student under the age of 18, the Title IX Coordinator shall, immediately upon the expiration of the allotted time, submit such information to the superintendent. The superintendent shall make such information available to the appropriate District Attorney as required by district policy and Mississippi law.
- C. Facts elicited during the complaint procedure are confidential and do not become part of a student's permanent record. A copy of documents, communications and records dealing with the processing of a complaint will be filed in a separate file as designated by the superintendent.
- D. Facts elicited during the complaint procedure that result in adverse disciplinary action against an employee become part of that employee's personnel file.
- E. The failure of a complainant to proceed from one step to the next within the set time limits, without being granted an extension of time by the Title IX Coordinator, shall be deemed to be an acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
- F. The failure of the reviewing officer(s) to communicate his/her decision to the complainant or respondent within the time limits shall permit the complainant or respondent to proceed to the next step.
- G. The complainant may withdraw his/her complaint at any step without reprisal. However, a complainant shall not be permitted to refile the same complaint once withdrawn unless it is within the initial time period.
- H. No reprisal shall be invoked against complainant for filing a complaint or against any person for participation in any way in this procedure.
- I. If the complaint is against the employee's supervisor, the complainant may go directly to the Title IX Coordinator.

### III. PROCEDURES FOR PROCESSING

- A. Complaint Within 5 days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written "Title IX Report" form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all principals' offices and from the Title IX Coordinator.
- B. Title IX Coordinator Within 2 days from receipt of the written complaint, the Title IX Coordinator shall notify the Respondent.
- C. Respondent Within 5 days, the Respondent shall be required to respond in writing to the Title IX Coordinator, as follows;
1. Confirm or deny the facts as alleged;
  2. Indicate acceptance or rejection of the complainant's requested action; or
  3. Outline alternative actions.
- D. Title IX Coordinator Within 5 days from receipt of the respondent's response, the Title IX Coordinator shall provide an initial response to the complainant and respondent, stating initial conclusions of fact and proposed action, if any.
- E. Complainant or Respondent Within five (5) days of receiving the initial response, the complainant or respondent may request, in writing, a hearing on the matter.
- F. Title IX Coordinator Upon receipt of a written request for hearing, the Title IX Coordinator shall schedule a hearing to be held within 5-10 days before an unbiased panel of 3-5 District employees. The Title IX Coordinator shall give written notice of such hearing to the complainant, respondent, student's principal or employee's supervisor, superintendent and other appropriate witnesses if applicable
- G. Title IX Coordinator, Grievant, Title IX Hearing Panel Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall be before an unbiased panel of 3-5 District employees. The Title IX Coordinator shall facilitate the hearing, at which the following rules shall apply:
1. The hearing shall be informal and the legal rules of evidence and procedure shall not apply.
  2. The complainant and respondent shall be permitted to submit written evidence and to bring witnesses before the panel.

3. The Title IX Hearing Panel members may question any witnesses brought before them.
4. The complainant and respondent shall be permitted to make a statement before the panel and may be permitted to examine their witnesses and to cross-examine witnesses actually presented by the other parties.
5. Representation of the complainant or respondent by other individuals shall not be permitted.
6. The Title IX Coordinator shall create and maintain a record of the hearing which shall include the names of all witnesses, all investigation reports, a summary of all witness testimony and all documentary evidence.

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|----|---------------------------|---|
| H. | Title IX Hearing Panel    | Within five (5) days after the hearing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and recommended action.  |
| I. | Title IX Coordinator      | Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the complainant, respondent, the employees' supervisors and superintendent.   |
| J. | Complainant or Respondent | If the complainant or respondent is not satisfied with the decision, he/she may request a review by the superintendent. The request for such review must be made in writing to the Title IX Coordinator within five (5) days of receipt of the panel's decision.  |
| K. | Title IX Coordinator      | Upon receipt of a request for review by the superintendent, the Title IX Coordinator shall notify the superintendent of such request and submit to the superintendent the record of the hearing, the panel decision and all related documents.  |
| L. | Superintendent            | Within ten (10) days of notice of request for review, the superintendent shall review the record and panel decision and shall issue a decision. The superintendent shall have his/her decision provided to the Title IX Coordinator, complainant, respondent and the employee's supervisors within the ten (10) day period. |
| M. | Complainant or Respondent | Within five (5) days of the receipt of the superintendent's decision, if dissatisfied with the decision, the complainant or respondent must submit a written request for review by the School Board to the Title IX Coordinator.  |

- N. Title IX Coordinator Upon receipt of the request for review, the Title IX Coordinator must schedule a review before the governing School Board to be held at the Board's next regular or special meeting, but in no event more than thirty (30) days from such request. The Title IX Coordinator shall provide the Board members with copies of the hearing record, all investigation reports, the panel decision, the superintendent's decision and all related documents.
- O. School Board, Title IX Coordinator, Complainant, and Respondent Within thirty (30) days of the request for review, the Board shall review the hearing record, all investigation, all reports, the panel decision, the superintendent's decision and all related records. The review is not a hearing and no party has the right to present further witnesses or other evidence or to examine any witness or party. However, the Board may, in its discretion, permit statements of limited duration from the respondent or his/her representative. All usual rules of Board procedure shall apply. Furthermore, the Board may, in its discretion, require that the review be conducted in closed or executive session.
- P. School Board Within ten (10) days of the review, the Board shall issue a final written decision. The Board may concur in the findings of the superintendent and direct that the recommended actions be taken or may make alternative findings and direct appropriate actions be taken by the superintendent or other appropriate administrator. The decision of the Board is final.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**GRIEVANCES – EMPLOYEES AND VISITORS – SECTION 504/AMERICANS WITH  
DISABILITIES ACT - GAEB**

Any person who believes that he/she has been subjected to the Rehabilitation Act of 1973 or the Americans with Disabilities Act may file a complaint pursuant to the procedures set forth below. A grievance may be filed to resolve any disputes arising under these laws. Filing a complaint will not subject the complainant to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the school principal or Section 504/ADA Coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved. After the investigation is complete, the Section 504/ADA Coordinator shall meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step 1 findings to the Superintendent of Schools. The complainant shall present his/her complaint in writing, describing specifically the reasons for his/her dissatisfaction with the results of Step 1. The superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent of Schools and/or his/her designee shall respond to the complainant in writing within ten (10) days of receipt of the written appeal or when the investigation has been completed in its entirety.
3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the superintendent's decision to appeal the complaint to the Board of Trustees. The appeal shall be in writing, describing specifically the reasons for requesting an opportunity to present an oral statement to the Board before the Board makes its decision. The Board's decision shall be rendered within thirty (30) days after receipt of the appeal or when the investigation has been completed in its entirety.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies IDDHA, IDDHB, JCAA, and LDDC

DATE: July

## **COMPLAINTS ABOUT TEACHERS - GAEC**

If a parent has a complaint against a teacher, the following process will be followed:

1. Parent(s) should contact the teacher, counselor, or secretary at the school for an appointment that is convenient to the parent and teacher and does not disrupt the instructional day.
2. Parent(s) should state the nature and purpose of the conference at the time the appointment is made. This will insure that the teacher has appropriate documents needed to answer parent's concerns.
3. Parent/teacher conferences are confidential and should address the individual needs of a student. Conferences with groups of parents with an individual teacher do not provide the proper forum for addressing individual needs of a student.
4. The teacher and/or parent may request a neutral third party acceptable to both parties to participate as an observer during the conference.
5. If the parent is not satisfied with the teacher conference, he/she may request a conference with the principal. The principal will meet with parent(s) to determine what action was taken by the teacher. Every effort should be made to resolve the conflict between the parent and teacher at the building level. The parent(s) may then appeal to the Superintendent of Schools.
6. The superintendent will meet with the principal and teacher involved prior to meeting parent(s) to determine what action was taken by the principal and teacher. The decision of the superintendent will be final.
7. Parent(s) should be notified in writing of the procedures to be followed for parent/teacher conferences. This can be accomplished by publishing the procedure in the student handbook.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **STAFF-STUDENT RELATIONS - GAF**

Staff members shall regard each student as an individual. The staff shall aid each student in his/her learning, consistent with district goals. Students shall be treated with courtesy and consideration.

Each student is urged to regard staff members as people with specific knowledge and capabilities. No student shall have the right to interfere with the efforts of the instructional staff to implement a learning program. Nor shall a student have the right to interfere with the learning of other students.

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/her not to attend such classes.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## STAFF CONFLICT OF INTEREST - GAG

It shall be illegal for any superintendent, principal or other licensed employee to be elected by the School Board if such superintendent, principal or licensed employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the School Board. No member of the School Board shall vote for any person as a superintendent, principal or licensed employee who is related to him/her within the third degree by blood or marriage or who is dependent upon him/her in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void. §37-9-21 (1987)

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

The following definitions apply in this policy unless the context otherwise requires:

- a. "Authority" means any component unit of a governmental entity.
- b. "Benefit" means any gain or advantage to the beneficiary, including any gain or advantage to third person pursuant to the desire or consent of the beneficiary.
- c. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, holding company, self-employed individual, joint stock company, receivership, trust or other legal entity or undertaking organized for economic gain, a nonprofit corporation or other such entity, association or organization receiving public funds.
- d. "Business with which he/she is associated" means any business of which a public servant or his/her relative is an officer, director, owner, partner, employee or is a holder of more than ten percent (10%) of the fair market value or from which he/she or his/her relative derives more than one thousand dollars (\$1,000.00) in annual income or over which such public servant or his/her relative exercises control.
- e. "Compensation" means money or thing of value received, or to be received, from any person for services rendered.

- f. "Contract" means:
  - i. Any agreement to which the government is a party; or
  - ii. Any agreement on behalf of the government which involves the payment of public funds.
- g. "Government" means the state and all political entities thereof, both collectively and separately, including but not limited to:
  - i. Counties;
  - ii. Municipalities;
  - iii. All school districts;
  - iv. All courts; and
  - v. Any department, agency, board, commission, institution, instrumentality, or legislative or administrative body of the state, counties or municipalities created by statute, ordinance or executive order including all units that expend public funds.
- h. "Governmental entity" means the state, a county, a municipality or any other separate political subdivision authorized by law to exercise a part of the sovereign power of the state.
- i. "Income" means money or thing of value received, or to be received, from any source derived, including but not limited to, any salary, wage, advance, payment, dividend, interest, rent, forgiveness of debt, fee, royalty, commission or any combination thereof.
- j. "Intellectual property" means any formula, pattern, compilation, program, device, method, technique or process created primarily as a result of the research effort of an employee or employees of an institution of higher learning of the State of Mississippi.
- k. "Material financial interest" means a personal and pecuniary interest, direct or indirect, accruing to a public servant or spouse, either individually or in combination with each other. Notwithstanding the foregoing, the following shall not be deemed to be a material financial interest with respect to a business with which a public servant may be associated:
  - i. Ownership of any interest of less than ten percent (10%) in a business where the aggregate annual net income to the public servant therefrom is less than One Thousand Dollars (\$1,000.00);
  - ii. Ownership of any interest of less than two percent (2%) in a business where the aggregate annual net income to the public servant therefrom is less than Five Thousand Dollars (\$5,000.00);
  - iii. The income as an employee of a relative if neither the public servant or relative is an officer, director or partner in the business and any ownership interest would not be deemed material pursuant to subparagraph (i) or (ii) herein; or
  - iv. The income of the spouse of a public servant when such spouse is a contractor, subcontractor or vendor with the governmental entity that employs the public servant and the public servant exercises no control, direct or indirect, over the contract between the spouse and such governmental entity.

- l. "Pecuniary benefit" means benefit in the form of money, property, commercial interests or anything else the primary significance of which is economic gain. Expenses associated with social occasions afforded public servants shall not be deemed a pecuniary benefit.
- m. "Person" means any individual, firm, business, corporation, association, partnership, union or other legal entity, and where appropriate a governmental entity.
- n. "Property" means all real or personal property.
- o. "Public funds" means money belonging to the government.
- p. "Public servant" means:
  - i. Any elected or appointed official of the government;
  - ii. Any officer, director, commissioner, supervisor, chief, head, agent or employee of the government or any agency thereof, or of any public entity created by or under the laws of the state of Mississippi or created by an agency or governmental entity thereof, any of which is funded by public funds or which expends, authorizes or recommends the use of public funds; or
  - iii. Any individual who receives a salary, per diem or expenses paid in whole or in part out of funds authorized to be expended by the government.
- q. "Relative" means the spouse, child or parent.
- r. "Securities" means stocks, bonds, notes, convertible debentures, warrants, evidences of debts or property or other such documents. §25-4-103 (1992)
1. No public servant shall use his/her official position to obtain pecuniary benefit for himself/herself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he/she is associated.
2. No public servant shall be interested, directly or indirectly, during the term for which he/she shall have been chosen, or within one (1) year after the expiration of such term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any board of which he/she may be or may have been a member.
3. No public servant shall:
  - a. Be a contractor, subcontractor or vendor with the governmental entity of which he/she is a member, other than in his/her contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he/she is a member.
  - b. Be a purchaser, direct or indirect, at any sale made by him/her in his/her official capacity or by the governmental entity of which he/she is an officer or employee, except in respect of the sale of goods or services when provided as public utilities or offered to the general public on a uniform price schedule.
  - c. Be a purchaser, direct or indirect, of any claim, certificate, warrant or other security issued by or to be paid out of the treasury of the governmental entity of which he/she is an officer or employee.
  - e. Perform any service for any compensation during his/her term of office or employment by which he/she attempts to influence a decision of the authority of the governmental entity of which he/she is a member.

- f. Perform any service for any compensation for any person or business after termination of his/her office or employment in relation to any case, decision, proceeding or application with respect to which he/she was directly concerned or in which he/she personally participated during the period of his/her service or employment.
4. Notwithstanding the provisions of subsection (3) of this section, a public servant or his/her relative:
- a. May be an officer or stockholder of banks or savings and loan associations or other such financial institutions bidding for bonds, notes or other evidences of debt or for the privilege of keeping as depositories the public funds of a governmental entity thereof or the editor or employee of any newspaper in which legal notices are required to be published in respect to the publication of said legal notices.
  - b. May be a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee or agent or have a material financial interest in a business which is a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee or agent where such contract is let to the lowest and best bidder after competitive bidding and three (3) or more legitimate bids are received or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases law.
  - c. May be a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee or agent or have a material financial interest in a business which is a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee or agent where the primary contract is let to the lowest and best bidder after competitive bidding or where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases law.
  - d. May be a contractor, subcontractor or vendor with any authority of the governmental entity of which he/she is a member, officer, employee or agent or have a material financial interest in a business which is a contractor, subcontractor or vendor with any authority of the governmental entity of which he/she is a member, officer, employee or agent: (1) where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases law; or (ii) where the contractual relationship involves the further research, development, testing, promotion or merchandising of an intellectual property created by the public servant.
  - e. May purchase securities issued by the governmental entity of which he/she is an officer or employee if such securities are offered to the general public and are purchased at the same price as such securities are offered to the general public.
  - f. May have an interest less than a material financial interest in a business which is a contractor, subcontractor or vendor with any governmental entity.
  - g. May contract with the Mississippi Veterans Home Purchase Board, Mississippi Housing Finance Corporation, or any other state loan program for the purpose of securing a loan; however, public servants shall not receive favored treatment.
  - h. May be employed by or receive compensation from an authority of the governmental entity other than the authority of the governmental entity of which the public servant is an officer or employee.
  - i. If a member of the Legislature or other public servant employed on less than a full-time basis, may represent a person or organization for compensation before an authority of the governmental entity other than an authority of the governmental entity of which he/she is an officer or employee.

5. No person may intentionally use or disclose information gained in the course of or by reason of his/her official position or employment as a public servant in any way that could result in pecuniary benefit for himself, any relative, or any other person, if the information has not been communicated to the public or is not public information.
6. Any contract made in violation of this section may be declared void by the governing body of the contracting or selling authority of the governmental subdivision or a court of competent jurisdiction and the contractor or subcontractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or the services furnished prior to the date of receiving notice that the contract has been voided.
7. Any person violating the provisions of this section shall be punished as provided for in Sections 25-4-109 and 25-4-111. §25-4-105 (1994)

**Important Note: In order to assure compliance with statutes related to Nepotism and to conflict of interest, please ensure compliance with MS Code statutes cited above and with Sections 25-4-25 through 25-4-29; 37-11-25; and with Article 4, Section 109 of the MS Constitution.**

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies CGD, CP, and CEC

DATE: July

## COMMUNITY/PARENT RELATIONS - GAH

The school board directs the superintendent to implement a program of effective community involvement for staff that includes parents, businesses, and community groups.

Process Standard 18 of the Mississippi Public School Accountability Standards is as follows: There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision making. {MS Code 37-7-337} **Level 4 and 5 districts are exempted.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policy KCB

DATE: July

## **POLITICAL ACTIVITIES OF STAFF MEMBERS - GAHB**

The Board recognizes the right of its employees, as citizens, to engage in political activity. The Board also recognizes that school property and school time should not be used for political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations. Nothing in this policy should be interpreted as prohibiting employees from conducting appropriate activities which encourage students to become involved in the political processes of the party of the student's choice or as independents, nor does it prohibit the use of political figures as resource persons in the classroom.

### **SCHOOL TIME**

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

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

### **CANDIDACY FOR POLITICAL OFFICE**

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

### **GENERAL GUIDELINES**

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

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

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

### **SPECIFIC PROHIBITIONS**



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

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

## VIOLATIONS

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

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

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

## ATTORNEY GENERAL OPINIONS

School employees may participate in political activities, including the promotion of a school bond issue, as long as their participation in such activities is limited to the hours when they are not involved in their work-related duties. A school may not require employees to actively campaign for promotion of a bond issue. (*Horne*, 2-25-00) (#175 (2000-0085))

A school employee may participate in political efforts as long as it is not during working hours. It is within the discretion of the school board to determine the use of the school property for public meetings and gatherings. A municipality may expend public funds to inform the public regarding a school bond issue but it may not use public funds to attempt to influence the outcome. (*Cole*, 3-21-94) (#175) (94-0128)

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy BA

DATE: July

**PARTISAN POLITICAL ACTIVITIES - GAHBB**

Public funds cannot be used for political activity of any kind by any person or organization involved in the administration of public school assisted programs.

The Board of Education of the School District recognizes the right of every employee to vote as he/she chooses and to express his/her opinions on political subjects and candidates.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PUBLIC APPEARANCES - GAHC**

Staff members appearing before the public or professional groups may not speak for the Board unless specifically authorized to do so. This policy is not to prohibit school personnel from speaking on behalf of the school system, its policies, rules and regulations, philosophies, and the programs.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **EMPLOYEE ARREST - GAHD**

An employee who is arrested or charged with a felony or misdemeanor is required to notify his or her immediate supervisor and the superintendent as soon as possible but not later than within 24 hours. Failure to report such incidents may result in disciplinary action up to and including termination.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ARREST OF TEACHER - GAHDA**

- (1) Except as provided in subsection (2) of this section, before an arrest warrant shall be issued against any teacher who is a licensed public school employee as defined in Section 37-9-1 for a criminal act, whether misdemeanor or felony, which is alleged to have occurred while the teacher was in the performance of the teacher's official duties, a probable cause hearing shall be held before a circuit court judge. The purpose of the hearing shall be to determine if adequate probable cause exists for the issuance of a warrant. All parties testifying in these proceedings shall do so under oath. The accused shall have the right to enter an appearance at the hearing, represented by legal counsel at his/her own expense, to hear the accusations and evidence against him/her; he may present evidence or testify in his/her own behalf.

The authority receiving any such charge or complaint against a teacher shall immediately present same to this county prosecuting attorney having jurisdiction who shall immediately present the charge or complaint to a circuit judge in the judicial district where the action arose for disposition pursuant to this section.

- (2) Nothing in this section shall prohibit the issuance of an arrest warrant by a circuit court judge upon presentation of probable cause, without the holding of a probable cause hearing, if adequate evidence is presented to satisfy the court that there is a significant risk that the accused will flee the court's jurisdiction or that the accused poses a threat to the safety or well-being of the public.

This act shall take effect and be in force from and after July 1, 2001.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 97-37-7, MS Code of 1972

DATE: July

## **SOLICITATIONS – STAFF MEMBERS - GAI/GAIA**

### By Staff Members

Teachers will not sell, solicit for sale, or advertise for sale merchandise or services or organize students for such purposes without the written approval of the building principal and the office of the superintendent.

### Of Staff Members

No organization or individual may solicit funds from employees or may distribute flyers or other written or printed materials related to fund drives or conduct any solicitations through the schools without the prior approval of the superintendent.

The superintendent will see that staff members are not disturbed during the duty day by solicitors and in turn will encourage staff members to refrain from solicitations which involve the school system, other than for authorized purposes.

Solicitation for any cause or distribution of written or printed matter on school property during working hours other than established break or lunch periods may result in disciplinary action.

SOURCE: Claiborne County School District, Port Gibson , MS.

CROSS REF.: Policy JKB

DATE: July

## **GIFTS - GAJ**

The Board does not condone the receiving of substantial gifts in connection with school duties on the part of the staff members. This policy is not to prohibit the traditional small gift exchanges between students and teacher.

To promote the highest ethical standards for purchasing and handling of school funds, gifts are not to be accepted by any employee of the Claiborne County Public Schools. The integrity of the fiscal operation of Claiborne County Schools must be above reproach. To carry out this goal, employees must never be in a position which is open to criticism by the acceptance of a gift from a vendor or person.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July



## **PROFESSIONAL PERSONNEL RECORDS - GAK**

THIS POLICY COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT

Note: As used throughout this policy, the term "employee" refers to licensed personnel.

A file of personnel records shall be maintained in the superintendent's office for each licensed employee of this school district. A file shall be kept for all resigned or retired licensed employees, including such essential information as deemed appropriate by the superintendent (or designee) as specified by state and federal laws.

### **CONFIDENTIALITY**

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee the administration's right of access to information necessary to make judgments and the protection of employees against unnecessary invasion of privacy. Personnel information that is "public record" may be released to any person upon request.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher. Files containing medical information regarding an employee will be kept separate from other personnel files.

The superintendent shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical, or similar files, if the superintendent reasonably believes disclosure would invade the employee's privacy. The records will be disclosed unless written objection is received from the licensed employee within seven (7) business days from receipt by the employee.

### **TYPES OF INFORMATION**

It shall be the responsibility of each licensed employee to ensure that the school district receives record of any prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from service must be furnished to the school district. The licensed employee is responsible for ensuring that the information that will maintain the employee's personnel file on a complete and up-to-date basis is provided to the superintendent's office. The records shall contain the following:

- ◆ The correct name, current address, and home telephone number of the employee;
- ◆ An accurate record of the employee's work experience;
- ◆ Current data on education completed, including transcripts of academic work;
- ◆ Proof of requirements fulfilled in order to be eligible for salary;
- ◆ Current data on credentials;
- ◆ Any current data requested by the superintendent concerning the employee's health and/or medical examinations;
- ◆ Records of assignment;
- ◆ Evaluations of performance;
- ◆ Letters of commendation, reprimand, or omission of duty;
- ◆ Other materials mutually agreed upon between the principal and the teacher.

## USE OF PERSONNEL RECORDS

All the contents of the personnel file, with the exception of evaluations, comments, or recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected to the school district, shall be available for inspection by the employee concerned. The district reserved the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The superintendent shall promptly notify in writing a teacher against whom a complaint has been placed in that teacher's personnel file. The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

## PARENTAL NOTICE

If the school district receives Title I funds, the district shall provide parents with notice that they may request information about the professional qualifications of classroom teachers, as required by the No Child Left Behind Act. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade level and subject areas taught;
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area/s of the certification degree; and
4. Whether the child is provided services by para-professionals, and, if so, their qualifications.

If a parent requests the above-listed information, the school district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught for four or more weeks, the school district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

## Telephone Records

Each staff member of the School District must have on file with the building principal/immediate supervisor and the Superintendent of Schools his/her current home telephone number, an emergency telephone number, and current home address. Any change must be reported immediately.

School telephones are to be used for school business. Any long distance calls made from school telephones shall be charged to the caller's home telephone. Further, any long distance calls not certified as school business shall be paid for by the person responsible for the telephone call.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: Public Law 107-110 (No Child Left Behind Act of 2001)  
The Americans with Disabilities Act

CROSS REF.: Policies CN, CAN, GBD, and IFBA

DATE: July

## **STAFF RESPONSIBILITIES/CONDUCT/RIGHTS - GAM**

It is the policy of the Claiborne County School District to establish policies, rules and regulations governing employee conduct and activities.

The following is a list of actions which may lead to disciplinary action, including suspension with or without pay or termination of employment, for those employees found to have committed them; the list is not intended to include all types of activity which will lead to discipline, but is intended to be suggestive of those types of things which will result in disciplinary action being taken:

Theft of school property, the property of another school employee, or theft occurring during working hours.

Falsification of any school record or employment application.

Deliberate destruction of school property or the property of another school employee.

Negligent conduct or horseplay resulting in personal injury or property damage.

Fighting or causing physical harm to another employee during working hours or on school property.

Threatening or intimidating other school employees.

Possessing, using, selling, or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant during working hours or on school premises, or reporting for work under the influence of any of the above.

Gambling during work hours or on school property.

Possession or use of any firearm or other object that could reasonably be considered to be a dangerous weapon during working hours or on school property.

Unauthorized absence; absence for one day without authorization or proper reporting can result in termination, but unauthorized absence for three consecutive working days will result in automatic termination.

Insubordination, such as refusal to obey a supervisor's instructions or the use of threatening language to supervisors in connection with instructions.

Unauthorized use of school equipment.

Deliberate or excessive waste of school materials or abuse of school equipment.

Immoral conduct or indecency which is not acceptable in a school setting.

Encouraging or participating in any strike, work stoppage, slowdown, or similar activity.

Excessive tardiness or absenteeism.

Solicitation for any cause or distribution of written or printed matter on school property during working hours other than established break or lunch periods.

Sleeping during working hours.

Wasting time, loafing, or taking excessive breaks.

Use of profanity which is not suitable for school settings.

Failure to promptly report an accident or injury occurring on school property or during working hours.

Leaving assigned work station without permission.

Placing or receiving non-emergency personal phone calls during working hours.

Engaging in any unauthorized statement that might place the school corporation in violation of state, federal law, or school board policy.

Refusal to work assigned overtime.

Acts of incompetency, inefficiency, or inattention to duty.

Intentional failure or refusal to carry out reasonable instructions.

Physical or mental unfitness.

Acts of misconduct while on duty.

Discourteous treatment of the public or a fellow employee.

Engaging in prohibited political activity.

Willful violation of School Board policies, rules or regulations.

Criminal conviction for a felony or misdemeanor. A plea or verdict of guilty or a conviction following a plea of *nolo contendere* to a charge of a felony or a misdemeanor is deemed to be a conviction within the meaning of this offense.

Act or acts of conduct occurring on or off the job which are plainly related to job performance and are of such nature that to continue the employee in the assigned position could constitute negligence in regard to the School District's duties to the public or to other employees.

The continued conduct of an employee uncorrected after notice of deficiency which could result in the liability to the school district to others as a result of such conduct.

Any conduct found by the Superintendent to be inimical to the public interest or the continued efficient operation of the school district.

Staff Rights and Responsibilities:

The Board of Trustees recognizes the fact that in order for the Claiborne County School District to be successful all personnel must be granted rights and assigned certain responsibilities. The Board hereby adopts Staff Rights and Responsibilities as stated below.

Rights:

1. Right to a fair and impartial hearing if employee is being terminated
2. Right to an attorney at the hearing
3. Right to express employee's side of a controversy that affects employee

Responsibilities:

Licensed personnel are to:

1. Present a valid license to the local School Board prior to receiving first payment for the present school year
2. Adhere to all laws, regulations and policies applicable to school district
3. If instructing – teach the content and use the instructional materials prescribed
4. Record keeping – keep records which are directly related to the instructional program which shall contribute to the effectiveness of the instructional program in the district (Refer to policy Code CO)
5. Exercise supervision over students on property belonging to the public school while the students are under control of the public school
6. Furnish reports to the public school officials as may be required by the state or federal government and local school administration (Refer to policy code CO)
7. Conference with parents when necessary
8. Attend staff meetings and staff development activities to keep certification up-to-date

Classified personnel are to:

1. Perform duties in accordance with job description
2. Adhere to all policies of the district.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**DUTY TO REPORT SEXUAL INVOLVEMENT OF SCHOOL EMPLOYEE WITH STUDENT –  
GAMA**

It is the duty of the Claiborne County School District to prohibit inappropriate relationships between staff and students.

The administration, when it hears or becomes aware that a situation might exist between one of its employees and a student, must investigate. All rumors must be evaluated. If there is no evidence that any wrongdoing has occurred, then the investigation can be closed, but should be documented regarding what the investigation revealed. If the investigation leads to suspicious conduct, then the investigation must continue until the allegation is dismissed or there are sufficient facts to lend credibility to the charges.

If the investigation does not prove absolutely that sexual behavior has occurred, but that other inappropriate conduct did occur, such as personal e-mails, text messages, and telephone calls that are not school-related between a staff member and a student, such acts are not appropriate and are grounds for dismissal.

If there is a reasonable basis to believe that any type of sexual involvement has occurred between any staff and a student under the age of 18, the principal and/or the superintendent must report this conduct to the District Attorney (mandatory). The School Board must be informed.

If any person eighteen (18) years or older, who is employed by the Claiborne County Public School District, is accused of fondling or having any type of sexual involvement with a child under the age of eighteen (18) years who is enrolled in the Claiborne County School District, and the accusation is reported to the principal of the school the child attends, or the Superintendent of the Claiborne County School District, and there is a reasonable basis to believe such accusation is true, then the principal and superintendent shall timely notify the District Attorney within whose jurisdiction the Claiborne County School District is located of such accusation.

In summary, the administration must thoroughly investigate all accusations of misconduct in an expeditious manner. Documentation of the investigation is a must, regardless of the conclusion reached. Once evidence is found, the information must be turned over to the District Attorney and dismissal of the staff member should take place.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PROFESSIONAL DRESS - GAMC**

Personal appearance plays a great part in an employee's success in his/her professional position. Each faculty staff member should consider it his/her responsibility to be dressed in a manner appropriate to the profession and set a good example for the students by wearing clothing that is clean/appropriate for the types of duties assigned.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ATTENDANCE AND PUNCTUALITY - GAMH**

It is the policy of the school district to encourage habits of good attendance and punctuality on the part of its employees whether they are classified as licensed or non-licensed. Unauthorized absences or tardiness will not be tolerated and may result in disciplinary action.

1. Employees are expected to report to work whenever scheduled. They should notify their supervisor in advance whenever they are unable to report. If their supervisor is unavailable, employees should contact the assistant principal or principal's designee. A failure to notify the school, department or administrative unit of any anticipated absence or delay in reporting for work will result in loss of compensation during the absence and may be grounds for disciplinary procedures.
2. An employee must be at his/her work station at the starting hour and at the prescribed time after lunch break. Employees who for any reason will be delayed more than a few minutes in reporting for work are requested to call their supervisor promptly to explain the circumstances.
3. Employees who are delayed more than thirty (30) minutes in reporting for work and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day. Those employees permitted to report to work late will be paid only for the time they actually work.
4. Excessive absenteeism and chronic tardiness are patterns of behavior that are easily identified. It is equally important that these behavior patterns be documented, and this is also the supervisor's responsibility.
5. Employees whose duties do not require them to leave the building in which they work must obtain permission from their supervisor to leave their place of employment during working hours, except for scheduled lunch breaks.
6. Employees who are absent from work for three consecutive days without good cause and without giving notice to their supervisor shall be considered as having quit their position. Appropriate due process procedures would prevail on a case by case basis.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **USE OF CELL TELEPHONES BY EMPLOYEES - GAMI**

**PURPOSE** – The use of a personal cellular telephone or other personal communication device by staff to make or receive personal telephone calls or other communications during work hours has been determined to be a distraction to students and co-workers. This policy is meant to ensure that use of cellular telephones and other personal communication devices by staff members does not disrupt the operation of the schools within the district.

**USE OF CELLULAR TELEPHONE OR OTHER PERSONAL COMMUNICATION DEVICE WHILE AT WORK** – Unless otherwise authorized in writing by the Superintendent or his designated representative, the use of cellular telephones or other personal communication devices by employees of the Claiborne County School District, while the employee is in the performance of his or her duties, is prohibited. An employee is permitted to make cellular telephone calls or use other personal communication devices while on break or during a free period so long as there are no students present and the use of such device does not disrupt any other employee while performing his or her duties. An employee should not receive calls over the cellular telephone or other personal communication device during business hours. Emergency calls for the employee should be directed to the school office at the school where the employee is assigned or the Central Office.

**EXCEPTIONS TO POLICY** – This policy shall not apply to those employees designated by the Superintendent who may use cellular telephones or other personal communication devices in the course and scope of their employment with the Claiborne County School District.

**SCOPE OF POLICY** – In addition to telephone services, many cell phone or cellular providers offer additional functions and services, including text messaging and the ability to send and receive photographs. This policy is intended to cover all such services and any similar services whether available now or which may become available in the future.

**DISCIPLINE** – Violation of this policy shall subject an employee to the following disciplinary action:

- First violation – verbal warning;
- Second violation – written reprimand;
- Subsequent violations – suspension or termination.

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**DATE:** July

## **RETIREMENT - GAN**

As a condition of employment all employees shall become members of the retirement system (PERS) provided such persons are under the age of sixty (60) years at the time of their employment. MS Code §25-11-105 (a)

All employees shall be retired from public employment under such conditions and provisions established by the Public Employees Retirement System (PERS). MS Code Section 25-11-101 *et seq.*

Legal Ref.: Mississippi Code, as cited above

Nine (9) month employees in order to receive one (1) year of creditable service for nine months of teaching, whether they are paid on a 9, 10, or 12 month basis, must fulfill their contract and be paid for that year the amount stated in the contract. If a member is off and is not paid the full amount he/she will not receive credit for a full year of service but only a proportionate amount dependent upon how much time was missed.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and 25-11-109 Sub. Sec. 2

DATE: July

## LEAVES AND ABSENCES – ALL PERSONNEL - GARI

For the purpose of this policy addressing leaves and absences for all personnel, the following definitions shall apply:

1. **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. MS Code Section 37-7-307
2. **FULL-TIME PERSONNEL** means personnel employed in a position which requires 30 or more work hours per week. This includes licensed employees, teacher assistants, and all other non-licensed employees.

### SICK LEAVE ALLOWANCE

The Board chooses to enlarge the sick leave allowance under the provisions of Section 37-7-307(6)(d) by providing that "illness or physical disability of the employee" as it relates to the use of sick leave days shall be defined as:

1. Personal illness, pregnancy, and childbirth.
2. Quarantine of employee due to the illness of others.
3. Death and/or illness of the immediate family of the employee. The immediate family is limited to a parent, sibling, spouse, child, grandparent, in-law, stepparent and stepchild.

Each licensed employee, non-licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of ten (10) days for absences caused by illness or physical disability of the employee during that school year. In the event that employment does not commence at the beginning of the school year, sick leave shall be calculated at the rate of one day per month for each contractual month employed, except that nine-month (180) days employees earn ten (10) days. Ten-month (200) days employees earn ten (10) days. Eleven-month (220) days employees earn eleven (11) days. Twelve-month (240) days employees earn twelve (12) days.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee, teacher assistant, or non-licensed employee if the licensed employee, teacher assistant, or non-licensed employee remains employed in the Claiborne County School District. In the event any public school licensed employee, teacher assistant, or non-licensed employee transfers from one public school district in Mississippi to another, any unused portion of the total sick leave within allowance credited to such licensed employee, teacher assistant, or non-licensed employee shall be credited to such licensed employee, teacher assistant, or non-licensed employee 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.

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

Absent employees may be required to furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the employee or the employee's immediate family member, where the absence is for four (4) or more consecutive school days, or two (2) consecutive school days immediately preceding or following a non school day.

Employees may use any available accumulated leave for bereavement of an immediate family member. There shall be no prohibition in the use of bereavement days preceding or following non school days when written explanation is submitted by the employee and approved by the Superintendent.

## UNEXCUSED ABSENCES

For each unexcused absence, a licensed employee will have deducted from his/her salary an amount equivalent to his/her daily rate of earning. The daily rate of earning is the employee's contract salary amount divided by the total number of days that the employee contracted to work. The deduction will be made for each day that is unexcused and for absences that occur after an employee has used all of his/her allotted or earned sick leave and personal leave or vacation leave allowed. An unlicensed employee with an unexcused absence will be paid only for his/her hours worked.

## EXTENDED LEAVE

Requests for extended leave must be submitted in writing and approved by the Superintendent. For the first ten (10) days of extended leave absence of any employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such employee, there may be a deduction from the pay of such employee if extended leave is approved. For licensed employees a deduction in salary for each approved absence will be made at the established substitute amount of the licensed employee. For all other personnel, a deduction of \$15.00 per day will be made. Thereafter, the regular pay of such absent employee may be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year. As it relates to the granting of extended days, the definition of "illness or physical disability of the employee" means the personal illness or disability of the employee only. No other circumstances or family relations apply.

## PERSONAL LEAVE

Beginning with the 1983-1984 school year, all full-time employees at the beginning of each school year shall be credited with a personal leave allowance, with pay, for absences caused by personal reasons during that school year. 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 unless on such days an immediate family member of the employee is being deployed for military service. Personal leave may be used for professional purposes, including absences caused by attendance of such 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 employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the Superintendent, in his discretion, may allow an employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the employee. Any unused portion of the total personal leave allowance accumulated within authorized limits shall be carried over to the next school year and credited to such employee if the employee remains employed in the Claiborne County School District.

Personal leave shall be earned and accumulated as follows:

<u>Full-time Positions</u>	<u>Earn</u>	<u>Accumulate</u>
Licensed Personnel	Two Days Per Year	Five Days
Twelve-Month Positions	Two Days Per Year	Five Days
All Other Positions	One Day Per Year	Two Days

## PROFESSIONAL LEAVE/"E" DAYS

Beginning with the school year 1992-93, 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.

In addition to statutorily required meetings, personnel are encouraged to participate in conferences, workshops, and other activities which will further their professional development and enhance their ability to serve the District. Permission to attend educational meetings/workshops must be obtained by submitting a travel request form to the principal five (5) days in advance of the desired leave days. Upon approving the request, the principal will sign it and forward it to the superintendent's office for approval or disapproval. Absences for attending professional meetings and educational workshops will be coded as "E" days.

#### VACATION LEAVE

All personnel employed in twelve-month positions shall earn vacation at the rate of one day per month. Such leave shall be credited to the employee's accumulated leave record monthly. This leave shall be earned and credited beginning with the effective date of employment.

Supervisor's approval is required before any vacation leave is used. The use of vacation leave shall be limited to fifteen (15) days per fiscal year unless specifically authorized in writing by the Superintendent.

Principals, assistant principals, and classroom personnel who earn vacation may take vacation leave only when school is not in session.

Any unused portion of an employee's total accumulated vacation leave up to fifteen (15) days shall be carried over to the next school year and credited to such employee's leave record. Unused days not carried forward in excess of fifteen (15) days shall be converted to sick leave in accordance without the limitations specified in section 37-7-307(9).

#### RETIREMENT/UNUSED LEAVE

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the Claiborne County School District. 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 non-licensed 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 non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.(MS CODE Section 37-7-307, amended, 2004)

#### CONVERSION OF UNUSED VACATION LEAVE AND/OR PERSONAL LEAVE TO SICK LEAVE

Vacation leave granted to either licensed or non-licensed 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 not to exceed the conversion of ten (10) days of personal or vacation leave days to sick days per year. In the case of unused vacation or personal leave accumulated by non-licensed employees, no more than ten (10) days of unused personal or vacation leave may be converted to sick leave per year. Any personal or vacation leave previously converted to sick leave under its lawfully adopted policy before the effective date of Senate Bill No. 2297, 2004 Regular Session, is recognized as accrued leave by the Claiborne County School District and available for use by the employee. The leave converted under a lawfully adopted policy 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. (MS CODE Section 37-7-307, amended, 2004)

## USE OF LEAVE DAYS

For the purpose of this policy, the use of leave shall be limited to the following increments:

Sick leave, personal leave, and vacation leave shall be taken only in half-day (1/2) or whole day (1) increments. For non-licensed employees properly authorized leave is eligible to be used on a day or half-day basis provided the length of absence is at least equal to or greater than the amount of leave submitted. If a non-licensed employee works any portion of a day, that employee shall be paid for his/her actual hours worked that day plus any eligible leave authorized and claimed. For example: An eight-hour-a-day employee works two hours and leaves. That employee is not eligible to claim a whole day's leave of eight (8) hours. However, he or she may claim one-half day of leave (4 hours) and be paid for two (2) hours work that day for a total of six (6) hours.

## SUMMER SCHOOL ATTENDANCE

Many employees choose to further their education by attending summer school sessions at colleges and universities.

An employee who has a need to leave the Claiborne County School District early or to return late because of summer school should make a written request to the superintendent. The superintendent will consider each request and will either approve or disapprove.

If the request is approved, employees will have an amount equivalent to a certified substitute teacher's pay deducted from their salary for each day late because of summer school attendance.

## LEAVE FOR JURY DUTY, "F" DAYS

Personnel who receive a summons to serve on jury duty will submit official documentation verifying the days missed due to jury duty. Absences for jury duty will be recorded as excused absences.

## SERVING AS A COURT WITNESS

Should an employee be subpoenaed as a witness in court, the absence(s) will be excused. No reduction in pay will occur. The above absence will not be excused if an employee is subpoenaed or voluntarily attends any court action to which he/she is a party.

## MILITARY LEAVE

In accordance with the state law, personnel who are members of any of the reserve components of the armed forces of the United States are entitled to leave of absence from their respective duties to participate in training at encampments, field exercises, maneuvers, or other exercises. Such leave is without loss of pay, time, annual leave, or efficiency rating and will be for periods not to exceed fifteen (15) days.

For such periods of time in excess of fifteen (15) days military personnel are entitled to leave of absence from their respective duties without loss of time, annual leave, or efficiency rating until relieved from duty, and shall, when relieved from such duty, be restored to the position held by them when ordered to duty, or a position of like seniority, status and pay, provided that such person:

1. when discharged or released from the armed forces shall have received a certificate of satisfactory completion of service,
2. shall be still qualified to perform the duties of such position,
3. shall make application for re-employment within ninety (90) days after such person is relieved from such training and service or released from hospitalization for a period of not more than one (1) year for causes attributable to such services. Personnel restored to a position under the above provisions shall not be discharged from such position without cause within one (1) year after restoration.

LEGAL REF.: MS Code 33-1-21, 1974

#### MATERNITY LEAVE

An employee who becomes pregnant may continue to work as long as health permits, provided the duties of her job are being performed satisfactorily and also provided her physician deems her able.

An employee desiring maternity leave must submit a written request to the superintendent at least thirty (30) days prior to the date she wishes her leave to begin. The request must also contain the dates the leave desired is to begin and end.

Employees who wish to return to work before the leave is up or who wish to extend the leave beyond the original date will so request in writing to the superintendent. Such requests will be granted when it is in the best interest of the school district.

During maternity leave an employee may use any or all of her accumulated or earned sick leave. If she chooses not to use her accumulated sick leave or if the sick leave expires during the maternity leave, she will be able to continue all insurance benefits at her own expense.

Upon returning, all benefits to which the employee was entitled at the time her leave began will be restored. Such benefits include seniority, accumulated sick leave not applied toward the maternity leave, and other leave entitlements. The employee will be returned to the same basic salary or to a position comparable to the one held before the maternity leave began.

This same leave is to be made available to employees adopting a child. All regulations and guidelines of the maternity leave apply to leave granted for cases of adoption.

Resignation of an employee for maternity reasons will in no way restrict her eligibility for consideration for future employment.

Teachers whose positions are terminated while on maternity leave are protected by the policy concerning Professional Personnel, Lay-off, Descriptor Code GBKA.

## FALSE STATEMENTS AND/OR FAILURE TO PROVIDE CERTIFICATION OF ABSENCE

For false statements regarding an absence or for failure to provide any required certification of an absence, any of the following penalties may be imposed:

1. A payroll deduction of one day's pay for each day's absence.
2. A payroll deduction for the full cost, including fringe benefits, of any substitute hired as a result of the absence.
3. A deduction in leave days from the employee's accumulated leave equal to two (2) times the number of days absent. If leave is not currently available, it may be deducted from future leave.
4. Termination.

## NON-EMERGENCY TREATMENT

If an employee is absent because of optional dental or medical treatment or surgery which could, without medical risk, have been furnished, provided, or performed at a time when school was not in session, that employee may be required to forfeit accumulated or future sick leave equivalent to the number of days the employee can earn per contractual year.

## DONATED LEAVE

- I. For the purpose of this subsection, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:
  - A. "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 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.
  - B. "Immediate family" means spouse, parent, stepparent, sibling, child stepchild, in-law, and grandparent.
  - C. Pregnancy is not considered to be a catastrophic injury or illness. However, requests for donated leave for absences due to complications of pregnancy as verified by medical records will be considered on a case by case basis.
- II. 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 or another 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:
  - A. 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/her designee of his or her designation.



- B. 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.
- C. An employee must have exhausted all of his or her accumulated personal 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.
- D. Before an employee may receive donated leave, he or she must provide the school district superintendent or his/her designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- E. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole day 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.
- F. Donated leave shall not be used in lieu of disability retirement.

SOURCES: Laws, 1998, ch. 580, 1, effective from and after passage (approved April 17, 1998).

#### I. FAMILY AND MEDICAL LEAVE - GENERAL REQUIREMENTS

- A. The Family and Medical Leave Act of 1993 (FMLA) which took effect on August 5, 1993, required employers with at least 50 employees to provide up to twelve (12) weeks of unpaid leave to an employee in the event of the following:
  - 1. Birth, adoption or foster care placement where the employee is the parent, only within twelve (12) months of the birth or placement of adoption or foster care. Foster care must be formal; state action is required.
- B. Definitions
  - 1. "Eligible employee" -- Any employee of the Claiborne County School District who has been employed for at least twelve (12) months prior to the commencement of the leave (not necessarily twelve consecutive months) and has worked at least 1,250 hours during the twelve (12) month period prior to the leave. Based on this, the following groups of employees of the Claiborne County School District are not eligible for FMLA: (a) bus drivers who are not employed in another position within the second district, (b) bus monitors, and (c) cafeteria workers who work less than seven (7) hours per day. Other hourly paid workers may have to be figured on a case by case basis.
  - 2. "Spouse" - Eligible employee's legal spouse. Does not include "common-law" spouses.

3. “Child” – A biological, adopted or foster child, a step-child, legal ward, or a child of a person standing in place of the parent. The child must be under the age of 18 or incapable of self-care because of mental disability. Includes any child for whom the employee is acting as parent.
4. “Parent” – The eligible employee’s biological parent or someone who stood in place of the parent to the employee. “Parent” does not refer to the parent of the employee’s spouse.
5. “Serious health condition” – Those that involve inpatient care or the continuous treatment or supervision of a health care provider. Examples include, but are not limited to: heart attacks and conditions requiring surgery (ex.: bypass or valve operations), most cancers, back conditions requiring extensive therapy or surgery, strokes, severe nervous disorders, severe respiratory conditions, pregnancy, severe morning sickness, prenatal care, childbirth, recovery from childbirth, appendicitis, pneumonia, emphysema, severe arthritis, injuries caused by serious accidents. Health conditions not considered serious: short term illness, voluntary or cosmetic treatments (ex: orthodontia, acne treatments), routine physical examinations.
6. “Inpatient care” – At least one (1) day’s stay in a hospital.
7. “Continuing treatment” – Includes the following: (a) two or more visits to a health care provider; (b) two or more treatments by a health care practitioner on referral from or under direction of a health care provider; (c) a single visit to a health care provider that results in continuing treatment under supervision of a health care provider.
8. “Intermittent Leave” means leave taken in whole day periods but less than a whole workweek.

#### C. Leave Requirements

1. An eligible employee is entitled to twelve (12) unpaid work weeks of leave during any twelve (12) month period beginning July 1 and ending June 30. Eligible employees are prohibited from “stacking” FMLA leave to increase the coverage period beyond twelve (12) weeks.
2. Eligible employees of the Claiborne County School District shall use any accrued sick leave (including family illness days), extended sick leave, personal leave or vacation for FMLA events before using the unpaid leave provided by FMLA. Any paid leave provided counts toward the twelve (12) week total required by FMLA. Events covered under the leave policies of the Claiborne County School District, e.g., death in the family, that are not covered by FMLA will not be counted against the eligible employee’s twelve (12) weeks of accrued paid leave.
3. Employees with conditions that do not involve inpatient care or the continuous treatment or supervision of a health care provider, as defined in B6 and B7 of this policy, must be absent at least three (3) consecutive workdays before the event is eligible for FMLA coverage.
4. Eligible spouses employed by the Claiborne County School District are jointly entitled to a combined total of twelve (12) workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent “in-law”) who has a serious health condition. The husband and wife may divide the twelve (12) workweeks leave in any way they may agree to.

5. Intermittent or reduced leave considerations; (a) intermittent or reduced leave for family leave under FMLA must be approved in advance by the superintendent or his/her designee; (b) eligible employees may take medical leave intermittently or on a reduced leave basis when medically necessary; (c) if the eligible employee requests intermittent or reduced leave, the Claiborne County School District may transfer the employee to an alternative position not required to be "equivalent"; (d) if an instructional employee asks for intermittent or reduced schedule leave, and the leave is based on planned medical treatment that would last longer than 20% of the total working days during the leave period, the district may require the employee to either (1) take leave for specified periods up to the duration of the treatment, or (2) transfer temporarily to another position that better accommodates the leave, with no loss in pay or benefits.
6. Eligible employees are required to provide the superintendent written notice thirty (30) days in advance of the date on which leave is to begin for events that are foreseeable (the birth of a child, adoption, or a planned program of medical treatment). If the employee is unable to provide thirty (30) days written notice, he/she must provide such written notice as soon as possible and practical.
7. If the leave is unforeseeable and the thirty (30) day notice is not possible, the employee shall notify the superintendent within one or two business days of learning of the need for leave.
8. Teachers or others who directly provide instructional services are required to extend the leave to the end of the term if the request is for leave of: (a) three (3) weeks or more and the employee would return during the last three (3) weeks of the term; (b) more than two (2) weeks and the employee would return during the last two (2) weeks of the term; or (c) more than five (5) work days and the leave begins less than three (3) weeks before the end of the term. However, if the leave is based on the employee's own serious health condition, circumstances (b) and (c) above do not apply.
9. FMLA and the Claiborne County School District impose an obligation on eligible employees in any case in which leave for a serious health condition "is foreseeable based on planned medical treatment," to make a reasonable effort to schedule the treatment so as not to disrupt the operation of the classroom, instructional program, or other operations of the Claiborne County School District.
10. The Claiborne County School district limits leave increments to one-half (1/2) day, as this is the shortest period of time used by the payroll system to account for absences or use of leave.

## II. REQUIRED CERTIFICATION

- A. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a spouse, child, or parent. Medical certification to support a leave request is not required if leave is for the birth or placement of a child. 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.

B. The certification is to include the following:

1. The date on which the serious health condition commenced.
  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 the function of his/her position.
  5. For intermittent leave, the date of planned care and expected duration.
  6. Signature of the employee and the health care provider.  
This certification must be provided on forms provided by the Claiborne County School District.
- C. The school district may require that a second opinion be obtained at the school district's own expense. The district can select the health care provider provided that the provider selected is not employed on a regular basis by the Claiborne County School District. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.
- D. The school district may require subsequent written re-certification at "reasonable" intervals, but not more frequently than every thirty (30) days unless: (1) employee requests extension; (2) circumstances have changed (nature/duration of illness); (3) school district receives information casting doubt on validity of original certification; or (4) if employee fails to return to work because of serious health condition and need not repay any employer's premium contributions paid during leave. Recertification must be provided on forms provided by the Claiborne County School District.
- E. Records relating to medical certifications, re-certifications or medical histories of employees or family members shall be maintained in separate files/records and are to be treated as confidential, except as follows: (1) managers/supervisors may be informed about work restrictions and necessary accommodations; (2) first-aid/safety personnel may be informed if emergency treatment is required; (3) government officials checking for FMLA compliance shall be provided information upon request.

### III. EMPLOYMENT AND BENEFIT PROTECTION

- A. Any employee who takes FMLA leave must be restored to the same position he/she held prior to the leave or a position with "equivalent employment benefits, pay, and other terms and conditions of employment."
- B. Leave may not result in the loss of seniority or any employee benefit accrued prior to the leave.  
This includes: (1) life insurance; (2) health insurance; (3) disability insurance; (4) sick leave; (5) retirement, etc. Benefit entitlements based upon length of service must be calculated as of the last paid work day prior to the start of the unpaid leave of absence.

- C. Highly compensated employees (salaried and among top 10% at work site) may be denied restoration required in paragraph A, if: (1) denial is necessary to “prevent substantial and grievous harm to the Claiborne County School District, its classrooms and instructional programs”; (2) the district notifies the employee of the intent to deny restoration at the time when the determination of harm is made; (3) the employee chooses not to return to employment after receiving such a notice from the district.
- D. Employees can be denied restoration for the following reasons: (1) if the employee would have lost his/her job had he/she not been on leave (i.e., layoff); (2) if employee fraudulently obtains FMLA leave; (3) if the employee works elsewhere during FMLA leave; (4) an employee who is not restored shall be considered to be on leave for the duration of his/her leave period.
- E. While on unpaid FMLA leave, the employee is entitled to continue employer - provided health insurance on the same basis as is an active employee. The coverage shall be “at the same level and under the conditions” that would have applied to the employee if he/she had remained in active employment.
  - 1. In situations where the employee is responsible for premium for dependent coverage, the premium shall be paid no later than what would have been the employee’s regular payday.
  - 2. If employee fails to make a premium payment for dependent coverage as agreed, the district’s obligation to maintain health insurance ends when payment is more than thirty (30) days late.
  - 3. If employee’s dependent coverage is canceled, it shall be reinstated upon employee’s payment of premiums as if there had been no break in coverage. Dependents will not have to wait until the next open enrollment period to reinstate coverage.
- F. FMLA leave is not a qualifying event for COBRA. COBRA event begins at end of leave or when district is made aware of employee’s intention not to return from leave.

#### IV. OTHER PROVISIONS

##### A. Docking for partial day leave

- 1. Any unpaid leave granted in compliance with the FMLA has no effect on the exempt status of employees for purposes of federal wage and hour laws. Therefore, the district may dock an exempt employee’s pay for a partial day absence, where the absence is due to leave under FMLA, without rendering the employee eligible for overtime pay.

B. Records, reports, and notice posting

1. Records concerning compliance with the FMLA shall be kept in accordance with the Fair Labor Standards Act, which requires preserving records for three years. In addition to basic payroll data, Claiborne County School District's records shall: (a) specifically designate the dates on which FMLA leave is taken; (b) show the number of hours of leave where any leave is taken in increments of less than one day (c) include copies of notices from and to employees; (d) describe employee benefits and Claiborne County School District practices regarding paid and unpaid leave; (e) state premiums paid by employees for continuing benefits; (f) include descriptions of any disputes as to designation of FMLA leave; and (g) keep medical certification in separate confidential files, although necessary disclosures can be made to supervisors concerning work accommodations, to first aid and safety personnel, and to government officials.
2. Reports and records will be submitted to the Labor Department only upon request by that agency.
3. A Labor Department notice concerning the FMLA shall be posted at all applicable sites of the Claiborne County School District.

V. PROHIBITED ACTS

- A. It is unlawful for the Claiborne County School District to interfere with, restrain, or deny the exercise of any right provided by this policy. It is also unlawful for the Claiborne County School district to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding under or relating to FMLA.

VI. EMPLOYEE NOTIFICATION

- A. Distribution of this policy will be deemed as adequately informing covered Claiborne County School District employees of their rights and responsibilities under FMLA and this policy, including giving information when an employee gives notice of FMLA leave on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

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.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **WORKERS' COMPENSATION - GARIL**

It is the policy of the Claiborne County School District to provide Workers' Compensation benefits to its employees under the provisions of the Mississippi Workers' Compensation Law. Any employee who receives an injury while on the job, no matter how slight, must promptly report the accident to the Workers' Compensation Coordinator in the Business Office of the School Administration Building. When reporting the accident, the employee should be prepared to give complete information regarding the accident including the names and addresses of any witnesses. As soon as the report of the accident is received, the Workers' Compensation Coordinator will notify the Claiborne County School District's Workers' Compensation insurance carrier. Hospital bills, doctor bills, drug bills, etc., are covered by Workers' Compensation. Any employee who is denied Workers' Compensation benefits may challenge the denial of benefits by filing a petition to controvert with the Mississippi Workers' Compensation Commission.

The Workers' Compensation coordinator will complete the EMPLOYER'S FIRST REPORT OF INJURY form, MWCC Form B-3, and submit it to the Mississippi Workers' Compensation Commission within ten (10) days from the date of the accident.

In the event the injury requires the employee to be off work, the Claiborne County School district will pay the employee his/her regular salary for up to ten (10) working days after the date of the accident. Any Workers' Compensation benefits received by the employee during this time will be reimbursed to the Claiborne County School District. In the event the injury is deemed not to be compensable by Workers' Compensation, the employee must either charge the days missed to sick leave or personal leave, or reimburse the District.

An employee injured on the job who is off work for more than ten (10) working days may elect to use sick leave or personal leave to the extent that such leave is available, in addition to receiving Workers' Compensation benefits. Workers' Compensation benefits to an employee who is temporarily totally disabled are the equivalent of  $66\frac{2}{3}$  percent of the employee's average weekly wage up to the statutory maximum. The employee will not be required to reimburse the school district for any Workers' Compensation benefits paid for disability beyond the first ten (10) working days.

Under the provisions of the Mississippi Workers' Compensation Law, no compensation, except medical benefits, will be allowed for the first five (5) days of the disability. In the event the injury results in disability for fourteen (14) days or more, compensation shall be allowed from the date of disability.

An employee who is injured on the job and treated by a physician will not be allowed to return to work without written authorization of the physician. This authorization should be delivered to the employee's immediate supervisor who will note thereon the date the employee returned to work and then forward it to the business office.

In the event the employee returns to work with the permission of a physician and then develops problems that require the employee to leave work, the employee's immediate supervisor shall notify the Workers' Compensation coordinator in the business office as soon thereafter as possible.

The injured employee is responsible for notifying the Workers' Compensation Coordinator of his or her status after each visit to the doctor.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies EGAA

DATE: July



## **COMMUNICABLE DISEASES – EMPLOYEES - GAT**

### Section I:

An employee with a communicable disease should remain at home until the disease is no longer a threat to others. Cases of communicable diseases which might pose a threat to the health of the school or community should be reported to the principal's office. When concerned with a unique individual case, the welfare of all students and employees should be the prime consideration. Each individual case shall be resolved in consultation with the Mississippi State Department of Health.

### Section II:

Decisions regarding a person infected with HIV, hepatitis B, or other blood borne diseases shall be made on an individual basis with regard to the behavior, physical condition of the employee and the expected type of interaction with others in that setting. These decisions shall be made using the team approach including the employee's physician, public health personnel, and personnel associated with the educational setting and/or workplace. In each case, risks and benefits to both the infected employee and to others in the setting shall be weighed. As conditions change, cases may be reevaluated. (Ref.: Section 37-7-301, Mississippi Code of 1972)

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**OUTSIDE EMPLOYMENT – TUTORING – ALL EMPLOYEES - GAU/GBRG**

Outside employment that would interfere with proper discharge of professional responsibility or that is not in keeping with the dignity of the profession is discouraged.

Teachers who tutor private students after school hours shall secure approval of the Superintendent of Schools. Tutoring shall at no time interfere with school meetings or take time from planning periods. Teachers are not permitted to tutor privately for pay those students who are in their own charge as employees of this district.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy GBRGB

DATE: July

## **CONTROLLED SUBSTANCES – DRUGS AND ALCOHOL – DRUG FREE WORKPLACE - GAX/JCD**

The following is Claiborne County School District's Drug and Alcohol Testing Policy enacted pursuant to the MS Drug and Alcohol testing law, MS Code Annotated Sections 71-7-1 et seq. Supp. (1994). This policy is effective July 1, 2003. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random and/or reasonable suspicion testing of all personnel and random testing of all bus drivers, and pre-employment testing of all prospective employees. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows.

- A. to maintain a safe, healthy working environment for all employees;
- B. to maintain the highest quality educational program for our students by insuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol;
- C. to reduce the number of accidental injuries to person or property; and
- D. to reduce absenteeism and tardiness and improve the quality of educational services.

### **SUBSTANCE ABUSE**

The following are rules representing the district's policy concerning substance abuse.

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The sale, possession, transfer, or purchase of illegal drugs on district property or while performing district business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
3. The use, sale, or possession of an illegal or non-prescription drug or controlled substance while on duty is cause for immediate termination.
4. No alcoholic beverage will be brought or consumed on district premises.
5. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
6. Any employee whose off-duty use of alcohol, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

## DRUG AND ALCOHOL TESTING

1. Effective July 1, 2013, the Claiborne County School District will begin conducting pre-employment testing, reasonable suspicion testing of all personnel and random testing of bus drivers.
2. An employee will be allowed to provide notice to the Claiborne County School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of bus drivers will be implemented using a neutral selection basis. Claiborne County School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4. Reasonable suspicion is defined under this policy as the belief by Claiborne County School District that an employee is using or has used drugs or alcohol in violation of Claiborne County School District's policy.
  - a. Reasonable suspicion may be based upon, among other things:
    - i. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
    - ii. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
    - iii. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
    - iv. Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;
    - v. Information that an employee has caused or contributed to an accident while at work; and
    - vi. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
  - b. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Claiborne County School District 's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Claiborne County School District 's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.
5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.

6. The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.
7. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.
8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.
9. If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Claiborne County School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

A copy of this policy, and state law regarding drug testing can be obtained from the district office.

**PRE-EMPLOYMENT**

**DRUG TEST CONSENT AND INFORMATION**

**RELEASE FORM**

I understand that one of the components of the Claiborne County School District's Substance Abuse Program is testing for drugs and alcohol as a condition of employment. I further understand that failure to consent to drug and alcohol testing will be considered a withdrawal of my application for employment.

I authorize the testing laboratory to release the results of drug and alcohol tests only to Claiborne County School District's Superintendent and the Drug Program Administrator. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law.

The following are the legal nonprescription drugs, and the drugs for which I have a prescription, that I take routinely or have taken within the last ten (10) days.

NAME OF DRUG

FREQUENCY OR LAST TIME TAKEN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DRUG TEST CONSENT AND INFORMATION**

**RELEASE FORM**

I understand that one of the components of the Claiborne County School District's Substance Abuse Program is reasonable suspicion testing for drugs and alcohol. I understand that I must submit to reasonable suspicion testing as a condition of continued employment. I further understand that failure to consent to reasonable suspicion drug and alcohol testing may subject me to disciplinary measures up to and including termination of my employment.

I authorize the testing laboratory to release the results of drug and alcohol tests only to the district Superintendent and the Drug Program Administrator. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law.

The following are the legal nonprescription drugs, and the drugs for which I have a prescription, that I take routinely or have taken within the last ten (10) days.

NAME OF DRUG

FREQUENCY OF LAST TIME TAKEN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NOTICE**

YOU ARE HEREBY ADVISED THAT CONTINUING JULY 1, 2013, THE CLAIBORNE COUNTY SCHOOL DISTRICT WILL BEGIN PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING OF ALL APPLICANTS, REASONABLE SUSPICION DRUG AND ALCOHOL TESTING OF ALL EMPLOYEES AND RANDOM DRUG AND ALCOHOL TESTING OF BUS DRIVERS. THE TESTING WILL BE CONDUCTED PURSUANT TO THE MISSISSIPPI DRUG AND ALCOHOL TESTING LAW, MISSISSIPPI CODE ANNOTATED SECTIONS 71-7-1 ET SEQ. SUPP. (1994). COPIES OF THE SCHOOL DISTRICT'S POLICY AND THE MISSISSIPPI LAW ARE AVAILABLE FOR YOUR REVIEW IN THE DISTRICT OFFICE.

DATE POSTED: \_\_\_\_\_



**CLAIBORNE COUNTY SCHOOL DISTRICT**

**DRUG AND ALCOHOL TESTING POLICY**

**CONSENT AND RECEIPT OF INFORMATION FORM**

I understand that it is the Claiborne County School District's policy to prohibit the use, possession, transportation, or sale of illegal or non-prescription drugs, and alcoholic beverages on the premises of the district. I understand that it is a violation of the district's policy to be under the influence of drugs and alcohol while on its premises.

My signature below constitutes my consent to provide a sample of my blood, breath, urine or other related sample for alcohol and drug testing analysis administered in accordance with Mississippi Code Annotated Sections 71-7-1 et seq. Supp. (1994)

I understand that failure to cooperate with any testing procedure may result in discipline up to and including discharge.

I confirm that I have reviewed, or been given the opportunity to review Claiborne County School District's Drug and Alcohol Testing Policy.

EMPLOYEE NAME:

SOCIAL SECURITY NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

**DRUG AND ALCOHOL TESTING INDEMNITY AGREEMENT**

In consideration of sums paid or to be paid by the \_\_\_\_\_ School District ("the district"), the undersigned hereby covenants and agrees to indemnify, defend, and hold harmless the district against any and all liability, loss, injury, damages, costs or expense which the district may hereafter incur, suffer, or be required to pay by reason of lawsuit, arbitration, or other legal process, insurance claim or other claim against the district arising out of improper, unlawful, negligent mistaken or inaccurate alcohol and/or drug testing services performed by the undersigned for the district.

The undersigned hereby confirms that it is "certified" in accordance with the Mississippi Department of Health Regulations and that the undersigned complies with the state law regarding drug and alcohol testing. The undersigned agrees to notify the district immediately if its Certification by the Department of Health is revoked or suspended.

\_\_\_\_\_  
*(Name of Testing Laboratory)*

\_\_\_\_\_  
*(Signature of Authorized Representative)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

**(NOTE: This should be part of contract with certified laboratory)**

## **SMOKING AND OTHER USES OF TOBACCO (STAFF) - GAXA**

No person shall use any tobacco product on any educational property as defined in Section 2 of this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-five Dollars (\$75.00); and (c) for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed. Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any educational property within the State of Mississippi. Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute. It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy EBAB; Ms. Code Sec. 97-32-29

DATE: July

**POSSESSION OF WEAPONS ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES – ALL  
EMPLOYEES - GAZ**

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

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

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JCDAB

DATE: July

## **PROFESSIONAL PERSONNEL - GB**

Note: All personnel policies and regulations in section GB pertain to licensed personnel who are required to hold certification by the State of Mississippi. Policies pertaining to certificated administrators only are coded in subcategories of the CG series, support personnel in the GC series, and para-professional personnel in the GD series.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## COMPENSATION GUIDES/CONTRACTS – LICENSED PERSONNEL - GBA

### DEFINITION: YEAR OF TEACHING EXPERIENCE

The term "year of teaching experience" shall mean nine (9) months of actual teaching in the public or private schools of this or some other state. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefor. The State Board of Education shall fix a number of days, not to exceed forty-five (45) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term.

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

If a full-time school administrator returns to actual teaching in the public schools, the term "year of teaching experience" shall include the period of time he or she served as a school administrator. §37-19-1 (k) (2000)

In determining the salaries of teachers who have experience in any branch of the military, the term "year of teaching experience" shall include each complete year of actual classroom instruction while serving in the military. §37-151-5 (m) (1997)

### LEVEL OF PAY

No school district shall pay any teacher less than the state minimum salary. A school district may adopt or continue a program or plan whereby teachers are paid varying salaries according to the teaching ability, classroom performance and other similar standards. §37-151-87 (1997)

The minimum base pay for all classroom teachers may be increased by the district from any funds available to it; and those districts which have not prior to July 1, 1978, so increased said base pay, shall increase the minimum pay for classroom teachers as fixed by this chapter and as authorized by any of the provisions of or standards set forth in this chapter. §37-151-87 (1997)

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

## CONTRACT REQUIRED

The superintendent shall enter into a contract with each licensed employee and person anticipating graduation from an approved teacher education program or the issuance of a proper license before October 15 or February 15, as the case may be, who is elected and approved for employment by the School Board. Such contracts shall be in such form as shall be prescribed by the State Board of Education and shall be executed in a duplicate with one (1) copy to be retained by the appropriate superintendent and one (1) copy to be retained by the licensed employee or person recommended for a licensed position contracted with. The contract shall show the name of the district, the length of the school term, the position held, the scholastic years which it covers, the total amount of the annual salary and how same is payable. The amount of salary to be shown in such contract shall be in the amount which shall have been fixed and determined by the School Board but as to licensed employees paid in whole or in part with minimum education program funds, such salary shall not be less than that required under the provisions of Chapter 19 of this title.

The contract entered into with any person recommended for a licensed position who is anticipating either graduation from an approved teacher education program before September 1 or December 31, as the case may be, or the issuance of a proper license before October 15 or February 15, as the case may be, shall be a conditional contract and shall include a provision stating that the contract will be null and void, if as specified in the contract, the contingency upon which the contract is conditioned has not occurred. If any licensed employee or 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 this 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 (1998)

## LENGTH OF CONTRACT

This School Board has the power and authority, in its discretion to employ licensed employees for not exceeding three (3) scholastic years. In such case, contracts shall be entered into with such licensed employees for the number of years for which they have been employed. All such contracts with licensed employees shall for the years after the first year thereof be subject to the contingency that the licensed employee may be released if, during the life of the contract, the average daily attendance shall decrease from that existing during the previous year and thus necessitate a reduction in the number of licensed employees during any year after the first year of the contract. However, in all such cases the licensed employee must be released before July 1 or at least thirty (30) days prior to the beginning of the school term, whichever date should occur earlier.

The salary to be paid for the years after the first year of such contract shall be subject to revision, either upward or downward, in the event of an increase or decrease in the funds available for payment thereof, but, unless such salary is revised prior to the beginning of a school year, it shall remain for such school year at the amount fixed in such contract. However, where school district funds, other than minimum education program funds, are available during the school year the salary to be paid for such year may be increased to the extent that such additional funds are available and nothing herein shall be construed to prohibit same. §37-9-25 (1997)

## OTHER CONSIDERATIONS

In employing and contracting with licensed employees, this School Board shall in all cases determine whether the amount of salary to be paid such licensed employee is in compliance with the provisions of Chapter 19 of this title. No contract shall be entered into where the salary of a licensed employee is to be paid in whole or in part from minimum education program funds except where the requirements of said chapter as to the amount of such salary are fully met. Nothing herein shall be construed, however, to prohibit this school district from increasing the salaries of licensed employees above the amounts fixed by said chapter, provided that the amount of such increase is paid from funds available to this district other than minimum program funds. §37-9-33 (1997)

## FIXING OF SALARY

The amount of the salary to be paid any licensed employee shall be fixed by this School Board, provided that the requirements of Chapter 19 of this title are met as to licensed employees paid in whole or in part from minimum education program funds. In employing such licensed employees and in fixing their salaries this School Board shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee. §37-9-37 (1997)

## SALARY PAY SCHEDULE

Salary or wages paid to any employee of any school shall be paid on a basis as determined by the local school board of each school district, except for December, when salaries or wages shall be paid by the last working day. Salaries or wages shall be paid at a minimum on a monthly basis. Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this section shall be construed to entitle any employee to payment of salary or wages when no work has been performed. §37-9-39 (2003)

## PAY CERTIFICATES

The salaries of licensed employees shall be paid by pay certificates issued by the school district superintendent or the administrative superintendent. Such pay certificates may be issued without additional authorization of this School Board where the amount of salary has been fixed and a contract entered into as is provided in this chapter. All pay certificates shall be preserved by him as a part of the official records of his office for the same time and in the same manner as other records are preserved. Except as is herein provided, the said warrants shall be governed in all respects by the same laws regulating the issuance of other warrants for other purposes. 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. §37-9-41 (1997)

## EXECUTION OF WRITTEN CONTRACT

It shall be unlawful for any licensed employee to be paid for any services as such until a written contract has been executed as is provided and required by this chapter. If any superintendent shall make any such payment prior to the execution of the contract he shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, shall willfully and without just cause breach his contract and abandon his employment he shall not be entitled to any further salary payments either for services rendered prior to such breach or for services which were thereafter to have been rendered. Nothing in this section, however, shall prevent the employment and payment of substitute teachers without a written contract. §37-9-43 (1997)

## SALARY DEDUCTIONS

It shall be unlawful for the Superintendent of Schools or administrative superintendent to deduct or permit to be deducted from the salary of any licensed employee any dues, fines or penalties payable or alleged to be payable because of the membership of such licensed employee in any organization or association. However, dues or premiums in health associations or corporations and tax sheltered annuity deductions authorized by the United States Internal Revenue Code may be deducted upon written authorization from the licensed employee involved. Any Superintendent of Schools or administrative superintendent who shall make such deduction or permit any such deduction to be made, except those herein provided, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than twenty-five dollars (\$25.00) for each such deduction. §37-9-49 (1987)



## RELEASE FROM CONTRACT

Any licensed employee in this school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to this school board for release therefrom, in which application the reasons for such release shall be clearly stated. If this board acts favorably upon such application for release, such licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order. §37-9-55 (1997) (Also see Policy GBAB.)

## BREACH OF CONTRACT

If any licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition thereto the license of such licensed employee may be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2(8) upon written recommendation of the majority of the members of this School Board. §37-9-57 (1997)

## PROHIBITED ACTION

This School Board is prohibited from denying employment or reemployment to any person as licensed employee, as defined in Section 37-19-1, for the single reason that any eligible child of each person does not attend the school system in which such licensed employee is employed. §37-9-59 (1997)

## SALARIES

All salaries of certified/licensed personnel in the School District shall be based on the uniform salary scale as approved by the Board of Trustees each year or as required to comply with state law or State Board of Education policy.

The signature of an employee on a contract represents good faith on the part of that employee to fulfill all the requirements set forth by the administration and the Board of Trustees.

All licensed/licensed personnel except those excluded by action of the Board of Trustees shall be paid an annual salary based on the current official salary schedule which shall be published annually.

The Superintendent of Schools' salary is based on arrangements with the Board of Trustees.

Salaries of all administrative and supervisory personnel including principals shall be based on the administrative salary scale established by the Superintendent of Schools and approved by the Board of Trustees.

All salaries for personnel employed for the year in which the annual budget is approved are approved along with the annual budget by the Board of Trustees.

## TEACHER SALARY SCALE

No school district shall pay any teacher less than the state minimum salary. A school district may adopt or continue a program or plan whereby teachers are paid varying salaries according to the teaching ability, classroom performance and other similar standards. MS CODE 37-151-87 (1997)

The minimum base pay for all classroom teachers may be increased by the district from any funds available to it; and those districts which have not prior to July 1, 1978, so increased said base pay, shall increase the minimum pay for classroom teachers as fixed by this chapter and as authorized by any of the provisions of or standards set forth in this chapter. MS CODE 37-151-89 (1997)

The school boards of all school districts may establish salary schedules based on training, experience and other such factors as may be incorporated therein, including student progress and performance as developed by the State Board of Education, paying teachers greater amounts than the scale provided herein, but no teacher may be paid less than the amount based upon the minimum scale of pay provided in the adequate education program as prescribed in Section 37-19-7, Mississippi Code of 1972, and all supplements paid from local funds shall be based upon the salary schedules so established. The school boards may call upon the State Department of Education for aid and assistance in formulating and establishing such salary schedules, and it shall be the duty of the State Department of Education, when so called upon, to render such aid and assistance. The amount actually paid to each teacher shall be based upon and determined by the type of certificate held by such teacher. MS CODE 37-151-91 (1997)

### MISSISSIPPI TEACHER OPPORTUNITY PROGRAM

This section shall be known and may be cited as the Mississippi "Teacher Opportunity Program (TOP)." The allowance in the minimum education program and the Mississippi Adequate Education Program for teachers' salaries in each county and separate school district shall be determined and paid in accordance with the scale for teachers' salaries as provided in this subsection. For teachers holding the following types of licenses or the equivalent as determined by the State Board of Education, and the following number of years of teaching experience, the scale shall be as follows:

Less Than 25 Years of Teaching Experience		25 or More Years of Teaching Experience	
AAAA	\$43,608.00	AAAA	\$63,930.00
AAA	\$42,444.00	AAA	\$61,225.00
AA	\$41,280.00	AA	\$58,520.00
A	\$38,890.00	A	\$52,335.00

The State Board of Education shall revise the salary scale prescribed above for the 2014 2015 school year to conform to any adjustments made to the salary scale in prior fiscal years due to revenue growth over and above five percent (5%). For each one percent (1%) that the Sine Die General Fund Revenue Estimate Growth exceeds five percent (5%) for fiscal year 2014, as certified by the Legislative Budget Office to the State Board of Education and subject to specific appropriation therefor by the Legislature, the State Board of Education shall revise the salary scale to provide an additional one percent (1%) across the board increase in the base salaries for each type of license.

It is the intent of the Legislature that any state funds made available for salaries of licensed personnel in excess of the funds paid for such salaries for the 2014 2015 school year shall be paid to licensed personnel pursuant to a personnel appraisal and compensation system implemented by the State Board of Education. The State Board of Education shall have the authority to adopt and amend rules and regulations as are necessary to establish, administer and maintain the system.

All teachers employed on a full time basis shall be paid a minimum salary in accordance with the above scale. However, no school district shall receive any funds under this section for any school year during which the local supplement paid to any individual teacher shall have been reduced to a sum less than that paid to that individual teacher for performing the same duties from local supplement during the immediately preceding school year. The amount actually spent for the purposes of group health and/or life insurance shall be considered as a part of the aggregate amount of local supplement but shall not be considered a part of the amount of individual local supplement. MS CODE 37-19-1-7 (1) (2006)

The level of professional training of each teacher to be used in establishing the salary allotment for the teachers for each year shall be determined by the type of valid teacher's license issued to those teachers on or before October 1 of the current school year. MS CODE 37-19-1-7 (1) (2006)

Note: For proposed salary increases in future years, please refer to MS CODE MS CODE 37 19 7 (1). For salary of Assistant Teachers, please refer to MS CODE 37-21-7 and to Policy IFBA C Assistant Teachers.

#### ADDITIONAL BASE COMPENSATION FOR CRITICAL AREAS

Effective July 1, 2007, if funds are available for that purpose, the Legislature may authorize state funds for additional base compensation for teachers holding licenses in critical subject areas or the equivalent and who teach at least a majority of their courses in a critical subject area, as determined by the State Board of Education.

Effective July 1, 2007, if funds are available for that purpose, the Legislature may authorize state funds for additional base compensation for teachers employed in a public school district located in a geographic area of the state designated as a critical teacher shortage area by the State Board of Education. MS CODE 37 19 7 (3) (2006)

#### MISSISSIPPI PERFORMANCE BASED PAY PLAN

This section shall be known and may be cited as the "Mississippi Performance Based Pay (MPBP)" plan. In addition to the minimum base pay described in this section, only after full funding of MAEP and if funds are available for that purpose, the State of Mississippi may provide monies from state funds to school districts for the purposes of rewarding certified teachers, administrators and non-licensed personnel at individual schools showing improvement in student test scores. The MPBP plan shall be developed by the State Department of Education based on criteria specified in MS Code 37 19 7 (4). MS CODE 37 19 7 (4) (2006)

#### ANNUAL SALARY SUPPLEMENT – MASTER TEACHER CERTIFICATE – NATIONAL CERTIFICATION, SCHOOL COUNSELORS – NATIONAL CERTIFICATION, SPEECH PATHOLOGISTS AND AUDIOLOGISTS – NATIONAL SCHOOL NURSE CERTIFICATION

- (a) The following employees shall receive an annual salary supplement in the amount of Six Thousand Dollars (\$6,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled:

- (i) Any licensed teacher who has met the requirements and acquired a Master Teacher certificate from the National Board for Professional Teaching Standards and who is employed by a local school board or the State Board of Education as a teacher and not as an administrator. Such teacher shall submit documentation to the State Department of Education that the certificate was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the teacher shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.
- (ii) A licensed nurse who has met the requirements and acquired a certificate from the National Board for Certification of School Nurses, Inc., and who is employed by a local school board or the State Board of Education as a school nurse and not as an administrator. The licensed school nurse shall submit documentation to the State Department of Education that the certificate was received before October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed school nurse shall submit the documentation to the State Department of Education before February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year. Provided, however, that the total number of licensed school nurses eligible for a salary supplement under this paragraph (ii) shall not exceed twenty (20).
- (iii) Any licensed school counselor who has met the requirements and acquired a National Certified School Counselor (NCSC) endorsement from the National Board of Certified Counselors and who is employed by a local school board or the State Board of Education as a counselor and not as an administrator. Such licensed school counselor shall submit documentation to the State Department of Education that the endorsement was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed school counselor shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year. However, any school counselor who started the National Board for Professional Teaching Standards process for school counselors between June 1, 2003, and June 30, 2004, and completes the requirements and acquires the master teacher certificate shall be entitled to the master teacher supplement, and those counselors who complete the process shall be entitled to a one (1) time reimbursement for the actual cost of the process as outlined in paragraph (b) of this subsection.
- (iv) Any licensed speech language pathologist and audiologist who has met the requirements and acquired a Certificate of Clinical Competence from the American Speech Language Hearing Association and who is employed by a local school board. Such licensed speech language pathologist and audiologist shall submit documentation to the State Department of Education that the certificate or endorsement was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed speech language pathologist and audiologist shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.

(b) An employee shall be reimbursed one (1) time for the actual cost of completing the process of acquiring the certificate or endorsement, excluding any costs incurred for postgraduate courses, not to exceed Five Hundred Dollars (\$500.00) for a school counselor or speech language pathologist and audiologist, regardless of whether or not the process resulted in the award of the certificate or endorsement. A local school district or any private individual or entity may pay the cost of completing the process of acquiring the certificate or endorsement for any employee of the school district described under paragraph (a), and the State Department of Education shall reimburse the school district for such cost, regardless of whether or not the process resulted in the award of the certificate or endorsement. If a private individual or entity has paid the cost of completing the process of acquiring the certificate or endorsement for an employee, the local school district may agree to directly reimburse the individual or entity for such cost on behalf of the employee.

(c) All salary supplements, fringe benefits and process reimbursement authorized under this subsection shall be paid directly by the State Department of Education to the local school district and shall be in addition to its minimum education program allotments and not a part thereof in accordance with regulations promulgated by the State Board of Education, and subject to appropriation by the Legislature. Local school districts shall not reduce the local supplement paid to any employee receiving such salary supplement, and the employee shall receive any local supplement to which employees with similar training and experience otherwise are entitled.

(d) The State Department of Education may not pay any process reimbursement to a school district for an employee who does not complete the certification or endorsement process required to be eligible for the certificate or endorsement. If an employee for whom such cost has been paid in full or in part by a local school district or private individual or entity fails to complete the certification or endorsement process, the employee shall be liable to the school district or individual or entity for all amounts paid by the school district or individual or entity on behalf of that employee toward his or her certificate or endorsement. MS CODE 37 19 7 (2) (a) (2004)

#### MIDDLE SCHOOL MENTOR TEACHERS

Beginning in the 2006 2007 school year, if funds are available for that purpose, each middle school in Mississippi shall have at least two (2) mentor teachers, as defined by Sections 37 9 201 through 37 9 213, who shall receive additional base compensation provided for by the State Legislature in the amount of One Thousand Dollars (\$1,000.00). For the purposes of this subsection (5), "middle school" means any school composed individually or of some composite of Grades 6 through 8.

To be eligible for this state funding, the individual school must have a classroom management program approved by the local school board.

If funds are available for that purpose, the state shall provide additional funding under this subsection for two (2) mentor teachers per middle school; however, local school districts may provide additional salary supplements for more than two (2) teacher mentors from non-adequate education program funds. The state department may develop an implementation process that fairly distributes these funds for the consideration of the Legislature. MS CODE 37 19 7 (5) (2006)

#### COMPUTING TEACHING EXPERIENCE

In accordance with State Board of Education policy governing computation of teaching experience and combination of teaching experience, under the authority granted in Section 37-19-1 (1), the policy of the School District shall be as follows:

1. Teaching or administrative experience in state accredited public or private schools, grades kindergarten through twelve (12) inclusive, will be counted in determining teaching experience. Summer months of teaching will not be accepted as credit in computing teaching experience.
2. Teachers must complete the school year as explained above in order to receive credit for a full year of teaching experience. Any staff member who performs under a contract in excess of the regular nine (9) month school year as established by the school calendar must complete the regular nine (9) month school term as noted above to qualify for a year's experience. Parts of school years may not be combined to grant a year of credit, nor may summer school teaching be used in determining a year of teaching credit.
3. Verification of all previous experience, as defined above, must be in writing on forms provided by the School District. Compensation will be based on the salary scale as adopted by the Board of Trustees of the School District for each school year.
4. The number of days shall not exceed forty-five (45) consecutive school days during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. In no event shall a teacher be absent from duties more than a total of sixty (60) days due to the temporary absence because of illness or other good cause, including the time not under contract as the case may be, and still receive a year of teaching experience.

Before the first check is paid under a teacher's contract, the following must be on file in the office of the superintendent:

- A. Completed application, together with reference evaluations.
- B. Valid/appropriate teaching license or notification of approval form from Office of Teacher Certification.
- C. Verification of prior teaching experience (if applicable).
- D. Official college transcript(s) for all degrees earned.
- E.

#### CREDIT ON SALARY SCHEDULE FOR EXPERIENCE – LICENSED EMPLOYEES

Credit on the salary schedule for teaching in the School District shall be given on the same basis as experience is allowed by the State Board of Education. (For credit for prior service and leaves of absence, see policies following.)

#### CREDIT ON SALARY SCHEDULE FOR PRIOR SERVICE – LICENSED EMPLOYEES

Upon the hiring of a new teacher, experience outside of the School District will be granted for comparable experience in accordance with the rules, regulations, and minimum standards of the Mississippi State Board of Education.

Creditable teaching experience or service as approved by the State Department of Education subsequent to being employed by the School District will be included in prior service credit upon employment or re-employment.

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

**TERMS OF CONTRACT FOR PERSONNEL ON LESS THAN 12 MONTHS – LICENSED EMPLOYEES**

The election of all licensed personnel shall be for a specified number of days, and personnel shall work the time indicated in their contracts.

Terms of contracts vary. Personnel will be required to work the period of time deemed necessary by the Superintendent of Schools, not to exceed the number of days approved by the Board of Trustees.

**COMPENSATION GUIDES AND CONTRACTS – FAILURE TO COMPLETE CONTRACTUAL RESPONSIBILITIES – LICENSED EMPLOYEES**

In cases where the teacher is unable to complete the school year, his/her contract pay will be computed for the number of days worked. The total number of days as stated on the contract will be divided into his/her total contract salary to obtain the daily rate. The daily rate will be multiplied times the number of days worked to arrive at the total salary earned. The product of the number of payments made times the monthly installment amount will be deducted from the total salary earned to determine any balance due the teacher. Also see CGA.

**COST REIMBURSEMENTS – SALARY REIMBURSEMENTS**

SOURCE: Claiborne County School District, Port Gibson, MS.  
LEGAL REF.: MS Code as cited  
CROSS REF.: Policies GBA-E, GBD, AND IFBA  
DATE: July

## **TEACHER SALARY SCALE - GBA-E**

### **YEAR OF TEACHING EXPERIENCE**

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

### **FULL TIME EMPLOYMENT**

Beginning with the 2003-2004 school year, the State Board of Education shall fix a number of days, not to exceed forty-five (45) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. If a teacher exceeds the number of days established by the State Board of Education that a teacher may not be under contract but may still be employed, that teacher shall not be credited with a year of teaching experience.

### **SCHOOL LIBRARIANS**

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

### **SCHOOL ADMINISTRATORS**

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

### **MILITARY SERVICE**

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

### **SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

In determining the experience of speech-language pathologists and audiologists, each complete year of continuous full-time post master's degree employment in an educational setting in this or some other state shall be considered a year of teaching experience. {MS Code 37-151-5 (m) (1997)}

### **LEVEL OF PAY**

No school district shall pay any teacher less than the state minimum salary. A school district may adopt or continue a program or plan whereby teachers are paid varying salaries according to the teaching ability, classroom performance and other similar standards. {MS Code 37-151-87 (1997)}

The minimum base pay for all classroom teachers may be increased by the district from any funds available to it; and those districts which have not prior to July 1, 1978, so increased said base pay, shall increase the minimum pay for classroom teachers as fixed by this chapter and as authorized by any of the provisions of or standards set forth in this chapter. {MS Code 37-151-89 (1997)}

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



## CONTRACT REQUIRED

The superintendent shall enter into a contract with each licensed employee and person anticipating graduation from an approved teacher education program or the issuance of a proper license before October 15 or February 15, as the case may be, who is elected and approved for employment by the school board. Such contracts shall be in such form as shall be prescribed by the State Board of Education and shall be executed in a duplicate with one (1) copy to be retained by the appropriate superintendent and one (1) copy to be retained by the licensed employee or person recommended for a licensed position contracted with. The contract shall show the name of the district, the length of the school term, the position held, the scholastic years which it covers, the total amount of the annual salary and how same is payable. The amount of salary to be shown in such contract shall be in the amount which shall have been fixed and determined by the school board, but as to licensed employees paid in whole or in part with minimum education program funds, such salary shall not be less than that required under the provisions of Chapter 19 of this title.

The contract entered into with any person recommended for a licensed position who is anticipating either graduation from an approved teacher education program before September 1 or December 31, as the case may be, or the issuance of a proper license before October 15 or February 15, as the case may be, shall be a conditional contract and shall include a provision stating that the contract will be null and void, if as specified in the contract, the contingency upon which the contract is conditioned has not occurred. If any licensed employee or 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 this school board, the election of the licensed employee and the contract tendered to him shall be null and void and of no effect. {MS Code 37-9-23 (1998)}

## LENGTH OF CONTRACT

This school board has the power and authority, in its discretion to employ licensed employees for not exceeding three (3) scholastic years. In such case, contracts shall be entered into with such licensed employees for the number of years for which they have been employed. All such contracts with licensed employees shall for the years after the first year thereof be subject to the contingency that the licensed employee may be released if, during the life of the contract, the average daily attendance shall decrease from that existing during the previous year and thus necessitate a reduction in the number of licensed employees during any year after the first year of the contract. However, in all such cases the licensed employee must be released before July 1 or at least thirty (30) days prior to the beginning of the school term, whichever date should occur earlier.

The salary to be paid for the years after the first year of such contract shall be subject to revision, either upward or downward, in the event of an increase or decrease in the funds available for payment thereof, but, unless such salary is revised prior to the beginning of a school year, it shall remain for such school year at the amount fixed in such contract. However, where school district funds, other than minimum education program funds, are available during the school year the salary to be paid for such year may be increased to the extent, that such additional funds are available and nothing herein shall be construed to prohibit same. {MS Code 37-9-25 (1997)}

## OTHER CONSIDERATIONS

In employing and contracting with licensed employees, this school board shall in all cases determine whether the amount of salary to be paid such licensed employee is in compliance with the provisions of Chapter 19 of this title. No contract shall be entered into where the salary of a licensed employee is to be paid in whole or in part from minimum education program funds except where the requirements of said chapter as to the amount of such salary are fully met. Nothing herein shall be construed, however to prohibit this school district from increasing the salaries of licensed employees above the amounts fixed by said chapter, provided that the amount of such increase is paid from funds available to this district other than minimum program funds. {MS Code 37-9-33 (1997)}

## FIXING OF SALARY

The amount of the salary to be paid any licensed employee shall be fixed by this school board, provided that the requirements of Chapter 19 of this title are met as to licensed employees paid in whole or in part from minimum education program funds. In employing such licensed employees and in fixing their salaries this school board shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee. {MS Code 37-9-37 (1997)}

## SALARY PAY SCHEDULE

Salary or wages paid to any employee of any school shall be paid on a basis as determined by the local school board of each school district, except for December, when salaries or wages shall be paid by the last working day. Salaries or wages shall be paid at a minimum on a monthly basis. Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this section shall be construed to entitle any employee to payment of salary or wages when no work has been performed. {MS Code 37-9-39 (2003)}

## PAY CERTIFICATES

The salaries of licensed employees shall be paid by pay certificates issued by the school district superintendent or the administrative superintendent. Such pay certificates may be issued without additional authorization of this school board where the amount of salary has been fixed and a contract entered into as is provided in this chapter. All pay certificates shall be preserved by him as a part of the official records of his office for the same time and in the same manner as other records are preserved. Except as is herein provided, the said warrants shall be governed in all respects by the same laws regulating the issuance of other warrants for other purposes. 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. {MS Code 37-9-41 (1997)}

## EXECUTION OF WRITTEN CONTRACT

It shall be unlawful for any licensed employee to be paid for any services as such until a written contract has been executed as is provided and required by this chapter. If any superintendent shall make any such payment prior to the execution of the contract he shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, shall willfully and without just cause breach his contract and abandon his employment he shall not be entitled to any further salary payments either for services rendered prior to such breach or for services which were thereafter to have been rendered. Nothing in this section, however, shall prevent the employment and payment of substitute teachers without a written contract. {MS Code 37-9-43 (1997)}

## SALARY DEDUCTIONS

It shall be unlawful for the superintendent of schools or administrative superintendent to deduct or permit to be deducted from the salary of any licensed employee any dues, fines or penalties payable or alleged to be payable because of the membership of such licensed employee in any organization or association. However, dues or premiums in health associations or corporations and tax sheltered annuity deductions authorized by the United State Internal Revenue Code may be deducted upon written authorization from the licensed employee involved. Any superintendent of schools or administrative superintendent who shall make such deduction or permit any such deduction to be made, except those herein provided, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than Twenty-five Dollars (\$25.00) for each such deduction. {MS Code 37-9-49 (1987)}

## RELEASE FROM CONTRACT

Any licensed employee in this school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to this school board for release therefrom, in which application the reasons for such release shall be clearly stated. If this board acts favorably upon such application for release, such licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order. {MS Code 37-9-55 (1997)}

## BREACH OF CONTRACT

If any licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition thereto the license of such licensed employee may be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2(8) upon written recommendation of the majority of the members of this school board. {MS Code 37-9-57 (1997)}

PROHIBITED ACTION

This school board is prohibited from denying employment or reemployment to any person as licensed employee, as defined in Section 37-19-1, for the single reason that any eligible child of each person does not attend the school system in which such licensed employee is employed. {MS Code 37-9-59 (1997)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy GBA

DATE: July

## **RELEASE FROM CONTRACT - GBAB**

### Licensed Employees

Once a contract has been signed, the employee cannot be released from his/her contractual obligations until officially released by the Board of Trustees.

Each teacher's contract shall be binding on both parties, the Board of Trustees and the teacher, for the entire term of the contract, and the only grounds upon which the Board of Trustees shall consider the request of a teacher to be released from any of the contractual obligations stated in the contract shall be health (Health 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) or other extenuating reasons. All recommendations for release from a contract must have the superintendent's written recommendation.

Any appointed superintendent, principal or licensed employee in any public school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to the School Board of the school district for release therefrom, in which application the reasons for such release shall be clearly stated. If the Board acts favorably upon such application for release, such superintendent, principal or licensed employee shall be released from his/her contract, and said contract shall be null and void on the date specified in this School Board's order. §37-9-55 (1997) The application for release is to be received by the superintendent at least thirty (30) days prior to the effective date of resignation.

If any appointed superintendent, principal or licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided in Section 37-9-55, the contract of such superintendent, principal or licensed employee shall be null and void. In addition thereto the license or certificate of such superintendent, principal or licensed employee may be suspended by the State Board of Education for a period of one (1) school year as provided in Section 37-3-2 (8) upon written recommendation of the majority of the members of the School Board of the school district involved. §37-9-57 (1997)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies GBN and GBNA

DATE: July

**COST REIMBURSEMENT/SALARY REIMBURSEMENTS - GBAC**

STATE BOARD POLICY AND PROCEDURE SALARY SUPPLEMENTS AND PROCESS COST REIMBURSEMENT FOR MASTER TEACHER CERTIFICATES, NATIONAL CERTIFIED SCHOOL COUNSELORS, CERTIFICATE OF CLINICAL COMPETENCE FOR SPEECH PATHOLOGISTS AND AUDIOLOGISTS, AND NATIONAL SCHOOL NURSE CERTIFICATION. (See Policy GBA preceding for details related to this policy.)

**REIMBURSEMENT AGREEMENT MASTER**

**TEACHER CERTIFICATION PROGRAM**

This agreement made by and between the Claiborne County School District Board of Trustees (hereinafter District), and \_\_\_\_\_(hereinafter Teacher). The parties hereto agree as follows:

1. \_\_\_\_\_ is a teacher employed by the Claiborne County School District, who has applied to participate in the Master Teacher Certification Program sponsored by the National Board for Professional Teaching Standards and has provided the District with proof that his/her application and non-refundable registration fee has been received by the National Board of Professional Training Standards..
2. Upon request from the teacher, the Claiborne County School District Board of Trustees has agreed to pay the cost of completing the Master Teacher Certification Process, and to seek reimbursement of those costs from the State Department of Education pursuant to procedures established by the State Department of Education.
3. The teacher agrees to reimburse the Claiborne County School District for all costs of completing the Master Teacher Certification Process, which the District pays on his/her behalf should he/she fail to complete the Master Teacher Certification Process.
4. The teacher further agrees to furnish to the District, promptly upon receipt from the National Board for Professional Teaching Standards the following:
  - a. A copy of the Candidate Notification Letter contained in the Candidate Score report;
  - b. Proof of Expenditure (canceled check or receipt) provided that the teacher has paid the cost of completing the Master Teacher Certification and is seeking reimbursement from the district; and
  - c. A copy of the Master Certificate, if the teacher successfully completes the Master Teacher Certification Process.
5. The teacher shall be given fifteen (15) months from the final date of his/her application eligibility period to complete the entire process as listed in the above agreement.

This is the \_\_\_\_\_ day of \_\_\_\_\_ Year\_\_\_\_\_.

CLAIBORNE COUNTY SCHOOL DISTRICT

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Teacher and Applicant for  
Master Teacher Certification

## **PERSONNEL POSITIONS – JOB DESCRIPTIONS - GBB/GCB**

All administrative teaching and support positions in this district's schools are established by this School Board. Some positions are mandated by state law or by regulations of the State Board of Education, or by a combination thereof.

It is the intent of this Board to activate mandatory positions and such other positions sufficient to promote the attainment of district schools' goals.

In each case, this Board will approve the purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

This Board directs the superintendent to maintain continuously a comprehensive coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Although positions may remain temporarily unfilled, only the Board may abolish a position.

It is the policy of the Claiborne County School District that written job descriptions which state responsibilities and required credentials be in place for every employee of the school district. The job descriptions should be written in a manner that is suitable for use in the evaluation of on-the-job performance. The superintendent and his/her staff shall develop and submit such job descriptions to the Board of Trustees for its consideration and approval.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-301 (p) (1993)

DATE: July

## PROFESSIONAL PERSONNEL QUALIFICATIONS - GBBA

This school district is committed to high levels of academic achievement for all students, and thus seeks to employ highly qualified teachers in the elementary, middle, and high schools. The district shall employ teachers on a professional basis without regard to age, race, color, gender, or national origin. Every school teacher employed in this school system must possess a valid license and shall execute a written contract with the local Board of Education.

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

### NO CHILD LEFT BEHIND ACT

Beginning in the 2002-03 school year, districts may hire only highly qualified teachers for Title I support programs. Districts must develop a plan to have all teachers be highly qualified by the end of the 2005-06 school year. The Mississippi Department of Education must develop a plan to have all teachers teaching in core academic subjects be highly qualified by the end of the 2005-06 school year.

Beginning July 1, 2006, any teacher from any state meeting the federal definition of highly qualified, as described in the No Child Left Behind Act, must be granted a standard five year license by the State Department of Education.

### “HIGHLY QUALIFIED TEACHER” REQUIREMENTS

Elementary school teacher new to the profession:

- ③ Holds at least a bachelor's degree AND
- ③ Has demonstrated relevant subject matter and teaching skills by passing a rigorous state test

Middle or secondary school teacher new to the profession:

- ③ Holds at least a bachelor's degree AND
- ③ Has demonstrated a high level of competency in each of the academic subjects in which s/he teaches by:
  - ③ passing a rigorous state academic test in each subject in which the teacher teaches, OR
  - ③ successful completion, in each of the academic subject in which the teacher teaches, of an academic major, a graduate degree, coursework equivalent to an academic major, or advanced certification of credentialing

Elementary, middle or secondary school teacher not new to the profession:

- ③ Holds at least a bachelors degree; AND
- ③ Meets applicable standard for a teacher who is new to the profession, which includes an option for a test; OR
- ③ Demonstrates competence in all academic subjects in which the teacher teachers based on a high, objective, uniform state standard of evaluation

### STATE OF MISSISSIPPI REQUIREMENTS

- a) Standard License - Approved Program Route. An educator entering the school system of Mississippi for the first time and meeting all requirements as established by the State Board of Education shall be granted a standard five-year license. Persons who possess two (2) years of classroom experience as an assistant teacher or who have taught for one (1) year in an accredited public or private school shall be allowed to fulfill student teaching requirements under the supervision of a qualified participating teacher approved by an accredited college of education. The local school district in which the assistant teacher is employed shall compensate such assistant teachers at the required salary level during the period of time such individual is completing student teaching requirements.



- b) Applicants must submit to the Mississippi Department of Education required forms, transcripts, test scores, and other documentation as specified in Section 37-3-2 (6) (a).
- c) Standard License - Approved Program Route and a Standard License - Nontraditional Teaching Route shall be issued for a five-year period and may be renewed. Recognizing teaching as a profession, a hiring preference shall be granted to persons holding a Standard License - Approved Program Route or a Standard License - Nontraditional Teaching Route over persons holding any other license.
- d) Standard License - Nontraditional Teaching Route. Applicants for a Standard License - Nontraditional Teaching Route must submit to the Mississippi Department of Education required forms, transcripts, test scores, and other documentation as specified in Section 37-3-2 (6) (b).
- e) Special License Expert Citizen. In order to allow a school district to offer specialized or technical courses, the State Department of Education, in accordance with rules and regulations established by the State Board of Education, may grant a one year expert citizen teacher license to local business or other professional personnel to teach in a public school or nonpublic school accredited or approved by the state. Such person may begin teaching upon his employment by the local school board and licensure by the Mississippi Department of Education. The board shall adopt rules and regulations to administer the expert citizen teacher license. A Special License Expert Citizen may be renewed in accordance with the established rules and regulations of the State Department of Education.
- f) Special License Nonrenewable. The State Board of Education is authorized to establish rules and regulations to allow those educators not meeting requirements in subsection (6)(a), (b) or (c) to be licensed for a period of not more than three (3) years, except by special approval of the State Board of Education.
- g) Non-licensed Teaching Personnel. A non-licensed person may teach for a maximum of three (3) periods per teaching day in a public school or a nonpublic school accredited/approved by the state. Such person shall submit to the department a transcript or record of his education and experience which substantiates his preparation for the subject to be taught and shall meet other qualifications specified by the commission and approved by the State Board of Education. In no case shall any local school board hire nonlicensed personnel as authorized under this paragraph in excess of five percent (5%) of the total number of licensed personnel in any single school.
- h) Special License Transitional Bilingual Education. Beginning July 1, 2003, the commission shall grant special licenses to teachers of transitional bilingual education who possess such qualifications as are prescribed in this section. Teachers of transitional bilingual education shall be compensated by local school boards at not less than one (1) step on the regular salary schedule applicable to permanent teachers licensed under this section. The commission shall grant special licenses to teachers of transitional bilingual education who present the commission with satisfactory evidence that they (i) possess a speaking and reading ability in a language, other than English, in which bilingual education is offered and communicative skills in English; (ii) are in good health and sound moral character; (iii) possess a bachelor's degree or an associate's degree in teacher education from an accredited institution of higher education; (iv) meet such requirements as to courses of study, semester hours therein, experience and training as may be required by the commission; and (v) are legally present in the United States and possess legal authorization for employment. A teacher of transitional bilingual education serving under a special license shall be under an exemption from standard licensure if he achieves the requisite qualifications therefor. Two (2) years of service by a teacher of transitional bilingual education under such an exemption shall be credited to the teacher in acquiring a Standard Educator License. Nothing in this paragraph shall be deemed to prohibit a local school board from employing a teacher licensed in an appropriate field as approved by the State Department of Education to teach in a program in transitional bilingual education.
- i) In the event any school district meets Level 4 or 5 accreditation standards, the State Board of Education, in its discretion, may exempt such school district from any restrictions in paragraph (e) relating to the employment of non-licensed teaching personnel.

- j) Highly Qualified Teachers. Beginning July 1, 2006, any teacher from any state meeting the federal definition of highly qualified, as described in the No Child Left Behind Act, must be granted a standard five year license by the State Department of Education. Section 37-3-2 (6) 2006

## RECIPROCITY

The Department shall grant a standard license to any individual who possesses a valid standard license from another state.

The Department shall grant a nonrenewable special license to any individual who possesses a credential which is less than a standard license from another state. Such special license shall be valid for the current school year plus one (1) additional school year to expire on June 30 or the second year, not to exceed a total period of twenty-four (24) months, during which time the applicant shall be required to complete the requirements for a standard license in Mississippi.  
Section 37-3-2 (8) (2006)

## LICENSE RENEWAL AND REINSTATEMENT

The State Board of Education is authorized to establish rules and regulations for the renewal and reinstatement of educator and administrator licenses. Effective May 15, 1997, the valid standard license held by an educator shall be extended five (5) years beyond the expiration date of the license in order to afford the educator adequate time to fulfill new renewal requirements established pursuant to this subsection. An educator completing the master of education, educational specialist or doctor of education degree in May 1997 for the purpose of upgrading the educators license to a higher class shall be given this extension of five (5) years plus five (5) additional years for completion of a higher degree. Section 37-3-2 (9) (2002)

Process Standard 8 of the Mississippi Public School Accountability Standards is as follows:

8. All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *No Child Left Behind Act of 2001* {NCLB} MS Code 37-9-7} (IDDB2, 3, NCLB, and Federal Code)..
  - 8.1 With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. An appropriate license is required for superintendents, principals, librarians, and guidance counselors. (Refer to process standards 3, 4, 5, and 6.)
  - 8.2 Secondary teachers endorsed in an academic subject area may teach in their academic subject area in departmentalized elementary grades 5 and 6. (SB Policy DFB-1)
  - 8.3 Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
P.L. 107-110 (No Child Left Behind Act of 2001)  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policies GBD and IBFA

DATE: July

**TEACHERS – DUTIES – RESPONSIBILITY FOR DISCIPLINE LICENSED EMPLOYEES -  
GBBAAD**

Each teacher shall be responsible for maintaining satisfactory discipline on the part of each student assigned to him/her and shall contribute to the good discipline of those students whom he/she observes during the working day who, for one reason or another, are not under the immediate supervision of another teacher. Included in this responsibility is the duty to plan classroom work and other activities so that students become engaged in their studies or activities immediately after the class begins. It is expected that student traffic during class periods will be held to an absolute minimum, with students leaving the room only in the event of emergencies that cannot wait until the break between class periods. Failure of the teacher to meet disciplinary requirements in a consistent manner in accordance with District policies and procedures will constitute grounds for dismissal.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**TEACHERS – DUTIES – LEAVING SCHOOL GROUNDS OR DUTY POSTS – LICENSED  
EMPLOYEES – GBBAAE**

Except in case of emergency, and with approval of the principal, teachers are expected to remain on the school grounds from check-in until check-out time and to remain in their classrooms during class sessions or on their duty posts for the entire assigned time.

Each department, club, or other school activity requesting or requiring the use of district personnel not associated with the department, club, or activity, certified or non-certified, must pay for the cost of a substitute teacher or bus driver, etc. This cost must be paid at the time when such substitute is to be used.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JHC and JGFB

DATE: July

## **RECRUITMENT AND SELECTION - GBC**

This school district is an equal opportunity employer. This school district shall employ licensed staff on a professional basis without regard to age, race, color, gender, or national origin. Every teacher employed in this school system must possess a valid license and shall execute a written contract with the local Board of Education.

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

§37-7-301 (p) (1993)

### **NO CHILD LEFT BEHIND ACT**

The superintendent will ensure that all employee manuals and handbooks are in compliance with federal law and include:

- ◆ the education and experience required of all new instructional employees;
- ◆ any credentials that current instructional employees must acquire;
- ◆ a time table for meeting any new requirements; and,
- ◆ the consequences for employees who fail to comply;

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

The superintendent will ensure that parents/guardians of students of Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The superintendent will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by law.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at rates higher than are other children in the district, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

In employing professional staff, the school district shall comply with applicable provisions of the No Child Left Behind Act of 2001.

Beginning in the 2002-03 school year, districts may hire only highly qualified teachers for Title I support programs.

Districts must develop a plan to have all teachers be highly qualified by the end of the 2005-06 school year.

The Mississippi Department of Education must develop a plan to have all teachers teaching in core academic subjects be highly qualified by the end of the 2005-06 school year.

Process Standard 2 of the Mississippi Public School Accountability Standards is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
P.L. 107-110 (No Child Left Behind Act of 2001)  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policies GAAA, GBBA, GBD, and GAAC

DATE: July

## **PROFESSIONAL/LICENSED PERSONNEL HIRING/REEMPLOYMENT - GBD**

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

The Superintendent of the school district shall have the power, authority and duty to enter into contracts in the manner provided by law for each assistant superintendent, principal and teacher of the public schools under his supervision, after such assistant superintendent, principal and teachers have been selected and approved in the manner provided by law. §37-9-14(2)(a) (1999)

Standard 2 is as follows: 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 of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and P.L. 107 – 110 (NCLB)  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policies CGD, CP, and GAAC

DATE: July

## **HIRING – HIGHLY QUALIFIED TEACHER - GBDA**

### DEFINITION

A highly qualified teacher is one that has obtained full state certification as a teacher (including certification obtained through the alternative route program).

### QUALIFICATIONS

All certified teachers employed before the enactment of “No Child Left Behind Act” must be highly qualified teachers by the end of the 2005-2006 school year.

Beginning in the 2002-2003 school year, upon hiring, teachers must be highly qualified.

### REQUIREMENTS

Public elementary or secondary school teacher:

has full state teacher certification (including certification obtained through alternate route) or has passed state teacher licensing examination; is licensed to teach in the state and has not had certification or licensure requirements waived on emergency, temporary or provisional basis.

Elementary school teacher new to the profession:

holds at least a bachelor’s degree, and has demonstrated relevant subject matter and teaching skills by passing a rigorous test.

Middle or secondary school teacher new to the profession:

holds at least a bachelor’s degree, has demonstrated high level of competency in each of the academic subjects in which he/she teaches by:

passing a rigorous state academic subject test in each subject.

for each academic subject taught, successfully completed an academic major or equivalent coursework, OR

for each academic subject taught, completing a graduate degree or advanced certification or credentialing

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy GBBA

DATE: July



## **PROFESSIONAL/LICENSED PERSONNEL ASSIGNMENT - GBE**

It shall be the policy of the board to provide all schools in the district with properly certified and endorsed principals who are located and carry out assigned responsibilities on the school site.

The Superintendent of Schools shall have the power and authority to make assignments of all licensed employees as provided in Sections 37-9-15 and 37-9-17 and to make reassignments of such employees from time to time to any area in which said employee has a valid license issued by the State Department of Education; provided, however, that upon request from the employee so transferred, such assignments shall be subject to review by the School Board. §37-9-14(s)

### **NO CHILD LEFT BEHIND ACT**

As required by the No Child Left Behind Act of 2001, staffing patterns will be reviewed annually to ensure that poor and minority students are not taught by inexperienced, unqualified, or out-of-field teachers higher rates than are other children. If such patterns are noted, strategies to correct the problem will be developed.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited; P.L. 107 – 110 (NCLB)

CROSS REF.: Policy CGE

DATE: July

## **COACHES' ASSIGNMENT - GBEB/GBRCA**

The School Board of this district adopts this policy governing coaching duties, responsibilities and salaries.

All coaches, equipment managers, athletic aides/assistants and/or others who have athletic responsibilities shall be assigned duties by the principal with the approval of the superintendent. All such persons shall be employed by the Board on an at-will basis with respect to such athletic duties.

The superintendent, with the assistance of the principal and the approval of the Board, shall determine the duties and number of days per year to be worked by athletic personnel. Such determination shall be based on considerations of needs of the individual sports and of the time necessary to coach the activities or sports assigned.

All coaches shall work together to promote all sports. All coaches shall be present at all home games or athletic events. All coaches not directly responsible for the sport in session shall assist the responsible coach upon request and within limits established by the superintendent.

Athletic-related duties are non-instructional and supplementary to the teaching contract. Therefore, athletic-related positions are not subject to the School Employment Procedures Act.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PROFESSIONAL PERSONNEL ORIENTATION - GBF**

A program for the orientation of provisional and other teachers new to the district shall be developed and implemented by personnel director and the individual schools. All employees shall participate in scheduled pre-school orientation scheduled annually.

The program shall assist new teachers in becoming acquainted with the community and school district and the school, including the policies of the board, rules and regulations, and the instructional program.

All licensed personnel of the School District are expected to be thoroughly familiar with and actively support the enforcement of all Board of Trustees' policies and procedures, rules and regulations of the Superintendent of Schools, and rules set forth by the principal and in the school handbook(s).

New teachers will be required to attend scheduled orientation session(s) to become acquainted with the community and school district and the school, including the policies of the Board, rules and regulations, and the instructional program.

### **NO CHILD LEFT BEHIND ACT**

As required by the No Child Left Behind Act, the superintendent will ensure that all employee manuals and handbooks are in compliance with federal law and include:

- the education and experience required of all new instructional employees;
- any credentials that current instructional employees must acquire;
- a timetable for meeting any new requirements; and,
- the consequences for employees who fail to comply;

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

### **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

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

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). 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.]

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: P.L. 107 – 110 (NCLB)

DATE: July

## **PROFESSIONAL PERSONNEL SUPERVISION - GBH**

The Superintendent will be responsible for designing and implementing an effective personnel supervision program. Each program is to have as its basic interest the improvement and development of the professional staff.

The Board expects its administrative and supervisory staffs to help and encourage staff members to develop their teaching personalities and instructional abilities to an optimum degree. Each principal is expected to visit the classroom of each teacher on a regular basis to offer suggestions and give encouragement.

Each principal shall be responsible for developing a teacher duty schedule so that every student will be under continuous supervision during the entire school day and at all school-sponsored activities so as to provide maximum safety and well-being for each student.

The school bell does not excuse students from the classroom. Each teacher shall give notice of dismissal and stand in the doorway of his/her classroom to supervise children as they pass in and out of the classroom and through the corridor.

Principals will assign duty to teachers to insure proper decorum during the school day. It is expected that all teachers will correct any misbehavior at any time, regardless of assignment. Students are not to be excused from class for any reason except illness, emergency, or any justifiable reason deemed acceptable by the teacher.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **LICENSED PERSONNEL APPRAISAL - GBI**

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education. The School Board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.

Standard 9 is as follows: The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

DATE: July

## **COMPLAINTS AND GRIEVANCES PROCEDURES LICENSED PERSONNEL APPRAISAL - GBIA**

The Claiborne County School District implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}

### **PURPOSE**

The purpose of this grievance procedure is to provide the licensed employee an equitable solution to a grievance filed in connection with a personnel appraisal.

### **DEFINITIONS**

The following definitions shall apply in this grievance procedure:

1. "Personnel appraisal" refers to the system of annual performance evaluation of all licensed staff, as is mandated by state law. This grievance procedure has been approved by the school board for use in this district as part of its "personnel appraisal system."
2. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy related to the personnel appraisal process for that individual.
3. A "grievant" is a person or persons making the complaint.
4. The term "days" shall mean working school days and shall exclude weekends, holidays, and vacation days.

### **PROCEDURE FOR PROCESSING GRIEVANCES**

Grievances shall be processed in accordance with the following procedure:

#### Level One

1. All grievances, as defined above, must be presented orally to the principal of the grievant within five (5) days of the act or omission complained of, and the principal and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal the grievant shall, within five (5) days after meeting with his/her principal, file a written statement with his/her principal setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state of federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his/her principal a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal.
4. Within five (5) days after receiving the grievant's signed statement the principal shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal setting forth his/her response to the grievant and/or his/her decisions, as is applicable. At the same time, the principal shall also provide a copy of his/her written statement to the grievant.

## Level Two

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

## Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at Level Two, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at Level Two, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing. The decision of the Board of Trustees is final and concludes the appeal process on the district level.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July

## **RENEWAL OF TEACHING CERTIFICATE - GBIB**

As part of the rules and criteria for the renewal of a teaching certificate in all fields, there are established rules whereby all certified teachers shall be required to complete:

ten (10) continuing education units (CEU) in content or job/skill related area;

or

three (3) semester hours in content or job/skill related area and five (5) continuing education units (CEU) in content or job/skill related area;

or

six (6) semester hours in content or job/skill related area:

or

completion of the National Board of Professional Teaching Standards Process.

Ref.: Office of Educator Licensure (1999)

Certificated personnel whose certificate expires in June of any given year are to have their new certificate in the Personnel Office no later than June 1 of the year the certificate expires; otherwise, the Personnel Director will attempt to fill the position with a certified person. If a certificate arrives in the Personnel Office after July 1 and prior to August 1 of any given year, the person may be considered for employment if a vacancy exists in the area in which the person is certified.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **PROFESSIONAL PERSONNEL PROMOTIONS - GBJ**

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

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

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

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
1972 Education Amendments, Title IX, 45 CFR Part 86  
Nashville Gas Co. v. Satty; 1964 Civil Rights Act, Title VI 1964  
Civil Rights Act  
Title VII; 1973 Rehabilitation Act, Section 503, 1973 Rehabilitation  
Act, Section 504; 45  
CFR Part 84; Executive Order 11246, as amended

CROSS REF.: Policies GAAA and GAD

DATE: July

## **PROFESSIONAL PERSONNEL SUSPENSION/DISMISSAL - GBK**

If any licensed employee shall arbitrarily or willfully breach his/her contract and abandon his/her employment without being released therefrom as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition thereto the license or license of such licensed employee shall be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2(8) upon written recommendation of the majority of the members of this School Board. §37-9-57 (1997)

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

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

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

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

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

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

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

The principal or other appropriate administrative personnel shall have the power to suspend employees under their supervision, once approval has been given by the Superintendent of Schools, for failure to comply with school policies and procedures or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing licensed staff grievances.

The Superintendent of Schools shall have the power to suspend employees for failure to comply with school policies or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing staff grievances.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **REDUCTION IN FORCE PROFESSIONAL/LICENSED PERSONNEL LAY-OFF - GBKA**

In making decisions on personnel to be released due to Reduction in Force, the school district will check with the board attorney to review any court orders involving desegregation or other rulings to which the district must adhere. Another important factor is maintaining diversity among the staff. Consideration should also be given to areas of certification and district needs in determining which persons will be released.

### **PERSONNEL DECLARED EXCESS FOR THE SCHOOL DISTRICT**

- A. For the purpose of determining excess personnel, an area of work shall be the same as the area/s of endorsement listed on the teacher's license so long as the teacher is teaching in that area, and an additional assignment for which the teacher is paid a supplement.
- B. Personnel will be declared excess on the basis of seniority. Personnel with the most recent date of initial employment in the district will be the first to be separated. Seniority will be based on uninterrupted service. Time lost during a leave of absence requested and/or sanctioned by the board for additional certification/licensure does not constitute interruption of service.
- C. A teacher shall have seniority only in an area of work in which the teacher has taught in this school district and in which s/he holds a valid license or permit as of the first day of February of the current year.
- D. In determining seniority the following items shall be considered in the order listed:
  - 1. Date of letter of commitment from the superintendent or designee
  - 2. Date of principal's recommendation
  - 3. Date of board's action in hiring the professional employee
  - 4. In the event that seniority cannot be determined by the criteria listed above, the names of all eligible personnel in an area of work who have the same tenure will be drawn from a container by a third party in the presence of those concerned.
  - 5. The district's obligation to give staff members who have been declared excess priority over new candidates for positions which become available for the ensuing school year shall cease at such time as said excess staff shall sign a contract with another school district, or after the expiration of two years from the date declared excess.

**NOTE: Please refer to the Education Employment Procedures Law Handbook, published by**

**MSBA.**

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies GBN and GBNA

DATE: July

**SAMPLE LETTER**

**NOTICE OF NON-REEMPLOYMENT**

**REDUCTION-IN-FORCE**

(Date)

(Name)

(Address)

RE: Notice of Non-Reemployment Due to Reduction-in-Force

Dear \_\_\_\_\_:

On the \_\_\_\_\_ day of \_\_\_\_\_, 200\_, the Board of Education voted to eliminate your employment position and to not renew your contract for the \_\_\_\_\_ - \_\_\_\_\_ school year because of a reduction-in-force.

The basis for the board's decision is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The decision of the Board of Education is final and is not subject to appeal.

If the Board decides to reinstate your specific position within the next school year, you will be notified and may be eligible for re-employment.

Sincerely,

Superintendent of Schools

**(This letter is to be personally delivered and to be mailed by certified mail, return receipt requested, addressee only.)**

A reduction in force (RIF) of certified school personnel may be initiated by the Board of Education as a result of decreased enrollment, a decrease of educational programs, or insufficient state or federal funds for the performance of contracts. If reduction in force (RIF) cannot be accomplished through normal attrition, such shall be accomplished according to the criteria stated in this policy.

### Determination of Need

The Board of Education in consultation with the superintendent and other appropriate administrators shall:

Determine that a need for a RIF exists or will exist.

Determine what programs, classes or duties shall be eliminated or reduced.

### Requirement of Good Faith

The Board of Education shall exercise its discretion in good faith in determining that RIF is necessary and its decision shall be based upon bona fide educational considerations.

### Implementation

- ☞ Every effort shall be made to accomplish reduction in force through natural attrition, natural attrition being retirement, resignation and non-renewal of contract.
- ☞ If natural attrition does not accomplish the necessary reduction in force, then the individual with the least number of contract years of service in the Claiborne County School District will be terminated first, provided an employee with more seniority, proper certification and endorsements can assume the necessary classes left vacant by the termination.
- ☞ If two (2) or more individuals are equal or equivalent in certification and/or seniority status and it becomes necessary to determine which shall be terminated, then the date upon which the original contract for employment was signed becomes the determining factor. On the remote chance that both individuals have the same dates of original contract, the decision will be made by impartial drawing.
- ☞ Seniority will be normally based upon non-interrupted service from the date of the original contract signing. Interrupted service for purposes of reduction in force or recall will only be applied if that interruption period shall not last more than twelve (12) months without forfeiture of all seniority. If seniority is interrupted due to a reduction in force and the individual is recalled within twelve (12) months, the original hire date will be adjusted by the number of days of the interrupted service.

### Recall of Released Staff

For a period of one (1) year after the effective date of the termination of a certified school instructor or any certified school employee pursuant to this policy, the Board shall offer re-employment based upon the reverse order of seniority.

Requirement of Expression of Intent

Every certified person discharged and every certified school instructor terminated under this policy who wishes to be considered for recall in the event that an opening develops must file with the superintendent, within thirty (30) days after the effective date of the discharge or termination, a written statement indicating a desire to be considered for recall and providing an address at which the person may be contacted. Such person must notify the Superintendent of any change in address within ten (10) days after changing residence in order to insure proper notification in the event of a recall.

Notification of Recall and Acceptance

Any person selected for recall hereunder shall receive notification in writing of the recall at the address provided. Such notification shall be by certified mail. The recalled person must accept the position offered through recall in writing. Such acceptance must be received in the Superintendent's Office within fifteen (15) calendar days after mailing of the recall notice to the person. Rejection of the offer, in writing or by failure to timely respond, shall result in forfeiture by the recalled person of any further rights under this policy. Thereafter, an offer of recall will be made to the next person qualified to be recalled, or if there is none, the position will be filled by another applicant.

Rights of Recalled Person

Any person recalled pursuant to this policy shall have all accrued sick leave restored and be given credit for all years of actual service.

Bumping Rights

Individuals who are RIF'ed in one field of endorsement may displace individuals of lower seniority in another field provided the individual with higher seniority is certified and endorsed in the same field as the lower seniority individual.

In order to exercise seniority "Bump Rights," an individual subject to reduction in force must notify the District Personnel Office in writing within ten (10) calendar days after formal notification.

Reduction in Force notification must be made by certified mail with a return receipt requested.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PROFESSIONAL/LICENSED PERSONNEL TRANSFER - GBM**

The Superintendent or designated representative may transfer personnel within the school system. Staff members desiring a transfer to another campus shall submit the request in writing to the Assistant Superintendent for Personnel/Operations. The request for transfer will not be granted automatically. There are circumstances that will have to be taken into consideration such as complying with court order and the present principal's approval of the transfer and the recommending principal making the recommendation for transfer to his/her school.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



**NONRENEWAL OF LICENSED EMPLOYEES – EDUCATION EMPLOYMENT PROCEDURES  
LAW OF 2001 - GBN**

**IMPORTANT NOTICE:** This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code 37-9-101 et seq. Please refer to the Education Employment Procedures Law Handbook, published by MSBA.

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

**NOTICE OF NONRENEWAL**

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

- (a) If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
- (b) If the employee is a teacher, administrator or other professional educator covered under Sections 37 9 101 through 37 9 113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K 12, whichever date is later. An interim conservator appointed pursuant to Section 37 17 6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37 9 18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators or other professional educators. MS CODE 37-9-105 (2006)

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

**LICENSED EMPLOYEE RIGHTS**

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

- (a) written notice of the specific reasons for non-reemployment together with a summary of the factual basis therefor, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing;
- (b) an opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the principal or other professional educator to be the reason for non-reemployment;
- (c) receive a fair and impartial hearing before the school board or hearing officer selected by the school board;
- (d) be represented by legal counsel, at his/her own expense.

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

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

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

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Merchant v. Pearl MSSD (Miss. 1986) 492 So. 2d 959

CROSS REF.: Policy GBN - R

DATE: July

## **RULES OF PROCEDURE UNDER THE EDUCATION EMPLOYMENT PROCEDURES LAW OF 2001: PROFESSIONAL/LICENSED PERSONNEL - GBNA**

The procedures as set forth in this policy shall be applicable only to the superintendent, teachers, principals, and other administrators or other licensed personnel elected by the Board of Trustees who are required to have a valid license issued by the State Department of Education as a prerequisite of employment and are under formal contract of employment as defined by state statute.

In the event that a determination that the best interests of the school district would be served by the release from future employment of the employee under a proper employment decision that is not contrary to law and based upon valid educational reasons or noncompliance with school district personnel policies, the school district shall send written notice of the determination to the employee on or before the applicable date as established by state statute, together with a summary of the factual basis therefor, a list of witnesses, and a copy of documentary evidence substantiating the reasons intended to be presented at a hearing to which the employee is entitled. Notice of a hearing shall be given to the employee at least fourteen (14) days prior to any hearing.

An employee shall be entitled to receive a fair and impartial hearing before the School Board or the hearing officer designated by the Board. The employee may request a hearing related to the non-reemployment decision and shall provide the district, not less than five (5) days before the scheduled date for the hearing, a response to the specific reasons for non-reemployment, a list of witnesses and a copy of documentary evidence in support of the response intended to be presented at the hearing. If the employee fails to provide this information, then the recommendation of non-reemployment shall be final without the necessity of a hearing.

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

The School Board, or its designee, upon request for a hearing from an employee under the terms of Sections 37-9-101 through 37-9-113 (see Policy GBN) shall set the time, place, and date of the hearing and notify the employee in writing of same. The date shall be set not sooner than five (5) days nor later than thirty (30) days from the date of the request, unless otherwise agreed.

The hearing may be held before the Board or before a hearing officer appointed for such purpose by the Board, either from among its own membership, from the staff of the school district or some other qualified and impartial person, but in no event shall the hearing officer be related to a Board member, any administrator making the recommendations of non-reemployment or the employee. Once a hearing officer is appointed no *ex parte* communications may be made regarding any substantive provisions of the hearing.

The Board may appoint a presiding officer for the hearing, who will make all rulings on procedure and evidence and will generally conduct the hearing, subject to being overridden by a majority vote of the members present.

The presiding officer shall have full power and authority to conduct hearings in such manner as is appropriate to ascertain the facts and facilitate the hearing, which shall include but not be limited to the authority to:

1. administer oaths and affirmations;
2. issue subpoenas, subject to the provisions under "Subpoenas" of these rules;
3. examine witnesses;
4. receive depositions or affidavits or have them taken when the ends of justice would be served, as hereinafter provided;

5. regulate the course of the hearing;
6. hold conferences for the settlement or simplification of the issues by consent of the parties;
7. dispose of procedural requests or similar matters;
8. make or recommend decisions in accordance with the rules under these procedures;
9. take other action authorized by the Board consistent with the rules and policies.

The hearing must be held in executive session unless the employee elects to have a public hearing. If an employee makes this election, however, the Board or the hearing officer, as the case may be, may order any part of the hearing to be held in executive session, if, in the opinion of the Board or the hearing officer, the testimony to be elicited deals with matters involving the reputation or character of another person. Notwithstanding the election by an employee for a public hearing, any testimony by minor witnesses must be held in executive session and considered confidential personnel records and confidential student records, subject to an expectation of reasonable privacy and confidentiality. Public disclosure of these records may be by court order only.

The district shall present evidence, either in written or oral form, at the hearing, in support of its recommendation for non-reemployment.

The employee shall be afforded an opportunity to present matters at the hearing relevant to the reasons given for the proposed non-reemployment determination and to the reasons the employee alleges to be the reasons for non-reemployment and to be represented by counsel at such a hearing. Such hearing shall be conducted in such a manner as to afford the parties a fair and reasonable opportunity to present witnesses and other evidence pertinent to the issues and to cross-examine witnesses presented at the hearing. The Board or the hearing officer may require any portion of the evidence to be submitted in the form of depositions or affidavits, and in case affidavits are received, an opportunity to present counter-affidavits shall be provided.

The Board shall cause to be made stenographic notes of the proceedings. In the event of a judicial appeal of the Board's decision, the entire expense of the transcript and notes shall be assessed as court costs.

The Board shall review the matters presented before it, or if the hearing is conducted by a hearing officer, the report of the hearing officer, if any, the record of the proceedings and, based solely thereon, conclude whether the proposed non-reemployment is a proper employment decision, is based upon a valid educational reason or noncompliance with school district personnel policies and is based solely upon the evidence presented at the hearing, and shall notify the employee in writing of its final decision and reasons therefor. Such notification shall be within thirty (30) days of the conclusion of the hearing if the hearing is conducted by a hearing officer and within ten (10) days of the conclusion of the hearing if the hearing is initially conducted by the Board. If the matter is heard before a hearing officer, the Board shall also grant the employee the opportunity to appear before the Board to present a statement in his/her own behalf, either in person or by his/her attorney, prior to a final decision by the Board.

In conducting a hearing, the Board or hearing officer shall not be bound by common law or by statutory rules of evidence or by technical or formal rules of procedure except as provided in Sections 37-9-101 through 37-9-113, but may conduct such hearing in such manner as best to ascertain the rights of the parties; however, hearsay evidence, if admitted, shall not be the sole basis for the determination of facts by the Board or hearing officer.

For purposes of conducting hearings under Sections 37-9-101 through 37-9-113, the Board or hearing officer shall have the authority to issue subpoenas for witnesses and to compel their attendance and the giving of evidence. Any expense connected therewith shall be borne by the party requesting the subpoenas, which shall include an appearance fee for each witness so subpoenaed not inconsistent with state laws governing payments to witnesses. In the event it is necessary to enforce or to quash a subpoena issued to compel the attendance of a witness, application shall be made with the chancery court of the county where the School Board is located. It is the policy of the school district that depositions will be allowed only in extraordinary cases in which the personal attendance of the witness is impossible or would impose an unreasonable hardship. Depositions shall be allowed only if an application by a party is approved by the hearing officer, at his/her sole discretion.

#### CONDUCT OF HEARING

- a. The first order of business after the hearing is convened is to dispose of any procedural matters.
- b. Prior to receiving any testimony, evidence will be received that all notices and information were timely sent to the employee and that the employee made timely requests for information and a hearing. If a notice or a request is defective or untimely, the presiding officer may order such relief as is appropriate.
- c. Witnesses and other evidence in support of the determination to release the employee from future employment will be introduced first. The presiding officer may interrogate witnesses himself/herself or he/she may allow a representative of the administration or the Board to examine witnesses. The employee or his/her attorney will also be allowed to cross-examine each witness presenting evidence against him/her at the hearing.
- d. After the evidence in support of the determination has been submitted, the employee will be allowed an opportunity to present his/her witnesses and evidence. The presiding officer and a representative of the administration or the Board will be allowed an opportunity to cross-examine any witnesses for the employee.
- e. After the employee concludes his/her case, the administration will be allowed an opportunity to present rebuttal evidence, either at the time of the hearing or within a reasonable time upon recess of the hearing. The presiding officer, at his/her discretion, may require any portion of the evidence to be submitted in the form of depositions or affidavits. If affidavits are received, counter-affidavits may be presented within such time as the hearing officer may allow.
- f. At the conclusion of the hearing, each party may be allowed an opportunity for closing arguments, if requested by the presiding officer, at his/her discretion.

#### RECOMMENDED DECISION OF HEARING OFFICER

- a. If the Board appoints a hearing officer, he/she shall make findings and a recommended decision, unless the Board orders that the record be transmitted to it without findings and a recommendation.
- b. The hearing officer may, at his/her discretion, prior to the conclusion of the hearing and to making of his/her recommendation: (1) request proposed findings from all parties; or (2) prepare and file his/her own findings, allowing all parties a reasonable period of time to submit exceptions to the findings.

## FINAL DECISION

- a. If the Board initially hears the matter, it will make its decision on the basis of the record and will send notice of its decision to the parties within ten (10) days of the conclusion of the hearing.
- b. If the Board does not initially hear the matter, the parties will be given a reasonable opportunity to appear before the Board, in person or by counsel, to present statements in their behalf. The Board will send notice of its decision to the parties within thirty (30) days of the conclusion of the hearing.
- c. The Board shall receive the findings, any exceptions, the recommended decision, and the record, and shall prepare its own findings and final decision.

In the event the decision of the School Board is in favor of the employee the Board shall have the authority to order the execution of a contract with the employee for any additional period of one (1) year.

This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code §37-9-103.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited; Section 37-9-101 through 37-9-113  
MS Code of 1972, amended

DATE: July

## **PROFESSIONAL/LICENSED PERSONNEL RESIGNATIONS - GBO**

The Board of Education of the Claiborne County District empowers the superintendent, as agent of the board, to accept on its behalf letters of resignation from any school district employee, providing that such resignation is in writing, dated, signed and specifies the date upon which the resignation is to be effective.

Receipt of such a letter of resignation by the superintendent may constitute acceptance of such resignation by the board of education and may release the employee and the district from any and all further contractual obligations beyond the effective date of the resignation, provided that a suitable replacement for the position can be employed. The superintendent shall also be empowered to refuse an employee's resignation, when such refusal is in the best interest of the school district.

Any resignation received by the superintendent is irrevocable. A licensed employee who leaves the district without having fulfilled his/her contractual obligations and who has not obtained written acceptance of his/her resignation from the superintendent will be considered to be in breach of his/her contract and may have his/her license revoked.

### **PROCEDURES**

Resignations must be mailed to the superintendent by certified mail, return receipt requested, or personally delivered to the superintendent's office and an acknowledgment of receipt must be inscribed on the face of the letter of resignation.

Upon receipt of a letter of resignation, the superintendent shall notify the employee in writing as to whether or not the employee's resignation is accepted. This notification shall be sent to the employee by certified mail, return receipt requested, or personally delivered to the employee and an acknowledgment of receipt by the employee inscribed on the face of the letter of acceptance or denial of the resignation. The employee shall be given one copy of the acknowledged acceptance or denial of the resignation and the superintendent shall keep one copy of the acknowledged acceptance or denial of the resignation.

All letters of resignation and acceptance or denial of resignations shall become a permanent part of the employee's personnel file.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code 37-9-55 and 37-9-57

CROSS REF.: Policy GBN and GBOA

DATE: July

**PROFESSIONAL PERSONNEL RESIGNATION**

**ACCEPTANCE OF RESIGNATION**

I, \_\_\_\_\_ Superintendent of the \_\_\_\_\_

(Superintendent)

(School District)

School District, acting as Chief Executive Officer of the Board of Education,  
acknowledge receipt this date of a resignation from employment signed by

\_\_\_\_\_ effective the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

(Employee)

(Day)

(Month)

(Year)

My signature constitutes acceptance of this resignation by the Board of Education and releases the resigning employee and the district, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the Board of Education is accepted, and thus the resignation is irrevocable.

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**



**PROFESSIONAL PERSONNEL RESIGNATION**

**DENIAL OF RESIGNATION**

I, \_\_\_\_\_ Superintendent of the \_\_\_\_\_

(Superintendent)

(School District)

School District, acting as Chief Executive Officer of the Board of Education,  
acknowledge receipt this date of a resignation from employment signed by

\_\_\_\_\_ effective the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_

(Employee)

(Day)

(Month )

(Year)

My signature constitutes denial of this resignation by the Board of  
Education. This request is denied for the following reason(s):

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

## PROFESSIONAL PERSONNEL REEMPLOYMENT - GBP

### LICENSED AND NON-INSTRUCTIONAL EMPLOYEES

On or before April 1 of each year, the principal of each school shall recommend to the superintendent of the local school district the licensed employees or non-instructional employees to be employed for the school involved except those licensed employees or non-instructional employees who have been previously employed and who have a contract valid for the ensuing scholastic year. If such recommendations meet with the approval of the superintendent, the superintendent shall recommend the employment of such licensed employees or non-instructional employees to the local school board, and, unless good reason to the contrary exists, the board shall elect the employees so recommended. If, for any reason, the local school board shall decline to elect any employee so recommended, additional recommendations for the places to be filled shall be made by the principal to the superintendent and then by the superintendent to the local school board as provided above.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. §37-9-17 (2001)

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Jones v Birdsong* (1980, ND, Miss.) 350F Supp 2221

CROSS REF.: Policies GBA, GBD, GCD, CGD, and GAAC

DATE: July

## **PROFESSIONAL PERSONNEL RETIREMENT - GBQ**

Professional educators shall be retired from public employment under such conditions and provisions established by the Public Employee Retirement System (PERS). MS Code §25-11-101 *et. seq.*

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **WORK DAY - GBRB**

The work day shall be set within the legal parameters with consideration of the instruction and activity schedules established by the principal.

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

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

### **LENGTH OF SCHOOL DAY**

The number of hours of actual teaching which shall constitute a school day shall be determined and fixed by the board of trustees of the school district at not less than five (5) hours.

MS CODE 37-13-67 (2006)

Elementary, junior high, and senior high school teachers are expected to be on duty at their respective schools at 8:00 a.m. each day. Except when carrying out assignments of the principal, teachers are expected to remain at school or on duty during the designated hours. It is expected that all teachers remain at school Monday through Thursday as follows:

Elementary 3:30                      Junior and Senior High 3:45

Time is provided at the end of each school day for instructional preparation and planning, and conferences.

Principals are expected to be on duty from 7:45 a.m. to 4:00 p.m.

SOURCE:                      Claiborne County School District, Port Gibson, MS.

LEGAL REF.:                MS Code as cited

CROSS REF.:                Policies GBRC and GBRI

DATE:                         July

## PROFESSIONAL PERSONNEL WORK LOAD - GBRC

The local school board shall have the power and authority to fix the date for the opening and closing of the school term, subject to the minimum number of days which schools must be in session during a scholastic year, as prescribed under Section 37 13 63. However, local school boards are authorized to keep school in session in excess of the minimum number of days prescribed in Section 37 13 63. MS CODE 37 13 61 (2006)

All public schools in the state shall be kept in session for at least one hundred eighty (180) days in each scholastic year. MS CODE 37-13-63 (1992)

### TEACHING DAY

A day in which a minimum of 330 minutes of instruction and/or evaluation and/or district approved group testing is provided. Exceptions are days with fewer than 330 instructional minutes that are part of an instructional week of at least 27.5 hours.

It shall be the duty of the principals and teachers in each building of this school district to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. MS CODE 37-11-5 (1980)

**NOTE: For a listing of the Process Standards that relate to professional personnel workload, please refer to Standards 12 through 34 of the Mississippi Public School Accountability Standards (2012).**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards 2012

CROSS REF.: Policy CA

DATE: July

## **PAPERWORK REQUIRED OF CLASSROOM TEACHERS - GBRCA**

The Board recognizes that the most important function of the classroom teacher is the delivery of the instructional program to the students. The teacher's proper use of academic time is directly correlated to student achievement and to the effectiveness of the school district. With this in mind, the Board instructs the superintendent to limit the number and length of written reports that classroom teachers are to prepare to only those that are necessary to promote an effective school district.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STAFF MEETINGS - GBRD**

This board recognizes the need to conduct periodic and regular staff meetings on varying levels involving all and special members of the staff. Such meetings should be scheduled to cause as little inconvenience to the staff members as possible. Faculty members shall meet at least once a year at a time other than scheduled instructional time to review and revise the district level planned instructional program.

Faculty meetings shall be held upon the call of the superintendent and/or school principal.

The school principal shall provide specific training activities to help classroom teachers and support staff improve inadequate instructional practice and provide specific training activities to help teachers handle recurring school disciplinary problems.

The school principal shall provide formal opportunities for teachers to set school performance goals and to develop academic incentives.

The administrative staff, as well as the instructional and support staff, shall participate in staff meetings and staff development activities to enhance professional skills in improving the instructional program for students

Process Standard 15 of the Mississippi Public School Accountability Standards is as follows:  
The school district engages in planning to review the educational status of the district and to address specific actions relative to accreditation and performance separately.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: Mississippi Public School Accountability Standards 2012

CROSS REF.: Policy GAC

DATE: July

**PROFESSIONAL/LICENSED PERSONNEL EXTRA DUTY - GBRE**

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

Principals will inform employees of after-school-hour activities which they are expected to attend. Employees desiring consideration for additional assignments in summer school will make the request in writing to the Director of Personnel.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies GBRC and GBEB

DATE: July



## PROFESSIONAL/LICENSED PERSONNEL EXPENSES - GBRF

Professional/licensed personnel who have first been authorized by the superintendent to travel in the performance of their duties shall be advanced/reimbursed as indicated below:

1. For each mile actually and necessarily traveled in the employee's automobile or other private motor vehicle, the state approved per mile rate. Employees are expected by the Board to carpool where two (2) or more employees are traveling to the same destination. In such an event only one (1) travel expense allowance at the authorized rate per mile shall be allowed for any one (1) trip.
2. When such travel is done by means of a public carrier or other means not involving private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in such travel. Travel by airline shall be at the tourist rate unless such space was unavailable. The employee shall certify that tourist accommodations were not available if travel is performed in first class airline accommodations.
3. Employees shall be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and interstate official travel by the State Fiscal Management Board and rules and regulations adopted by the State Department of Audit.

Current advancement/reimbursement rates:

1. single standard room rate for accommodations
2. maximum reimbursement of \$30.00 per day for meals for in-state travel and \$40.00 for high cost areas for over-night stays only). A maximum reimbursement of \$30.00 per day for meals for out-of-state travel, with high-cost areas \$40.00.
3. State rate per mile driven in private vehicle
4. Actual registration fees
5. Actual fare or other expenses incurred in travel by public carrier
6. Incidental expenses – reasonable gratuities, parking, etc.

The superintendent shall comply with the rules and regulations of the State Department of Audit regarding itemized expense accounts upon return of the employees.

IRS rules require school districts to classify reimbursement for meals during non-overnight travel as taxable income and reported on W-2 forms.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies DJD

DATE: July

**PROFESSIONAL/LICENSED PERSONNEL NON-SCHOOL EMPLOYMENT - GBRG**

A teacher contracting for or performing any other employment which will result in absence from duty required under school contract or interfere with his/her effectiveness in performing assigned duties may have his/her contract terminated after a hearing as provided by law, and a written complaint filed with the State Board of Education.

This shall not prevent a teacher from holding an office, not incompatible to the teaching profession, or performing any duty allowed a qualified elector as provided by the constitution.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-9-59

DATE: July

## **CONSULTING - GBRGA**

The employee will not accept a position as consultant, even though no absence is required, without approval by the Superintendent or his/her designated representative.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**PROFESSIONAL/LICENSED PERSONNEL – TUTORING FOR PAY - GBRGB**

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall receive no money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make.

Further, no tutoring for which a teacher receives a fee will be carried on in the school building.

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies GBRC, GBRG, and GAU

DATE: July

## **PROFESSIONAL PERSONNEL (INSTRUCTIONAL) PROFESSIONAL LEAVES AND ABSENCES - GBRH**

Professional leave shall be defined as authorized absence from regular duties to participate in professional activities which directly relate to the enhancement of job performance. Educational activities may include attendance at national, state or local education meetings held while Claiborne County Schools are in session.

Approved professional leave shall be granted without reductions to the employee's salary. Professional leave shall not be interpreted to include involvement in community or fraternal activities.

Beginning with the school year 1992-93, 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.

Leave for personnel to attend professional conferences shall be permitted upon the advance approval of the immediate supervisor and superintendent. Request for such leave must be submitted in writing five (5) days in advance.

Upon approval by the superintendent, expenses for attendance at such activities may be paid by the district. In

extreme cases of personnel attending summer school while under contract, the superintendent may grant professional leave on a compensatory makeup basis. A compensatory schedule must be submitted by the employee when leave is requested.

### Leave of Absence for Study

Upon recommendation of the supervising principal or office and the superintendent and approval of the Board, provisions may be made for leave of absence for full time academic study. Certified personnel, upon completion of three years of satisfactory professional services in the Claiborne County Schools in administrative, supervisory, or instructional pursuits shall be eligible for leave of absence provided such leave does not exceed two summers and one academic year (summer-academic year-summer). An employee granted full time leave without compensation may return to the position vacated by his/her absence or be assigned to an equivalent position for which he is qualified to assume professional responsibilities. Such leave may commence at the close of a contract period or on a date mutually acceptable to responsible school officers. Application for leave must be presented for approval to the superintendent on appropriate application form forwarded to the personnel office on or before January 1. Announcement by the superintendent of all approved leaves shall be made by March 1 of the year in which the leave of absence is to be effective. Conditions governing the approval of request for leave of absence:

1. Experience - Persons shall be eligible for leave for study who have had five (5) years of experience as defined in Chapter 14 or the Laws of 1953, and further provided that the last three (3) years of school experience shall have been in this school system.
2. Salary Index - Personnel approved for leave of absence will not be advanced on the salary index for a year's teaching experience when re-employed.
3. College Credit - Full-time study requires the completion of a minimum of nine (9) semester or twelve (12) quarter hours of college credit each period excluding work taken in summer session. Such requirements may be altered subject to transcript verification or prescribed hours for completion of course work.
4. Employee Responsibility - All rights and privileges contained in this policy are contingent upon its application under court decrees and the employee's return to the Claiborne County Schools immediately upon expiration date of the leave.

5. Failure to Comply – Failure of the participants to comply with conditions governing the policy for full-time academic study nullifies any obligation of the Board or designated representative to execute this agreement.

Nothing herein contained shall be construed as requiring any principal, officer or superintendent to recommend the granting of leave of absence or as requiring the Board to approve an application for a leave of absence.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy GAD

DATE: July

## **STRIKES - GBRIJ**

"Strike" means a concerted failure to report for duty, a willful absence from one's position, the stoppage of work, a deliberate slowing down of work, or the withholding, in whole or in part, of the full, faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions, compensation, rights, privileges or obligations of public employment; provided, however, that nothing herein shall limit or impair the right of any certificated teacher to express or communicate a complaint or opinion on any matter related to the conditions of employment so long as the same is not designed and does not interfere with the full, faithful and proper performance of the duties of employment.

"Certified teacher" shall mean the following employees of this school district: classroom teachers, supervisors of programs, librarians, guidance personnel, audiovisual personnel and vocational directors.

It is hereby declared that a strike, concerted work stoppage or concerted refusal to perform lawful duties in any manner by licensed teachers against public school districts within the State of Mississippi shall be illegal, unprotected and contrary to the public policy of the State of Mississippi.

No certified teacher, group of certified teachers or teacher organization shall promote, encourage or participate in any strike against a public school district, the State of Mississippi or any agency thereof.

No person exercising any authority, supervision or direction over any licensed teacher shall have the power to authorize, approve or consent to a strike by one or more licensed teachers, and such person shall not authorize, approve or consent to such strike. No local school governing board or any person exercising authority, supervision or direction over any public school shall attempt to close or curtail the operations of the public school, or to change or alter in any manner the schedule of operations of said school in order to circumvent the full force and effect of this statute. In the event of a strike against the public school, the local school governing board shall continue school operations as long as practicable in order to ascertain which teachers are on strike, and certify the names of such teachers to the Attorney General. Any member of a local school governing board or public school administrator who violates this subsection shall be guilty of a misdemeanor and upon conviction shall be fined not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Fifty Dollars (\$250.00) for each day such violation continues.

Chancery courts having jurisdiction of the parties are vested with authority to hear and determine all actions alleging violations of subsection (3) of this section. Suits to enjoin violations of subsection (3) of this section shall have priority over all matters on the court's docket except other emergency matters.

If a certified teacher, a group of licensed teachers, a teacher organization, or any officer, agent or representative of any teacher organization engages in a strike in violation of subsection (3) of this section, any public school district whose employees are involved or whose employees may be affected by the strike shall file suit to enjoin the strike in the Chancery Court of the First Judicial District of Hinds County, Mississippi, or in the chancery court having proper jurisdiction and proper venue of such actions. The chancery court shall conduct a hearing with notice to all interested parties, at the earliest practicable time. If the complainant makes a prima facie showing that a violation of subsection (3) of this section is in progress or that there is a clear, real and present danger that such strike is about to commence, the chancery court shall issue a temporary restraining order enjoining the strike. Upon final hearing, the chancery court shall either make the injunction permanent or dissolve it.

If an injunction to enjoin a strike issued pursuant to this section is not promptly complied with, on the application of the complainant, the chancery court shall immediately initiate contempt proceedings against those who appear to be in violation. A teacher organization found to be in contempt of court for violating an injunction against a strike shall be fined up to Twenty Thousand Dollars (\$20,000.00) for each such calendar day. The fines so collected shall immediately accrue to the school district and shall be used by it to replace those services denied the public as a result of the strike. Each officer, agent or representative of a teacher organization found to be in contempt of court for violating an injunction against a teacher organization shall be liable for any damages which might be suffered by a public employer as a result of a violation of the provisions of subsection (3) of this section by the teacher organization or its representatives, officers and agents. The chancery court having jurisdiction over such actions is empowered to enforce judgment against teacher organizations by the attachment or garnishment of organization initiation fees or dues.

If the court, after a hearing or notice, determines that a licensed teacher has violated subsection (3) of this section, it shall order the termination of his or her employment by the public school district. No person knowingly violating the provision of said subsection may, subsequent to such violation, be employed or reemployed as a teacher by any public school district in the state unless the court first finds a public necessity therefor.

The provisions of this subsection (8) shall be cumulative and supplemental to any other applicable provision of law. §37-9-75 (1985)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July



## **SUBSTITUTE TEACHERS - GBRJ**

All substitute teachers must be recommended to the Board for approval.

Principals are responsible for securing substitute teachers from the official Substitute Teacher List provided by the superintendent's office.

Retired teachers may substitute-teach. §25-11-127 (1985)

When teachers are going to be absent, they are to notify the principal or principal's office in adequate time to secure a substitute.

The teacher shall provide, except in an emergency, adequate instructional plans, and statement of assigned duties and responsibilities for the substitute.

An orientation session for substitute teachers will be held prior to the opening of school and when necessary during the school year. In order for a person's name to be added to the substitute list he/she is required to attend an orientation session.

Terms of Compensation: As determined by the Board.

Substitute teachers are approved by the School Board for one academic year. Substitute teacher applicants are screened. The applicants with the most educational training are selected.

Temporary service teachers are at-will employees and have no property rights in their employment which may be terminated at any time by either the employee or the employer without notice.

### **PAYMENT FOR SUBSTITUTE TEACHERS**

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 teachers shall be paid wholly from district funds, except as otherwise provided for long-term substitute teachers in Section 37-19-20. Such school boards, in their discretion, also may pay, from district funds other than minimum education program funds, the whole or any part of the salaries of licensed employees granted leaves for the purpose of special studies or training. §37-7-307 (7)(2003)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and 39-9-17 (2)

CROSS REF.: Policy GBQ

DATE: July

## **PROFESSIONAL ORGANIZATIONS - GBS**

Membership in a professional education association is voluntary. Professional association activities shall not interfere with a staff member's accepted responsibilities to the school system.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July

## **PROFESSIONAL PUBLISHING - GBT**

The Board recognizes that staff members are in a unique position to create written materials of benefit to the field of education. However, the staff member must place his/her duties and responsibilities to the school system first, and must have approval of the superintendent before utilizing material and information from within the school system for publication purposes.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## CLASSIFIED/NON-LICENSED STAFF SECTION - GC

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

The superintendent has the power, authority and duty to make assignments to the various schools in the district of all non-instructional and non-licensed employees, as provided in Section 37-9-17, and to make reassignments of such employees from time to time. § 37-9-14 (2) (s)

The superintendent has the power, authority and duty to employ and dismiss non-instructional and non-licensed employees as provided by law. § 37-9-14 (2) (y)

Within the limits of the available funds, the Superintendent of Schools shall recommend to this School Board all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. § 37-9-3

This Board has the power, authority and duty to employ all non-instructional and non-licensed employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the Superintendent of Schools. § 37-7-301 (w)

The Board considers its classified/non-licensed personnel who serve as secretaries, cafeteria workers, public relations consultants, custodians, maintenance workers, bus drivers, and other non-licensed and non-instructional positions to be vital to the smooth functioning of the school system.

Licensed and non-licensed personnel are to work together as partners to provide the best possible learning situations for the students of this school district.

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

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies CA, CC, GCD, GCRAA, and GAAC

DATE: July

## **POSITIONS - GCB**

Each employee of the school district shall have a position description which specifies job responsibilities.

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**DATE:** July

## **RECRUITMENT - GCC**

The Board, within limitations of its budget and the approved salary schedule, is committed to the policy of acquiring and keeping the best qualified personnel.

The superintendent shall institute procedures to obtain sufficient qualified candidates for any existing or anticipated vacancies.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **HIRING – CLASSIFIED/NON-LICENSED EMPLOYEES - GCD**

### **DEFINITION**

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

### **EDUCATION REQUIREMENTS OF PARAPROFESSIONALS**

All paraprofessionals employed before the enactment of “No Child Left Behind Act” must complete at least two (2) years of higher education or an associate’s degree or successfully complete a rigorous academic assessment (to be determined by the Mississippi Department of Education) by January 8, 2006.

All paraprofessionals employed after enactment of “No Child Left Behind Act” (January 8, 2002) must have completed at least two (2) years of higher education or an associate’s degree or must successfully complete a rigorous academic assessment (to be determined by the Mississippi Department of Education) upon hiring.

The following paraprofessional positions include but are not limited to: Assistant Teachers, Library Clerks, Computer Lab Assistants, and ISD Monitor/Family Center Personnel.

### **AUTHORITY**

Within the limits of the available funds, the superintendent shall recommend to the School Board thereof all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. § 37-9-3 (1987)

The superintendent has the power, authority and duty to make assignments to the various schools in the district of all non-instructional and non-licensed employees, as provided in Section 37-9-17, and to make reassignments of such employees from time to time. § 37-9-14 (2) (s) (1999)

The superintendent has the power, authority and duty to employ and dismiss non-instructional and non-licensed employees as provided by law. § 37-9-14 (2) (y) (1999)

This Board has the power, authority and duty to employ all non-instructional and non-licensed employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the Superintendent of Schools. § 37-7-301 (w) (1996)

### **APPLICATION**

Candidates for non-licensed positions shall make formal application with the personnel director. The candidate shall provide documentation required by the school district. In cases where specific training is required by a state or federal agency, the School Board will be guided by these specific requirements.

### **SELECTION/HIRING**

The school district shall be in compliance with state laws governing hiring of all employees and background checks. (See Policy GAAC.)

Legal Ref.: §37-9-17, MS Code of 1972 as amended.

The school district shall select the most competent candidates available for non-licensed positions, taking into consideration the experience, training, personality, health, and attitudes of each applicant. The candidate shall possess acceptable personal traits and qualities as revealed by appraisals based on personal interviews by persons deemed competent to make such evaluations. Annual health certificates for food service employees are required, as may be obtained at the local health department without expense to the employee.

#### SALARY

The School Board shall fix the salary of non-licensed personnel taking into consideration the training, experience, and responsibility of the employee. The salary paid shall be not less than the federal minimum wage and shall be in compliance with the Fair Labor Standards Act.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies CA, GC, GCRA, AND GAAC

DATE: July



**CLASSIFIED/NON-LICENSED PERSONNEL ASSIGNMENT - GCE**

Position assignment will be made by the Assistant Superintendent for Personnel after consultation with building principal/supervisor. Building level assignments will be made by the principal. It is the policy of the Claiborne County School District to ensure equivalence/comparability among schools in the assignment of teachers, administrators, and auxiliary personnel.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **CLASSIFIED/NON-LICENSED PERSONNEL ORIENTATION - GCF**

Employees new to the school system will participate in an orientation session for new employees scheduled annually prior to the opening of the school year. All employees will participate in a pre-school orientation session scheduled annually prior to the opening of the school year.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**CLASSIFIED/NON-LICENSED STAFF/STAFF DEVELOPMENT - GCFA**

All classified/non-licensed staff members will participate annually in the staff development program approved by the District School Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**CLASSIFIED/NON-LICENSED STAFF/PROBATION - GCG**

All newly hired classified employees shall be placed on a sixty (60) day probationary period. Employment may be terminated immediately by the employer without cause at any time during the sixty (60) day probation period.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **CLASSIFIED/NON-LICENSED PERSONNEL SUPERVISION - GCH**

The Superintendent will be responsible for designing and implementing an effective personnel supervision program. Each program is to have as its basic interest the improvement and development of the classified staff.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**EVALUATIONS – CLASSIFIED/NON-LICENSED EMPLOYEES - GCI**

The School Board of this district directs the superintendent to formulate and implement a formal performance appraisal system based on job descriptions and on-the-job performance of every employee.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**PROMOTION – CLASSIFIED/NON-LICENSED EMPLOYEES - GCJ**

The school district shall encourage growth by following the policy of allowing staff members to receive first consideration for job responsibility assignment change. Personnel will be notified of existing vacancies.

Request shall be made in writing to the Assistant Superintendent for Personnel/Operations.

It shall be the policy of the Board to select the best qualified applicant without regard to race, color, creed, sex, or national origin, nor shall any staff member be denied consideration for promotion because of age, marital status or disability.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July

**SUSPENSIONS: CLASSIFIED/NON-LICENSED EMPLOYEES - GCK**

An employee may be suspended from duty pending the outcomes of a hearing or investigation of charges. Such suspensions are to be made by the Superintendent until such time as recommended disposition of the case is made by the Assistant Superintendent for Personnel/Operations. The suspension shall not exceed thirty (30) days and may be without pay.

In accordance with the Drug-Free Workplace Act of 1988 the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace for school districts receiving federal funds. Employees of the Claiborne County School District may be suspended without pay up to thirty (30) days or dismissed for the first occurrence of any of the above acts.

The Board feels very strongly that controlled substances are a menace to society and to protect our employees and students from the influence of these substances hereby applies the above policy to outside the workplace as well as in the workplace.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy GAX

DATE: July



## **LAY-OFFS CLASSIFIED/NON-LICENSED EMPLOYEES: REDUCTION IN FORCE - GCKA**

A reduction in force (RIF) of classified personnel may be initiated by the Board of Education as a result of decreased enrollment, a decrease of educational programs, insufficient state or federal funds or if in the opinion of the administration and Board of Education funds can be better utilized in the education of students.

### Determination of Need

The Board of Education in consultation with the superintendent and other appropriate administrators shall:

1. Determine that a need for a RIF exists or will exist.
2. Determine what programs, classes or duties shall be eliminated or reduced.

### Requirement of Good Faith

The Board of Education shall exercise its discretion in good faith in determining that RIF is necessary and its decision shall be based upon bona fide educational considerations.

### Implementation

1. Every effort shall be made to accomplish reduction in force through natural attrition, natural attrition being retirement, resignation and non-renewal of contract.
2. If natural attrition does not accomplish the necessary reduction in force, then the individual with the least number of contract years of service in the Claiborne County School District will be terminated first.
3. If two (2) or more individuals are equal or equivalent in seniority status and it becomes necessary to determine which shall be terminated, then the date upon which the original contract for employment was signed becomes the determining factor. On the remote chance that two (2) or more individuals have the same dates of original contract, the decision will be made by impartial drawing.
4. Seniority will be normally based upon non-interrupted service from the date of the original contract signing. Interrupted service for purposes of reduction in force or recall will only be applied if that interruption period shall not last more than twelve (12) months without forfeiture of all seniority. If seniority is interrupted due to a reduction in force and the individual is recalled within twelve (12) months, the original hire date will be adjusted by the number of days of the interrupted service.

### Recall of Released Staff

For a period of one (1) year after the effective date of the termination of a classified employee pursuant to this policy, the Board shall offer re-employment based upon the reverse order of seniority.

### Requirement of Expression of Intent

Every classified person discharged or terminated under this policy who wishes to be considered for recall in the event that an opening develops must file with the superintendent, within thirty (30) days after the effective date of the discharge or termination, a written statement indicating a desire to be considered for recall and providing an address at which the person may be contacted. Such person must notify the superintendent of any change in address within ten (10) days after changing residence in order to insure proper notification in the event of a recall.

### Notification of Recall and Acceptance

Any person selected for recall hereunder shall receive notification in writing of the recall at the address provided. Such notification shall be by certified mail. The recalled person must accept the position offered through recall in writing. Such acceptance must be received in the superintendent's office within fifteen (15) calendar days after mailing of the recall notice to the person. Rejection of the offer, in writing or by failure to timely respond, shall result in forfeiture by the recalled person of any further rights under this policy. Thereafter, an offer of recall will be made to the next person qualified to be recalled, or if there is none, the position will be filled by another applicant.

### Rights of Recalled Person

Any person recalled pursuant to this policy shall have all accrued sick leave restored and be given credit for all years of actual service.

### Exemption

It is a policy of Claiborne County School District to employ personnel with specialized training and skills reserving the right to exempt for its policy of reduction persons possessing special training and skills where such training and skills are needed to fulfill the District educational objectives.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **TRANSFERS - CLASSIFIED/NON-LICENSED EMPLOYEES - GCM**

The superintendent or designated representative may transfer personnel within the school system. Staff members desiring a transfer to another campus shall submit the request in writing to the assistant superintendent for personnel/operations. The request for transfer will not be granted automatically. There are circumstances that will have to be taken into consideration such as complying with court order and the present principal's approval of the transfer and the recommending principal making the recommendation for transfer to his/her school.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**RESIGNATION – CLASSIFIED/NON-LICENSED EMPLOYEES - GCO**

A classified employee will give the Board fourteen (14) calendar days written notice of intention to resign.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**REEMPLOYMENT – CLASSIFIED/NON-LICENSED EMPLOYEES - GCP**

Upon recommendation by the immediate administrator/supervisor and the approval of the superintendent and school board, classified employees will be reemployed for the next school year.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**WORKING CONDITIONS/HEALTH EXAMINATIONS/CHILD NUTRITION: EMPLOYEES  
ONLY - GCR**

The Board grants the superintendent authority to require any person applying for child nutrition employment to furnish a satisfactory health certificate from a licensed physician or the State Health Department, certifying that he/she has had a negative (nonspecific) reaction to any standard tuberculin skin test approved by the State Department of Health not more than ninety (90) days prior to employment and that such person is free from tuberculosis in an infectious or communicable stage. Such requirement will be mandated only for positions that involve food handling or for such times as the superintendent has reason to believe the health and welfare of students and staff is in question.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **WORKING CONDITIONS – FAIR LABOR STANDARDS POLICY - GCRA**

### **PURPOSE**

To ensure compliance with the minimum wage, overtime pay and record keeping requirements and the child labor restrictions of the Fair Labor Standards Act (FLSA) of the United States.

### **EXEMPT EMPLOYEES**

Licensed professional employees (teachers, counselors, supervisors, administrators) business manager, maintenance director, community relations specialist.

### **COVERED EMPLOYEES**

All employees in the job classifications listed below:

Secretaries	Janitors
Bookkeepers	Maids
Clerks	Assistant Teachers
Mechanics	Substitute Teachers
Bus Drivers	Security
Delivery Men	Cafeteria Personnel
Maintenance Personnel	Grounds keeping Personnel
	Data Entry Operators

### **EMPLOYMENT RELATIONSHIPS**

An employment relationship is not created between trainees (student teachers) or students and this school district due to the circumstances surrounding their activities.

An employment relationship is not created between this school district and individuals who volunteer or donate their services to the school district as a public service without contemplation of pay.

Hiring off-duty policemen or deputies on a part-time basis by the school district for crowd control or for security purposes does not create a joint employment relationship between the school district and the city or county. The school district is separate and distinct and acts entirely independent of other governmental entities.

### **HOURS WORKED**

Each employee subject to FLSA shall be paid in accordance for all hours worked. Compensable time includes all time that an employee is required to be on duty. Coffee breaks, waiting time and meal periods which are frequently interrupted by calls to duty are hours worked and are compensable.

For employees subject to the FLSA the workweek begins on Saturday and ends at the end of the next Friday.

Pay periods and payroll cutoff dates are scheduled for each month of the school year. A copy of this schedule is on hand and available at each school and the central office. Payday is the last working day of each month. Hours worked shall be recorded to the nearest quarter hour at sign in and sign out by each employee on time sheets provided by the district. Submission of a false time sheet may result in suspension or dismissal. Each employee shall report to work in accordance with the schedule of working hours provided by the superintendent for each job category. Deviation from the predetermined schedule requires written approval of the superintendent.

## BASIC MONETARY REQUIREMENTS

All employees subject to FLSA shall be paid not less than the current minimum wage.

## OVERTIME PAY

All employees subject to FLSA shall be paid not less than one and one-half times their regular rates of pay for all hours worked over 40 in a workweek. Overtime pay due an employee shall be computed on the basis of the hours worked in each workweek. Overtime pay may not be waived by an agreement between employer and employees nor may the hours of work of an employee be averaged over two or more workweeks. Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. Overtime will be paid only on hours actually worked in excess of 40 hours during the work week. When accumulated leave hours are used, those hours will be paid at regular time. Leave time cannot be combined with actual work hours to cause overtime.

## AUTHORIZATION FOR ADDITIONAL WORK REQUIRED

Each district employee responsible for the supervision of employees subject to the FLSA shall, prior to permitting any additional work, receive authorization from the superintendent or his/her designee. Additional work hours are any hours worked outside the normal work schedule. Additional hours worked will result in overtime only when the actual hours worked during the work week exceed forty.

The superintendent will allow the use of flex time only for PTO meetings, open house functions, and staff meetings. Flex time shall be approved by the principal and documented in writing. Documentation shall be attached to the employee's time report and submitted to the business office at the scheduled cutoff date.

The superintendent may, in an effort to keep overtime at a minimum, establish a layoff plan, if, in his/her opinion, such a plan would not be detrimental to the mission of the school district. Under such a plan an employee would be laid off after working 40 hours in a workweek. For example, the secretary who has to work ten hours a day on Monday, Tuesday, Wednesday, and Thursday would be laid off Friday and return to work the next Monday. The layoff must occur during the same workweek the 40 hours were worked.

Recognizing that all compensation is based on the workweek, not the calendar week, will minimize problems with a layoff plan. For this school district the workweek begins at 12:01 A.M. each Saturday and ends at 12:00 midnight each Friday.

## RECORD KEEPING

The superintendent shall require all records on wages, hours, and other items listed in the record keeping regulations (29 CFR Part 615) to be kept by the business office for the time specified by the Act.

The superintendent or his/her designee shall secure a sufficient quantity of the minimum wage poster. One poster shall be displayed in each district work site.



## ENFORCEMENT

District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site.

1. to investigate and gather data concerning wages, hours, and other employment practices;
2. to enter and inspect any school district premises and records;
3. to question employees to determine whether any person has violated any provision of the FLSA.

Employers who have willfully violated this law may face criminal penalties, including fines and imprisonment.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the school district. Any disciplinary action taken by the school district will be in addition to any relief granted an employee by the U. S. Department of Labor or a court of law.

Willful is defined by the U. S. Department of Labor as "knew or should have known."

## CHILD LABOR PROVISIONS

The FLSA contains important provisions regarding the employment of children. Management personnel shall consult with the superintendent or his/her designee prior to the employment of any individual under 18 years of age.

If a decision is made to employ child labor, the hiring, hours worked, work performed, and rate of pay shall be in full compliance with the FLSA.

Violations of the FLSA child labor provisions or any regulation issued under them may subject the violator to a civil money penalty up to \$1,000.00 for each violation.

SOURCE: Claiborne County School District, Port Gibson, MS.  
LEGAL REF.: Fair Labor Standards Act (FLSA) of the United States  
CROSS REF.: Policies GCD and GAAC  
DATE: July

**NON-SCHOOL EMPLOYMENT – CLASSIFIED/NON-LICENSED PERSONNEL - GCRF**

A classified employee contracting for or performing any other employment which will result in absence from duty required under school contract may have his/her employment terminated.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**PAID HOLIDAYS - GCRI**

No non-licensed employees will be paid for days not worked.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **PROFESSIONAL ORGANIZATIONS - GCS**

Membership in a professional education association is voluntary. Professional association activities shall not interfere with a staff member's accepted responsibilities to the school system.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## INSTRUCTIONAL GOALS - IB

This board believes that all children can learn and is committed to high levels of achievement for all students in the district. The following goals apply to the district's program of instruction:

### ACADEMIC GOALS

- ③ Mastery of basic skills and fundamental processes
- ③ Acquisition of basic knowledge and skills needed to comprehend and express ideas through words, numbers and symbols
- ③ Ability to utilize all available sources of information
- ③ Ability to think rationally, use problem solving skills, and apply logic and skill of enquiry
- ③ Acquisition of a general fund of knowledge, including information and concepts in mathematics, literature, natural and social sciences
- ③ Development of positive attitudes towards intellectual activity including curiosity and a desire for further learning

### VOCATIONAL GOALS

- ③ Career and vocational educational
- ③ Ability to select and prepare for an occupation that will be personally satisfying and suitable to one's skills and interests
- ③ Ability to make decisions based on awareness and knowledge of career options
- ③ Acquisition of skills and specialized knowledge that will help prepare one to become economically independent
- ③ Positive attitudes towards work, including acceptance of the necessity of making a living and an appreciation of the social value and dignity of work

### SOCIAL AND CIVIC GOALS

- ③ Understanding and appreciation of cultures and beliefs different one's own
- ③ Interpersonal understanding and self-realization
- ③ Understanding of how members of a family function under different family patterns as well as within one own's family
- ③ Acquisition of a knowledge of various value systems and their influence on the individual and society
- ③ Ability to assess realistically, and live in accordance with personal potential, strengths and limitations
- ③ Development of productive and satisfying relationships with others based on respect, trust, cooperation and caring
- ③ Knowledge of the history and basic workings of government, economics, politics, and social systems
- ③ Development of a commitment to be civic-minded and socially responsible in one's endeavors

### MISSISSIPPI DEPARTMENT OF EDUCATION

1. The State Department of Education shall provide an instructional program and establish guidelines and procedures for managing such program in the public schools as part of the State Program of Educational Accountability and Assessment of Performance as prescribed in Section 37-3-46. Public school districts may (a) elect to adopt the instructional program and management system provided by the State Department of Education; or (b) elect to adopt an instructional program and management system which meets or exceeds criteria established by the State Department of Education for such. This provision shall begin with the courses taught in Grades K-8 which contain skills tested through the Mississippi Basic Skills Assessment Program and shall proceed through all secondary school courses mandated for graduation and all secondary school courses in the Mississippi end-of-course testing program. Other state core objectives must be included in the district's

instructional program as they are provided by the State Department of Education along with instructional practices, resources, evaluation items and management procedures. Districts are encouraged to adapt this program and accompanying procedures to all other instructional areas. The department shall provide that such program and guidelines, or a program and guidelines developed by a local school district which incorporates the core objectives from the curriculum structure are enforced through the performance-based accreditation system. It is the intent of the Legislature that every effort be made to protect the instructional time in the classroom and reduce the amount of paperwork which must be completed by teachers. The State Department of Education shall take steps to insure that school districts properly use staff development time to work on the districts' instructional management plans.

2. The State Department of Education shall provide such instructional program and management guidelines which shall require for every public school district that:
  - a. All Courses taught in Grades K-8 which contain skills which are tested through the Mississippi Basic Skills Assessment Program, all secondary school courses mandated for graduation, and all courses in the end-of-course testing program shall include the State Department of Education's written list of learning objectives.
  - b. The local school board must adopt the objectives that will form the core curriculum which will be systematically delivered throughout the district.
  - c. The set of objectives provided by the State Department of Education must be accompanied by suggested instructional practices and resources that would help teachers organize instruction so as to promote student learning of the objectives. Objectives added by the school district must also be accompanied by suggested instructional practices and resources that would help teachers organize instruction. The instructional practices and resources that are identified are to be used as suggestions and not as requirements that teachers must follow. The goal of the program is to have students to achieve the desired objective and not to limit teachers in the way they teach.
  - d. Standards for student performance must be established for each core objective in the local program and those standards establish the district's definition of mastery for each objective.
  - e. There shall be an annual review of student performance in the instructional program against locally established standards. When weaknesses exist in the local instructional program, the district shall take action to improve student performance.
3. The State Board of Education and the board of trustees of each school district shall adopt policies to limit and reduce the number and length of written reports that classroom teachers are required to prepare.
4. This section shall not be construed to limit teachers from using their own professional skills to help students master instructional objectives, nor shall it be construed as a call for more detailed or complex lesson plans or any increase in testing at the local school district level.
5. Districts meeting Level 4 or 5 accreditation standards, as defined by the State Board of Education, shall be exempted from the provisions of subsection (2) of this section. MS Code 37-3-49 (2006)

Process Standards 27, 32, and 33 of the Mississippi Public School Accountability Standards are as follows:

27 - The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education (Districts Meeting the Highest Levels of Performance are exempted.):

27.1 DELETED

27.2 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(2)(c) and 37-3-49(5)}

32 - The basic curriculum of each high school consists of required and approved courses that generate at least 33.5 Carnegie units annually. (See Appendices B and C.) {MS Code 37-1-3(2)} (SB Policy ICFA 1)

Note: Any request for an exemption from teaching the courses listed in Appendix B must be approved by the Commission on School Accreditation.

33 - The basic curriculum of each elementary or middle school (any configuration of grades K-8) consists of reading/language arts, mathematics, science, social studies, the arts, health education, and physical education, which may be taught by a regular classroom teacher. {MS Code 37-1-3(2) and 37-13-134}

**Note: A regular classroom teacher may provide instruction in the arts and physical education in a self-contained classroom setting.**

**NOTE: For Career Education, see ' 37-13-60; for Character Education Program, see ' 37-13-181; for Reading Sufficiency Program of Instruction, see ' 37-13-10; for Sex-Related Education, see ' 37-13-171 and 173; for Education of Exceptional Children (IDEA), see ' 37-23-1 through ' 37-23-31. The Appendix of the Mississippi Public School Accountability Standards includes sections on graduation requirements and course development.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies BA, CA, IC, ID, and IH

DATE: July

## CURRICULUM DEVELOPMENT - IC

This school board directs the superintendent and administration to provide a curriculum of instruction that meets the academic needs of all children in the school district.

### NO CHILD LEFT BEHIND ACT

To comply with the provisions of the No Child Left Behind Act, the superintendent will, in writing, inform the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that encourage sexual activities. The district will comply with federal guidelines concerning age appropriate sex education.

The superintendent will ensure that any programs for limited-English proficient students have a primary goal of mainstreaming those students into the regular classrooms, and that those programs emphasize English language instruction.

Process Standards 23, 27, 29, 32 and 33 of the Mississippi Public School Accountability Standards are as follows:

23. The school district is in compliance with state and/or federal requirements for the following programs:
  - 23.1 Early Childhood Programs (kindergarten and teacher assistant) {MS Code 37-21-1 et. seq.} (SB Policy IDAC and FDD-4) (Refer to *Mississippi Kindergarten Guidelines*.)  
**{Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of MS Code 37-21-7.}**
  - 23.2 Vocational-Technical Education {MS Code 37-31-1 et. seq.} (SB 8100 – 9400, and Federal Code)
  - 23.3 Special Education {MS Code 37-23-1 through 9} (SB Policies 7201, 7203, 7204, 7205, 7206, 7208, 7210, 7211, 7212, 7213, 7214, 7219, and Federal Code) [*See State Polices Regarding Children with Disabilities under the Individuals with Disabilities Education Act of 2004 (IDEA 2004) and the Mattie T. Consent Decree.*]
  - 23.4 Child Nutrition {MS Code 37-11-7}(SB Policies 2001, 2002, 2004, 2007, 2007, and Federal Code)
  - 23.5 *No Child Left Behind Act of 2001*: Titles I, II, ,III, IV, V, VI, X, and any other federally funded programs and grants (SB Policies 4700, 7801, 7802, 7803, 7804, and Federal Code)
  - 23.6 Technology in the Classroom {MS Code 37-151-19(3)} (SB Policy 7500)
  - 23.7 Driver Education {MS Code 37-25-1 et. seq.} (SB Policy 3000)
  - 23.8 Pre-Kindergarten {MS Code 37-7-301(ss)}. (SB Policy 2904)(Refer to the *Mississippi Pre-Kindergarten Curriculum*.)
27. The school district implements an instructional management system that meets the following requirements:
  - 27.1 DELETED



27.2 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(2)(c) and 37-3-49(5)}

29. The school district provides an alternative education programs for the categories of students identified in MS Code 37 13 92. (SB Policies 901 and 902)

32. The curriculum of each high school consists of required and approved courses that generate at least 33.5 Carnegie units annually. (See Appendices B and C.) {MS Code 37 1 3(2)} (SB Policies 2902 and 2903)

**Note: Any request for an exemption from teaching the courses listed in Appendix B must be approved by the Commission on School Accreditation.**

33. The curriculum of each elementary or middle school (any configuration of grades K-8) at a minimum consists of reading/language arts, mathematics, science, social studies, the arts, health education, and physical education, which may be taught by a regular classroom teacher. {MS Code 37-1-3(2) and 37-13-134}

**Note: A regular classroom teacher may provide instruction in the arts and physical education in a self-contained classroom setting.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policy ICA

DATE: July

## **CURRICULUM DEVELOPMENT RESOURCES/EQUIPMENT AND SUPPLIES SELECTION AND ADOPTION - ICA**

Education Enhancement Funds shall not be expended for administrative purposes. The school district shall allocate supply funds equally among all classroom teachers in the district. Two (2) or more teachers may agree to pool their classroom supply funds for the benefit of a school within the district pursuant to a spending plan that supports the overall goals of the school which includes the type, quantity of such supplies, instructional materials, equipment, computer or computer software. This plan shall be submitted, in writing to the school principal for approval. Classroom supply funds allocated under this section shall supplement, not replace, other local and state funds available for the same purpose. MS Code 37-61-33 (3) (a) (2006)

### **AUTHORITY TO CARRY FORWARD FUNDS**

Any individual teacher or group of teachers with an approved spending plan that has not been fully funded need not expend the funds allocated under this subparagraph in the year in which such funds are received. Such funds may be carried forward for expenditure in any subsequent school year in which the plan is fully funded. However, beginning July 1, 2006, any funds allocated under this subparagraph which are not reserved in an approved spending plan but remain unspent on March 31 of the fiscal year in which the funds were allotted must be utilized by the school where the teacher is employed for instructional supply and equipment purposes.

MS Code 37-61-33 (3) (a) (2006)

When conducting an audit of a public school district, the Auditor shall test to insure that the school district is complying with the requirements of Section 37-61-33(3)(a)(iii) relating to classroom supply funds. The audit must include a report of all classroom supply funds carried over from previous years. Based upon the audit report, the State Auditor shall compile a report on the compliance or noncompliance by all school districts with the requirements of Section 37-61-33(3)(a)(iii), which report must be submitted to the Chairmen of the Education and Appropriations Committees of the House of Representatives and Senate. MS Code 37-9-18 (3) (2002)

Process Standards 11, 24, 24, and 26 of the Mississippi Public School Accountability Standards are as follows:

11. The local school board budgets and expends funds as follows:
  - 11.1 The local school board of education budgets and expends from the District Maintenance Fund (Fund #1120) a minimum of \$20.00 per student for instructional/library supplies, materials, and equipment.
  - 11.2 Funds available for classroom supplies, materials, and equipment from the Education Enhancement Fund (Fund #2440) are allotted and expended in compliance with Section 37 61 33, Mississippi Code of 1972, as amended, and SB Policy 3400.
  - 11.3 The local school board budgets and expends funds under the Public School Health Insurance Plan as required by state law and State Board policy. Failure to remit premiums, interest penalties and/or late charges in a timely manner may result in withholding a school district's adequate education program funds. {MS Code 37 151 95} (SB Policy 4904)

24. Each school has a library-media center. {MS Code 37-17-6(3)(a-e)}
- 24.1 Each school has a library-media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology **(Districts Meeting the Highest Levels of Performance are exempted under MS Code 37-17-11).**
- 24.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students. **(Districts Meeting the Highest Levels of Performance are exempted under MS Code 37-17-11).**
25. The school district provides each student with appropriate equipment and laboratory experiences to meet the instructional requirements of the science program. (See *Mississippi Science Framework.*) **(Districts Meeting the Highest Levels of Performance are exempted under MS Code 37-17-11.)**

**Note: Any exceptions to the above standard must be submitted to the Commission on School accreditation for review and action.**

26. The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37 43 1, 37 43 51, 37 9 14(2) (b), and 37 7 301(ff)} (SB Policies 7701 and 7702) (Refer to the current edition of Textbook Administration Handbook Rules and Regulations.)
- 26.1 The school district provides each student in each school with current or otherwise appropriate textbooks that are in good condition. {MS Code 37 43 1, 37 9 14(2) (b), and 37 7 301(ff)}
- 26.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37 43 51} (Refer to page A 12 in the *Textbook Administration Handbook Rules and Regulations.*)

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies IB and ICB

DATE: July

## **CURRICULUM DEVELOPMENT PLANNING - ICB**

It shall be the policy of this district to ascertain the extent to which students master specific learner objectives and to use such information in instructional planning and decision making. Each teacher shall use formative and summative tests which are congruent with instructional activities to evaluate the level to which specified learner objectives have been attained by students. Test results shall be accurately reported to students and parents in a timely manner.

The school board of this school district recognizes the need to foster a sense of community and collaboration within schools, and it recognizes the need to provide the opportunity for shared discussions among professional staff and for shared work through positive, open, cooperative relationships.

The State Department of Education shall provide an instructional program and establish guidelines and procedures for managing such program in the public schools as part of the State Program of Educational Accountability and Assessment of Performance as prescribed in Section 37-3-46. Public school districts may (a) elect to adopt the instructional program and management system provided by the State Department of Education; or (b) elect to adopt an instructional program and management system which meets or exceeds criteria established by the State Department of Education for such. Section 37-3-49 (1) (1998)

### **PRE-ADVANCED PLACEMENT COURSES**

In order to ensure that each student has a sufficient education for success after high school and that all students have equal access to a substantive and rigorous curriculum that is designed to challenge their minds and enhance their knowledge skill, school districts shall offer pre advanced placement courses to prepare students for advanced placement course work.

Funding shall be made available for the 2007 2008 school year so that all sophomores in Mississippi's public schools may take an examination that measures the students' ability to succeed in an advanced placement course. The State Department of Education shall seek federal funding through the Advanced Placement Incentive Grant Program and other available funding for this purpose. Funding efforts must be focused with an intent to carry out advanced placement and pre advanced placement activities in school districts targeted as serving a high concentration of low income students.

The State Department of Education must approve all classes designated as pre advanced placement courses. The department shall develop rules necessary for the implementation of advanced placement courses. Section 37-15-39 (4) (2006)

Beginning with the 2007 2008 school year, all school districts must offer at least one (1) advanced placement course in each of the four (4) core areas of math, English, science and social studies, for a total offering of no less than four (4) advanced placement courses. The use of the state's on line Advanced Placement Instructional Program is an appropriate alternative for the delivery of advanced placement courses.

Any public high school offering the International Baccalaureate Diploma Program is exempt from the requirements of this subsection. However, the school may participate in teacher training and program funding on the same basis as any high school offering advanced placement courses. Section 37-15-39 (5) (2006)

### **NO CHILD LEFT BEHIND ACT**

To comply with the provisions of the No Child Left Behind Act, the superintendent will, in writing, inform the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that encourage sexual activities. The district will comply with federal guidelines concerning age appropriate sex education.

The superintendent will ensure that any programs for limited-English proficient students have a primary goal of mainstreaming those students into the regular classrooms, and that those programs emphasize English language instruction.

Process Standards 15, 23, and 27 of the Mississippi Public School Accountability Standards are as follows:

15. The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately. {MS Code 37-3-49(2)(e)}
  
23. The school district is in compliance with state and/or federal requirements for the following programs:
  - 23.9 Early Childhood Programs (kindergarten and teacher assistant) {MS Code 37-21-1 et. seq.} (SB Policy IDAC and FDD-4) (Refer to *Mississippi Kindergarten Guidelines*.)  
**{Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of MS Code 37-21-7.}**
  
  - 23.2 Vocational-Technical Education {MS Code 37-31-1 et. seq.} (SB Policies 8100-9400 and Federal Code)
  
  - 23.3 Special Education {MS Code 37-23-1 through 9} (SB Policies 7201, 7203, 7204, 7205, 7206, 7208, 7210, 7211, 7212, 7213, 7214, 7219, and Federal Code) [See *State Policies Regarding Children with Disabilities under the Individuals with Disabilities Education Act Amendments of 2004* and the Mattie T. Consent Decree.]
  
  - 23.4 Child Nutrition {MS Code 37-11-7}(SB Policies 2001, 2002, 2004, 2007, 2009 and Federal Code)
  
  - 23.5 *No Child Left Behind Act of 2001*: Titles I, II, III, IV, V, VI, X, and any other federally funded programs and grants (SB Policies 4700, 7801, 7802, 7803, 7804, and Federal Code)
  
  - 23.6 Technology in the Classroom {MS Code 37-151-19(3)} (SB Policy 7500)
  
  - 23.7 Driver Education {MS Code 37-25-1 et. seq.} (SB Policy 3000)
  
  - 23.8 Pre-Kindergarten {MS Code 37-7-301(ss)}. (SB Policy 2904) (Refer to the *Mississippi Early Learning Guidelines*.)

27. The school district implements an instructional management system that meets the following requirements:
- 27.5 The school district implements an instructional management system that has been adopted by the school board and that includes, at a minimum, the competencies required in the curriculum frameworks approved by the State Board of Education. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(5)}
- 27.6 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(2)(c) and 37-3-49(5)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-3-49  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policy IB

DATE: July

**District:** Claiborne County School District  
**Section:** I- Credit Recovery  
**Policy Code:** – ICC

Credit Recovery has been defined by the Mississippi State Department as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. This policy does not apply for students retaking the class. Claiborne County School District has set up a credit recovery program to help struggling students graduate. Students must go through an application process and be approved by the administration before participation will be allowed.

## **I. Admission to and removal from the Credit Recovery Program**

**Application Process:** Student desiring to participate in credit recovery must apply to the Credit Recovery Program.

### **STAGE I**

1. The application must include the name of the course to be recovered and recommendation from a teacher or counselor.
2. The application must include parental approval for participation in the Credit Recovery Program.
3. The principal and/or counselor must verify minimum criteria for participation.
4. The principal and counselor must approve the credit recovery course and verify approval of parent for participation in program.
5. Once application is made and criteria verified, the application is approved or disapproved. (If disapproved, justification of disapproval is indicated.)
6. Students will not be allowed to recover established state assessment courses: Algebra I, Biology I, English II, and U. S. History.

### **STAGE II**

If approved for credit recovery a timeline for completion is established. Timelines will be set for the completion of the Credit Recovery class.

1. A student who fails to make an effort to start the Credit Recovery course within five days of the established time line will be counseled by the counselor.
2. A student who fails to make an effort to start the Credit Recovery course within eight days will be counseled by the principal.
3. A student who fails to make an effort to start the Credit Recovery course within ten days may be removed from the program.
4. A student who fails to complete the timeline established on the application will be removed from credit recovery, unless a waiver is given for special circumstance by the administration.

### **Minimum Criteria**

A student must have made a grade of at least 50 in the course he/she is attempting to recover.

### **II. Eligibility**

1. Students who have already received credit for a course are not eligible for Credit Recovery.
2. Students shall take no more than one Credit Recovery course per 18 week period, with a maximum of two courses per school year. (This 2 course limit does not include courses

recovered during summer school sessions.) This requirement may be waived for students who have a serious illness and are or have been homebound.

### III. Instruction

The Claiborne County School District will use an online software provided by a reputable company or classes offered by the MDE Virtual School for Credit Recovery. The District will provide training from the software company for the teachers and facilitators. Credit Recovery will be offered after school hours and during school as resources permit, unless the student has an extenuating circumstance, such as being homebound due to illness.

### IV. Content and Curriculum

The curriculum used by Claiborne County School District for Credit Recovery is aligned with the Mississippi Curriculum Frameworks or the Mississippi Common Core State Standards. It has been approved by Mississippi Department of Education for Credit Recovery. The objectives for each course will be individually selected for the student by a Credit Recovery Curriculum Committee. This committee will be a minimum of three people, a counselor, an administrator and a classroom teacher of the course to be recaptured or head of the department of the course to be recaptured.

### V. Grading

1. The student may receive only a score of 70% on any Credit Recapture course. Upon completion of the course a grade of 70 will be recorded for the course and it will be noted on the transcript.
2. Grading of the individual objectives will be through the use of posttests of the individual modules. A grade of 70 must be achieved on the module for the objective to be considered as mastered.
3. If the module does not have a module posttest, then a completion of the lesson will fulfill the 70% criteria. In the event that a module includes non-tested objectives (as determined by the Recovery Curriculum Committee), a mastery of the post test will be determined by mastery of the 70% of the individual objective items on the post test.
4. When a student has completed the requirement for any Credit Recovery Class(es), Daily Usage Details and Pretest/Posttest report will be submitted to the counselor as documentation of student completion of modules.

## Credit Recovery Application

### STAGE I

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Course to be Recovered \_\_\_\_\_

Teacher/Counselor Recommending Recovery \_\_\_\_\_

Parental Signature for Approval of Credit Recovery \_\_\_\_\_

Signature of Student Applicant for Credit Recovery \_\_\_\_\_

Counselor Verification of Criteria for Participation \_\_\_\_\_  
Signature

Counselor/Administrator Verification of Parental Approval \_\_\_\_\_  
Signature

Administrator \_\_\_\_\_  
Signature and Date

\_\_\_\_\_ Approval of Credit Recovery  
\_\_\_\_\_ Disapproval of Credit Recovery and Justification for Disapproval

### STAGE II



Timeline for Credit Recovery: Beginning Date: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

Date Dropped from Course(s) for Non-Compliance: \_\_\_\_\_

**PARENT/STUDENT  
AGREEMENT FOR PARTICIPATION**

I understand that Credit Recovery is a way that graduation credit for a course previously failed may be obtained.

I understand that because this program is individualized to only cover the objectives needed to comply with masters of a particular course, the grade I will receive for course completion will not exceed 70%. This grade will be recorded on my transcript and denoted that it was completed through Credit Recovery (The program used will be approved by the Mississippi Department of Education for Credit Recovery.)

I also understand that if I have not started the Credit Recovery program by the date stated on the application that I will be dropped from the program and reported to the school counselor as non-compliant.

I, the undersigned, agree to the program for Credit Recovery.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I, the parent of the above named student, do hereby give my consent for my child to participate in the Claiborne County School District Credit Recovery Program. I agree with the above stated terms of the program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**CURRICULUM ADOPTION - ICF**

No course of study shall be eliminated or new courses added without approval of this School Board. Neither shall any sharp alteration or reduction of a course of study occur without Board approval.

The subjects taught and credit earned toward graduation shall be those required by the state accrediting standards and from among those approved for the secondary schools.

Refer to the current edition of *Approved Courses for the Secondary Schools of Mississippi* published by the Office of Instructional Development.

For a complete listing of all approved courses for all grade levels and other job code assignments refer to the current edition of *Mississippi Personnel/Accreditation Data Report Reference Manual*.

27. The school district implements an instructional management system that meets the following requirements:

27.7 The school district implements an instructional management system that has been adopted by the school board and that includes, at a minimum, the competencies required in the curriculum frameworks approved by the State Board of Education. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(5)}

27.8 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies. **(.Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(2)(c) and 37-3-49(5)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies CA and IB

DATE: July

## **SEX-RELATED EDUCATION – ICG**

### **ABSTINENCE-PLUS SEX EDUCATION**

#### **BELIEF**

The Claiborne County School Board believes that every student has the right to accurate information concerning the prevention of pregnancy and sexually transmitted infections. The School Board is committed to fostering community partnerships that educate both students and parents about this important topic.

The Claiborne County School District seeks to affirm its commitment to creating healthy and responsible teens by fully complying with the Mississippi Code of 1972, Annotated, Section 37-13-171, and by:

- Adopting educational programs designed to help students and parents take action to reduce rates of teen births and sexually transmitted infections and integrating such programs into already established classes, and
- Establishing principles, guidelines, and strategies for implementing effective sex education programs, referred to in state law as “Abstinence-Plus” education programs.

The district shall utilize an age-appropriate, evidence based, medically accurate, Abstinence-Plus curriculum from the list of curricula approved and recommended by the Mississippi Department of Education (MDE), including as one choice the curricula of Abstinence-Plus developed by the Mississippi Department of Human Services and the Mississippi Department of Health, if such curricula are on the MDE’s approved curriculum list.

### **ABSTINENCE-PLUS SEX EDUCATION**

The Claiborne County School Board adopts a Mississippi Department of Education approved “Abstinence-Plus Education Curriculum” and requires the implementation of such program and curriculum in the Claiborne County School District effective at the beginning of the 2013 – 2014 school year.

Furthermore, the Claiborne County School Board:

- Prohibits any teaching that abortion can be used to prevent the birth of a baby;
- Requires boys and girls to be separated into different classes when sex-related education is discussed or taught;
- Prohibits instruction and demonstrations on the application and use of condoms; and
- Requires the school nurse employed by the school district to carry out the functions of those strategies to promote consistency in the administration of the program if the district adopts the program developed by the Mississippi Department of Health.

#### **DEFINITION**

Abstinence-Plus education is a grade and age appropriate school curriculum that includes every component of the following, plus any other programmatic or instructional components approved by the MDE:

- The social, psychological, and health gains to be realized by abstaining from sexual activity, and the likely negative psychological and physical effects of not abstaining;
- The harmful consequences to the child, the child’s parents and society that bearing children out of wedlock is likely to produce, including the health, educational, financial and other difficulties the child and his or her parents are likely to face, as well as the inappropriateness of the social and economic burden placed on others;
- That unwanted sexual advances are irresponsible and teaches how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances;

- That abstinence from sexual activity before marriage, and fidelity within marriage, is the only certain way to avoid out-of-wedlock pregnancy, sexually-transmitted diseases and related health problems;
- The current state law related to sexual conduct, including forcible rape, statutory rape, paternity establishment, child support and homosexual activity; and
- That a mutually faithful, monogamous relationship in the context of marriage is the only appropriate setting for sexual intercourse.
- Any other age and grade appropriate material such as contraceptives (excluding instruction and demonstration on the application and use of condoms), the nature, cause and effects of sexually transmitted diseases, including HIV/AIDS, along with a factual presentation of the risks and failure rates.

## PARENT’S RIGHTS

Each school providing instruction or any other presentation on human sexuality in the classroom, assembly or other official setting shall be required to provide no less than one (1) week’s written notice thereof to the parents of children in such programs of instruction. The written notice must inform the parents of their right to request the inclusion of their child for such instruction or presentation. The notice must also inform the parents of the right, and the appropriate process, to review the curriculum and all materials to be used in the lesson or presentation. Upon the request of any parent, the school shall excuse the parent’s child from such instruction or presentation, without detriment to the student.

## PROCEDURES

The superintendent, or his/her designee, shall establish procedures to support this policy. The Superintendent will provide the Claiborne County School Board with an annual report on the outcomes of the Abstinence-Plus education program. If funding is available, this report shall include quantitative as well as qualitative analysis of the program and shall include the perspective of students, teachers, and parents/guardians.

## REVIEW OF POLICY

This policy will be reviewed on an on-going basis in accordance with the Board’s policy review process. This policy shall comply with all applicable provisions of the Mississippi Code of 1972, Annotated, including but not limited to code sections 37-13-171, 37-13-173, 37-13-175, as amended and with all other applicable federal and state laws.

## NO CHILD LEFT BEHIND REQUIREMENT

No Child Left Behind prohibits the use of funds authorized under this act to be used to:

1. Develop or distribute material, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual,
2. Provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence, and
3. Operate a program of contraceptive distribution in schools.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-171, 37-13-173, and 37-13-175

DATE: July



## HEALTH/PHYSICAL EDUCATION ADVISORY COUNCIL - ICI

This school board, acting through the superintendent and administration, seeks to provide a program of health and physical education in the schools to encourage students to make choices that promote physical health and well-being.

- (a) The local school board of each school district shall establish a local school health council for each school which shall ensure that local community values are reflected in the local school's wellness plan to address school health. Such councils shall be established no later than November 1, 2006.
- (b) The local school health council's duties shall include, but not be limited to, the following:
  - (i) Recommend age appropriate curriculum and the number of hours of instruction to be provided in health and physical activity-based education, provided that the number of hours shall not be less than that required by MS Code Section 37-13-134;
  - (ii) Recommend appropriate practices that include a coordinated approach to school health designed to prevent obesity, cardiovascular disease, Type II diabetes and other health risks, through coordination of:
    - 1. Health education;
    - 2. Physical education;
    - 3. Nutritional services;
    - 4. Parental/Community involvement;
    - 5. Instruction to prevent the use of tobacco, drugs and alcohol;
    - 6. Physical activity;
    - 7. Health services;
    - 8. Healthy environment;
    - 9. Counseling and psychological services;
    - 10. Healthy lifestyles; and
    - 11. Staff wellness.
  - (iii) Provide guidance on the development and implementation of the local school wellness plan.
- (c) The local school board shall appoint members to the local school health council. At a minimum, the school board shall appoint one (1) person from each of the following groups:
  - (i) Parents who are not employed by the school district;
  - (ii) The director of local school food services;
  - (iii) Public schoolteachers;
  - (iv) Public school administrators;
  - (v) District students;
  - (vi) Health care professionals;
  - (vii) The business community;
  - (viii) Law enforcement;
  - (ix) Senior citizens;
  - (x) The clergy;
  - (xi) Nonprofit health organizations; and
  - (xii) Faith-based organizations.

Nothing in this section shall be construed to prohibit or limit the sale or distribution of any food or beverage item through fund-raisers conducted by students, teachers, school groups, or parent groups when the items are intended for sale off the school campus.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-134 (8) and 37-13134 (9) 2007

CROSS REF.: Policy BBF

DATE: July

## INSTRUCTIONAL MANAGEMENT PROGRAM - ID

Process Standard 15 of the Mississippi Public School Accountability Standards is as follows: The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately. (Level 4 and 5 schools are exempted.)

27. The school district implements an instructional management system that meets the following requirements:

27.9 The school district implements an instructional management system that has been adopted by the school board and that includes, at a minimum, the competencies required in the curriculum frameworks approved by the State Board of Education. **(Districts Meeting the Highest Levels of Performance are exempted.)** {MS Code 37-3-49(5)}

27.10 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies. **(Districts Meeting the Highest Levels of Performance are exempted..)** {MS Code 37-3-49(2)(c) and 37-3-49(5)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies IB and ICB

DATE: July

District policies governing curriculum and course requirements are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

The district shall provide a curriculum which meets State Department of Education and Accreditation Commission requirements in compliance with standards in relation to such matters as staffing, instructional activities, length of school day/year, instructional time, etc.



## EDUCATION PLAN/PROGRAM IMPROVEMENT - IDA

### PURPOSE

The purpose of the education plan is to identify a school district's strengths, needs, and goals and then to outline the strategies for implementing changes and improvements.

### PARTICIPANTS

The plan is jointly developed by school district personnel, the community, and representation from the local School Board. This participation is documented.

### SOURCES OF INPUT

Each school district establishes structures which solicit regular input of community citizens, students, and staff regarding the policies, procedures, programs, and operation of the school district. The School Board considers such input as the plan is developed.

### DATA SOURCES

The plan is based upon but not limited to:

- A survey which reflects pupil, faculty, and community attitudes or opinions concerning the district and/or its individual school administration(s) and programs.
- An outline of the district's instructional management system which indicates how the curriculum is aligned from subject to subject and from grade to grade.
- An analysis of student achievement data, with emphasis on the evaluation component of the instructional management system.
- The school district's improvement plan (where applicable) which is designed to address cited accreditation deficiencies. A copy of the approved improvement plan will be included in the educational plan, along with updated information pertaining to the district's compliance with accreditation standards.
- Student, staff, and community demographic data.
- A description of each school's individual program strengths, needs, and goals.

### CONTENT

The content of the educational plan includes identified goals, the means of achieving these goals, and the timeliness required. The educational plan also includes but is not limited to:

- A written mission statement which reflects the purpose of the educational program and the ways the mission will affect district operations.
- A description specifying how student achievement will be advanced in the district over the time period of the plan.
- The role each school will play in the district's overall educational plan.

**NOTE: Supplementary documents (data sources) used to identify strengths, needs, and goals of the district are not required as a part of the plan but must be available for review.**

## ANNUAL APPROVAL/REVISION PROCESS

The School Board evaluates, revises, and approves the plan on an annual basis. As part of the strategic planning process the plan is updated yearly. The annual revision includes a review of the district's educational status and specific actions that will be implemented to improve the quality of educational programs.

## CRITERIA FOR PUBLIC DISTRIBUTION

- The educational plan is made available for review upon request to any citizen living within the district and to officials in the State Department of Education.
- Once each academic year, the local School Board provides and makes available to media with coverage in the general area of the school district a report to the public outlining progress in implementing the educational plan and identifying specific needs and plans to address needs.
- Once each academic year, the School Board also holds a public meeting (which may be part of a regular School Board meeting) to review and discuss the progress made toward meeting the goals and timeliness of its educational plan. Such meeting is publicized for at least two weeks prior to the meeting, including publication in a newspaper with major circulation in the school district.

Process Standard 9 of the Mississippi Public School Accountability Standards is as follows: The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}

15. The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately. {MS Code 37-3-49(2)(e)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies BA, CA, IB, IH, and II

DATE: July

## **VOCATIONAL EDUCATION - IDAA**

District policies governing vocational education are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**DATE:** July

## **KINDERGARTEN STUDENTS - IDAC/JBBA**

1. Mississippi law allows a child who is age-eligible to enroll in first grade even though he/she was not enrolled in kindergarten during the previous school year.
2. A child who was eligible to enroll in kindergarten in the previous school year but failed to do so can enroll in kindergarten rather than the first grade in the current school year if the parent makes such a request and the principal and/or other support personnel, after examining the facts, agree that kindergarten grade placement is best for the child.
3. Retention may occur for a kindergarten student only after there is (1) a strong recommendation from the teacher recommending retention; (2) a discussion with and an agreement of the principal and/or other support personnel that retention is the best course of action; and (3) a conference with the parent that ends with agreement from the parent that the child may be retained in kindergarten.
4. A child who enrolls in first grade in the current school year but who performs poorly during the first few weeks may be assigned to kindergarten for the remainder of the year. The same conditions as stated above must be followed, which include strong teacher recommendation, principal approval, and parent permission. A move of this nature must be given the most serious consideration before final action is taken.
5. The attorney general has ruled that a school may enroll a student in the first grade even if he/she is not age-eligible under Mississippi law, if the student completed a five-year-old kindergarten program in another state last school year and has now moved to Mississippi. The kindergarten must be accredited in that state and sufficient evidence must be shown to prove that the child successfully completed the kindergarten program.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JBB and JBC

DATE: July

## **CAREER EDUCATION - IDAD**

This School Board is authorized and empowered to adopt plans for the implementation of a career education program as the same best suits the needs thereof and thereby to orient its system to the field of work. In so doing, this board shall operate within its regular budget, without the employment of additional personnel and out of any available funds, federal, state, local or private.

Nothing in sections 37-13-58 to 37-13-60 shall be so construed as to prohibit the acceptance of contributions from the private business sector or cooperation therewith, including but not limited to seminars, tours, lectures and in-service training.

There will be cooperation between the State Department of Education, the state coordinator of career education and this board in implementing this program as it best suits the needs of the individual districts.

Provided, further, the Commission on School Accreditation shall encourage the development of plans of career education and the implementation thereof, and shall be authorized to accredit same. §37-13-60 (1976)

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **LIVE WORK POLICY – VOCATIONAL/TECHNICAL PROGRAM - IDAE/CT**

The following Live Work Policy shall apply to all vocational and technical programs in the School district.

There exists a close correlation between the needs of the local industry for training and the desire of students and adults to train for these jobs. School officials shall, to the best of their ability, strive to coordinate their efforts with those of business and industry.

The Board of Trustees hereby resolves that it will take every precaution to prevent publicly owned machinery, equipment, and facilities of its Vocational-Technical Department from being used in competition with private enterprise and hereby directs that the training programs therein utilize training exercises that teach the full spectrum of skills included within the respective program areas.

All live work shall be directly related to the module upcoming or presently in progress, unless prior approval is obtained from the Vocational-Technical Director. This work should be scheduled far enough in advance to allow the instructor to incorporate the project into the instructional plan. All known parts, materials, and supplies that are to be used for the live work should be in place before instructional training begins.

The recommended order of priority for having live work performed in a vocational or technical program shall be:

1. Student
2. State-owned equipment
3. School, faculty, and staff (no administrator in line of authority)
4. Any other work will be performed according to the curriculum on first-come, first-served basis.

Any exceptions to the above policy shall be approved by the Vocational-Technical Director.

Under no circumstances shall any work performed or service rendered in a vocational-technical facility be in competition with the commercial market.

### Recommended Procedure for Special Projects

Completed projects resulting from lab construction which utilized supplies and materials purchased with public funds, such as storage houses, trailers, portable building, cabinetry, etc., shall be inventoried and become the property of the state or the local school or shall be disposed of in a manner consistent with state law.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **HEALTH EDUCATION - IDB**

Health education shall be included in the basic education program at all grade levels. Individual classroom teachers have primary responsibility in teaching health education.

The School Health Nurse may be used as a special resource person to teach certain health classes.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-21

DATE: July

## **DRUG EDUCATION - IDBB**

The Board believes that drug education is an important part of the basic education program of the schools and shall encourage school personnel to participate in drug abuse workshops and other programs which will expand their knowledge in this area.

It shall be the policy of this district that Substance Abuse Prevention, including the effects of drugs and alcohol, shall be taught according to State and Federal regulations.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-35 *et. seq.*

DATE: July



## **DRUG PROGRAM CERTIFICATION - IDBBA**

The Claiborne County School District Board of Trustees has adopted and implemented a program to prevent the use of illicit drugs and alcohol by students and employees that at a minimum includes:

- Age-appropriate, developmentally based drug and alcohol education and prevention programs for students in all grades of schools operated or served by the district, from early childhood level through grade 12.
- Conveys to student that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct that are applicable to students and employees in all schools and clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities.
- A clear statement that sanctions, up to and including expulsion or termination of employment and referral for prosecution, will be imposed on students and employees who violate the standards of conduct and a description of those sanctions.
- Information about any available drug and alcohol counseling and rehabilitation and re-entry programs that is available to students and employees.
- A requirement that parents, students, and employees be given a copy of the standards of conduct required and the sanctions required.
- Notifying parents, students and employees that compliance with the standards of conduct required is mandatory.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## EXTENDED SCHOOL YEAR - IDCA

This School Board shall maintain and operate all of the schools under its control for such length of time during the year as may be required. §37-7-301(m) (1993)

Process Standard 19.6 of the Mississippi Public School Accountability Standards is as follows: The summer school/extended year program meets all applicable requirements of the regular school program. {MS Code 37-3-49}

Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.

Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued. {MS Code 37-3-49}

Students enrolled in a summer program are limited to earning one Carnegie unit of credit during the summer school session, which does not apply to Extended Year programs. **(Districts Meeting the Highest Levels of Performance are exempted).**

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies IB and IEC

DATE: July

## **WORK STUDY PROGRAMS - IDCF**

Work-study programs shall be developed as an integral part of vocational education. Students in such programs may divide their time between instruction in school and specific training on the job.

The in-school schedule shall include subjects which are required for high school graduation as well as those related to the area of employment. Each program will be planned cooperatively by work-study coordinators and employers and shall be in accordance with state/federal laws and regulations governing employment of children under age 18 and shall be subject to Board approval.

The particular program designed for each student shall be placed in a written agreement approved by the student, his/her parents, or guardians, the work-study coordinator, and the employer. It shall stipulate the terms of employment and the provision for academic credit.

Students enrolled in work-study programs shall receive both pay and school credit for work experience.

The work-study coordinator shall make the necessary arrangements with employers for evaluating the student's on-the-job performance and for keeping records of job attendance.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July

## **CORRESPONDENCE COURSES - IDCH**

It shall be the policy of this district that a student may earn a maximum of one (1) Carnegie unit through completing correspondence courses. (See Student Handbook.)

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**DATE:** July

## **DUAL ENROLLMENT POLICY - IDCI**

Claiborne County High School in conjunction with Alcorn State University and Hinds Community College, will offer a Dual Enrollment Program. The program will allow eligible seniors, beginning with the 2015 class, to take college courses while enrolled in high school. Students enrolled in the program must take at least one three-hour course at ASU or HCC and must meet graduation requirements at Claiborne County High Schools. Students must meet the requirements of the college or university in which they enroll. Students can take a maximum of six hours of college work. Students enrolled in the program must take their required courses at Claiborne County High Schools before leaving the campus. Students who are enrolled in the dual enrollment program are expected to meet all attendance requirements of the college or university. If there are attendance problems, students will be counseled; and if this problem persists, students' eligibility in the dual enrollment program will be suspended and students are subject to be rescheduled into a full class schedule at Claiborne County High schools. Students enrolled in the dual enrollment program who drop a course at the institution will be scheduled into a full high school schedule. Enrollment in the dual program will have no effect on high school grade point averages.

Parents are responsible for completing the following steps in order for a student to participate in the Dual Enrollment Program:

- a. Meet with the high school counselor concerning the dual enrollment program
- b. Complete and sign a parent consent/release from liability form
- c. Complete all registration forms pertaining to the university or college
- d. Pay all required tuition fees
- e. Provide student transportation to and from the university or college
- f. Purchase all required books and pay all necessary fees

Financial aid is available for students who apply and are eligible. Claiborne County High School will assist all potential students by providing applications and college catalogues.

Students participating in the dual enrollment program must adhere to all discipline policies set forth by Claiborne County High Schools and the college or university. If for any reason the student violates the discipline policy, the student will no longer be able to participate in the program. The student will have to return to Claiborne County High Schools as a regular student enrolled in a full-time schedule.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**SPECIAL PROGRAMS/PROGRAMS FOR EXCEPTIONAL CHILDREN/SPECIAL  
ED/GIFTED/TALENTED – IDD/JQA**

Special education programs shall be provided in accordance with provisions of Title 37, Chapter 23 of the Mississippi Code, and with applicable federal legislation and regulations, including the Education of All Handicapped Children Act of 1975, and the Rehabilitation Act of 1973.

All such services shall be provided in accordance with the requirements of state statutes and the Mississippi State Department of Education.

**MINIMUM STANDARDS FOR SCHOOL (AGENCY) POLICY DEVELOPMENT**

It is the policy of the State Department of Education that each school/agency which provides educational opportunities to students with disabilities must have their local board adopt policies and develop procedures to implement them in accord with the current project application.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-23-1 to 37-23-9  
1973 Rehabilitation Act, Sec. 504; P.L. 94-142 as cited above  
Mississippi Public School Accountability Standards (2012)

DATE: July

## **DISADVANTAGED: HOMELESS CHILDREN - IDDA**

Title VII-B of the Stewart B. McKinney Act (the Act) provides state education agencies with grant funds to carry out policies to ensure that homeless children and youth have access to a free, appropriate public education which would be provided to children of residents of the state and is consistent with state attendance laws. The basic standard is that homeless individuals should have the same access to elementary and secondary education as children whose parents are fully established residents of the state.

### Definitions

“Child” or “Youth”: Persons who, if they were children of residents of the state, would be entitled to a free public education.

“Homeless”: Children who are temporarily staying with friends or relatives are considered to be homeless.

### Identification and Data Collection:

Data on the number and the location of homeless children and youth will be collected annually by the Claiborne County Schools. Data gathering will also include the nature and extent of problems of access to and placement of homeless children and youth as required by the Stewart B. McKinney Act.

### Special Education Participation

Homeless children and youth who meet eligibility criteria for Special Education, Migrant Education, Chapter I, and programs for the Gifted will be provided these services. All services provided to homeless children will be comparable to services offered to other students in the school including transportation, school meals and any other special services.

### Free and Reduced Price Meals

The Claiborne County School District, in accordance with the National School Lunch Act of 194, will provide services to children or youth, including homeless, who qualify for free or reduced price meals but who are unable to provide a completed and signed application.

The Claiborne County School District lunch officials may complete an application for a student known to be needy if the household fails to apply. When exercising this option, the Claiborne County School lunch official will complete an application on behalf of the students based on the household size, income and the best information available and make an eligibility determination. The source of the information must be noted. Social security numbers of household members need not be secured and these applications may be excluded from verification. The household MUST be notified of free or reduced price meal benefits.

This option is intended for use in individual situations and does not allow eligibility determinations for categories or groups of children.

### Immunization Requirements

All students including homeless who enroll in school districts must comply with Immunization Requirements (Mississippi Code §37-7-301 and §41-23-37). Permanent and cumulative records for individual students, containing academic achievement and other required data are collected, maintained, and disseminated in compliance with Mississippi Code §37-3-49, §37-15-3, and the Family Educational Rights and Privacy Act of 1974.

The Claiborne County Schools will make every effort to place and serve homeless students in the school of origin or in other appropriate facilities that will best meet the student's instructional needs.

The Claiborne County Schools will provide a hearing to review and resolve all disputes regarding the provision of a public education to a child designated as homeless. This review will be made within 10 days from the receipt of a written request for resolution from the parent or local school board.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## INSTRUCTIONAL INTERVENTION - IDDB

### School Board Policy Regarding Academic Failure

Step 1 – If a student is failing a subject (reading or math based course), and/or has ITBS/TAP/FLE test scores in the lower quartile, and/or has a behavioral problem that causes a disruption in the classroom, his/her teacher is required to begin making accommodations which will consist of:

- ③ The student TAP/FLE
- ③ Documented accommodations made within the classroom to existing instruction, classroom environment, or classroom routine deemed necessary to enable the student to succeed.
- ③ Complete Vision/Hearing Screening.
- ③ Documented Parent Conference.
- ③ Principal designee completes Student Background Form.

Step 2 – If no progress is made by the end of the grading period, a referral must automatically be made by the teacher to the **School Intervention Team** by submitting the **Academic Performance Inventory** and the **Student Background Form**.

The **School Intervention Team** will take the following step(s).

- ③ Review the teacher's documentation of the accommodation process, samples of work and the student's cumulative folder.
- ③ Observe the student in the classroom, if necessary.
- ③ Conduct curriculum-based assessment in reading and/or math.
- ③ Assist in the development of an intervention to be implemented by the teacher and/or personnel designated by the School Intervention Team.
- ③ Conduct parent conference to explain intervention.
- ③ Monitor the continued intervention process through weekly meetings with the teacher(s) and/or repeated observations of the student.
- ③ The **School Intervention Team** will consist of:
  - ③ School principal and/or other building administrator.
  - ③ Referring teacher.
  - ③ Two teachers other than the teacher of the student or a reading team composed of two reading teachers or a math team composed of two math teachers.
  - ③ One of the following depending on the student's problem: counselor, school psychologist/psychometrist, special education teacher, social worker

#### Outcome of School Intervention Team

If a student receives an "F" on his report card for two consecutive nine weeks (in the same subject) or it is otherwise determined that the intervention is NOT working, the process is automatically referred to the **District Intervention Team**.

Step 3 – The **District Intervention Team** will take the following steps:

- ③ Review information and determine need for additional information.
- ③ Develop District Intervention Plan, if necessary.
- ③ Refer to the Local Survey Committee for IDEIA (process known as the Referral to Placement Process).

The **District Intervention Team** will consist of:

- ③ Special Education Director and/or his/her designated representative (Chairperson)
- ③ School Psychologist/Psychometrist
- ③ Chairperson of School Intervention Team
- ③ Chapter I Director and/or his/her designated representative
- ③ Curriculum Director
- ③ Other personnel or consultants as deemed necessary

Step 4 – If a student is NOT eligible under IDEIA, he/she is automatically referred back to the **District Intervention Team**.

The District Intervention Team will determine 504 eligibility using the attached District 504 plan.

If the student is 504 eligible, the District Intervention Team will write a 504 plan for the student.

If the student is NOT 504 eligible, he/she will be referred back to the District Intervention Team for continued intervention.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **HOMEBOUND PROGRAM – PROCEDURES - IDDC**

The Homebound Program is designed to provide tutorial services to students only in unusual circumstances in which his/her absences are for an extended period due to illness or accident for more than five (5) consecutive school days. While it is our desire to work with any students who must be absent for an extended period of time to make-up work, each case must be evaluated to determine eligibility. However, even when the nature of the illness/accident is such that the students/parents/guardians may work with the school to obtain assignments and make-up work, all students who are absent from school must be counted as absent, regardless of excuse, until they have been approved and officially enrolled in the Homebound Program using the following procedures:

The student's parent, legal guardian, or custodian must make a request to the school principal for enrollment in the Homebound Program and complete all necessary forms **AT THE TIME OF ILLNESS OR ACCIDENT**. The student's absences must be the result of illness/accident diagnosed by a physician. A written statement from the physician (verifying that the illness/accident will prevent the student from attending school more than five (5) consecutive days) must accompany the request. This request will be forwarded to the school nurse for review and further documentation.

After having been screened and reviewed by the school nurse, the request must receive written approval from the Coordinator of the Homebound Program at the Central Office. Notification of approval or rejection will be sent in writing to the parent, school, and teachers involved. **UNTIL THE STUDENT HAS BEEN OFFICIALLY ACCEPTED FOR ENROLLMENT IN THE HOMEBOUND PROGRAM, THE STUDENT MUST BE COUNTED ABSENT USING THE NORMAL ATTENDANCE POLICY REGULATIONS AS TO BEING EXCUSED OR UNEXCUSED.**

If approval is granted, a certified teacher will be assigned to work with the student, to provide instruction. Even though the work may be modified, to receive credit for work accomplished, all assignments must be turned in as directed by the school and checked by the appropriate teacher. In this case, **THE STUDENT WILL BE COUNTED IN ATTENDANCE ONLY ON THE DAYS OF SERVICE BY THE ASSIGNED TEACHER.**

In severe cases, where the student's condition may be determined to be "medically fragile" and the student will not be able to attend school for more than twenty (20) days, the Coordinator of the Homebound Program may refer the case to the Director of Special Education to determine if a "physically handicapped" condition exists. If determination is made to rule the student eligible for **SPECIAL EDUCATION SELF-CONTAINED HOMEBOUND PLACEMENT**, in addition to receiving instructional services, the student will be counted as present according to the attendance policy of the school district.

Make-up days for tests and classroom assignments missed because of absences are as follows:

- Monday - Social Studies
- Tuesday - English/Reading/Language Arts
- Wednesday - Mathematics
- Thursday - Science
- Friday - Other subjects and alternate make-up day

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**CLAIBORNE COUNTY SCHOOLS  
APPLICATION FOR HOMEBOUND SERVICES**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

School: \_\_\_\_\_ Grade Level \_\_\_\_\_

Beginning date of the illness or accident: \_\_\_\_\_

Projected date of absence: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**To make application, please read carefully and follow each step in order:**

**PURPOSE**

The Homebound Program for which you are applying is designed to provide tutorial services to students only in unusual circumstances in which his/her absences are for an extended period due to illness or accident for more than five (5) consecutive school days. While it is our desire to work with any students who must be absent for an extended period of time to make-up work, each case must be evaluated to determine eligibility. However, even when the nature of the illness/accident is such that the students/parents/guardians may work with the school to obtain assignments and make-up work, all students who are absent from school must be counted as absent, regardless of excuse, until they have been approved and officially enrolled in the Homebound Program.

**PARENTAL STATEMENT**

I have read the purpose of the Homebound Program and believe this student has a condition resulting from an illness or accident that will prohibit him/her from regular school attendance. I also realize that before this student can be granted or denied these services, all procedures below must be followed. With this in mind, I would request for him/her to be considered for homebound status based on this condition I have described below. **In addition, I have attached the attending physician's statement which validates that this illness or accident will prevent this student from attending school for a time period of over five (5) days.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Signature of Parent/Guardian

**APPROVAL PROCESS:** (Attach comments if necessary.)

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Signature of School Principal

Recommended: Yes No

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Signature of School Nurse

Recommended: Yes No

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Signature of Special Ed. Director

Recommended: Yes No

Recommendation:

Approval          Denial

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Signature of Coordinator of Homebound Services

## **SPECIAL PROGRAMS – GIFTED STUDENTS - IDDD**

The Board, within budget limitations and in compliance with State Department of Education requirements, offers special programs of instruction for talented and gifted students.

Minimum eligibility requirements, as stipulated by State Department regulations, are that students have minimum intelligence quotient of 120 and be performing at least two grade levels above expected achievement.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies IDD AND JQA

DATE: July

## **DRIVER TRAINING - IDDE**

The Superintendent shall develop the driver education and training curriculum according to the rules and regulations established by the State Board of Education which will provide driver education training to eligible students of the district.

This board shall provide the facilities and the necessary personnel. The program shall be open to all district students who are fifteen years of age or above and regularly enrolled in the tenth grade.

This school district shall prescribe regulations determining who can best profit by and who shall receive instruction under this program. It is provided, however, that any student receiving instruction under this chapter shall be:

Fourteen years of age or above;

A regularly enrolled student in the ninth, tenth, eleventh or twelfth grades; and

A full-time student in the respective secondary school.

Any driver education student under fifteen (15) years of age shall secure a learner's permit issued by the Department of Public Safety which shall be valid only while the student is under the direct supervision of a driver education instructor and is actually enrolled in an approved course of driver education which consists of thirty (30) hours of classroom and six (6) hours of dual driving instruction. The learner's permit shall expire at the end of the driver training course. The Department of Public Safety shall charge a fee of One Dollar (\$1.00) for the issuance of a learner's permit. §37-25-7 (1994)

Standard 23.7 is as follows: The school district is in compliance with state and/or federal requirements for Driver Education. {MS Code 37-25-1 *et seq.*,} (SB Policy 3000)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policy IB

DATE: July

## **SPECIAL EDUCATION PROGRAMS: ANOMALOUS STUDENTS - IDDF**

### **PURPOSE**

The purpose of Sections 37-23-1 through 37-23-159 is to mandate free appropriate public educational services and equipment for exceptional children in the age range three (3) through twenty (20) for whom the regular school programs are not adequate and to provide, on a permissive basis, a free appropriate public education, as part of the state's early intervention system in accordance with regulations developed in collaboration with the agency designated as "lead agency" under Part C of the Individuals with Disabilities Act.

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEIA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and §37-23-1 (1999)

### **DEFINITIONS**

An exceptional child shall be defined as any child as herein defined, in the age range birth through twenty (20) years of age with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities and, by reason thereof, needs special education and related services. Such children shall be determined by competent professional persons in such disciplines as medicine, psychology, special education, speech pathology and social work. The mandate for the provision of educational programs to exceptional children shall apply only to the children in age range three (3) through twenty (20). Children who are potentially in need of special education and related services must be considered for the services on an individual basis. §37-23-3 (1999)

As defined in Senate Bill 2506 (1999 Legislative Session), the following definitions apply:

"Free appropriate public education" means special education and related services provided by local educational agencies that:

- Have been provided at public expense, under public supervision and direction, and without charge meet the standards of the State Department of Education
- Include an appropriate preschool, elementary, or secondary education; and
- Are provided in conformity with the individualized education program required under IDEIA, applicable federal and state regulations and relevant court cases.

"Individualized education program" or IEP means a written statement for each child with a disability that is developed, reviewed, and revised in accordance with the requirements under IDEIA, applicable federal and state regulations and relevant court cases.

"Related services" means transportation, and such developmental, corrective, and other supportive services (including speech-language pathology and audiology services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, social work services, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services, except that such medical services shall be for diagnostic and evaluation purposes only) as may be required to assist a child with a disability to benefit from special education, and includes the early identification and assessment of disabling conditions in children.

"Special education" means specially designed instruction provided by local educational agencies, at no cost to parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings. This term also includes instruction in physical education.

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

As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEIA, applicable federal regulations and state regulations."

Special education programs shall be provided in accordance with provisions of Title 37, Chapter 23 of the Mississippi Code, and with applicable federal legislation and regulations, including the Individuals With Disabilities Education Improvement Act (1997), Americans With Disabilities Act and the State Plan for special education.

All such services shall be provided in compliance with local policies, state regulations, and/or federal requirements for Special Education.

### **Free Appropriate Public Education**

The Claiborne County School District will provide a free appropriate public education to children ages three (3) through twenty (20), with a disability who, by reason thereof, need special education and, as appropriate, related services as defined under Part B of the Individuals with Disabilities Education Improvement Act Amendments of 1997 (IDEIA), Mississippi statutes, and the Mississippi Department of Education regulations. A free appropriate public education will be provided to students with disabilities residing within the jurisdiction of the district and who are enrolled in the Claiborne County School District. These services will be provided at no cost to the parent, meet the standards of the State Board of Education as set forth in state policies and procedures, and in conformity with a student's Individualized Education Program (IEP).

Preschool students who have been determined to have a disability under IDEIA, Part B, shall be provided a free appropriate public education in accordance with an IEP no later than their third birthday. If the student's birth date occurs during the summer months, the child's IEP committee shall determine the date when services under the IEP will begin. This date will be no later than the beginning of the next school year.



Children participating in early-intervention programs under Part C of IDEIA, and who are eligible and will participate in preschool programs under Part B of IDEIA, will experience a smooth and effective transition to the district's preschool program. Appropriate district personnel will participate in transition planning conferences arranged by the Department of Health, the lead agency for Part C of IDEIA.

In accordance with Part B of IDEIA regulations, students with disabilities who have graduated from high school with a regular education diploma are not entitled to a free appropriate public education by the district. Provision of a free appropriate public education will continue for a student with a disability through the school year in which a student reaches age twenty-one (21) if the student was enrolled in the district and was twenty (20) at the beginning of the school year.

Procedures for the implementation of this policy by the district are those contained in the state regulations that are relevant to local school districts and issued by the Mississippi Department of Education.

### **Full Service Goal**

The district is committed to serving students with disabilities and hereby sets a goal of expanding and providing full educational opportunities for all students with disabilities, ages birth through twenty (20) in accordance with the Mississippi Department of Education's policies and procedures. The opportunities will be provided in accordance with applicable state statutes, federal laws and the Mississippi Department of Education's policies.

### **Child Find**

The Claiborne County School District will continue its effort to search for unserved children, ages birth through twenty (20), who may be in need of special education and related services as defined under IDEIA, Part B. Children with disabilities who reside within the district's jurisdiction, including children attending private schools, regardless of the severity of their disability are identified, located and evaluated for services. The district will adhere to the relevant policies and the procedures for implementation of the Child Find requirements for local school districts under IDEIA, Part B, as issued by the Mississippi Department of Education.

### **Evaluation and Determination of Eligibility – Protection in Evaluation**

All testing and evaluation materials and procedures used by the Claiborne County School District personnel for assessment and placement will be, to the maximum extent possible (with the current state of the art), selected and administered so as not to be racially or culturally discriminatory. The district will ensure that no child will be misclassified, misplaced, or unnecessarily identified as having a disability because of the inappropriate selection, administration or interpretation of materials or procedures.

The Claiborne County School District will conduct a full and individual initial evaluation in accordance with the policies and procedures of Mississippi Department of Education prior to the initial provision of special education and related services to a student with a disability. Following a referral for an initial evaluation, the district will ensure a Comprehensive Assessment is conducted. A re-evaluation will be conducted of each student with a disability in accordance with the regulations of the Mississippi Department of Education. All initial evaluations and re-evaluations conducted by the district will be provided at no cost to the parent. The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

## **Confidentiality of Information**

The Claiborne County School District will protect the confidentiality of any personally identifiable data, information and records collected and maintained relative to students with disabilities as required under IDEIA, Part B, and the Family Educational Rights and Privacy Act (FERPA). The procedures for implementation of the policy are those contained in the state regulations issued by the Mississippi Department of Education.

## **Individualized Education Plan**

In accordance with the policies and procedures of the Mississippi Department of Education, the Claiborne County School District will ensure the development, implementation, review, maintenance, and revision of each student's IEP periodically but not less than annually. Educational placement decisions will be determined by a student's IEP committee, except when a school official has the authority under IDEIA, Part B, to remove a student with a disability from the student's current placement due to a violation of school rules. The Claiborne County School District will initiate and conduct IEP meetings to develop, review, and revise the IEP of a student residing within its jurisdiction who is provided special education and related services in accordance with the regulations issued by the Mississippi Department of Education. The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

## **Procedural Safeguards**

The Claiborne County School District assures the provision of the rights and the procedures provided to parents and students with disabilities as required under IDEIA, Part B, and the regulatory policies and procedures issued by the Mississippi Department of Education. Due process rights are provided to students with disabilities and their parents. The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

## **Least Restrictive Environment**

Each child with a disability will be educated with children having no disabilities in his/her age range to the maximum extent appropriate, including children in public or private institutions or other care facilities. No special classes, separate schools or other removal of children with disabilities from the regular educational environment will occur unless the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Children with disabilities will be afforded an equal opportunity to participate in non-academic and extracurricular services and activities. The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education. The IEP Committee, when determining placement of each student with a disability, will utilize this policy and the designated procedures.

## **Placement of Children with Disabilities in an Alternate Educational Setting**

Students with disabilities, as defined under IDEIA, Part B, are responsible for adhering to the same rules of conduct as non-disabled students. In accordance with the Federal requirements under the Individuals with Disabilities Education Improvement Act Amendments of 1997 (IDEIA), the state statutes and the Mississippi Department of Education's policies and procedures, when a student with a disability violates school rules, the principal or designated school officials may order the removal of a student with a disability from the student's current educational placement.

Students with disabilities are entitled to a free appropriate public education, even those who have been suspended or expelled from school as specified under IDEIA, Part B, state statutes and the Mississippi Department of Education's policies and procedures. Whenever a student with a disability is removed from the student's current educational setting for disciplinary reasons 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.

In accordance with requirements under IDEIA, Part B, when a student is removed from the student's educational placement due to a violation of school rules and that removal constitutes a change of placement, the student's Individualized Educational Program (IEP) Committee will determine the student's placement. Based on the timelines and processes specified under IDEIA, Part B, the IEP Committee will meet to plan for a functional behavioral assessment to be conducted and to implement a behavioral intervention plan. As soon as practicable after the development of the plan and the completion of the assessment, the IEP committee will develop appropriate behavior interventions and the interventions will be implemented.

The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

### **Placement in Private Schools by Agency**

Each child with a disability under IDEIA, Part B, who is placed in or referred to a private school by the Claiborne County School District will be provided special education and related services in conformance with an IEP and at no cost to the parents. The district will place children with disabilities in private schools or facilities only as a means of providing special education and related services. The district will determine, in consultation with the child's parent(s), that a free appropriate public education could not be provided in the local school district and the appropriate placement, as determined by the IEP Committee, is in a private school or facility. Such placements will not be made for non-educational purposes.

The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

### **Participation of Private School Children Not Placed or Referred by a Public Agency**

To the extent consistent with the number and location of children with disabilities enrolled by their parents in private schools, provision will be made for their participation in activities assisted or carried out under Part B providing them an opportunity to receive special education and/or related services in accordance with the policies and procedures under IDEIA, Part B, and those issued by the Mississippi Department of Education. No private school child with a disability has an individual right to receive some or all of the special education and related services that the child would receive if enrolled in this public school district. A Service Plan will be developed and implemented for each private school child with a disability who has been designated by the district to receive special education and related services. The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

### **Comprehensive System of Personnel Development**

The district will continue with efforts to recruit, prepare and retain appropriately and adequately trained personnel to provide special education and related services to children with disabilities in accordance with the personnel standards of the Mississippi Department of Education. The district provides for on-going personnel development activities, as necessary, to ensure the provision of free appropriate public education for students with disabilities in accordance with regulations issued by the Mississippi Department of Education. In accordance with state regulations and procedures, the district will determine local in-service needs and provide for training on topics determined to be district priorities.

## **Performance Goals**

The Claiborne County School District will utilize the established performance goals and indicators established by the Mississippi Department of Education to assess the district's progress toward achieving those established goals.

## **Participation in State and District-Wide Assessments**

The district will ensure that children with disabilities are included in general state and district-wide assessment programs, with appropriate accommodations and modifications in the administration of such tests in accordance with the policies and procedures established by Mississippi Department of Education and the local school district. Children with disabilities who cannot participate in general state and district-wide assessment programs will be provided an alternate assessment in accordance with policies and procedures established by the Mississippi Department of Education and the local school district.

## **Local Interagency Agreements**

The district will establish local interagency agreements, as appropriate, to ensure that a free appropriate public education is provided to children with disabilities residing within the jurisdiction of the district as required by federal and state rules and regulations.

## **Extended School Year Service**

The Claiborne County School District will ensure that extended school year (ESY) services are available as necessary to provide a free appropriate public education. ESY services are special education and related services that are provided to a child with a disability which meet the standards of the Mississippi Department of Education's criteria in state regulations. Services, as appropriate, will be provided beyond the normal school year of the district, in accordance with the student's IEP and at no cost to the parents.

## **Charter Schools**

Students with disabilities who attend a charter school and their parents retain all rights under IDEIA, Part B. The Claiborne County School District will ensure that the requirements under IDEIA, Part B, are implemented, including the provision of services to students with disabilities attending this school and the provision of funds under IDEIA, Part B, to the school.

Process Standard 23.3 of the Mississippi Public School Accountability Standards is as follows: The school district is in compliance with state and/or federal requirements for Special Education. {MS Code 37-23-1 through 9}(SB Policies 7201, 7203, 7204, 7205, 7206, 7208, 7210, 7211, 7212, 7213, 7214, 7219 and Federal Code) [See *State Policies and Procedures regarding Children with Disabilities* under the *Individuals with Disabilities Education Improvement Act Amendments of 2004* (IDEA 2004) and the Mattie T. Consent Decree.]

NOTE: For information on the awarding of a special diploma or an occupational diploma, please refer to MS Code §37-16-11.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited; 37-23-1 *et seq.* (1999)  
1973 Rehabilitation Act, Sec. 504; P.L. 94-142 as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies IB, IHE, IHF, II, and IDD/JQA

DATE: July

## **GRADING AND REPORT OF PROGRESS POLICY/DOCUMENTATION - IDdfa**

Based on the IDEIA 97 amendments and the Federal IDEIA regulations, the IEP Committee must address the method of measuring a student's progress and informing the parent(s) of their child's progress. Federal regulations require the IEP Committee to determine the following:

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

Federal regulations also require that the parent(s) be informed "at least as often as parents are informed of their non-disabled children's progress."

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

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

Their child's progress toward the yearly annual goals;

The extent to which that progress is sufficient to enable the child to achieve the goals by the end of the year.

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

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

### **IEP Documentation**

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

It is also important that the IEP Committee designate the grading system utilized to assign grades as well as the type of instruction provided when a student is NOT receiving direct instruction through the regular education program and is NOT expected to master the same objectives as regular education students (refer to #2 – 4 of the policy below). The committee should indicate on the student’s IEP the method used for assigning grades and the type of instructional program provided when a student receives instruction based on:

- An alternate or parallel curriculum but receives instruction through the regular education program
- Benchmarks used in regular education but receives direct instruction from a special education teacher
- Functional/life skills areas with direct instruction from a special education teacher(s)
- Language/speech objectives/benchmarks from a language/speech pathologist

Clear documentation will assist the parent(s) to understand that the student’s instructional level is below that of his or her peers and the grading system used is based on the mastery of benchmarks/objectives addressed on the IEP. On the IEP, a notation should be documented such as grades on each report card and progress report, if utilized, will be based on the mastery of objectives/benchmarks outlined on the IEP. The instructional program provided is based on an alternative curriculum; regular education objectives below grade level; or functional/life skills areas, which differ from that provided to grade level peers. Since a secondary-age student will not earn Carnegie units for this type of instruction, the committee should also include on the IEP a statement such as, “The student will not earn Carnegie unit credit for this type of curriculum instruction.”

For language/speech instruction, the committee should include a statement such as grades on each progress report and report card will be based on the mastery of objectives/benchmarks outlined on the IEP.

### **Progress Reports and Report Card Documentation**

Although the parent(s) is given a copy of their child’s IEP which includes the methods of grading and instruction, it is also recommended that a statement be included on each student’s progress report and report card (excluding language/speech) to serve as a reminder to the parent(s) that the grades are based on the mastery of objectives/benchmarks outlined on the IEP and that the student is receiving instruction using:

- An alternative or parallel curriculum
- Regular education benchmarks which are below grade level
- A functional/life skills curriculum
- Occupational Diploma

A statement should be noted such as, “Instruction is provided using an alternative curriculum; regular education objectives below grade level; or functional/life skills areas and grades are based on the mastery of objectives/benchmarks outlined on the IEP.”

## **Policy for Grading and Report of Progress of Students with Disabilities**

### **Under the Individuals with Disabilities Education Improvement Act**

The district will adhere to the following policy for determining and reporting grades or progress for students with disabilities:

The grading system used in the regular education program will be utilized for students who receive instruction through the regular education program and are expected to master the same objectives as regular education students.

For students who receive instruction through the regular education program but an alternate or parallel curriculum (which differs from that provided to grade level peers) is taught, grades will be assigned for each academic area addressed on the student's Individualized Education Program (IEP). Grades given will be based on the mastery of objectives/benchmarks outlined on the IEP using the regular education grading system with input from both the regular and special education teachers. The student's progress report and report card will reflect that these grades are based on objectives/benchmarks outlined on the student's IEP, the report of progress for each objective/benchmark on the annual service goal page(s) of the IEP will also be completed and forwarded to the parent(s). Students will not earn Carnegie unit credit when this type of curriculum instruction is provided.

For students who receive direct instruction in academic areas from a special education teacher, grades will be assigned for each academic area based on mastery of objectives/benchmarks identified on the student's IEP using the regular education grading system. The student's progress report and report card will reflect that these grades are based on objectives/benchmarks addressed on the student's IEP. At the end of each nine (9) weeks or more often as outlined on the IEP, the report of progress for each objective/benchmark on the annual service goal page of the IEP will also be completed and forwarded to the parent(s). Students will not earn Carnegie unit credit when this type of curriculum instruction is provided.

For students who receive direct instruction from a special education teacher in functional/life skills areas or from a speech pathologist in a language/speech area, grades will be given for each area based on mastery of objectives/benchmarks addressed on the student's IEP using the following grading system:

N = No Progress Made

P = Progress Made

M = Mastery of Objectives/Benchmarks during this grading period based on criteria outlined on IEP

The student's progress report and report card will reflect that these grades are based on objectives/benchmarks addressed on the student's IEP. At the end of each nine (9) weeks or more often as outlined on the IEP, the report of progress for each objective/benchmark on the annual service goal page of the IEP will also be completed and forwarded to the parent(s). Students will not earn Carnegie unit credit when this type of curriculum instruction is provided.

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

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**GRADUATION POLICY FOR STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS  
WITH DISABILITIES EDUCATION IMPROVEMENT ACT - IDDFC**

Students with disabilities will be issued a regular education high school diploma, an occupational diploma, or a certificate of life skills completion as follows:

1. By age fourteen (14) or prior to a student entering the ninth grade, an Individualized Education Program (IEP) Committee will consider the exiting options from high school. The parent(s) and, if appropriate, the student will be informed of the requirements for each option and the various alternatives in post- school activities based on each exiting option. An IEP Committee will determine and document the option appropriate for each student.
2. Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and Claiborne County School District. Special education and related services will be provided to assist a student to reach this goal based on the student's IEP.
3. For those students pursuing a certificate of life skills completion, a comprehensive curriculum of basic life skills will be utilized for instructional purposes. Transition services, including a functional vocational evaluation (if appropriate), will be provided based on each student's preferences and interests, his or her IEP and the planned outcomes for post-secondary activities specific to the student. As determined appropriate by the IEP Committee, transition services may include:
  - Instruction in functional academics
  - Community experiences
  - Adult living
  - Employment skills
  - Related services
  - Daily living skills
4. An IEP Committee will review the previous exiting option decision for each student at least annually. The committee, along with the parent(s) and, if appropriate, the student may change the original or previous decision regarding the student's exiting option.
5. Every student who completes an approved course of study by or before age 21 will receive a regular education high school diploma, an occupational diploma, or a certificate of life skills completion and the student will be permitted to participate in graduation services.
6. Students pursuing the Mississippi Occupational Diploma will meet the standards as approved by the State Board of Education (IDDF).

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



**ADVANCEMENT/CONTINUANCE/PROMOTION/RETENTION FOR EXCEPTIONAL  
STUDENTS - IDDFCA**

Marks received by exceptional students for special services shall not be used as a determiner for advancement/continuance/promotion/retention. Only those grades attained in regular class instruction shall be used for advancement/continuance/promotion/retention. Students receiving a MAJOR PORTION of their academic instruction in a specially designed educational arrangement and/or alternative to regular educational arrangement shall be advanced according to age.

For record keeping and advancement purposes, students receiving a major portion of their instruction from a specially designed educational and/or alternative to regular educational arrangement shall use the following homeroom levels.

Homeroom	Age
K.....	5-6
1.....	7
2.....	8
3.....	9
4.....	10
5.....	11
6.....	12
7.....	13
8.....	14
9.....*(alternative curriculum)	15
10.....*(alternative curriculum)	16
11.....*(alternative curriculum)	17
12.....*(alternative curriculum)	18-21

Students attaining the upper age category by September 1 are to be placed in the next highest level.

\*Alternative curriculum refers to alternative to the regular education curriculum leading to a diploma based on the student's IEP at graduation.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **AUXILIARY AIDS AND SERVICES - IDDFD**

The Claiborne County School District will make every effort to provide auxiliary aids and services to enable disabled persons to participate in district programs and services. Determining if and what auxiliary aids will be provided will be determined on a case-by-case review and after consulting with the disabled person. Any equipment provided is to be maintained in operable working order.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: 36.303.28 C.F.R. Part 36 American with Disabilities Act

DATE: July

## **TITLE I PROGRAM POLICY - IDDG**

It shall be the policy of this school district to provide Title I services to eligible students in accordance with the provisions of the ESE Act of 1994 (P.L. 103-382).

The school district shall meet the requirements and comply with all applicable statutory and regulatory provisions under the law. Such assurances shall remain in effect for the duration of participation under Title I of the Improving America's Schools Act of 1994 (P.L. 103-382).

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## PARENT INVOLVEMENT POLICY (TITLE I) - IDDGA

COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001

**NOTE: Schools receiving federal ESEA funds are required to have a parent involvement policy. The Claiborne County School District will ensure parental involvement in the development of such a policy, with the following items to be considered.**

The Claiborne County Board of Education endorses the parent involvement 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.

It shall be the policy of this school district to implement programs, activities, and procedures for involvement of parents in programs assisted under Title I consistent with the provisions of Sections 1118. Such activities shall be planned and implemented with meaningful consultation with parents of participating children.

The school district shall develop jointly with, agree upon with, and distribute to, parents of participating children a written parent involvement policy that is incorporated into the school district's plan developed under Section 1112, establishes the expectations for parent involvement and describes how the school district will involve parents in the planning, review and improvement of the Title I Program.

To further meet the requirements of Section 1118 of Title I, the school district shall provide parents of participating children:

- timely information about programs under Title I
- school performance profiles as required under Section 1116 (A) (3) and their child's individual student assessment results, including an interpretation of such results
- a description and explanation of the curriculum in use at the school level, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet
- opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children if such parents so desire

Each school served under Title I may amend the district's Parent Involvement Policy, if necessary, to meet the requirements of Section 1118(b).

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under Title I a school-parent compact that outlines how parents, the school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's standards. See BBF.

## ASSESSMENT OF PARENTAL INVOLVEMENT, TITLE I PROGRAM

It shall be the policy of this school district to annually assess Title I Parent Involvement as required by P.L. 103-382, Section 1118. The school district shall use the following documents for assessment:

- (A) Attendance sign-in sheets from Title I workshops and parent meetings;
- (B) Records of materials and equipment checked out by parents at the Parent Center; and
- (C) Written records of parent teacher conferences held during the school year.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**SECTION 504 – AMERICANS WITH DISABILITIES ACT PROCEDURES (EMPLOYEES AND SCHOOL VISITORS) – IDDH/IDDHA**

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Filing a complaint will not subject one to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504 Coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504 Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504 Coordinator shall meet with the complaining party and give a full report of the findings.

If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step 1 findings to the superintendent. The complainant shall present his/her complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The superintendent shall respond to the complainant in writing within ten (10) days of receipt of the written appeal.

If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the superintendent's decision to appeal the complaint to the School Board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the Board before the Board makes its decision. The Board's decision shall be rendered within fifteen (15) days after receipt of the appeal.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy GAEB

DATE: July

## **SECTION 504 PROCEDURES – STUDENTS - IDDHB**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school system. To ensure the district's compliance with Section 504 as it applies to students with handicaps, the following procedures have been adopted.

1. If a student claims that he/she has been subjected to discrimination on the basis of a handicapping condition, in violation of Section 504 of the Rehabilitation Act of 1973, or if the district has reason to believe that a student has a handicap which substantially limits the student's ability to learn (and the student is ineligible for services under IDEIA), the district shall convene a team of people who are knowledgeable of the student's educational needs to review and consider all pertinent information related to the suspected handicap. This meeting shall be convened within ten (10) days after the district receives a written statement describing the specific discriminatory conduct or the district becomes aware of the student's handicap affecting the student's ability to learn.
2. The team described in paragraph 1 above shall determine whether the student is handicapped under Section 504 and whether that handicap substantially limits the major life function of learning. If such a determination is made, the team must further determine what accommodations are required on behalf of the district to allow the student an equal opportunity to participate in school and school-related activities. If the student's parents disagree with the district's conclusion and recommendations, the parents shall be informed of their right to ask for an impartial hearing to decide the matter. Hearing requests shall be made in writing to the superintendent giving specific reasons describing the discriminatory actions by the district and why the district's accommodations are not appropriate.
3. An impartial hearing shall be held within ten (10) days of receipt of the written request. The district shall obtain as a hearing officer an individual who is not an employee of the district and who is knowledgeable of Section 504. The parent and student may take part in the hearing and have an attorney represent them at their own expense. The district also may be represented by counsel.
4. The hearing officer shall conduct the hearing so as to give the parents an opportunity to present evidence supporting their claim that their child has been subjected to discriminatory treatment in violation of Section 504. The district shall be given the opportunity to present evidence supporting its position with respect to the student. A tape recording of the hearing will be made by the district, a copy of which will be provided the parents.
5. The hearing officer shall make a decision within ten (10) days after the conclusion of the hearing. The decision shall be given in writing to the district's 504 coordinator and the parents.

6. If either party is aggrieved by the action of the hearing officer, an appeal may be taken to the Board of Trustees of the district at its next regularly scheduled meeting. The Board, in its discretion, may allow a statement to be made by the parents and a representative of the district. The decision of the Board shall be final.
7. The district shall publish its policy of nondiscrimination on the basis of handicap and shall inform parents of their rights under Section 504, including the right to examine records relevant to their child, the right to an impartial hearing with representation by legal counsel at their expense, and the district's review procedure.
8. The Section 504 Coordinator for the district may be contacted at phone number 435-7426.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## ALTERNATIVE SCHOOL GUIDELINES - IDDI

It is the desire of the Claiborne County Public School District to educate students to their fullest potential under the regular school program. Therefore, students are assigned to the Claiborne Public School Alternative School from the school where they are presently enrolled as a last resort to modify their behavior or as a result of a severe discipline act. The sole purpose of this school is to modify the behavior of the student to the point that he/she may return to the home school. In order to accomplish this, the cooperation of the parents must be pledged at the time of entry in our school. All students who are referred for placement will be registered with the Claiborne County Youth Court, and a report of the case will be registered with the Youth Court Judge.

To be assigned to the Claiborne County Public Schools Alternative School, principals and/or school administrators of the home school will direct all requests for a student admission hearing to the GPS Assistant Superintendent. Hearings will be arranged within two school days of the request, with the parents and principal of the home school notified of the time and date in writing. It will be necessary that the student remain at home until the time of such hearing. The Alternative Placement Committee will hear both sides of the case, presented by the principal (or designee) and parents (if desired), but not in the presence of each other. The decision made by the committee will be recommended to the Superintendent, who will make the final disposition and terms of the case. If approved, placement and attendance will begin on the following day. Members of the hearing committee will be made up of the following members who must not be from the student's home school

Alternative Placement Committee – (All to be assigned on a rotating basis.)

Assistant Superintendent

Principal (or other school administrator) from a school other than student's home school

1 Counselor from a school other than student's home school

2 Teachers from a school other than student's home school

Student records remain housed and maintained by the home school, and their student information will be transferred **daily**. All students will enroll in the same courses they were attending at the home school in the basic subjects of Reading, English, Math, Science and Social Studies as outlined in their written individual instruction plan. The same requirements will be made of them as it would in the regular classroom, including credits given under the Carnegie unit system in grades 9-12. However, if a student is enrolled in other classes for credit at the home school, the privilege for attending and participating in these classes will be suspended and the requirements they miss must be made up during the hours of Extended or Summer School. In addition, while enrolled in the Alternative Program, the student is prohibited from attending and/or participating in any and all school activities and/or programs and from coming onto any school property other than to attend the scheduled classes affiliated with the Alternative School.

Once assigned to the school, the students must remain until they regain re-admission status. Students will be evaluated for re-admission status at the end of each 9 weeks. Students who enter during weeks 1-4 of the grading period will be considered for re-admission to the home school at the end of that 9-week term. If the student is assigned during weeks 5-9, they must wait until the end of the next grading period to be considered for re-admission to the home school. The guidelines for this status will be:

A minimum of a 70 average in all subjects.

No more than 5 days of unexcused absences.

Verified positive discipline record (no existing demerits) at the end of the assigned grading period.

All hearings for dismissal will be conducted by the same committee members that conducted the admission hearing. While in attendance and upon dismissal, all grades, attendance and discipline records will be returned to the home school for processing.

## Code of Conduct:

All students will participate in a merit/demerit discipline system, and daily documentation will be made. Merits are earned for acceptable behavior and may be awarded by any staff member. Acceptable behavior may include:

- A. Punctual attendance, cooperation and participation in all classes
- B. Showing respect for all individuals, their right for educational success, and their personal property.
- C. Refraining from making unacceptable, inappropriate comments, acts, and/or gestures.
- D. Conducting himself/herself in a safe and responsible manner.
- E. Showing individual responsibility for assigned tasks.
- F. Abiding by the Alternative School rules and guidelines and teacher expectations.

Using the same guidelines, demerits will be given for behavior that is unacceptable. All rules of the Discipline Ladder will be considered a demerit with the number given according to steps on the ladder. Example: Step 1 – 1 demerit; Step 2 – 2 demerits; Step 3 – 3 demerits; Step 4 – 4 demerits; Step 5 – 5 demerits; Step 6 – Dismissal and referral to the Juvenile Justice System. All discipline acts resulting in a total of 20 demerits, as well as those of felonious nature, will result in an automatic move to Step 6.

Specific expectations of Alternative Students are as follows:

1. No conversation between students will be allowed unless directed by a staff member. Students will speak only to staff members and/or other adults when addressed or given permission to speak. Disobeying this rule will result in the assignment of 2 demerits.
2. Students are asked to obey what is asked or expected of them at once. If it is necessary to ask twice, the student is reported to security for holding until parent conference can be arranged, and 5 demerits will be given.
3. If requested, students may be given the opportunity to work off demerits by doing school and/or community volunteer work.

### Special Education Student Referral Process

SPED students referred to the Alternative School will be considered for admission on a case-by- case basis. There must be an LEP committee meeting prior to any placement, which must include a representative from the Alternative School staff, a representative from the home school, and a parent. This committee will determine the least restrictive environment, and make a recommendation on what is best for the student academically.

The home school is responsible for the SPED student if removal from the Alternative School becomes necessary or upon successful completion of the LEP goals determined appropriate for the student's return to the home school SPED program. Periodic and appropriate evaluation of the SPED student assigned to the Alternative School is the responsibility of the home school.

### Removal From Alternative School Program

Any compulsory school age child who becomes involved in any criminal or violent behavior shall be removed from such Alternative School program and, if possible cause exists, a case shall be referred to the Youth Court. (Per. §32-13-92(9), MS Code)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policy IFB

DATE: July

## **ALTERNATIVE EDUCATIONAL PROGRAMS: GED PROGRAM - IDDA**

The Claiborne County Public School District may provide a GED program for those students who are over-age and at risk of dropping out of high school before completion, giving them a second opportunity to complete high school. The program shall be established under the guidelines meeting minimum requirements as specified in Mississippi Senate Bill 2855 and applicable policies of the State Board for Community and Junior Colleges as stated in Mississippi Code 37-35-1.

Recommendation for student participation in the GED Program will be made by the student's school committee consisting of a school administrator, counselor, classroom teacher and support staff who will plan his/her program of study. The criteria for student participation in the GED Program will consist of the following: The student

- a. must be at least sixteen (16) years of age and enrolled and attending a school in the Claiborne County School District at the time of referral;
- b. must be at least two (2) or more grade levels behind or have acquired less than four (4) Carnegie units;
- c. must have taken every opportunity to continue to participate in course work leading to a regular high school diploma;
- d. must not have been expelled from school for felonious conduct;
- e. must not have been referred to the GPS Alternative Education Program for disciplinary reasons unless behavioral modifications have been attained; and
- f. must have the written consent from the parent/guardian for placement in the GED program.

Prior to placement, the student must be assessed by a pre-test of the TABE (Test of Adult Basic Education) to be eligible for the program and should be able to complete the program within two (2) years from the date of entry.

Students placed in the GED Program shall be considered to be enrolled in the Claiborne County School District, will be reported on the monthly attendance report of the district, and will be counted in the average daily attendance record for funding purposes.

Students placed in the GED Program shall not be eligible to participate in any regular academic course or other programmatic activities within the school district, including graduation, athletics, choir, band, or any other extracurricular activities, except that a GED student may participate in existing job and skill development programs or in programs developed in conjunction with the GED Program and the Vocational Education Director.

The GED class(es) shall be taught by a certified instructor(s) and maintain a student/teacher ratio of not more than 15:1 with an exception of 20:1 when an aid is employed full time to assist the teacher. The curriculum and instructional methodology must address the individual needs of each student as specified in an Individual Education and Career Plan (IECP) developed at the time of placement. The IECP committee should include an academic teacher, academic counselor, administrator and vocational personnel and will emphasize academic/instructional needs of the student, job readiness skills, and work experience options. Students must have a minimum of twenty (20) hours of instruction per week, combined with placement in one of the following three areas:

- Job readiness skill instruction
- Job placement
- Vocational skill instruction.

The recommendation for placement in the GED Program must be forwarded to the Director of Instruction who will review all documentation and make a recommendation to the Superintendent for approval.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-92 (4)

CROSS REF.: Policies IFB and JCD

DATE: July

## **COCURRICULAR ACTIVITIES - IDE**

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

The following should serve as guides to the development of student activities:

The majority of activities should be an outgrowth of curriculum activities;

Groups may meet either during or outside of regular school hours;

All school-sponsored groups shall have a faculty advisor;

Student participation shall be voluntary;

School administration shall be responsible for the management of student funds.

SOURCE: Claiborne County School District ,Port Gibson , MS.

LEGAL REF.: MS Code 37-7-301

DATE: July

## **BAND - IDEB**

District policies governing band participation are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

**SOURCE:** Claiborne County School District, Port Gibson, MS.

**DATE:** July

## INTERSCHOLASTIC ATHLETICS - IDFA

This School Board has the power, authority, and duty to provide athletic programs and other school activities and to regulate the establishment and operation of such programs and activities. §37-7-301(q) (1996)

This district shall not permit any student in grades K-6 to participate in any interschool competitive sports program of a varsity pattern with scheduled games and a championship.

Furthermore, said district or school shall not allow the school name to be used by others in designating the identity of such a team.

Athletic contests shall in all respects comply with the current rules and regulations of the Mississippi High School Activities Association.

Standard 28 of the Mississippi Public School Accountability Standards is as follows: The district follows an established board policy that defines criteria for the academic promotion/progression/retention of students. \*Such criteria prohibit the retention of students for extracurricular purposes.

**\*Note: This portion of the standard will be jointly monitored and enforced by the State Board of Education and the Mississippi High School Activities Association.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies IB and JAA

### ATHLETICS

Athletics are an important part of school life in the district. The Board believes that students can grow physically and mentally through competitive interscholastic, intramural, team and individual sports activities. Student athletes benefit through experiences in self-discipline and contributions to team effort made possible by participation in sports activities.

District participation in interscholastic athletics shall be subject to approval by the Board. This includes membership in any leagues, associations, or conferences, including rules for students' participation, and annual sports schedules.

Teachers having direct responsibility for the conduct of any athletic activity are required to conform in all ways to the general education program as established by the board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.

Students who desire to participate on athletic teams will do so on a volunteer basis with the understanding it is a privilege and not a right to be a member of a school team. All students are invited to participate. It will be the policy of the district to compete in interscholastic athletics sanctioned by the Mississippi High School Activities Association and to adopt that organization's rules and regulations governing student interscholastic activities.

No students may start practice for any athletic team until he/she has been examined and pronounced physically fit by a licensed medical doctor. Participation is contingent upon authorization from the examining physician. Written consent from the parents or legal guardian is required prior to practice or participation.

## OVERALL SUPERVISION AND DIRECTION

The school district athletic program will be under direct authority of the Superintendent and/or Director of Athletics. The school principal is responsible for programs conducted by his/her staff members. Coaches are responsible for the safety and well-being of all players under his/her general supervision.

## INJURIES

No student should be allowed to practice or play in an athletic contest if he/she is suffering from any debilitating injury. The diagnosis of and prescription of treatment or injuries is strictly a medical determination and should under no circumstances be considered a province of the coach. A coach's responsibility is to see that all details of a doctor's instructions concerning the student's functioning as a team member are carried out. No student will be allowed to practice or compete if he/she is not in adequate physical condition.

## INTERSCHOLASTIC ATHLETICS – ELIGIBILITY – REPORTING – RED-SHIRTING

Interscholastic athletics shall be administered as a part of the regular school program and shall be under the same administrative control as all other parts of the educational program. Only students enrolled in grades 7-12 shall engage in interscholastic athletic events. §37-7-301 (q) (1996)

All interscholastic athletic events in which the School District participates shall be conducted under the rules and regulations of the Mississippi High School Activities Association.

Eligibility for competitive activities in grades 7-12 is determined according to the rules of the Mississippi High School Activities Association. Students must meet all requirements established by the MHSAA.

All students participating in athletics will be required to have on file (1) written parent consent; (2) proof of medical/health insurance; (3) liability waiver signed by parent/legal guardian; (4) medical screening by a licensed physician. It is the explicit responsibility of the head coach of the athletic activity involved to ensure that all these requirements are completed and documentation is properly on file prior to any practice or event associated with the activity.

It is the explicit responsibility of the school principal, athletic director, and the head coach supervising the activity to determine eligibility of each participant in that activity, as governed by the regulations set forth by the MHSAA.

### **Eligibility of Athletes - Reporting by Staff**

There are multiple responsibilities connected with the eligibility of athletes. It is the responsibility of the principal, athletic director, coaches, and teachers to report the ineligibility of any student athlete, regardless of where he/she attends school within the District.

### **Extension of Eligibility - Red-shirting**

It is the policy of the District that no student shall be retained at any grade level for the purpose of extending time for participation in athletics or other co-curricular programs.



## **Interscholastic Athletics - K-12**

The District will not permit any student in grades K-6 to participate in any interschool competitive sports program of a varsity pattern with scheduled games and a championship.

No school in the district will allow the school name to be used by others in designating the identity of such a team.

The District supports student involvement in interscholastic activities based on students' interests and abilities. Awards for participation in athletic programs will be a school letter, service bar, sweaters, jackets, and a certificate for seniors. It is the district's intent that all students in sports programs will be treated in an equitable manner in regard to recognition and awards.

District policies governing interscholastic athletics and eligibility of athletes are adopted by the School Board and published annually in student handbooks as official policy statements of District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **SPORTS WAIVER/PHYSICAL EXAMINATION - IDFB**

Because of the possibility of injury and the need for medical attention, no student shall be allowed to engage in varsity or middle high school sports until written permission has been received by the head coach and forwarded to the Athletic Director, showing that the parent knows that his/her child is involved in sports and accepts full liability and responsibility for any injuries that might be sustained in competition with other schools or in practice session or any injury growing out of such participation. Written permission must include proof of medical insurance for the minor child. In addition, each participant in grades 7-12 either will have undergone a physical examination by a licensed medical doctor or will have a statement from his/her family doctor that he/she is medically capable of participating in any given sport.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ADULT EDUCATION PROGRAM - IDG**

The district offers Adult Basic Education programs during the evening hours on a space available basis. The program shall comply with State Department of Education regulations.

Additional information about this program is available at the district office.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## CLASS SIZE/ENROLLMENT REQUIREMENTS - IEC

Regarding class size, it shall be the policy of this school district to comply with the standards found in current Mississippi Public School Accountability Standards.

It is the intent of the Board of Education to allocate staff in a manner that will be educationally sound, instructionally appropriate, and fiscally responsible.

Conditions which impact class size decisions include classroom, facility, or supply constraints, funding and financial crises, availability of licensed staff, curriculum and instructional considerations, and student enrollment and demographics.

The superintendent, or his designee, shall keep the Board informed of elementary and secondary class size and learner/teacher ratio through regular reports.

Process Standard 24 of the Mississippi Public School Accountability Standards is as follows:

34. Student teacher ratios do not exceed the following: {MS Code 37-151-77}
  - 34.1 Student teacher ratios do not exceed 22 to 1 in kindergarten, except in instances in which a full-time assistant teacher is in the classroom. If a full-time assistant teacher is employed, 27 may be enrolled. {MS Code 37-151-77} (See *Mississippi Kindergarten Guidelines*.)
  - 34.2 Student teacher ratios do not exceed 27 to 1 in classrooms serving grades 1 through 4 unless approved by the State Board of Education. **(Schools Meeting the Highest Levels of Performance are exempted.)** (SB Policy IEC) {MS Code 37-151-77}
  - 34.3 Student teacher ratios do not exceed 30 to 1 in self-contained classes serving grades 5-8.
  - 34.4 Student teacher ratios do not exceed 33 to 1 in departmentalized academic core classes serving grades 5-12. {MS Code 37-151-77}
  - 34.5 The total number of students taught by an individual teacher in academic core subjects at any time during the school year shall not exceed 150. **(Schools Meeting the Highest Levels of Performance are exempted.)**

**Note: A teacher who provides instruction through intra-district or inter-district distance learning will be exempt from the 150-student limitation. A lab facilitator or principal designee will be responsible for the assignment of grades and related activities at the receiving school.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

DATE: July

## **SCHEDULING FOR INSTRUCTION - IED**

District policies governing scheduling of students are adopted by the School Board and published annually in student handbooks as official policy statements of the District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT SCHEDULES – IN-SCHOOL TRANSFERS - IEEA**

District policies governing student schedules and in-school transfers are adopted by the School Board and published annually in student handbooks as official policy statements of the District.

**SOURCE:** Claiborne County School District, Port Gibson , MS.

**DATE:** July

## MDE INSTRUCTIONAL MODEL - IEI

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

Tier I: Quality classroom instruction based on MS Curriculum Frameworks

Tier II: Focused supplemental instruction

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

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

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

- ④ designed to address the deficit areas;
- ④ research based;
- ④ implemented as designed by the TST; and
- ④ supported by data regarding the effectiveness of interventions.

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

- A. Grades 1-3: A student has failed one (1) grade.
- B. Grades 4-12: A student has failed two (2) grades; OR
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) school days in the current school year.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student failed the preceding year resulting in a referral as stated above.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **TEXTBOOK SELECTION, USE AND CARE - IFA**

### **TEXTBOOK SELECTION**

The process for selecting textbooks to be used in the district begins with the State Textbook Board's hearing process on a scheduled rotating basis by subject areas. The basic textbooks used in the district shall be chosen from among those adopted for use in the State and approved by the local selection committee.

A local review committee of teachers in the subject area to be adopted across grade and/or department levels will be established to evaluate books on the State adopted list. After a thorough review of sample books and materials, members from this committee will attend a district hearing with textbook consultants from publishers under review. After collaborating with the grade level/school/department they represent, a textbook adoption recommendation will be made by the committee to the Superintendent.

Each principal is given a textbook allotment annually to be used according to the needs of his/her particular school. During the adoption period, the principal is responsible for ordering books so that all students eligible to receive textbooks can be furnished with a currently adopted textbook for each academic course in which he/she is enrolled. All fines and damage collections shall be recorded and deposited into the Principal's Account at the school that made the collection. A written account of these transactions is to be forwarded to the Business Office. The school in turn must utilize these funds to procure new or used textbooks in the future. Accounting and discarding of previously adopted textbooks shall be conducted in accordance with State guidelines.

Before any books are issued to a student at any time, that student must have a book card which has been signed by his/her parent or guardian. At the time of registration, parents/guardians are required to sign a statement accepting responsibility for the "use and reasonable care" of any books issued to their child and agree to pay for such loss or damages before any further textbooks are issued. Since the signing of this card is a part of registration, students in the Claiborne County School District are not allowed to complete registration for the upcoming school year until all books are returned and/or all fines are paid.

### **RECEIPT AND INVENTORY OF NEW TEXTBOOKS**

After textbook orders are processed, all textbooks will be delivered to the designated textbook custodian at each school. Upon receipt of each shipment, the textbook custodian is to check all textbooks received against the packing slip and original order, noting discrepancies of incomplete orders along with date and signature of person checking the books on the copy of the purchase order. A copy of the checked purchase order is to be sent to the business office.

All textbooks received are to be stamped with the school district's name clearly visible on the inside cover of the book. Each book is to be numbered as follows: School Code, Fiscal Year of Purchase, Book Number (begin with 001 and continue the numbering series throughout the book adoption period).

Ex: BE97-001, DA97-001, DE97-001, WE97-001, TJ97-001, GH97-001



## USE AND CARE OF TEXTBOOKS

Principals are responsible for keeping a current, correct inventory and control record of all school textbooks purchased with textbook funds. During the time books are issued and used by students, these records must contain the name of student to whom the book is issued, grade or course, book number, years used and condition of book and the date of issue and return.

If a textbook is lost or not returned by any student who withdraws or drops out of the district, the parent or legal guardian shall compensate the district for the fair market value of the textbooks. The School District reserves the right, if necessary, to pursue the collection of unpaid fines in Justice Court.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-301, 37-7-355, 37-43-19, 37-43-31, and 37-43-37  
Textbook Administration Rules and Regulations for the Distribution,  
Care and Use of State owned Textbooks

DATE: July

## **RECONSIDERATION OF INSTRUCTIONAL MATERIALS - IFAB/KNBA**

A student or his/her parent has the right to reject the use of library media center materials which seem incompatible with his/her values and beliefs. Classroom assignments involving library media center materials should provide for alternate choices. No parent has the right to determine the reading matter for students other than his/her own children. In addition, in elective courses taken at the student's option, the student's right to request alternate choices of reading material will be accommodated based on the availability of equivalent resources weighted against the academic requirements of the course.

Any parent who wishes to request reconsideration of the use of any library media center materials in the school must make his/her request in writing on forms provided through the building principal. The completed form is to be returned to the principal. The principal will consult with the Superintendent or his/her designee concerning the material in question. If the principal is unable to satisfy the complainant during an informal conference, he/she should refer the matter to a Review Committee. No administrator, library media specialist, or teacher should agree to withdraw an item without referring it to a Review Committee which determines whether the material should be withdrawn from any or all schools.

This Review Committee shall be appointed as needed by the Superintendent.

### **DEMEANING MATERIALS**

The Board directs all school employees to ensure that the Claiborne County School District is not using any written or audio-visual materials that portray individuals with disabilities in an offensive or demeaning manner. Should material of this type be found, it is to be pulled from the instruction program and forwarded to the Coordinator of the Americans with Disabilities Act, who is located at the Central Office, 404 Market St. Port Gibson, Mississippi.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **EQUIPMENT AND SUPPLIES SELECTION AND ADOPTION - IFAC**

Upon the recommendation of the Superintendent, the Board shall approve the purchase of equipment and supplies.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**District:** Claiborne County School District  
**Section:** I – Instructional Program  
**Policy Code:** IFAE – Textbook Fines

All textbooks are the property of the State of Mississippi and the public school system. The parent, guardian, or other person having custody of a child to whom textbooks are issued, will be liable for any loss, abuse, or damage in the excess of what would result from normal use of such textbook before any additional books are issued.

All textbooks must be returned to the issuing school when promoted, transferred, or when attendance is terminated.

Exception: Textbooks are destroyed in a house fire or other natural disaster beyond the control of the student/family.

Teachers will issue textbooks to students. Book cards will be issued to all students. After the book card has been signed by the parent(s) or guardian, books will then be issued to the student.

Each student is responsible for loss or damage to textbooks issued to him/her. The teacher of each course will determine the extent of damage and assess an appropriate fine. **All fines should be paid before students take final examinations.** Students should cover all textbooks. Fines for lost books will be issued on a prorated basis.

### **Textbook Fine and Damage Replacement**

Book fines will be assessed according to the following schedule:

#### **LOST BOOK FINES:**

New Books	100% of value
2 years old	75% of value
3 years old	50% of value
4 years old	25% of value

#### **DAMAGE REPLACEMENT**

<b>DAMAGE</b>	<b>FINE</b>
Missing/Damaged Barcode	\$2.00
Writing/drawing/scribbling in book	\$1.00 per page up to price of book
Torn pages	\$3.00
Excess wear/damage but still usable	10% of value
Cover of book damaged	15% of value
Spine damaged	15% of value
Water damaged but still usable	25% of value

Broken binding	30% of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Non-returned book	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## INSTRUCTIONAL SERVICES/ALTERNATIVE SCHOOL/SPECIAL EDUCATION - IFB

This school district shall provide services to support the district's program of instruction. The board directs the superintendent to develop and maintain instructional services for the benefit of students and staff.

Process Standards 6, 24, 25, and 26 of the Mississippi Public School Accountability Standards are as follows:

6. Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school by qualified student support personnel as follows:
  - 6.1 Student support services are provided in each high school by at least a half time appropriately licensed guidance counselor. {MS Code 37 9 79}
  - 6.2 Students in elementary schools have access to the required student support services provided by qualified student support personnel (e.g., guidance counselor, social worker, nurse, psychologist, psychometrist, etc.).

**Note: Student support personnel may only provide those services and activities in the area(s) that each individual is specifically qualified to provide. All student support personnel will use appropriate job titles that reflect their area of training, expertise, and license. For example, a Social Worker will be referred to as the School Social Worker and may not use the title of or be referred to as the School Guidance Counselor.**

24. Each school has a library-media center. {MS Code 37-17-6(3)(a-e)}
  - 24.1 Each school has a library-media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.
  - 24.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.
25. The school district provides each student with appropriate equipment and laboratory experiences to meet the instructional requirements of the science program. (See *Mississippi Science Framework*) **(Schools Meeting the Highest Level of Performance may be exempted under MS Code 37-17-11.)**

**Note: Any exceptions to the above standard must be submitted to the Commission on School accreditation for review and action.**

26. The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37 43 1, 37 43 51, 37 9 14(2) (b), and 37 7 301(ff)} (Refer to the current edition of *Textbook Administration Handbook Rules and Regulations*.)
  - 26.1 Each school district provides each student in each school with current or otherwise appropriate textbooks that are in good condition. {MS Code 37 43 1, 37 9 14(2) (b), and 37 7 301(ff)}

26.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37 43 51} (Refer to page A 12 in the *Textbook Administration Handbook Rules and Regulations.*)

#### ALTERNATIVE SCHOOL PROGRAM

1. Beginning with the school year 1993-94, the school boards of all school districts shall establish, maintain and operate, in connection with the regular programs of said school district, an alternative school program for, but not limited to, the following categories of compulsory-school-age students:
  - a. Any compulsory-school-age child who has been suspended for more than ten (10) days or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct;
  - b. Any compulsory-school-age child referred to such alternative school based upon a documented need for placement in the alternative school program by the parent, legal guardian or custodian of such child due to disciplinary problems;
  - c. Any compulsory-school-age child referred to such alternative school program by the dispositive order of a chancellor or youth court judge, with the consent of the superintendent of the child's school district; and
  - d. Any compulsory-school-age child whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.
2. The principal or program administrator of any such alternative school program shall require verification from the appropriate guidance counselor of any such child referred to the alternative school program regarding the suitability of such child for attendance at the alternative school program. Before a student may be removed to an alternative school education program, the superintendent of the student's school district must determine that the written and distributed disciplinary policy of the local district is being followed. The policy shall include standards for:
  - a. The removal of a student to an alternative education program that will include a process of educational review to develop the student's individual instruction plan and the evaluation at regular intervals of the student's educational progress; the process shall include classroom teachers and/or other appropriate professional personnel, as defined in the district policy, to ensure a continuing educational program for the removed student;
  - b. The duration of the alternative placement; and
  - c. The notification of parents or guardians, and their appropriate inclusion in the removal and evaluation process, as defined in the district policy. Nothing in this paragraph should be defined in a manner to circumvent the principal's or the superintendent's authority to remove a student to alternative education.

3. The local school board or the superintendent shall provide for the continuing education of a student who has been removed to an alternative school program.
4. A school district may, in its discretion, provide a program of general educational development (GED) preparatory instruction in the alternative school program.
5. Any such alternative school program operated under the authority of this section shall meet all appropriate accreditation requirements of the State Department of Education. Section 37-13-92 (2000)

Process Standard 29 of the Mississippi Public School Accountability Standards is as follows:

29. The school district provides an alternative education and/or GED program for the categories of students identified in MS Code 37-13-92, and the program meets the guidelines established by the State Board of Education. (SB Policy IDDI-1 and 2)(See *Guidelines for Alternative/GED School Programs.*)

### SPECIAL EDUCATION PROGRAM

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and Section 37-23-1 (1999)

The educational programs and services provided for exceptional children in Sections 37-23-1 through 37-23-15, 37-23-31 through 37-23-35, 37-23-61 through 37-23-75 and 37-23-77 shall be designed to provide individualized appropriate special education and related services that enable a child to reach his or her appropriate and uniquely designed goals for success. The State Board of Education shall establish an accountability system for special education programs and students with disabilities. The system shall establish accountability standards for services provided to improve the educational skills designed to prepare children for life after their years in school.  
Section 37-23-1  
(1999)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Polices GBRC, IB, IDDF, JCD, and JCD-1

DATE: July



## ASSISTANT TEACHER PROGRAM - IFBA/GDB

The utilization of assistant teachers shall be individually determined and shall require a detailed written recommendation by the principal and approval by the superintendent. The use of assistants will permit teachers more time to devote to instruction, more effective grouping for instructional purposes, and greater individualized attention for meeting pupil needs. Assistants may not have direct responsibility for or supervision of student instruction or activities, but shall be under the supervision of a licensed staff member.

### MINIMUM SALARY

For the 2005 2006 school year and school years thereafter, the minimum salary for assistant teachers shall be

Twelve Thousand Dollars (\$12,000.00). Section 37-21-7

### (2006) NO CHILD LEFT BEHIND ACT

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

Paraprofessionals working with identified Title I students who were hired before January 8, 2002, have until January 1, 2006, to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district [is/becomes] a school wide Title I school district, all paraprofessionals in the district must meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

### MISSISSIPPI ELEMENTARY SCHOOLS ASSISTANT TEACHER PROGRAM

- (1) This section shall be referred to as the "Mississippi Elementary Schools Assistant Teacher Program," the purpose of which shall be to provide an early childhood education program that assists in the instruction of basic skills. The State Board of Education is authorized, empowered and directed to implement a statewide system of assistant teachers in kindergarten classes and in the first, second and third grades. The assistant teacher shall assist pupils in actual instruction under the strict supervision of a licensed teacher.
- (2) (a) Except as otherwise authorized under subsection (7), each school district shall employ the total number of assistant teachers funded under subsection (6) of this section. The superintendent of each district shall assign the assistant teachers to the kindergarten, first , second and third grade classes in the district in a manner that will promote the maximum efficiency, as determined by the superintendent, in the instruction of skills such as verbal and linguistic skills, logical and mathematical skills, and social skills.

- (2) (b) If a licensed teacher to whom an assistant teacher has been assigned is required to be absent from the classroom, the assistant teacher may assume responsibility for the classroom in lieu of a substitute teacher. However, no assistant teacher shall assume sole responsibility of the classroom for more than three (3) consecutive school days. Further, in no event shall any assistant teacher be assigned to serve as a substitute teacher for any teacher other than the licensed teacher to whom that assistant teacher has been assigned.
- (3) Assistant teachers shall have, at a minimum, a high school diploma or a GED equivalent, and shall show demonstrable proficiency in reading and writing skills. The State Department of Education shall develop a testing procedure for assistant teacher applicants to be used in all school districts in the state.
- (4) (a) In order to receive funding, each school district shall:
  - (i) Submit a plan on the implementation of a reading improvement program to the State Department of Education;  
and
  - (ii) Develop a plan of educational accountability and assessment of performance, including pretests and posttests, for reading in Grades 1 through 6.
- (4) (b) Additionally, each school district shall:
  - (i) Provide annually a mandatory pre-service orientation session, using an existing in school service day, for administrators and teachers on the effective use of assistant teachers as part of a team in the classroom setting and on the role of assistant teachers, with emphasis on program goals;
  - (ii) Hold periodic workshops for administrators and teachers on the effective use and supervision of assistant teachers;
  - (iii) Provide training annually on specific instructional skills for assistant teachers;
  - (iv) Annually evaluate their program in accordance with their educational accountability and assessment of performance plan; and
  - (v) Designate the necessary personnel to supervise and report on their program.
- (5) The State Department of Education shall:
  - (a) Develop and assist in the implementation of a statewide uniform training module, subject to the availability of funds specifically appropriated therefor by the Legislature, which shall be used in all school districts for training administrators, teachers and assistant teachers. The module shall provide for the consolidated training of each assistant teacher and teacher to whom the assistant teacher is assigned, working together as a team, and shall require further periodical training for administrators, teachers and assistant teachers regarding the role of assistant teachers;
  - (b) Annually evaluate the program on the district and state level. Subject to the availability of funds specifically appropriated therefor by the Legislature, the department shall develop: (i) uniform evaluation reports, to be performed by the principal or assistant principal, to collect data for the annual overall program evaluation conducted by the department; or (ii) a program evaluation model that, at a minimum, addresses process evaluation; and

- (c) Promulgate rules, regulations and such other standards deemed necessary to effectuate the purposes of this section. Noncompliance with the provisions of this section and any rules, regulations or standards adopted by the department may result in a violation of compulsory accreditation standards as established by the State Board of Education and Commission on School Accreditation.
- (6) In addition to other funds allotted under the Minimum Education or Adequate Education Program, each school district shall be allotted sufficient funding for the purpose of employing assistant teachers. No assistant teacher shall be paid less than the amount he or she received in the prior school year. No school district shall receive any funds under this section for any school year during which the aggregate amount of the local contribution to the salaries of assistant teachers by the district shall have been reduced below such amount for the previous year.

For the 2005 2006 school year and school years thereafter, the minimum salary for assistant teachers shall be Twelve Thousand Dollars (\$12,000.00).

In addition, for each one percent (1%) that the Sine Die General Fund Revenue Estimate Growth exceeds five percent (5%) in fiscal year 2006, as certified by the Legislative Budget Office to the State Board of Education and subject to the specific appropriation therefor by the Legislature, the State Board of Education shall revise the salary scale in the appropriate year to provide an additional one percent (1%) across the board increase in the base salaries for assistant teachers. The State Board of Education shall revise the salaries prescribed above for assistant teachers to conform to any adjustments made in prior fiscal years due to revenue growth over and above five percent (5%). The assistant teachers shall not be restricted to

working only in the grades for which the funds were allotted, but may be assigned to other classes as provided in subsection (2)(a) of this section.

- (7) (a) As an alternative to employing assistant teachers, any school district may use the allotment provided under subsection (6) of this section for the purpose of employing licensed teachers for kindergarten, first , second and third grade classes; however, no school district shall be authorized to use the allotment for assistant teachers for the purpose of employing licensed teachers unless the district has established that the employment of licensed teachers using such funds will reduce the teacher-student ratio in the kindergarten, first , second and third grade classes. All state funds for assistant teachers shall be applied to reducing teacher- student ratio in Grades K 3.

It is the intent of the Legislature that no school district shall dismiss any assistant teacher for the purpose of using the assistant teacher allotment to employ licensed teachers. School districts may rely only upon normal attrition to reduce the number of assistant teachers employed in that district.

- (7) (b) Districts meeting Level 4 or 5 accreditation standards, as defined by the State Board of Education, shall be exempted from the provisions of subsection (4) of this section. 37-21-7 (2006)

## BASIC OBJECTIVES

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

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.

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

## DUTIES AND RESPONSIBILITIES

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

Teacher assistants may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title I funds, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed:

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-21-7; P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Polices GCD and IB

DATE: July

## **USE OF CELL PHONES BY TEACHERS - IFBB/IFBC**

See Policy GAMI – Use of Cell Telephones by Employees

## **MEDIA SERVICES/LIBRARIES - IFBD**

The district will provide an organized media program that meets State Department of Education requirements and accreditation standards.

District policies governing library services and regulations are adopted by the School Board and published annually in student handbooks as official policy statements of the District.

Standard 5 is as follows: The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth of the workday to library/media administrative activities. {MS Code 37-17-6(3)(a-e)}

If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required. If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.

Standard 11 of the Mississippi Public School Accountability Standards is as follows: The board of education budgets and expends funds as follows:

- 11.1 The local school board of education budgets and expends from the District Maintenance Fund (Fund #1120) at least the state minimum per student for instructional/library supplies, materials, and equipment.
- 11.2 Funds available for classroom supplies, materials, and equipment from the Education Enhancement Fund (Fund #2440) are allotted and expended in compliance with Section 37-61-33, Mississippi Code of 1972, as amended, and State Board of Education Policy DFBI.
- 11.3 The local school board budgets and expends funds under the Public School Health Insurance Plan as required by state law and State Board policy. Failure to remit premiums, interest penalties and/or late charges in a timely manner may result in withholding a school district's adequate education program funds. MS Code 37-151-95

Standard 24 is as follows: Each school has a library-media center. {MS Code 37-17-6(3)(a-e)}

- 24.1 Each school has a library-media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.
- 24.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Polices IB and IFB

DATE: July

# **TELECOMMUNICATIONS ACCEPTABLE USE POLICY FOR STUDENTS/INTERNET USE - IFBDAA**

## **Purpose of Telecommunications**

Telecommunications extend the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks such as the Internet. For students, telecommunications used in the Claiborne County Schools are for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are information literacy skills which support student achievement and success in the 21<sup>st</sup> century.

## **Information Available**

Government publications and databases  
Museums and art galleries  
Maps and other geographic resources  
Encyclopedias and dictionaries  
Magazines and newspapers  
Library catalogs and community directories

## **Telecommunications Safety**

Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Also, software which attempts to filter access to objectionable material will be accessible on computer networks used by students.

## **Terms and Conditions**

Students shall:

Use telecommunications for educational purposes only.  
Communicate with others in a courteous and respectful manner.  
Maintain the privacy of personal name, address, phone number, password and respect the same privacy of others.  
Use only telecommunications accounts and passwords provided by the school.  
Report any incident of harassment to the supervising employee.  
Comply with copyright laws and intellectual property rights of others.

Student shall not:

Knowingly enter unauthorized computer networks to tamper or destroy data.  
Access or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.  
Install personal software on computers.  
Use telecommunications for commercial, purchasing, or illegal purposes.

## **Disclaimer**

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications access are expressed or implied; Claiborne County School District will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

## **Penalties**

Violations of the Telecommunications Acceptable Use Policy may be a violation of law, civil regulations, or board policies. Suspension of telecommunications privileges, school disciplinary action, and/or legal action may result from infringement of this policy.

## **INTERNET USE BY STUDENTS**

### APPROPRIATE STUDENT USE

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students.

Students using the Internet shall comply with all applicable board policies and administrative procedures. The School Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students. Staff and students are hereby advised that privacy in the use of the Internet is **not** guaranteed.

Additionally, use of the Internet is a privilege, not a right. Students found to be in violation of board policy and/or administrative procedure/s shall be subject to revocation of privileges and potential disciplinary and/or legal action.

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

In order for a student to gain access to the Internet, the student and student's parent(s)/guardian(s) must sign an Internet Access Agreement.

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

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

CROSS REF.: Policies EI, IJ, IJ-E(1), IJ-E(2), IJA-E, and IJA-P

### INTERNET ETIQUETTE

Students are expected to abide by generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not use abusive language in any form in any communications.
- Use appropriate language at all times. Do not swear or use vulgar, offensive language or other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of other students or staff.



- Recognize that electronic mail (E-Mail) is not private. People who operate the computer system have access to all mail. Messages relating to or in support of illegal activity may be reported to school and police authorities.
- Do not use the network in any way that would disrupt its use by others.
- Consider all communications and information made available on the Internet to be private property protected by copyright and other applicable laws.

CROSS REF.: Policies IJ and IJ-R

### INTERNET ADMINISTRATIVE PROCEDURES

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

#### Terms and Conditions

Access to the school/district's Internet is provided for educational purposes and research consistent with the school/district's educational mission and goals.

Parents shall be required to read and sign the Internet Network Access Agreement allowing their students to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures for Internet Use By Students and understand the consequences for violating said administrative procedures.

#### Privileges

Use of the school/district's Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege. The superintendent or designee(s) shall make all decisions regarding whether or not a student has violated these procedures and may deny, revoke, or suspend access at any time.

#### Unacceptable Use

The student is responsible for all his/her actions and activities involving the Internet. Examples of prohibited conduct include:

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

harassment

- Harassing
- Illegal

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

### Staff Supervision

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

### Compensation

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

### Security

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

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

### Vandalism

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

### Telephone Charges

The school, district or the School Board does not assume any responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges, and/or equipment or line costs.

SOURCE: Claiborne County School District, Port Gibson , MS.

CROSS REF.: Policies EI, IJ, and IJ-R

DATE: July

## **CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY - IFBDAB/IJB**

It is the belief of the Claiborne County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Polices EI and IFBEC

DATE: July

## USING COPYRIGHTED MATERIAL - IFBDAC/IJC

It is the intent of this school board that all students and staff adhere to the provisions of the copyright law (Title 17 of the U.S. Code). While the law identifies some "fair use" provisions, it also defines restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of the Claiborne County Public Schools that copyrighted material, whether print or non-print, will NOT be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted material may NOT be made or used on district equipment.

### FAIR USE

Congress has identified four criteria to be balanced in considering questions of "fair use":

The purpose and character of the use, including whether such is a commercial nature or is for nonprofit educational purposes;

The nature of the copyrighted work;

The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

The effect of the use on potential market for or value of the copyrighted work.

### EMPLOYEE LIABILITY FOR VIOLATION

In an effort to discourage violation of the copyright law and to prevent such illegal activities...

- ◆ All employees will be advised of this policy; and
- ◆ Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will NOT be extended to anyone who violates the fair use standards of this policy.

NOTE: For sample forms and regulations for use with copyrighted works, contact MSBA.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: Title 17 of the U.S. Code (Copyright Law)

CROSS REF.: Policy EG

DATE: July

## **SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION, COMPUTER SOFTWARE AND HARDWARE - IFBG**

Computer software and hardware will be selected and purchased in accordance with district policies (District Technology Plan) on selection and purchase of instructional materials and equipment. The following guidelines shall apply:

### **Software**

- Educational computer software will be selected in the same manner in which other instructional material is selected, giving care to avoid sexual, ethnic, racial, or religious stereotypes or biases.
- All software purchased by the district and/or any of its schools will remain the official property of the district.
- All software will be subject to systematic and ongoing evaluation with respect to quality, appropriateness, and contribution to curricular objectives.
- The district will communicate with all interested citizens about the software being used or anticipated to be used in the district.

### **Hardware**

- The purchase of computer hardware will be in keeping with the districts' purchasing policies and with the district's best analysis of the suitability of specific equipment (District Technology Plan).
- Principals will be held responsible for appropriate security measures.
- The district will attempt to negotiate the school price for staff members who choose to purchase the same computer purchased by their school.
- The district will communicate clearly too all interested citizens about any major purchase of microcomputer equipment.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July

## **FIELD TRIPS - IFCB**

As a part of the educational service of the school students may be taken on field trips. Such trips are made only with the permission of the parent. When such trips are being planned, permission slips will be sent home to be signed by the parent/guardian. All field trips must be approved by the district administration and must be supervised by regular classroom teachers. Teachers serving as supervisors shall submit all forms (field trip requests, E-Day when required, and requisitions when required) at the same time and requests must be approved at least two weeks prior to the field trip. No field trip will be approved for the weeks of term tests, and all field trips must be concluded ten (10) days prior to the week of term examinations. No field trip will be approved during the last twenty (20) school days of the school year.

Out-of-state field trips require Board approval, so in order to comply with this, field trips must be approved at least two weeks prior to the field trip. It is necessary that out of state trips be planned well in advance. For out-of-state field trips that are planned toward the last of a month and the Board Meeting is scheduled to meet two weeks prior to the planned trip, the request must be received in the Superintendent's Office no later than the last Friday of the month preceding the Board Meeting. For out-of-town trips scheduled during a month that the Board will not meet two weeks prior to the trip, the request must be received in the Superintendent's Office on the last Friday two months prior to the trip to meet the deadline for the Board Agenda. (Example – If an out-of-state trip is scheduled for the latter part of November and the November Board Meeting is scheduled two weeks prior to the planned trip, the request is to be received in the Superintendent's Office no later than the last Friday in October. If the out-of-state trip is scheduled for November and the November Board Meeting is not scheduled two weeks prior to the trip, the request is to be received in the Superintendent's Office no later than the last Friday in September so the decision can be made in the October Board Meeting.)

No money is to be collected from students on school premises for field trips that are not sponsored by the school.

Money may be collected from students at school to cover expenses of a field trip sponsored by the school. All money collected that is above the actual expenses is to be returned to the students who participated in the field trip.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **COMMUNITY RESOURCES – OUTSIDE SPEAKERS - IFCC**

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

All outside speakers and other out-of-school personnel who are brought into the School District as resource personnel must be part of the instructional program and must not interfere with orderly instructional processes. Outside speakers and resource personnel not previously approved by the district must have district approval by the appropriate central office administrator. Requests for approval must be submitted to the administrator in writing at least five (5) school days before the activity, event, or program.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **SCHOOL VOLUNTEERS - IFCD**

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

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**PRAYER IN SCHOOLS - IG**

**See ILB – Religion in Schools; and ILC – Prayer in Schools.**

## STUDENT ACHIEVEMENT IMPROVEMENT ACT OF 1999 - IH

This act shall be known and may be cited as the "Mississippi Student Achievement Improvement Act of 1999." (Senate Bill 2156, 1999 Legislative Session)

Each district School Board shall establish standards for graduation from its schools which shall include as a minimum:

- a. Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education.
- b. Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district School Board.

A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board.

The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. §37-16-7 (1999)

On or before December 21, 2002, the State Board of Education shall implement the performance-based accreditation system for school districts and for individual schools which shall include the following:

- a. High expectations for students and high standards for all schools, with a focus on the basic curriculum;
- b. Strong accountability for results with appropriate local flexibility for local implementation;
- c. A process to implement accountability at both the school district level and the school level;
- d. Individual schools shall be held accountable for student growth and performance.
- e. Set annual performance standards for each of the schools of the state and measure the performance of each school against itself through the standard that has been set for it;
- f. A determination of which schools exceed their standards and a plan for providing recognition and rewards to such schools;
- g. A determination of which schools are failing to meet their standards and a determination of the appropriate role of the State Board of Education and the State Department of Education in providing assistance and initiating possible intervention; and
- h. Development of a comprehensive student assessment system to implement these requirements.

The State Board of Education may continue to assign school district performance levels by using a number classification and may assign individual school performance levels by using a number classification consistent with school district performance levels. §37-17-6 (4)

If the State Board of Education and the Commission on School Accreditation determine that an extreme emergency situation exists in a school district which jeopardizes the safety, security or educational interests of the children enrolled in the schools in that district and such emergency situation is believed to be related to a serious violation or violations of accreditation standards or state or federal law, the State Board of Education may request the Governor to declare a state of emergency in that school district. For purposes of this paragraph, such declarations of a state emergency shall not be limited to those instances when a school district's impairments are related to a lack of financial resources, but also shall include serious failure to meet minimum academic standards, as evidenced by a continued pattern of poor academic performance.

§37-17-6 (11) (b) (1999)

NOTE: Please refer to Senate Bill 2156 (1999 Legislative Session) for the complete text of the "Mississippi Student Achievement Improvement Act of 1999."

SOURCE: Claiborne County School District, Port Gibson, MS.  
LEGAL REF.: MS Code as cited  
CROSS REF.: Polices IB, IDDF, IHE, and II  
DATE: July

**Claiborne County School District**

**Section: I Instructional Program**

**Policy Code: IHA Grading System**

**Grading System**

The established grading system is designed to communicate to parents a periodic evaluation summarizing significant factors of the student’s adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

**Objectives**

1. To motivate students to exert their best efforts in the learning process
2. To provide a uniform technique for converting numerical values to letter grades
3. To monitor each student’s progress

**Grading System**

To evaluate student performance for the purposes of promotion, retention, or alternative programs, the following numerical values shall be used in determining letter grades:

**Modified Ten-Point Grading Scale**

<b>Pre-Kindergarten/ KINDERGARTEN</b>	<b>ELEMENTARY</b>	<b>MIDDLE &amp; HIGH SCHOOL</b>
<i>Ex: U = Unsatisfactory progress</i> <i>Ex: N = Needs Improvement</i> <i>Ex: S = Satisfactory</i> <i>Ex: E=Excellent</i>	<i>A (Excellent) Ex: 90-100</i> <i>B (Above Average) Ex: 80-89</i> <i>C (Average) Ex: 70-79</i> <i>D (Below Average) Ex: 65-69</i> <i>F (Failure) Ex: 64 and below</i>	<i>A (Excellent) Ex: 90-100</i> <i>B (Above Average) Ex: 80-89</i> <i>C (Average) Ex: 70-79</i> <i>D (Below Average) Ex: 65-69</i> <i>F (Failure) Ex: 64 and below</i>

*\* Language Speech, Specific Learning Disabilities and Severe Profound classes will use the alpha grading scale listed below:*

**M=Mastered**  
**N=Need Improvement**

**The grading policy for students with disabilities with current Individualized Education Plans (IEPS) will be consistent with policy IHFA.**

\*No numerical grades are given for students in Pre-Kindergarten and Kindergarten. Multiple criteria will be utilized to determine promotion/retention for Kindergarten students.

**Test, Examinations and Grade Averaging**

**Nine Weeks Averaging**

The daily average will account for 75% of the nine weeks average. The daily average shall consist of, but not limited to, common assessments, projects, classwork, quizzes and homework, with homework counting

no more than 10%. The daily average shall vary from school to school. The nine week exam will account for 25% of the student nine weeks average. Tests and assignments will be weighted as follows:

<b>A.W. WATSON ELEMENTARY SCHOOL</b>		<b>PORT GIBSON MIDDLE SCHOOL</b>		<b>PORT GIBSON HIGH SCHOOL</b>	
<b>MAJOR GRADES</b>					
<b>Total</b>	<b>75%</b>		<b>75%</b>	<b>Total</b>	<b>75%</b>
Common Assessment	25%	Classwork	25%	Classwork	25%
Projects	20%	Test	25%	Test	25%
Classwork	20%	Projects	20%	Projects	20%
Test	25%	Weekly Assessments	20%	Weekly Assessments	20%
Homework	10%	Homework	10%	Homework	10%
<b>MINOR GRADE(S)</b>					
<b>Total</b>	<b>25%</b>	<b>Nine Weeks Exam</b>	<b>25%</b>	<b>Total</b>	<b>25%</b>
Nine Weeks Exam	100%	Nine Weeks Exam	100%	Nine Weeks Exam	100%
<b>Total MAJOR + MINOR</b>	<b>100%</b>	<b>Total MAJOR + MINOR</b>	<b>100%</b>	<b>Total MAJOR + MINOR</b>	<b>100%</b>

### Semester/Nine Week Average

The semester grade is computed by averaging the two nine-week grades.

### Yearly Average

The total of the two semester averages divided by two  $((S1 + S2) / 2)$ .

### Assignment Policy

1. All teachers will be required to give a minimum of 4 tests during a nine-week grading period in addition to the required nine weeks exam.
2. All teachers will be required to give a minimum of 12 daily grades/assignments each nine weeks per core subject.
3. All teachers will be required to administer nine-week exams.

### Student's semester and yearly averages are arrived at by using the following guidelines:

- a. The first and second nine weeks grading periods of the first semester will each end with a nine weeks exam. Each nine weeks test will count 25% of each nine weeks grade.
- b. The third and fourth nine weeks grading periods of the second semester will each end with a nine weeks exam. Each nine weeks test will count 25% of each nine weeks grade.

- c. Semester one average will be determined by calculating the average of the 1<sup>st</sup> and 2<sup>nd</sup> 9-weeks grades; Likewise, Semester two average will be determined by calculating the average of the 3<sup>rd</sup> and 4<sup>th</sup> 9-weeks grades.
- d. The yearly average will be determined by calculating the average of both semester grades.

### **Monitoring Student Progress**

Each teacher has the responsibility of identifying pupils who are not making satisfactory progress toward the achievement of grade level or course objectives.

Teachers are required to notify parents every fifteen (15) days using the Possible Failure Notification form during each grading period if students do not meet minimum requirements (Progress Reports will be sent at week four or week five of the nine-week period). A copy will be submitted to the principal with the proper attached interventions.

Teachers are required to post student grades into the electronic grade book weekly to allow parents and students to view them via ActiveParent /ActiveStudent.

### **GRADING POLICY**

#### **Promotion and Retention**

In accordance with Section 37-13-91, students who attain the age of five (5) years on or before September 1 of the calendar year may attend kindergarten in the District. When academic skills have been successfully met, the student will advance to grade one. If the student has not successfully met the criteria to advance to grade one, the student will be placed in kindergarten for an additional year. The School Board has the authority to retain a student in kindergarten for an additional year if the District deems that placement of the student in the first grade would not be the most appropriate educational placement. Transfer 5-year-old students or 6-year-old students who have not attended an accredited public/private school will be assessed and appropriate educational placement will be assigned on an individual basis. Section 37-15-33, which governs the testing and assignment of transfer students, states that a student is to be assigned to the grade and class that is in the best interest of the student.

The District will consider the educational needs and welfare of each individual student. Considerations will include but will not be limited to:

1. Academic level
2. Welfare of the student involved
3. Welfare and best interest of all students attending the school(s) involved
4. Health factors

#### ***Kindergarten***

Kindergarten students will be promoted by recommendation of the teacher and the principal based on the following criteria:

- Master 65% of the English/Language Arts Standards
- Master 65% of the Mathematics Standards

Process for retention of a kindergarten student will be:

1. Review of student yearly progress, growth, and promotion criteria
2. Documentation of parent notification
3. Recommendation of retention to school principal
4. Principal Reviews and approves or denies retention

No kindergarten student will be retained until a conference is held with the parent(s).

### **Grades 1 – 5**

Students must master skills in Reading, Language, Science and Mathematics to be promoted to the next grade. Students must achieve an overall passing average of 65 in each course. **SPECIAL NOTE:** Grades 1 – 5 A student shall not be retained in the same grade more than one time in grades 1 – 5. For example, if a student has been retained in grade one after failing to achieve an overall passing average of 65 in each required course at the end of the school year, this student cannot repeat grade one again. This excludes the third grade retention for failure due to the (Literacy Based Promotion Act) LBPA Act.

### **Grade 3: MKAS<sup>2</sup>**

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.

### **Grades 6 – 8**

Sixth and seventh grade students must pass Reading, Language, Mathematics, and either Science or Social Studies to be promoted to the next grade. Eight grade students must pass Reading, Language, Mathematics, and Science to be promoted to the next grade. Students shall achieve an overall passing average of 65 in the required courses for promotion. **SPECIAL NOTE: No student will be retained more than one year in grades 6 – 8**

#### **• SPECIAL PROMOTION WITHIN THE MIDDLE SCHOOL**

The middle school's principal can make a recommendation to the superintendent for administrative placement of students who are enrolled in the 7<sup>th</sup> or 8<sup>th</sup> grade for a second year. The final decision rests with the superintendent to accept or reject the written recommendation coming from the middle school principal. The superintendent shall provide a written response regarding the special promotion.

#### **• SPECIAL PROMOTION FROM MIDDLE SCHOOL TO HIGH SCHOOL**

Students who will be sixteen (16) years of age by September 1, is to be carefully considered for placement in high school, with concurrence of the sending and receiving principals, even though he/she has not completed middle school requirements. Parent permission should be obtained for such placement; and it must be understood that when a student is thus placed in a high school, he/she cannot be classified on the next higher grade level until he/she has earned the required number of Carnegie units.

### **Grades 9 – 12**

In compliance with the Mississippi Department of Education, Port Gibson High School has adopted the following retention policy. This policy is based on the number of Carnegie units needed for meeting graduation requirements as outlined by the Mississippi Department of Education. Students who earn less than the specified units or fail to meet the grade-level English course requirement are classified as retained as outlined below:

- 9<sup>th</sup> – 10<sup>th</sup>: less than 6 units
- 10<sup>th</sup> – 11<sup>th</sup>: less than 12 units
- 11<sup>th</sup> – 12<sup>th</sup>: less than 18 units

A failing grade in any ENGLISH class will result in retention of all grades 9 – 12.

### **Grading Changes**

1. No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or



the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.

2.
  - a. A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.
  - b. A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.
3. Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education.

## **Grading Policy**

### **CLASS RANKS**

Recognizing that clear and timely communication to parents and students about the calculation of grade point averages is important, the following process will be implemented as the means for calculating the grade point averages for students in grades 9 – 12 and to determine the valedictorian and salutatorian of each graduating class.

#### **Timeline for Calculations**

A preliminary class rank and grade point average of a Port Gibson High School student will be calculated upon conclusion of the sixth semester for a student who has successfully completed eleventh grade classification requirements or early graduation requirements. Another class rank and grade point average will be calculated upon conclusion of the seventh semester for a student who has successfully completed twelfth grade classification requirements. In order for a student to qualify for Valedictorian or Salutatorian, the student must attend Port Gibson High School for four consecutive semesters (two years) immediately prior to graduation; however, failure to meet this attendance requirement will not keep a student from graduating with academic honors.

The final class rank and grade point calculation for a student will be computed upon conclusion of the eighth semester for a student who has successfully completed all requirements for graduation; however, the seventh semester grade point average calculation will determine the class rank, the valedictorian, and the salutatorian of Port Gibson High School.

A student who successfully completes approved courses prior to entering the ninth grade may receive Carnegie unit credit as allowed by the Mississippi Department of Education. However, the numerical average will not be included in determining rank in class. Rank in class will be determined by credits earned in grades 9 – 12 and the resulting grade point average. A student's

GPA will be calculated by using the final average in each course for all courses taken in grades 9 – 12.

### **Selection of Valedictorian and Salutatorian**

There shall be one Valedictorian and one Salutatorian for the graduating class of Port Gibson High School. Class rankings for candidates for graduation will be determined by averaging the final grades in Carnegie unit bearing courses attempted through the end of the first semester (7<sup>th</sup> semester) of the senior year. Rank will be computed to the hundredth of a percent except when necessary to break a tie, in which case thousandths of a percent will be used. Averages will be obtained by adding numerical grades using the following scale:

Advanced Placement Courses = 1.10 x grade

Dual Credit courses = 1.10 x grade

All Other Courses = 1.0 x grade

After a course has been passed, no future grade earned in the same course is to be used in determining class rank.

Students with a numerical average of 80.0 or higher, without rounding, are to be considered as honor graduates. High Honor graduates shall be those who have earned a numerical average of 85.0 or higher and the top ten graduates will be acknowledged from the High Honor graduates.

Incompletes must be in prior to the first Monday in February. A public announcement of the class rankings and who the Valedictorian and Salutatorian are will be made on the third Monday in February.

Questions or challenges to the class rankings must be filed in writing to the school principal within one week (7 days) of the public announcement. The challenger must give a detailed analysis of the nature of the complaint. Within one week (7 days) following the filing of the challenge, a committee consisting of the school guidance counselor, the school principal, and the Superintendent will meet to consider the challenge. The decision of the committee is final.

1. The rank in class will be computed at the end of the first semester of the senior year.
2. Rank in class will be determined by using a weighted grade point average system.
3. The student must be enrolled two (2) or more years at Port Gibson High School.
4. All courses taken in grades 9 -12 will be included in the computation of Grade Point Average (GPA) and rank in class.
5. In the event a tie exists in the first averaging process, a numerical average of eligible courses will then be computed to at least the two decimal places. If a tie remains following the first averaging process, then eligible courses will be computed to at least three decimal places. The final method for breaking a tie for either valedictorian or salutatorian will be the student with the highest ACT score at the time of computation to be awarded the highest honor.

The final average of each course for all courses taken in grade 9 -12 will be used to calculate the grade point average. For courses in which one Carnegie unit is awarded for successful completion, the final average will be used to calculate the grade point average. For courses in which one-half Carnegie unit is awarded for successful completion, the final semester average will be used to calculate the grade point average. For courses in which two or more Carnegie units are awarded for successful completion, the final average will be used once to calculate the grade point average. The final average of each course for all courses taken in grades 9 -12 will be averaged and rounded to the nearest whole number. No final average in excess of 100 will be recorded on a student’s transcript or cumulative record.

**Transfer Grades without Numerical Equivalency**

When transcripts of transfer students show grades without numerical or letter grades equivalent to that used in the district, such grades will not be counted in ascertaining class rank. If the grade on a transcript is a letter grade with no numeric correspondent, the following scale shall be used:

<b>A+ = 100</b>	<b>C+ = 79</b>
<b>A = 95</b>	<b>C = 75</b>
<b>A - = 90</b>	<b>C - = 70</b>
<b>B+ = 89</b>	<b>D+ = 69</b>
<b>B = 85</b>	<b>D = 67</b>
<b>B - = 80</b>	<b>D - = 65</b>
<b>F = 64</b>	

All courses taken by an eligible student towards graduation, whether passed or failed, shall count equally in the computation of the class ranking. For the purpose of this policy courses shall be defined as all outlined in the Accountability Standards set by the state as being necessary for graduation. Classes taken in the Distance Learning Lab at the high school shall count equally with

other courses taken and the grade given by the lab instructor shall be recorded as given with no adjustments.

## **Grading Policy**

### **HONOR ROLLS**

#### **Elementary and Secondary Honor Roll**

Claiborne County School District promotes academic excellence. Therefore, each Claiborne County school will recognize Academic Honor Roll, High Distinction Honor Roll, and Highest Distinction Honor Roll in the following manner:

**Highest Distinction Honor Roll Criteria: All A's in all academic subjects**

**High Distinction Honor Roll Criteria: All A's and B's in all academic subjects.**

**Academic Honor Roll Criteria: B's in all academic subjects.**

**Note: At the elementary school, this includes only the core subjects which are Reading, Language, Science, Mathematics, and Social Studies; At the middle school, this includes the core subjects which are Reading, Language, Science, Mathematics, and Social Studies plus Computer Discovery; At the high school, this includes all subjects. The honor roll categories do not include students whose graduation option is not a regular high school diploma.**

**\*Note: This portion of the standard will be jointly monitored and enforced by the State Board of Education and the Mississippi High School Activities Association.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-16-7; 37-16-11; 37-23-1  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Polices IHAB and IHAD

DATE: July

## REPORT CARDS: GRADES K-12 - IHAB/IHAD

Report cards for kindergarten students will report progress toward mastering 1<sup>st</sup> grade readiness skills in the areas of mathematics, language arts and reading at the end of each nine-week period. Their progress will be reported as follows:

E	Excellent Progress
S	Satisfactory Progress
N	Progress Needs Improvement

Report cards for all students in grades 1-12 shall be issued at the end of each nine-week period.

In order for students to receive term, semester, or yearly grades, all course or grade level requirements must be met. All term averages (calculated as described in the previous sections) will be based on student performance of required academic work and will be recorded numerically as follows:

A	100 - 93
B	92 - 85
C	84 - 75
D	74 - 70
F	Below 70

School behavior for all students in grades K-12 will also be reported on the report cards using the following method:

E	Exemplary Behavior
S	Satisfactory Behavior
N	Behavior Needs Improvement
U	Unsatisfactory Behavior (documentation of reason must be on file)

Progress reports will be issued to all students in grades K-12 in the middle of each nine-week period.

Parents of all students in grades K-12 will be notified of their student's progress through parent-teacher conferences or notices sent out periodically during the year. Principals and teachers are urged to avail themselves of the opportunity to confer with parents so that better understanding of the home and the needs of the students will exist on the part of the school. The potential for learning on the part of each student can be realized only when the home and the school are in accord. The conferences should be just as brief as possible and still achieve the purpose of the conference and conserve the time of the principal, teacher and parent.

### Recording Grades for Transfer Students

The Claiborne County School District will accept transfer students and award credit for grades earned during the school year if the student is enrolled in the Claiborne County Schools for at least twenty (20) school days. A student enrolled in the Claiborne County Schools for less than twenty (20) days will receive an incomplete grade (I), except for those students transferring into the Claiborne County Schools whose grades in progress at a previous accredited school are sent to the principal's office. Grades in progress will be averaged with grades received while in attendance in the Claiborne County Schools.

### Recording Grades When Work is Incomplete Due to Absences

When course work is not completed due to absences, an incomplete grade (I) will be recorded on the report card. Make-up work for absences will be in accordance with the absentee policy.

Issuing Grades When Student is Financially Indebted to the School

If a student is financially indebted to the school, the Principal may hold report cards until the debt is cleared.

Issuing Grades to Withdrawn Students

Any student withdrawing from a course after three (3) weeks will receive a grade of 50 for that course unless he/she enrolls in a course of comparable nature where grades may be transferred and used accordingly.

Honor Roll

Each nine-weeks, students in grades 1-12 will be recognized for outstanding grades by being listed on the school's Honor Roll. In addition to honoring the students at school, the principal of the school will announce the students on the Honor Roll by providing the list to the newspaper for publishing. Students considered for Honor Roll must be enrolled in all regular academic courses on grade level.

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

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## GRADUATION REQUIREMENTS - IHF

Process Standard 20 of the Mississippi Public School Accountability Standards is as follows: The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education. {MS Code 37-16-7} (SB Policy IHF-1 and 2)

- 20.1 Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A.) (SB Policy ICFA-1)
  - Seniors of school year 2004-2005, 2005-2006, 2006-2007, and 2007-2008 are required to have a minimum of 20 Carnegie units.
  - Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units.
- 20.2 Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations. {MS Code-37-16-7}(SB Policy IIB-1 and IHF-1 and 2)
- 20.3 Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program." {MS Code 37-16-11(1)}
- 20.4 The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.
- 20.5 Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. {MS Code 37-16-11(2)} (See Appendix G.)

**Note: Carnegie units will be awarded in the eighth grade for the following courses: Algebra I, Computer Discovery, Pre-algebra and Transition to Algebra.**

Process Standard 28 of the Mississippi Public School Accountability Standards is as follows: The district follows an established board policy that defines criteria for the academic promotion/progression/retention of students. \*Such criteria prohibit the retention of students for extracurricular purposes.

**\*Note: This portion of the standard will be jointly monitored and enforced by the State Board of Education and the Mississippi High School Activities Association.**

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Polices IHA, IHE, IHB, IHAB, IHAD, IB, and IH

DATE: July

#### A. Graduation Requirements for Students With Disabilities Who Are Issued A Certificate

Students with disabilities who are unable to meet the requirements of receiving a regular high school diploma but complete the secondary curriculum for special education may be issued a certificate which states: "This student has successfully completed an Individualized Education Program." {MS Code 37-16-11 }

The requirements for this certificate, known as the Life Skills Curriculum, include a minimum of 21 units as specified below:

Reading/English	4 units (1 must be in English)
Math	3 units
Life Biology	1 unit
Citizenship	1 unit
Occupational Orientation	1 unit
Home Arts	1 unit
Vocational Training	3 units
P,E./Chorus/Band/NJROTC Class	2 units
Electives	1 unit

Courses taken in the regular curriculum may be counted toward fulfillment of the Life Skills Curriculum requirements. Any student who is unable to successfully complete the requirements under the regular program or Life Skills Curriculum may have an Individualized Educational Plan written based on the student's level of performance and functional needs. Expectations, objectives and performance evaluation will be specified in the IEP.

#### B. Graduation Requirements for Students Who Receive a Standard Diploma

Each student receiving a standard diploma from Claiborne County High School has also earned a minimum of 21 Carnegie units from the **Approved Courses for Secondary Schools of Mississippi**. **Only on-line and/or correspondence courses listed in the Approved Courses for Secondary Schools of Mississippi shall be offered for credit.** (See Appendix B.) No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Permission to enroll in a correspondence course **or an on-line course** must be granted by the principal. (See Appendix A.) {MS Code 37-1-3 (2)}

Each student graduating from Claiborne County High School has also earned the required Carnegie units as specified in the tables seen in Appendix A and B of this policy. Contents of each required and elective course must include the core objectives identified in the **Mississippi Curriculum Frameworks**. Course titles and identification numbers must appear in the current edition of **Approved Courses for the Secondary Schools of Mississippi**. Elective courses that do not have identified content in the **Mississippi Curriculum Frameworks** or whose titles do not appear in the current edition of **Approved Courses for the Secondary Schools of Mississippi** must be approved according to criteria stated in Appendix D.

In addition to the minimum Carnegie Units required each year, to be eligible for graduation, a student must earn at least two of the last four Carnegie units at Claiborne County High School. Academic end-of-course tests will be phased in during the 2001-2002 school year to replace the Functional Literacy Exam (FLE) as a requirement for graduation.

Students who began 9<sup>th</sup> grade in school year 1999-2000 (anticipated graduation is 2003) must pass the Functional Literacy Examination (FLE) plus the Subject Area Test in U.S. History from 1877.



Students who begin 9<sup>th</sup> grade in school year 2000-2001 (anticipated graduation in 2004) must pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History from 1877 and English II (with a writing component).

Students who begin 9<sup>th</sup> grade in 2001-2002 (anticipated graduation in 2005) must pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History from 1877, English II (with a writing component), and Biology I.

Students who begin 9<sup>th</sup> grade in 2002-2003 (anticipated graduation in 2006 or later) must pass the Subject Area Tests in U.S. History from 1877, English II (with a writing component), Biology I, and Algebra I. This group of students must pass all four Subject Area Tests even if they take the course(s) prior to their 9<sup>th</sup> grade year.

Students who begin 9<sup>th</sup> grade in 2003-2004 and each year thereafter (anticipated graduation in 2007 and later) must pass all required Subject Area Tests in U.S. History from 1877, English II (with a writing component), Biology I, and Algebra I even if they take the course(s) prior to their 9<sup>th</sup> grade year.

The following State Board Policies will also be adopted:

Students will not be required to pass any end-of-course Subject Area Test in a course for which the Carnegie unit was earned by the student in a Mississippi public school prior to the 2001-2002 school year.

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a Mississippi high school diploma.

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.

Students entering a Mississippi public school will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma if the private school is not accredited regionally or by the state of Mississippi.

Students entering a Mississippi public school will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through home schooling as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test three times each year until a passing score is achieved:

At or near the end of the fall semester,  
At or near the end of the spring semester, and  
At or near the end of summer school.

Any Mississippi public school student shall not be awarded Carnegie unit credits unless the core objectives identified in the Mississippi Curriculum Framework have been mastered. Passage of the required Subject Area Test is a separate requirement toward graduation and shall not be criteria for awarding Carnegie unit credit.

### C. Minimum Course Offerings for Secondary Schools

Courses of study are available for college, vocational, and military preparation. The Claiborne County School District secondary school program offers annually a minimum of the following 34 Carnegie units, structured in such a manner that graduates may also meet the requirements for admission to public universities in the State of Mississippi. (See charts following.)

Furthermore, it shall be the policy of this district that:

All 9<sup>th</sup> and 10<sup>th</sup> grade students must be enrolled in classes for a full period day. All 11<sup>th</sup> and 12<sup>th</sup> grade students who plan to leave school to go to work must (1) enroll in Cooperative Education I or II, or (2) enroll in an JROTC class and be affiliated with the JROTC Partnership Academy School-to-Work Program. Fifth year students (classified as seniors) have the privilege of enrolling in the work/study program. Other 11<sup>th</sup> and 12<sup>th</sup> grade students will not be granted this privilege unless extreme circumstances exist. Recommendations to consider this exception shall be made by the principal to the Superintendent. However, approval for this exception must be granted by the School Board.

No student may be enrolled in two English classes simultaneously.

Consideration may be given to allow a student to take English I, II, III or IV as a new subject in summer school when extreme circumstances exist. Recommendations to consider this exception may be made by the principal to the Superintendent. However, approval for this exception must be granted by the School Board.

English may not be taken as a correspondence course.

A student may earn a maximum of one (1) Carnegie unit during a single summer school session. No more than a total of four (4) Carnegie units earned in a summer school program may be counted toward graduation.

A student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises. (*Mississippi Public School Accountability Standards, 2012*)

Students will be recognized as graduating with honors when they have maintained a 3.0-3.49999 QPA; highest honors when they have maintained a 3.50-3.999 QPA; and highest honors with distinction when they have maintained a 4.0 and above QPA. To further qualify, their courses of study must have included: a) Algebra I; b) Geometry; c) Algebra II; d) Biology I; e) Biology II or Human Anatomy and Physiology; f) Chemistry; g) World History; and h) 2 units of a foreign language (same language).

**APPENDIX A-1**

**GRADUATION REQUIREMENTS**

**STANDARD 20**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi Curriculum Frameworks*. Course titles and identification numbers must appear in the current edition of *Approved Courses for Secondary Schools of Mississippi*. (See SB Policy ICFA-1.) Enrollment in on-line and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Elective courses that do not have identified content in the *Mississippi Curriculum Frameworks* or whose titles do not appear in the current edition of *Approved Courses for the Secondary Schools of Mississippi* must be approved according to criteria stated in Appendix D.

**SENIORS OF SCHOOL YEAR 2004-2005, 2005-2006, 2006-2007, AND 2007-2008  
(Entering ninth graders in 2001-2002, 2002-2003, 2003-2004, and 2004-2005)**

<b>CURRICULUM AREA</b>	<b>UNITS</b>	<b>REQUIRED SUBJECTS</b>
ENGLISH	4 <sup>1</sup>	
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies <sup>4</sup>
HEALTH	½	Comprehensive Health or Family and Individual Health
BUSINESS AND TECHNOLOGY	1 <sup>8</sup>	½ Computer Applications and 1 Computer Discovery or ½ Keyboarding
THE ARTS	1	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	4½ <sup>9</sup>	
<b>TOTAL UNITS REQUIRED</b>	<b>21</b>	

\* Denotes district requirements

<sup>1</sup> Compensatory Reading and Compensatory Writing courses may not be included in the four English courses required for graduation; however, these courses may be included in the 4½ general electives required for graduation.

<sup>2</sup> Compensatory Mathematics and any developmental mathematics course may not be included in the three mathematics courses required for graduation; however, these courses may be included in the 4½ general electives required for graduation. At least one of the three required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. One of the three required units may be in Drafting if the student completes the 2-course sequence for Drafting I and II.

<sup>3</sup> One unit may be in Technology Applications or Introduction to Agriscience or Agriscience I or Concepts of Agriscience or Allied Health or Aquaculture or Science of Agricultural Plants or Science of Agricultural Animals or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I and II; Aquaculture I and II; Forestry I and II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the following AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship.

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

<sup>5</sup> One unit in Computer Discovery is accepted in lieu of the two ½-unit courses. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the Business and Technology Framework (academic and vocational).

<sup>6</sup> Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness Through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

**APPENDIX A-****2****GRADUATION  
REQUIREMENTS****STANDARD  
20****SENIORS OF SCHOOL YEAR 2008-2009 AND  
LATER  
(Entering ninth graders in 2005-2006 and  
thereafter)**

<b>CURRICULUM AREA</b>	<b>UNITS</b>	<b>REQUIRED SUBJECTS</b>
ENGLISH	4 <sup>1</sup>	
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies <sup>4</sup>
HEALTH	½	Comprehensive Health or Family and Individual Health
BUSINESS AND TECHNOLOGY	1 <sup>8</sup>	1 Computer Discovery or ½ Keyboarding and ½ Computer Applications
THE ARTS	1	An approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	4½ <sup>9</sup>	
<b>TOTAL UNITS REQUIRED</b>	<b>21</b>	

\*Denotes district requirements

<sup>1</sup> Compensatory Reading and Compensatory Writing s may not be included in the four English courses required for graduation; however, these courses may be included in the 3 ½ general electives required for graduation.

<sup>2</sup> Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 3 ½ general electives required for graduation. Beginning school year 2004-2005 for all entering eighth graders, at least one of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. One of the four required mathematics units may be in drafting if the student completed the 2-course sequence for Drafting I & II. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I may be taken in the eighth grade for Carnegie unit credit.

<sup>3</sup> One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the following AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship.

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

<sup>5</sup> Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the Business and Technology framework (academic and vocational).

<sup>6</sup> Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the Fitness through Physical Education Framework and that are sanctioned by the Mississippi High School Activities Association.

**APPENDIX A-3**

**GRADUATION REQUIREMENTS  
STANDARD 20**

**SENIORS OF SCHOOL YEAR 2011-2012 AND LATER**

**(Entering ninth graders in 2008-2009 and thereafter)**

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and later) will be required to have a minimum of 24 Carnegie units as specified below unless their parent/guardian requests to opt the student out of Appendix A-3. Any student who is taken out of Appendix A-3 will be required to complete the graduation requirements as specified in Appendix A-2. The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7.

<b>CURRICULUM AREA</b>	<b>UNITS</b>	<b>REQUIRED SUBJECTS</b>
ENGLISH	4 <sup>1</sup>	English I/English II
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	4 <sup>3</sup>	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies <sup>4</sup> ½ Geography
HEALTH	½	Comprehensive Health or Family and Individual Health
BUSINESS AND TECHNOLOGY	1 <sup>5</sup>	1 Computer Discovery or ½ Keyboarding and ½ Computer Applications
THE ARTS	1	An approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	5 ½ <sup>6</sup>	
<b>TOTAL UNITS REQUIRED</b>	<b>24</b>	

<sup>1</sup> Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5 ½ general electives required for graduation.

<sup>2</sup> Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5 ½ general electives required for graduation. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I may be taken in the eighth grade for Carnegie unit credit.

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

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

<sup>5</sup> Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the Business and Technology framework (academic and vocational).

<sup>6</sup> Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.



**APPENDIX B**

**REQUIRED COURSES**

**IN THE CURRICULUM OF EACH SECONDARY SCHOOL  
Effective Beginning School Year 2005-2006**

<b>CURRICULUM AREA</b>	<b>COURSES</b>	<b>UNITS</b>	<b>TOTAL UNITS</b>
ENGLISH	English I English II English III English IV	1 1 1 1	4
MATHEMATICS	Algebra I Algebra II Geometry Pre-Algebra Transition to Algebra Elective Math Courses	1 1 1 1 1 1	6
SCIENCE	Biology I Chemistry Physics <sup>1</sup> Elective Science Courses <sup>2</sup>	1 1 1 <sup>1</sup> 3 <sup>2</sup>	6
SOCIAL STUDIES	U.S. History U.S. Government Mississippi Studies <sup>3</sup> World History Economics Intro. to Geography *	1 ½ ½ 1 ½ ½	4
BUSINESS AND TECHNOLOGY	Computer Discovery or ½ Keyboarding and ½ Computer Applications Personal Finance <sup>4</sup>	1 ½ <sup>3</sup>	1 ½
HEALTH & PHYSICAL ED.	Comprehensive Health or Family and Individual Health Physical Education	½ ½	1
THE ARTS	Any approved 500.000 course	1	1
FAMILY AND CONSUMER SCIENCE	Family Dynamics	½	½
VOCATIONAL EDUCATION	Any combination of courses <sup>5</sup>	4	4
ADVANCED PLACEMENT	At least one (1) advanced placement course in each of the four (4) core areas. AP course in Mathematics AP course in Science AP course in Language Arts AP course in Social Studies	1 <sup>5,6</sup> 1 <sup>5,6</sup> 1 <sup>5,6</sup> 1 <sup>5,6</sup>	4
ELECTIVES	Foreign Language (IHL) or Advanced World Geography (IHL)	1	1½
<b>TOTAL UNITS REQUIRED</b>			<b>33½</b>

<sup>2</sup> Two of the three elective science units may be offered through the following courses: Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment, Agriscience I & II, Allied Health I & II, Aquaculture I & II, Forestry I & II, Horticulture I & II, Plastics and Polymer Science I & II, and Technology Applications I & II.

<sup>3</sup> The credit earned for State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other one-half unit Social Studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other one-half unit Social Studies course.

<sup>4</sup> One unit in Agribusiness and Entrepreneurship Technology or ½ unit in Financial Technology, ½ unit in Resource Management, or ½ unit in National Endowment for Personal Finance may be offered in lieu of ½ unit in Personal finance.

<sup>5</sup> Includes Agriculture; Business Technology; Cooperative and Marketing Education; Family and Consumer Sciences; Health Education; Home Economics; Lodging and Hospitality; Technology Education; and Trade and Industrial.

## **TESTING PROGRAMS - II**

This School Board shall periodically assess student performance and achievement in each school. Such assessment programs shall be based upon local goals and objectives which are compatible with the state's plan for education and which supplement the minimum performance standards approved by the State Board of Education. Data from district assessment programs shall be provided to the State Department of Education when such data are required in order to evaluate specific instructional programs or processes or when the data are needed for other research or evaluation projects. This district may provide acceptable, compatible district assessment data to substitute for any assessment data needed at the state level when the State Department of Education certifies that such data are acceptable for the purposes of section MS Code 37-16-3. § 3 7-16-5 (1983)

It is unlawful for anyone knowingly and willfully to do any of the following acts regarding mandatory uniform tests administered to students as required by the State Department of Education and the General Educational Development Test (GED):

- Give examinees access to test questions prior to testing
- Copy or reproduce all or any portion of any secure test booklet
- Coach examinees during testing or alter or interfere with examinees' responses in any way; Make answer keys available to examinees
- Fail to account for all secure test materials before, during and after testing
- Participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited in this section

Any person violating any provisions of subsection (1) of this section is guilty of a misdemeanor and upon conviction shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned for not more than ninety (90) days or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

The district attorney shall investigate allegations of violations of this section, either on his/her own initiative following a receipt of allegations, or at the request of a school district or the State Department of Education.

The district attorney shall furnish to the State Superintendent of Schools a report of the findings of any investigation conducted pursuant to this section.

The State Board of Education shall establish statistical guidelines to examine the results of state mandated tests to determine where there is evidence of testing irregularities resulting in false or misleading results in the aggregate or composite test scores of the class, grade, age group or school district. When said irregularities are identified, the State Superintendent of Schools may order that any group of students identified as being required to retake the test, do so at state expense under state supervision. The school district shall be given at least thirty (30) days' notice before the next test administration and shall comply with the order of the State Superintendent of Schools. The results from the second administration of the test shall be final for all uses of that data.

Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the State Department of Education in test development or selection, test form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Schools are necessary and appropriate. §37-16-4 (1990)

## Transfer Students

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

The principal and/or his/her designee shall administer the test or tests to such student or students as shall apply for transfer to such public school. Such test or tests shall be administered within thirty (30) days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five (5) days prior to the date of the administration of such test.

No transfer of a student shall be affected until the test has been given and the student is assigned according to the grade and class for which the test shows he/she is best suited. No student shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the student would have been assigned to had the student 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 the school district or the attendance center principal to which the student seeks admission may assign the student temporarily to a grade and class comparable to that in which the student would have been had the student continued in the school from which the transfer was being made.

If any student is transferred or reassigned within the school district by order of the Board of Trustees of that school district as designated by law of the State of Mississippi and not at his/her own request, the requirement of that student's taking the standardized test shall be waived. Likewise, if a student 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 student taking the standardized test shall be waived. §37-15-33 (1988)

## SPECIAL EDUCATION STUDENTS

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and §37-23-1 (1999)

See also IFB, IHF. See IDDF.

Children with disabilities shall be included in general statewide and district-wide assessments programs, with appropriate accommodations, where necessary. As appropriate, the State Department of Education and the local educational agency shall:

- a. Develop policies and procedures for the participation of children with disabilities in alternate assessments for those children who cannot participate in statewide and district-wide assessment programs; and
- b. Develop and, beginning not later than July 1, 2000, conduct those alternate assessments. §37-16-9 (1999)

NOTES:

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

Please refer to the current edition of the *Mississippi Public School Accountability (2004)* for information on Performance Standards and Requirements of the Mississippi Assessment System.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
Mississippi Public School Accountability Standards (2012)

CROSS REF.: Policies IB, IC, and IH

DATE: July

## TESTING AND STUDENT SURVEYS - IIA

### COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection on input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

### DEFINITIONS

The term "surveys" includes or evaluations and other methods of gathering data for research purposes.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The term "personal information" means individually identifiable information; include students or parent's name, address, telephone number, or social security number.

The term "instructional material" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

### USE OF SURVEYS

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

### BOARD APPROVAL

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without proper parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliation, or beliefs of the student's parents.

## PARENTAL RIGHTS

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

## PARENT/GUARDIAN NOTIFICATION

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for , or to students, such as:
  - A. College or other post-secondary education recruitment, or military recruitment;
  - B. Book clubs, magazines, and programs providing access to low-cost literary products;
  - C. Curriculum and instructional materials used in schools;
  - D. Test and assessments;
  - E. Student recognition programs; and
  - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policies IHA, IHE, IHB, IHAB, IHAD, IB, and IH

DATE: July



**STUDENT TEST ADMINISTRATION – STUDENT ASSESSMENT - IIB**

Standardized achievement tests and criterion-referenced tests will be administered to selected students. Dates and grades for testing will be in compliance with the State Department of Education and the testing company guidelines. It is the responsibility of the student to acquaint himself/herself with deadlines and other requirements of SAT and ACT.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **USE AND DISSEMINATION OF TEST RESULTS/RELEASE OF TEST DATA - IIC**

All requests for test data pertaining to building or district and to standardized and/or criterion referenced test results must be approved by the Superintendent of Schools or his/her designated representative before such data can be released to any person(s), agencies, etc., for any purposes.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## EVALUATION OF INSTRUCTIONAL PROGRAM - IJ

The School District shall annually review student performance by core objectives for each course in the Instructional Management Plan of the district against established standards for each objective in order to determine which weaknesses may exist in the district instructional program. When the overall performance of all students being taught the objective falls below the standard established by the district, techniques or strategies for raising student performance in future years must be established by changing some aspect of the instructional program in order to allow teachers to do a better job with students.

**NOTE - See Policies IFBDA/IJB, IFBDAA, IFBDA/IJC – for Internet Use, Procedures, Agreements, etc. (MSBA Policies code these items under codes beginning with IJ).**

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## LIMITED ENGLISH PROFICIENCY INSTRUCTION - IK

### COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001

The Claiborne County School District Board of Education will provide a program of language instruction to 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 any one 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. 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

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.

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.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policies IDDF and II

DATE: July

## **TEACHING METHODS - IL**

The Board urges that the best available strategies and methods for bringing about learning be utilized in the district's schools. The instructional staff shall keep abreast of new and more promising instructional ideas and practices developed in schools throughout the nation and apply those which apparently have the potential for improving the learning program in the district's schools.

Methods shall be focused on individualized learning, including:

Appraisal of individual learning style, abilities, disabilities;

Assessment of individual learning needs;

Development, implementation, and evaluation of individual learning programs; and

The modification and/or renovation of individual learning programs.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## TEACHING ABOUT CONTROVERSIAL ISSUES - ILA

Controversial issues are defined as those problems, subjects or questions about which there are major differences of opinion, for which there are no easy answers, and discussions of which generally create strong feelings among people.

Controversial issues, however, provide stimulation to learning by creating intellectual excitement and are thus an important part of the classroom environment. Free inquiry in a democratic society requires that controversial issues arising in the classroom be handled as a regular aspect of instruction and learning in such a way as not to inhibit the dignity, the personality, or the intellectual integrity of either the teacher or the students.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: Parducci v. Rutland, 316 F. Supp. 352 (M.D. Ala. 1970);  
Epperson v. Arkansas, 393 U.S. 97 (1968)

DATE: July

## **RELIGION IN THE SCHOOLS - ILB**

In accordance, with United States Supreme Court decisions and the United States Constitution, no religious doctrine, sectarian or denominational teaching shall be permitted in the public schools.

The Board of Trustees allows secular teaching about religion - the history of religion and comparative religions - and the school shall promote tolerance of religious diversity, encourage a spirit of cooperation, and cultivate harmony among persons of various religious beliefs.

The study and recital of patriotic and historic documents having religious references embedded in them is permitted.

This policy is not intended, nor shall it be interpreted, to interfere with the individual rights of students otherwise protected by law, and the United States Constitution.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## PRAYER IN THE SCHOOLS - ILC

### NO CHILD LEFT BEHIND ACT

It is the policy of the Claiborne County School District Board of Education not to prevent, or otherwise deny participation in, constitutionally protected prayer in the district's schools, consistent with current guidance issued by the U.S. Department of Education under the No Child Left Behind Act of 2001, and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U. S. Constitution. Under current federal guidelines, students have the following rights:

- To engage in private, non-disruptive activity such as prayer or bible reading while at school
- To participate in before or after school events that have a religious content
- To study about religion when appropriate to the curriculum
- To produce written expressions of religious beliefs in home work, art work, and other assignments
- To distribute in a non-disruptive manner, subject to reasonable restrictions as to time, place, and manner, religious literature
- To be excused for religious reasons from participation in school programs or activities; To be granted release time to attend religious events
- To wear clothing that includes a non-disruptive religious theme or message
- To be given access to school media to announce religious events in the same manner as other organizations
- To be granted access to school facilities for religious activities in the same manner as other organizations. Students shall not coerce or intimidate other students to listen or participate in their private exercise of religious activities. Likewise, no student shall be harassed or ridiculed because of his/her participation in religious activities

Distribution of literature and materials, including those of a religious nature, shall be done in accordance with Board policies regarding the distribution of literature and materials applicable to all groups. The school cannot endorse or sponsor the distribution of outside literature or an outside organization.

School administrators, teachers, and staff shall take a neutral approach regarding the promotion of prayer or other religious activities in schools or at school-sponsored events. They cannot interfere with students exercising their religious rights as permitted by law and they cannot tell or suggest to students that they should pray or participate in religious activities. Prayer over the intercom or at school-related activities shall not be allowed except as specifically stated above.

Students may begin the school day with a brief period of quiet reflection of up to 60 seconds. This is not intended to be a religious service or exercise. Administrators, teachers and staff should not conduct themselves in any manner that would suggest that this period of quiet reflection is a time of prayer but should remain neutral in this activity.

The School Board shall be permitted to open its meetings with a brief non-sectarian, non-proselytizing invocation to solemnize the occasion. Only Board members shall be permitted to present these invocations.

The Board is committed to following the law and to protecting the freedoms of all students, both those who wish to exercise their religious freedoms and those who prefer not to exercise those rights.

This policy supersedes any other Board policy that might be inconsistent with it.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: Public Law 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policy JAB

DATE: July

## **FLAG DISPLAYS - IM**

The flag of the State of Mississippi and the flag of the United States shall be displayed in close proximity to the school building at all times during the hours of daylight when the school is in session when the weather will permit without damage to the flag. It shall be the duty of the board of trustees of the school district to provide for the flags and their display.

Whenever the flag of the United States is to be flown at half-staff by order or instructions of the President or pursuant to federal law, all public schools shall lower the United States flag in accordance with the executive order or instructions or federal law. The school shall announce the reason that the flag is being flown at half-staff to all students in assembly or by teachers in the various classrooms or by prominently displaying written notice throughout the school stating the reason that the flag has been lowered.

In all public schools there shall be given a course of study concerning the flag of the United States and the flag of the State of Mississippi. The course of study shall include the history of each flag and what they represent and the proper respect therefor. There also shall be taught in the public schools the duties and obligations of citizenship, patriotism, Americanism and respect for and obedience to law. (MS Code, §37-13-5)

This act shall take effect and be in force from and after July 1, 2002.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-5; 37-13-6

DATE: July

## **CAREER EDUCATION - IN**

The Board of Trustees believes understanding of the dignity of all kinds of work should be part of the existing curriculum even in the beginning grades.

This Board, therefore, commits itself to a meaningful program of career education for all students, grades K through 12, of the school district, and charges the Superintendent with the responsibility for the implementation of such a program within the framework established by the State Department of Education.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-58; 37-13-60

DATE: July

## **DAILY REFLECTION PERIOD - IO**

Teachers may open each school day with sixty (60) seconds of quiet reflection.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-163

DATE: July

## **DISPLAY OF U.S. MOTTO - IP**

Principals and teachers in each public elementary and secondary school shall display on an appropriately framed background with minimum dimensions of eleven (11) inches by fourteen (14) inches, the following motto of the United States of America in each classroom, school auditorium and school cafeteria under his or her supervision: "IN GOD WE TRUST."

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-13-163

DATE: July

## **VETERANS DIPLOMA PROGRAM - IQ**

This School Board may award an honorary high school diploma in a form prescribed and supplied to the district by the State Board of Education to veterans of World War II, the Korean Conflict, and the Vietnam Conflict who were unable to complete their education due to their military service. The honorary diploma is available to any honorably discharged veteran residing in Mississippi who was (a) scheduled to graduate between 1941 and 1955 but was inducted into military service before completing the necessary graduation requirements, or (b) was scheduled to graduate between 1963 and 1973 but volunteered for military service and received the Vietnam Service Ribbon..

Family members of deceased veterans may apply for the diploma to be awarded posthumously. Copies of the uniform application for such diplomas developed by the State Board of Education will be available in the superintendent's office.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-16-13

DATE: July

## **STUDENT POLICY GOALS - JA**

The welfare of students of the Claiborne County School District is the primary concern of the Board of Education. The students receive first consideration from the Board of Education and all staff members within the district, which should result in the establishment of an environment conducive to the best learning opportunities possible. To that end, the Board of Education and the staff of the Claiborne County School District pursue the following goals:

- A. To provide appropriately for each student according to specific needs, capabilities, learning styles, interests, and goals.
- B. To protect and preserve the legal rights of all students in the Harrison County School District.
- C. To promote the feelings of respect, self-worth, and responsibility for choices.
- D. To promote the safety, health, and welfare of students.
- E. To provide discipline that is fair and consistent.
- F. To promote good attendance and good work habits.
- G. To promote self-sufficiency, quality decision-making and effective communication.
- H. To promote participation in the arts as an enhancement for the quality of life.
- I. To provide opportunities for family involvement in the educational program of the student.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **EQUAL EDUCATION OPPORTUNITIES – JAA**

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, disability, religion or marital status.

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

School Board policies shall follow federal laws related to nondiscriminatory practices in the operation of the school.

Process Standard 2 of the Mississippi Public School Accountability Standards is as follows: 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 of school board policies are published and available for public review. {MS Code 25-41-7; 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-15-35 and 1972 Educational Amendments, Title IX;  
45 CFR Part 86; 1964 Civil Rights Act, Title VI; 1973  
Rehabilitation Act, Section 503; 1973 Rehabilitation Act,  
Section 504; 45 CFR Part 84: *Brown v. Board of Education*,  
347 U.S. 483 (1954)  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies BA, CA, IB, and JC

DATE: July

## **EQUAL ACCESS (STUDENT ORGANIZATIONS) - JAB**

### **COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001**

The Board of Education is aware that the Equal Access Act (Title VIII of Public Law 98-377) requires that school districts grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum-related student groups to meet. The superintendent will establish whatever procedures are necessary to ensure equal access to student groups in this district and will approve student groups use of facilities to conduct meetings provided that:

The meeting will take place during open forum. Open forum is defined as non-instructional time during lunch hour, after school or as determined by the building principal.

1. The meeting is voluntary and student initiated. The superintendent and appropriate principal will be assured that only students are promoting such activities and that the students are participating of their own volition. Only students enrolled in the particular school may request meetings at the school.
2. School authorities or district employees do not promote, lead or participate in such meetings. The superintendent or appropriate principal may assign personnel to supervise the meetings. Such supervision will not constitute sponsorship by the district of such meetings.
3. The presence of school authorities or district employees or district personnel at student religious meeting is non-participatory in nature. Any presence of school authorities will be for the purpose of observation only.

The meeting will not in any way interfere with the conduct of regular instructional activities of the schools. The school may deny facilities to students if such activities or meetings interfere, or are likely to interfere, with the instructional program.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: Equal Access Act (Title VIII of Public Law 98-377)  
P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policy EGB

DATE: July

## **ATTENDANCE – JB**

Regular and punctual attendance on the part of all students is necessary for successful school work. Even one instance of tardiness or one absence may be detrimental to good school work. Certainly, repeated tardiness and absences frequently cause students to become discouraged and often cause failure. It is therefore important that parents have their children in school on time every day that school is in session, and only in unavoidable cases should a student be taken out of school before the close of the school day. Regular attendance will pay good dividends in the course of a school year. District policies governing attendance and tardies adopted by the School Board are published annually in the student handbook. See handbook for specific procedures. Also see Policy JBD, Absences and Excuses.

Teacher shall maintain an accurate attendance record at all times, shall submit to the divisional principal an accurate monthly attendance report, and shall encourage all students to attend all classes.

Student attendance requirements are adopted by the Board and published annually in student handbooks as official statements of Board policy.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy JBD

DATE: July

## COMPULSARY SCHOOL ATTENDANCE – JBA

This school district shall comply with the requirements of the Mississippi Compulsory School Attendance Law { Code, §37-13-91, as amended in the 2003 Regular Session of the Mississippi Legislature). Appropriate data shall be provided to the Office of Compulsory School Attendance Enforcement within the State Department of Education, as may be required by the state.

### I. AGE/REQUIREMENTS

All children who have attained or will attain the age of 6 years and who have not attained the age of 17 years on or before September 1 of the school year and any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public kindergarten program\* are —compulsory-school-age children" and must be enrolled in school unless the child is:

- a. Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
- b. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
- c. Being educated in a home instruction program approved by the State Department of Education. §37-13-91 (3)

The parent or guardian of a kindergarten child as described above shall be allowed to withdraw the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years. §37-13-91(2)(f)

### II. EVIDENCE OF AGE

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- a) A certified birth certificate;
- b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
- c) An insurance policy on the child's life which has been in force for at least two (2) years;
- d) A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
- e) A passport or certificate of arrival in the United States showing the age of the child;
- f) A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- g) If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be s-15-1 (2002)

### III. REPORTS

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the Superintendent or his/her designee shall, within two (2) school days or within five (5) calendar days, whichever is less, report on the form provided by the State Department of Education, the absences to the school attendance officer. The Superintendent, or his/her designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur.

School districts shall maintain accurate records documenting enrollment and attendance in a manner that allows the State Department of Education to make an assessment of changes in enrollment and attendance, including dropout rates.

School districts shall produce an annual report detailing statistical information in reference to dropout rates and other attendance-related problems, and provide the report to the State Department of Education.

The State Department of Education shall compile annually a statewide report on school district effectiveness in reducing absentee problems, dropout rates, and other attendance-related problems during the previous school year, incorporate the information into the annual Mississippi Report Card required by Section 37-3-53, Mississippi Code of 1972, on school district performance and offer technical assistance and coordination services to assist districts in improving performance.

### IV. DEFINITIONS

An "unlawful absence" which must be reported under this policy shall be defined by state law and includes those absences which are not due to one of the following valid excuses:

- a. Attendance at an authorized school activity with the prior approval of the Superintendent of the school district or his/her designee.
- b. Illness or injury which prevents the student from being physically able to attend school.
- c. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
- e. A medical or dental appointment with prior approval of the Superintendent or his/her designee except in the case of emergency.
- f. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- g. Observance of a religious event, with the prior approval of the Superintendent or his/her designee. (Approval should not be withheld unless, in the professional judgment of the Superintendent or his/her designee, the extent of the absence would adversely affect the student's education.)

Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the Superintendent or his/her designee. (Approval shall be based on the professional judgment of the Superintendent or his/her designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)

- h. Other conditions sufficient to warrant nonattendance, with prior approval of the Superintendent or his/her designee. §37-13-91 (4)

No absence shall be excused when it is due to suspension, expulsion or other disciplinary action. §37-13-91 (4) (i)

## V. SCHOOL ATTENDANCE OFFICER

The Superintendent and principals shall cooperate with the school attendance officer employed by the State Department of Education, pursuant to Section 5 of House Bill 1443 (1998 Regular Session).

Process Standard 12 of the Mississippi Public School Accountability Standards is as follows: The school district complies with state law and State Board of Education policy on enrollment requirements.

12.1 Residency requirements {MS Code 37-15-29} (SB Policy JBCA)

12.2 Immunization requirements {MS Code 37-7-301(i), 37-15-1, and 41-23-37}

12.3 Age of entry requirements {MS Code 37-15-9}

Process Standard 16 of the Mississippi Public School Accountability Standards is as follows: The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37-13-91}

Process Standard 17 of the Mississippi Public School Accountability is as follows: The school district develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates in accordance with MS Code. {MS Code 37-3-46(c)}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policy JBC

DATE: July



## ENROLLMENT OF SPECIAL/TRANSFER STUDENTS – HOME SCHOOLING – JBAB

The procedure for enrollment of transfer students who were enrolled in a non-accredited school or in a correspondence school or who were receiving home schooling will be as follows:

1. The student will be temporarily assigned during registration to grade level or subject indicated on report card, transfer papers, or written documentation from correspondence school or private tutor.
2. The administrator will arrange for administering a test to each student during the first thirty (30) days of attendance.
3. Principals will assign the student to grade level or subject (discipline) based on the student's achievement level on the test.
4. Students from non-accredited schools will not be accepted without examination, using district tests and/or special subject area tests within thirty (30) days after transfer. Schools shall not permanently enroll a student who was formerly enrolled in the state until the Mississippi cumulative folder or official transcript of credits is received from the school from which the student transferred.
5. Home schooling/alternative education may not be used to advance a student beyond his/her peers.

### HOMESCHOOLING/TRANSFER STUDENT TESTING

Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited by a regional or state agency is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student. {MS Code 37-15-33}.

**NOTE: The administrative head of each public school shall ensure that each pupil applying for transfer shall be tested within thirty (30) days after the filing of such application for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test.**

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

Process Standard 13 of the Mississippi Public School Accountability Standards is as follows: Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education (or its designee) is given either a standardized achievement test(s) or teacher-made subject area test(s) to determine the appropriate classification of the student within 30 days after filing for a transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test. {MS Code 37-15-33}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policy JBCCC

DATE: July



## TRUANCY – JBAC

A "truant" is a student who is absent without a valid excuse as identified in Policy JBA.

"Truancy" also includes absence without permission from any class, study hall or school-related activity for which a student is scheduled during the school day.

Disciplinary action shall be taken against students who are truant. Continued truancy may lead to academic failure, placement in the alternative school program and/or suspension or expulsion from the regular and/or alternative school programs.

Reports of truancy shall be made in accordance with the Mississippi Compulsory School Attendance Law  
And Policy JBA.

The school district implements programs designed to keep students in school and to lower student dropout rates. MS CODE 37-3-46(c)

Standard 16 is as follows: The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37-13-91} (SB Policy JBD)

Standard 17 is as follows: .The school district develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates. {MS Code 37-13-80} (No Child Left Behind Act of 2001)

*M SOURCE:* Claiborne County School District, Port Gibson, MS.

*LEGAL REF.:* MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

*CROSS REF.:* Policies JBA and JCD

*DATE:* July

## **ENTRANCE AGE: ADMISSIONS – JBB**

Except as provided in subsection (2) and subject to the provision of subsection (3) of this section, no child shall be enrolled or admitted to any school which is a part of the free public school system during any school year unless such child will reach his/her sixth birthday on or before September 1 of said school year. No student shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the student shall have been received from the school from which he/she transferred. Should such record have become lost or destroyed, then it shall be the duty of the Superintendent or principal of the school where the student last attended school to initiate a new record.

### **Entrance Age**

The Claiborne County School District will comply with age requirements for entry into kindergarten and grade one as follows:

Kindergarten: A child must have attained his/her fifth birthday on or before September 1 of the current year.

Grade One: A child must have attained his/her sixth birthday on or before September 1 of the current year.

### **Evidence of Age**

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- a) A certified birth certificate;
- b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
- c) An insurance policy on the child's life which has been in force for at least two (2) years;
- d) A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
- e) A passport or certificate of arrival in the United States showing the age of the child;
- f) A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- g) If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance.

Any child who transfers from an out-of-state accredited public or private school in which that state's law provides for first grade enrollment subsequent to September 1 shall be allowed to be enrolled in the Claiborne County Schools if (a) the parent or legal guardian of the child was a legal resident of the state from which the child is transferring; and (b) such child was legally enrolled in a public or private school of that state for a minimum of four weeks; and (c) the Superintendent of Education of the Claiborne County School district determines that the child was making satisfactory progress in the school from which he/she is transferring.

When ruled eligible according to policies and operating procedures for the Mississippi programs for exceptional children, a child may be enrolled in a program for the disabled prior to age six (6).

## **Following Suspension/Expulsion From Another School District**

A student who is expelled or suspended by another school district and who subsequently applies for admission to the Claiborne County Schools may not be eligible to enroll in any Claiborne County school until he/she is eligible for readmission to and has actually attended classes in his/her previous school following suspension or expulsion.

When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the

Superintendent of the school or his/her designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. §37-15-9 (1994)

## **Legal Guardianship – Non-Resident Students**

The following procedures will be in force in regard to students who wish to attend the Claiborne County School District under court-approved guardianship:

1. The court order must establish a guardianship for all purposes and not simply for the purpose of enrolling in or attending school.
2. Sufficient evidence must be provided to the Claiborne County School District that the legal, full-time residence is that of the guardian.
3. Sufficient evidence must be available to show that the guardian acts on behalf of the child in other matters of importance.
4. The guardian must reside in the zone in which the student is attempting to enroll.

Students who attempt to enroll in school and who present guardianship papers must be sent to the central office for determination that the court-approved guardianship meets the above guidelines.

Should a student, parent(s), or legal guardian give false essential information on the application form or personal data form, such student shall be subject to dismissal from the Claiborne County School District.

The school system shall have the right to reject the application of any non-resident student who fails to meet satisfactory scholastic standards or who does not exhibit good conduct. Students expelled or suspended from other schools shall not be accepted.

## **Immunizations – Birth Records**

1. Certificates of Immunization and Vaccination are required upon entering school. (See policy JGCC on Immunizations and Vaccinations.)
2. A certified birth certificate must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. Hospital records, baptismal records, etc., will not be acceptable. No other birth certificate is acceptable. The principal or his/her designee must verify the birth certificate. Telephone calls are not acceptable.
3. A new student is enrolled on a 30-day temporary basis until the certified birth certificate is received by the school. Temporary enrollment will preclude official recording or release of grades.
4. Each student must present an up-to-date immunization record.

## **K-12 Admission/Day of Registration**

Students registering for school on the first day of school must wait until the next day of school to enter class.

## **Admission of Students Over Eighteen Years of Age**

Students over eighteen years of age who have not graduated and have left school shall be permitted to return to school only under procedures authorized by the Superintendent of Education. Readmission of such students shall not be automatic, but shall be determined individually in each case under procedures and regulations established by the Superintendent of Education.

## **Special Education/Anomalous Students**

Students who are identified as disabled in accordance with the mandatory Americans With Disabilities Act may be enrolled in special education programs up to the age of twenty-one (21).

## **Publication of Policies**

District policies governing student admissions are adopted by the School Board and published annually in student handbooks as official policy statements of the Claiborne County School District.

Standard 12 is as follows: The school district complies with state law and State Board of Education policy on enrollment requirements.

12.1 Residency requirements {MS Code 37-15-29}

12.2 Immunization requirements {MS Code 37-7-301(i), 37-15-1, and 41-23-37}

12.3 Age of entry requirements {MS Code 37-15-9}

*Mississippi Public School Accountability Standards (2012)*

LEGAL REF.: MS CODE §§37-15-1, 37-15-3, 37-15-9, 37-15-11,  
37-15-13, 37-15-29, 37-13-33, & 41-23-37

42 United States Code Sections 11431 - 11434

State Board of Education: Residency Verification Process

CROSS REF.: Policy JBCD, JBA, and IDAC/JBB

## **ADMISSION / VERIFICATION OF RESIDENCY / TRANSFER / HOMELESS – JBC**

### **I. General Eligibility**

This school district shall admit into its free public schools all eligible resident and legally transferred minor children who are over five and not over 20 years of age on September 1 of the school year.

Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the School Board pursuant to MS Code Section 37-15-29 (1992).

Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend.

Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, legal guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process.

The person in charge of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate or other documentation as permitted by law and valid immunization certificate upon enrollment.

Except as provided below no child shall be admitted to any school in this school district during any school year unless such child will reach his fifth birthday on or before September 1 of said school year for kindergarten enrollment; or unless such child will reach his sixth birthday on or before September 1 of said school year for first grade enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate.

Subject to the provisions below, any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:

The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;

The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;

Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and

The Superintendent of Schools of this school district has determined that the child was making satisfactory educational progress in the previous state.

When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the Superintendent of Schools or his/her designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. §37-15-9 (1994)

No child in grades K through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. Valid certificates include:

- Form 121 -- Certificate of Compliance
- Form 121-A -- Medical Exemption Certificate
- Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

## II. Residence Verification Procedure

Definition of residency for school attendance purposes:

The student physically resides full-time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

- A. All school districts will require students who are seeking to enroll or continue to enroll in a school district to register at the school they are assigned to attend. The school district shall verify the residence of each student.
- B. Any new student enrolling in or entering a school district or any continuing student whose residence has changed will be required to verify his/her residence address as herein provided as a part of the registration process.
- C. Parents or guardians of continuing students whose residency has not changed shall sign a Declaration of Residency Form.

The Claiborne County School District accepts only students who physically reside full-time, weekdays/nights and weekends, within the limits of the school district, with the following exceptions: (1) the child of an out-of-district school employee is eligible to attend school in the district, based on mutual consent of the school boards; and (2) students attending Claiborne County

Schools through the eleventh grade will be allowed to attend Claiborne County High School during their senior year based on senior rule, even if they do not live in the district.

A. Except for those students who have been legally transferred, each student identified in paragraph 4 above must establish his or her residency in the following manner:

### 1. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items listed below as verification of their address, except that a document with a post office box as an address will not be accepted.

- a) Filed Homestead Exemption Application form
- b) Mortgage documents or property deed
- c) Apartment or home lease
- d) Utility bills
- e) Driver's license
- f) Voter precinct identification
- g) Automobile registration
- h) Affidavit and/or personal visit by a designated school district official
- i) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
- j) Certified copy of filed petition for guardianship if pending and final decree when granted.

### 2. HOMELESS CHILDREN

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

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

(a) The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (10) above, required of a parent or legal guardian.

(b) The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The Superintendent or his/her designee will make the necessary factual determinations under subsection II.1 (c) (2). Examples of situations where—in loco parentis authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:

- (1) Death or serious illness of the child's parent(s) or guardian(s);
- (2) Abandonment of the child;
- (3) Child abuse or neglect;

(4) Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;

(5) Students enrolled in recognized exchange programs residing with host families.

(c) Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

4. The requirements of Section II.1 (a) and (c) above are minimum requirements and this school district may require additional documentation and verification at any time.
5. At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
6. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.
7. Any court ordered procedure shall take precedent over any procedure contained herein.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE: July



## **RESIDENT STUDENTS: ADDRESS CHANGE – JBCA**

It is a parent's responsibility to report any change of address or telephone number to the office immediately. This should be done in writing. Failure to do so could cause the student to be suspended until corrected.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ADMISSIONS: LATE ENTRANCE – JBCAB**

A student residing in the District who enrolls after the first day of the school year in Claiborne County Schools must make up all work missed because of late enrollment. Failure to make up such work will be cause for withholding credit for the term's work. All make-up work due to late enrollment must be completed as established under the make-up policy.

A student who transfers into the District from a school within the continental boundaries of the United States shall be allowed five (5) school days for travel which shall not be counted in his/her total absences.

A student who transfers into the District from a school outside the continental boundaries of the United States shall be allowed ten (10) school days for travel which shall not be counted in total absences.

Any child who transfers from an out-of-state accredited public or private school in which that state's law provides for first grade enrollment date subsequent to September 1 shall be allowed to be enrolled in the Claiborne County Schools if (a) the parent or legal guardian of the child was a legal resident of the state from which the child is transferring; and (b) such child was legally enrolled in a public or private school of that state for a minimum of four weeks; and (c) the Superintendent of Education of the Claiborne County School District determines that the child was making satisfactory progress in the school from which he/she is transferring.

District policies governing late entrance of students are adopted by the School Board and published annually in student handbooks as official policy statements of the District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ATTENDANCE OF MARRIED STUDENTS – JBCAC**

Married students shall be considered as any other students, subject to the rules and regulations of the School District. In areas where parental permission is required for field trips or excuses for absences or tardiness, married students shall make special arrangements with the administrative staff of the school.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ASSIGNMENT TO SCHOOLS – JBCC**

The School Board shall determine the attendance areas and each pupil must attend the school to which he/she is assigned.

Students shall attend the schools located in the area in which they reside and subsequently attend the school assigned upon completion of the highest grade offered in that school area.

The Claiborne County School District operates under all Federal Court Orders and guidelines.

District policy covering assignment to schools is published annually in student handbooks as official statements of Board policy.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ASSIGNMENT OF STUDENTS – JBCCA**

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one -3-27

COMPLIES WITH NO CHILD LEFT BEHIND ACT 2001

In the event a district school is identified for school improvement, corrective action or restructuring under the No Child Left Behind Act of 2001 (NCLBA), the district shall, no later than the first day of the school year following such identification, provide all students enrolled in the school the option to transfer to a safe district school meeting adequate yearly progress standards as defined by law. Transfer priority will be given to the lowest achieving students from low income families. A transferring student will be permitted to remain in the school until he/she completes the highest grade in that school.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Mississippi Department of Education (MDE) as persistently dangerous, may transfer to a safe district school that has not been identified as in need of improvement.

The district will provide transportation, as provided by Board policy EDA, Student Transportation. That obligation will end at the completion of the school year for students transferring from a school identified

for improvement or as persistently dangerous, if the school from which the student has transferred is no longer identified for improvement, subject to corrective action or restructuring or persistently dangerous.

Notice to parents of their right to request the transfer of their student as provided by this policy will be provided as required by law.

### **BOARD POWER AND AUTHORITY**

When any child qualified under the requirements of Section 37-15-9 shall apply or present himself for enrollment in or admission to the schools of this school district, the school board of this school district shall have the power and authority to designate the particular school or attendance center of the district in which such child shall be enrolled and which he shall attend; no enrollment of a child in a school shall be final or permanent until such designation shall be made by said school board. No child shall be entitled to attend any school or attendance center except that to which he has been assigned by the school board; however, the principal of a school or superintendent of this district may, in proper cases, permit a child to attend a school temporarily until a permanent assignment is made by this school board {37-15-13 (1994)}

## FACTORS TO BE CONSIDERED

In making assignments of children to schools or attendance centers, this school board shall take into consideration the educational needs and welfare of the child involved, the welfare and best interest of all the students attending the school or schools involved, the availability of school facilities, sanitary conditions and facilities at the school or schools involved, health and moral factors at the school or schools, and in the community involved, and all other factors which this school board may consider pertinent, relevant or material in their effect on the welfare and best interest of this school district and the particular school or schools involved. All such assignments shall be on an individual basis as to the particular child involved and, in making such assignment, this school board shall not be limited or circumscribed by the boundaries of any attendance areas which may have been established by this board {37-15-15 (1987)}

## PARENTAL REQUEST FOR REVIEW

If the parent, guardian or other person having custody of any child shall feel aggrieved by the assignment of such child to a school or attendance center by this school board, then such parent, guardian or other person may, at any time within thirty (30) days after such assignment, make application in writing to this school board for a review or reconsideration of such assignment. Upon receiving any such application, this school board shall set a time and place for the hearing thereof which time shall be not more than fifteen (15) days after the regular meeting of said board next succeeding the date of the filing of said application. At the time and place so fixed, the person filing such application shall have the right to appear and present evidence in support of said application. After hearing said evidence, this school board shall determine whether said application is well taken and supported by the evidence and shall enter an order either affirming its previous action or modifying or changing same as this school board shall find proper {37-15-17 (1987)}.

If any parent, guardian or other person having custody of any child affected by the assignment of such child to a school or attendance center by this school board shall feel aggrieved at the order of this school board provided for in Section 37-15-17, such person may, at any time within thirty (30) days from the date of such order, appeal there from by filing a petition for appeal in the circuit court of the county in which this school district is located. Upon the filing of such petition for an appeal, process shall be issued for and served upon the president of this school board. Upon being served with process, it shall be the duty of this school board to transmit promptly to the court a certified copy of the entire record of the proceedings as shown by the file of this school board. From the judgment of the circuit court, an appeal may be taken to the Supreme Court in the same manner as other appeals are taken from other judgments of such court. {37-15-21}

## EXCEPTIONS

(1) Except as provided in subsections (2), (3) and (4) of this section, no minor child may enroll in or attend any school except in the school district of his residence, unless such child be lawfully transferred from the school district of his residence to a school in another school district in accord with the statutes of this state now in effect or which may be hereafter enacted.

(2) Those children whose parent(s) or legal guardian(s) are instructional personnel or certificated employees of a school district may at such employee's discretion enroll and attend the school or schools of their parent's or legal guardian's employment regardless of the residence of the child.

(3) No child shall be required to be transported in excess of thirty (30) miles on a school bus from his or her home to school, or in excess of thirty (30) miles from school to his or her home, if there is another school in an adjacent school district located on a shorter school bus transportation route by the nearest traveled road. Those children residing in such geographical situations may, at the discretion of their parent(s) or legal guardian(s), enroll and attend the nearer school, regardless of the residence of the child. In the event the parent or legal guardian of such child and the school board are unable to agree on the school bus mileage required to transport the child from his or her home to school, an appeal shall lie to the State Board of Education, or its designee, whose decision shall be final.

(4) Those children lawfully transferred from the school district of his residence to a school in this school district prior to July 1, 1992, may, at the discretion of their parent(s) or legal guardian(s), continue to enroll and attend school in this school district. Provided further, that the brother(s) and sister(s) of said children lawfully transferred prior to July 1, 1992, may also, at the discretion of their parent(s) or legal guardian(s), enroll and attend school in this district. {37-15-29}

District policy covering assignment to schools is published annually in student handbooks as official statements of Board policy.

Process Standards 12 and 13 of the Mississippi Public School Accountability Standards are as follows:

12. The school district complies with state law and State Board of Education policy on enrollment requirements.

12.1 Residency requirements {MS Code 37-15-29} (SB Policy JBCA)

12.2 Immunization requirements {MS Code 37-7-301(i), 37-15-1, and 41-23-37}

12.3 Age of entry requirements {MS Code 37-15-9}

13. Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test. {MS Code 37-15-33}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited; P.L. 107-110 (NCLB)  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policy JBAB

DATE: July

## **ENROLLMENT OF SPECIAL TRANSFER STUDENTS / HOME SCHOOLING – JBCCC**

The procedure for enrollment of transfer students who were enrolled in a non-accredited school or in a correspondence school or who were receiving home schooling will be as follows:

The student will be temporarily assigned during registration to grade level or subject indicated on report card, transfer papers, or written documentation from correspondence school or private tutor.

The administrator will arrange for administering a test to each student during the first thirty (30) days of attendance.

Principals will assign the student to grade level or subject (discipline) based on the student's achievement level on the test.

Students from non-accredited schools will not be accepted without examinations, using district tests and/or special subject area tests within thirty (30) days after transfer. Schools shall not permanently enroll a student who was formerly enrolled in the state until the Mississippi cumulative folder or official transcript of credits is received from the school from which the student transferred.

Home schooling/alternative education may not be used to advance a student beyond his/her peers.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **STUDENT WITHDRAWALS AND TRANSFERS – JBCD**

If a student is to withdraw from school or transfer to another school, the student's legal guardian must contact the principal. All debts to the school must be cleared and textbooks returned before the student can be officially withdrawn. A clearance form will be issued when these requirements are met. The principal of the school to which the student transfers will need to see this clearance form before enrolling the student.

The student's cumulative record will be forwarded to the next school upon receipt of a request. Any student absent for twenty (20) consecutive days will be dropped from the roll unless the legal guardian advises the principal that the student has a legitimate reason for extended absence. The principal will determine what course will be followed concerning a student's progress and placement following an extended absence.

If a student withdraws during the last month of school, a letter will be given to his/her parents stating the child's academic situation and his/her probable classification for the next year had he/she remained in attendance.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **HOME SCHOOLING / PRIVATE SCHOOL / TRANSFERS – JBCDA**

The Board of Trustees of the Claiborne County School District affirms each parent's/guardian's right to educate his/her children as he/she chooses. Home schools, private schools, charter schools, and public schools are all viable educational options. The intent of this policy is not to disrupt the educational process of the home schools, private schools, charter schools, public schools, or other schools but rather to provide an environment for working in harmony for the benefit of each student.

The policies and procedures herein are applicable only to students who are eligible, by residence or under Board-approval tuition requirements, to attend Claiborne County Schools.

### **1. Enrollment status**

There are several possibilities in regard to students' enrollment in school. These include students who are enrolled entirely in a home school, private school, or charter school, students who are enrolled entirely in a public schools, and students who are concurrently enrolled in any combination of the above.

### **2. Placement**

The Claiborne County School District retains the absolute right of placement for all students at the appropriate grade level and in the appropriate classes. The parent, counselor, student (when relevant), and principal/assistant principal shall meet to consider appropriate placement at grade level.

### **3. Out-of-District Transfers**

Students transferring from out of Claiborne County School District must obtain a release form from the school district in which they reside. Approval must then be secured by the Claiborne County School District Superintendent with final approval by the Claiborne County School District School Board. Transfers are subject to tuition charge and availability of space.

### **4. Transfer Students from Home Schools or Non-Accredited Schools**

Pupils from non-accredited schools will not be accepted without examinations, using district tests and/or special subject tests within thirty (30) days after transfer. Notice of giving such test shall be given to the applicant not less than five days prior to the date of the administration of such test. Schools shall not permanently enroll a student who was formerly enrolled in the state until the Mississippi cumulative folder of official transcript of credits is received from the school from which the student transferred.

5. A non-accredited school shall be defined as a school that is not recognized by any of the following accreditation processes:

- a. A state accrediting agency
- b. Mississippi Private School Association, or
- c. Southern Association of Colleges and Schools (SACS) or any sister affiliation of SACS.

**6. The procedure for enrollment of transfer students who were enrolled in a non-accredited school or in a correspondence school or who were receiving home schooling will be as follows:**

- a) The student will be temporarily assigned during registration to grade level or subject indicated on report card, transfer papers, or written documentation from correspondence school or private tutor.
- b) The principal will submit in writing, upon student registration a list of names of students who register from a non-accredited school, a correspondence school, home schooling, or a private tutor; the list will be given to the appropriate central office administrator.
- c) The administrator will arrange for testing of each student within thirty days of enrollment to the school.
- d) Principals will assign the student to grade level or subject based on the student's achievement level on the test(s).
- e) The Carnegie unit will be awarded only on a —Passl basis.

**7. Participation in Claiborne County school programs/activities**

Students who request permission to participate in any activities governed by the Mississippi High School Activities Association (athletics, band, chorus, debate, drama, cheerleading, etc.) must meet all MHSAA requirements and local district requirements in order to be allowed to participate.

**8. Graduation requirements**

In order to graduate, the student must have the required number of Carnegie units for the year of graduation as specified in the Program of Studies for the Claiborne County School District.

Courses in which the transfer student has been given credit on the basis of passing term examinations and/or standardized subject areas tests -- as defined under #2 above -- shall not be included in determining class ranking or class standing at the time of graduation. Class ranking or class standing at graduation shall be determined as specified in school policy, with only those courses having numerical grades to be considered.

In order to receive a diploma from Claiborne County High School, the student transferring from home schools, non-accredited private schools, charter schools, or other schools not accredited by the SACS or the state accrediting agency must be enrolled for at least the full senior year and must meet all grade and graduation requirements as specified in district policy.

It is the policy of the Claiborne County School District that any student enrolling in the Claiborne County School District from a Home-School or Non-accredited institution will be placed in the appropriate grade as determined by district secondary subject area tests or by nationally normed tests where such tests are available.

If the enrolling elementary student from a Home-School or Non-accredited institution earns a 50% on nationally normed tests in Reading, Mathematics, and Language, grade placement at the level of the test may be made.

If the enrolling secondary student from a Home-School or Non-accredited institution earns a 70% on district secondary subject area tests or a 50% on nationally normed tests in pertinent areas of Language, Mathematics, Science or Social Studies, or any other subject area one Carnegie Unit credit and no grade will be assigned for that secondary course normally carrying one unit; one half Carnegie Unit credit and no grade will be assigned for a secondary course normally carrying one half unit credit.

Students from a Home-School or Non-accredited institution can receive Carnegie Unit credit only for courses offered at the Claiborne County School District secondary school where they enroll.

No academic awards or honors will be awarded to secondary students receiving credits through this route.

### **COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001**

The following procedure will govern consideration of a request by a parent for his/her student to attend a district school other than the one within the student's regular attendance boundary:

#### **General Parent/Student Requests for Intra-district Transfer**

1. Resident students and their parents will be notified on an annual basis of intra-district transfer options available;
2. Requests to transfer will be considered on a space-available basis and subject to the following criteria:
  - a. A financial, educational, safety or health condition affecting the student would likely be improved as a result of the transfer. "Would likely be improved" means it is probable, in the judgment of the district, that the nature and effect of the benefit to be received will be real and meaningful;
  - b. Attendance at the school is nearer to the parent's place of work or to the location of child care;
  - c. The parent has moved and the place of residence is now located outside the attendance boundary of the student's assigned school, but remains within district boundaries and completion of the current school year in the student's school is in the student's best interest;
  - d. There is some other special hardship or detrimental condition affecting the student or his/her immediate family which would be alleviated as a result of the transfer. "Special" means a circumstance or factor not generally applicable to other students or families. "Hardship" and "detrimental condition" apply to any circumstance or factor which has a harmful effect on the student or his/her immediate family, and is not restricted to a financial, educational, safety or health condition;
  - e. A program/activity is offered only at the receiving school.

3. Students who apply for an intra-district transfer and are not accepted at the time of application because of space availability or No Child Left Behind Act of 2001 (NCLBA) transfers will be placed on a waiting list in the order in which the applications are received. Such applications will be considered for approval at a later date as space becomes available. The waiting list will be maintained until [February] of each year, after which time a new waiting list will be developed;

4. Transportation will be the responsibility of the parent. In certain circumstances, district transportation may be appropriately provided, on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intra-district transfer;

Once a student transfer is approved, the district will, to the extent practicable, continue the student in the receiving school through the highest grade in that building, subject to the right of residents of the attendance area to attend their assigned school and students exercising school choice options under NCLBA.

Approved transfers will be reevaluated at the conclusion of each school year by the building principal of the receiving school. Continuation of the transfer may be denied based on such considerations as space limitations, student behavior, attendance, academic performance or failure to continue an educational program for which the transfer request was originally approved.

5. In the event building capacity is reached with attendance area residents or students from outside the attendance area who have transferred under provisions of NCLBA, transfer students may be asked to enroll in another school or return to their school of origin;

6. An approved transfer granted to a student will not obligate the district to approve subsequent requests from another student in the same family;

7. Student violations of Board policy, administrative regulation or school rules may result in revocation of the transfer at any time at the discretion of the district, in addition to discipline imposed.

### **Public School choice Transfer Requests**

In the event a district school receiving Title I funds has been identified as in need of improvement, corrective action or restructuring, and there is another school in the district the student may transfer to, such transfers to meet the public school choice requirements of NCLBA will be provided, subject to the following:

1. The district will provide notification to parents of a student attending a school receiving Title I funds, of a student's right to transfer. The notification will:

- a. Be in writing, provided prior to the beginning of the school year and will be in a comprehensive, easy-to-understand format and, to the extent practicable, in a language parents can understand;
- b. Inform parents that their student is eligible to attend another public school in the district due to the less than adequate performance of his/her current school;
- c. Identify each public school in the district, including public charter schools, that the parent may select;
- d. Explain why the choices made available have been limited including, as applicable, that no choices are currently available; and

- e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.

In addition to mailing notices directly to parents, the district will provide information about choice options through such means as newspapers, posters and the Internet.

2. The transfer will be to a safe district school that is making adequate yearly progress and has not been identified as in need of improvement, corrective action or restructuring;

3. Priority will be given to the lowest achieving, disadvantaged students, as required by law. A waiting list for all others will be established. Students may be rank ordered by achievement levels as evaluated by objective educational measures of student achievement at the school or district level. Students may not be rank ordered by parent income;

4. When intra-district transfers are available, more than one district school of choice will be offered, as practicable. Parent preferences will be considered;

5. In implementing its public school choice responsibilities under NCLBA, the district shall not be required to:

- a. Make alterations in the structure, arrangement or function of a requested school or rooms within a requested school;
- b. Establish and offer any particular program in a requested school if such program is not currently offered in the school;
- c. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.

6. Requests to transfer must be in writing (standard mail, fax or E-mail) and submitted to the school office in accordance with timelines established by the district. The district will confirm requests. Parents may decline the assigned school;

7. Approved transfers will be made by the district in a timely manner to ensure parents have ample information, time and opportunity to take advantage of the option to choose a different public school for their student while also providing the school with appropriate planning time;

8. The transfer will remain in effect until the student has completed the highest grade in the school;

9. The opportunity to transfer will end when the school is no longer identified for improvement;

10 Transportation will be provided by the district.

11. In the event there is not another school in the district for the student to transfer because all schools at a grade level are in school improvement, the district will, to the extent practicable, establish a cooperative agreement that would allow intra-district transfers. If such an agreement is established, transfers to meet the public school choice requirements of NCLBA will be provided in accordance with established Board policy and administrative regulation.

## **Safe Public School Choice Transfer Requests**

1. In the event a district school is identified by the Mississippi Department of Education (MDE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of NCLBA will be provided, subject to the following:

2. The district will provide notification to parents of all students attending a school identified as persistently dangerous of their student's right to transfer. The notice will:

- a. Be in writing, provided within [10] school days from the time the district becomes aware that the school has been identified by MDE as persistently dangerous or from the time a parent or student has notified the district that the student has been the victim of a violent criminal offense as defined by MDE;
- b. Inform parents that their student is eligible to attend another public school in the district due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by MDE, while in or on the grounds of a school the student attends, that their student is eligible to attend another public school in the district;
- c. Identify each public school in the district, including public charter schools, that the parent may select;
- d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
- e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.

3. The transfer will be to a safe district school and to the extent possible, to a district school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring;

4. Requests to transfer must be in writing (standard mail, fax or E-mail) and submitted to the school office for consideration generally no later than [20] school days from the district notice. The district will confirm requests;

5. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;

6. Approved transfers will generally occur within [30] school days from the time the district learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;

7. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The district will consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school;

8. The district may provide transportation using federal funds or through cooperative agreements with local victims assistance units.

9. In the event a district school is identified by MDE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

### **Special Education and Public School Choice**

The district will ensure that students with disabilities are provided a free appropriate public education (FAPE) in their school of choice, consistent with the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. In offering choice to students with disabilities, the district may match the abilities and needs of a student with disabilities to the possible schools that have the ability to provide the student with FAPE.

### **Miscellaneous General Provisions for All Transfers**

Students who wish to return to their home school or to transfer to a different district school must reapply in accordance with established request procedures.

Students granted permission to attend a district school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, consistent with applicable MHSAA rules.

Students are expected to preregister and complete final registration and scheduling for the school in their assigned attendance area pending disposition of a transfer request.

Students may not sign up for or practice with athletic teams or other activity groups in the school they are requesting to transfer until the transfer is approved.

Recruitment of students by district employees is strictly prohibited.

Students whose place of residence changes within the district during the school year must notify the district. Students may be required to attend the school of their new attendance area the following year, consistent with NCLBA requirements, unless application is made for transfer.

Parents may appeal decisions to deny intra-district transfer requests to the superintendent and Board, through established district procedures.



## **Record Keeping**

The building principal will maintain a file of all intra-district transfer requests. A copy will be forwarded to the district office for district wide data collection purposes.

*Mississippi Public School Accountability Standards (2007)*

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policies JBCD and JBCCC

DATE: July

## **ABSENCES AND EXCUSES – JBD**

District policies governing absences and excuses are adopted annually by the School Board and published in student handbooks as official policy statements of the Claiborne County School District.

### Grades 1-8

The Board of Education of the Claiborne County School District classifies all absences in grades 1-8 unexcused except for the following reasons:

1. Illness or injury which prevents the student from being physically able to attend school.
2. Isolation ordered by county health officials or State Board of Health.
3. Death or serious illness of a member of the immediate family (defined as parents, grandparents, brother, sister, including stepbrother and stepsister, child, or spouse).
4. Required appearance in court or an administrative tribunal.
5. Observance of religious events.
6. Medical or dental appointments which are approved by the administration prior to the absence, except in case of emergency.
7. Valid educational opportunities approved by the administration prior to the absence.

Prior toll approval forms will be available in the principal's office of each school. These forms may be picked up by the student or the parent.

Upon a child's return to school after an absence, he/she will be required to present a written excuse signed by the parent or guardian. The excuse must be received by the teacher within two (2) school days after the absence or it will automatically be considered unexcused. Telephone calls regarding absences are not acceptable.

The following procedure will be used to notify the parents and attendance officer of the Claiborne County Family Court:

1. Fifth (5th) unexcused absence – Notify
2. Tenth (10th) unexcused absence – Parent and attendance officer will be notified.
3. Twentieth (20th) unexcused absence – Parent and attendance officer will be notified.

## Grades 9-12

Attendance policies for grades 9-12 are adopted by the School Board and published annually in student handbooks as official policy statements of the district.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **TARDIES – JBDA**

District policies governing tardies are adopted annually by the School Board and published in student handbooks as official policy statements of the Claiborne County School District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **RELEASED TIME – JBF**

Students may be released from certain segments of the daily school routine to participate in other specialized educational programs; such release to be agreed upon by the parents or guardian and approved by the principal of the school unit involved.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **READMISSION – JBG**

Students who have been absent from school for any period of time will be required to submit an excuse from the parent or legal guardian for readmission.

Students who have been absent from school for reasons other than personal illness or family illness may have personal illness or family illness may have additional conditions imposed for readmission.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **DROPOUT PREVENTION – JBJ**

The Board realizes the importance of every student pursuing/obtaining a high school education. If for no other reason, the marked economic benefits a diploma bestows, finishing high school should be the goal of every student who enters Claiborne County schools. With this in mind, the Board adopts the following guidelines to lower student dropout rates in the Claiborne County School District.

Every principal shall be responsible for:

1. Making teachers aware of how to identify at-risk students;
2. Orienting every teacher of the proper procedure to follow in working with at-risk students;
3. Making teachers knowledgeable as to the proper procedure to follow in referring an at-risk student for professional help and counseling.
4. The district implements programs designed to keep students in school and to lower student dropout rates.

Standards 16 and 17 are as follows:

16. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37 13 91} (SB Policy JBD)

17. The school district develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates. {MS Code 37 3 46(c) and 37 21 9} (No Child Left Behind Act of 2001)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies JQH, IB, JBA, and JCD

DATE: July

## **STUDENT COMPLIANTS OF SEXUAL DISCRIMINATION/HARASSMENT – TITLE IX – JBP**

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

Students in the Claiborne County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of sexual discrimination/harassment shall be handled in accordance with Policy JBPA – Students Complaints of Sexual Discrimination/Harassment – Title IX Procedures.

### **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.

### **SEXUAL MISCONDUCT PROHIBITED**

If any person eighteen (18) years or older who is employed by any public or private school district 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, 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. §97-5-24 (1994)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
1972 Education Amendments, Title VII & Title IX

CROSS REF.: Policies JAA, JBP, and JC

DATE: July



## **STUDENT COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT – TITLE IX PROCEDURES – JBPA**

Students in the Claiborne County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

This complaint procedure shall provide a process for filing, processing and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

### **I. DEFINITIONS**

A. Sexual harassment exists when unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature meets one of the following criteria:

1. **QUID PRO QUO HARASSMENT** – Submission to such conduct is made, either implicitly or explicitly, a term or condition for a student's assignment of grades, promotion or other school-related benefit.
2. **QUID PRO QUO HARASSMENT** – Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.
3. **HOSTILE ENVIRONMENT HARASSMENT** – Such conduct has the purpose or effect of unreasonably interfering with the student's work performance or creating an intimidating, hostile or offensive teaching or learning environment.

B. A complaint is a report by any student, a parent, legal guardian or custodian of a student or any employee which alleges that a policy or practice of the District or a practice or act of any of its employees or students has discriminated against a student on the basis of sex, including sexual harassment.

C. The complainant is the student or parent, legal guardian or custodian of a student or employee who submits a complaint.

D. The respondent is the person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

E. The Title IX Coordinator is the person(s) designated by the Superintendent to coordinate the District's efforts to comply with and carry out responsibilities under Title IX and other state and federal laws addressing equal educational opportunity.

F. A day means a working day and does not include holidays and/or weekends.

## II. GENERAL RULES

A. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step is considered to be maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended only when necessary under the circumstances. In no event shall these procedures be extended for more than a 90 day period.

B. If a review is not requested at any step within the time allotted and if the decision at the prior step found a reasonable basis to believe that an employee has engaged in any sexual misconduct or involvement with any student under the age of 18, the Title IX Coordinator shall, immediately upon the expiration of the allotted time, submit such information to the Superintendent. The Superintendent shall make such information available to the appropriate District Attorney as required by District policy and Mississippi law.

C. Facts elicited during the complaint procedure are confidential and do not become part of a student's permanent record. A copy of documents, communications and records dealing with the processing of a complaint will be filed in a separate file as designated by the Superintendent.

D. Facts elicited during the complaint procedure that result in adverse disciplinary action against an employee become part of that employee's personnel file.

E. The failure of a complainant to proceed from one step to the next within the set time limits, without being granted an extension of time by the Title IX Coordinator, shall be deemed to be an acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.

F. The failure of the reviewing officer(s) to communicate his/her decision to the complainant or respondent within the time limits shall permit the complainant or respondent to proceed to the next step.

G. The complainant may withdraw his/her complaint at any step without reprisal. However, a complainant shall not be permitted to refile the same complaint once withdrawn unless it is within the initial time period.

H. No reprisal shall be invoked against the complainant for filing a complaint or against any person for participation in any way in this procedure.

I. If the complaint is against the student's principal, the complainant may go directly to the Title IX Coordinator.

### III. PROCEDURES FOR PROCESSING A COMPLAINT

The building level principal will immediately investigate a complaint. If the evidence is adequate for a potential problem then the following procedures will take place.

#### Party/Parties Involved/Action Required

Complainant	Within five (5) days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written —Title IX Report form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all principals' offices and from the Title IX Coordinator.
Title IX Coordinator	Within two (2) days from receipt of the written complaint, the Title IX Coordinator shall notify the respondent.
Respondent	Within five (5) days, the respondent shall be required to respond in writing to the Title IX Coordinator, as follows: 1. Confirm or deny the facts as alleged; 2. Indicate acceptance or rejection of the complainant's requested action; or 3. Outline alternative actions.
Title IX Coordinator	Within five (5) days from receipt of the respondent's response, the Title IX Coordinator shall provide an initial response to the complainant and respondent, stating initial conclusions of fact and proposed action, if any.
Complainant or Respondent	Within five (5) days of receiving the initial response, the complainant or respondent may request, in writing, a hearing on the matter.
Title IX Coordinator	Upon receipt of a written request for hearing, the Title IX Coordinator shall schedule a hearing to be held within 5-10 days before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall give written notice of such hearing to the complainant, respondent, student's principal or employee's supervisor, Superintendent and other appropriate witnesses if applicable.

<p>Title IX Coordinator, Grievant, Respondent, Title IX Hearing Panel</p>	<p>Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall be scheduled before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall facilitate the hearing, at which the following rules shall apply:</p> <ol style="list-style-type: none"> <li>1. The hearing shall be informal and the legal rules of evidence and procedure shall not apply.</li> <li>2. The complainant and respondent shall be permitted to submit written evidence and to bring witnesses before the panel.</li> <li>3. The Title IX Hearing Panel members may question any witnesses brought before them.</li> <li>4. The complainant and respondent shall be permitted to make a statement before the panel and may be permitted to examine their witnesses and to cross-examine witnesses actually presented by the other parties.</li> <li>5. Representation of the complainant or respondent by other individuals shall not be permitted.</li> <li>6. The Title IX Coordinator shall create and maintain a record of the hearing which shall include the names of all witnesses, all investigation reports, a summary of all witness testimony and all documentary evidence.</li> </ol>
<p>Title IX Hearing Panel</p>	<p>Within five (5) days after the hearing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and recommended action.</p>
<p>Title IX Coordinator</p>	<p>Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the complainant, respondent, principal or supervisor and Superintendent.</p>
<p>Complainant or Respondent</p>	<p>If the complainant or respondent is not satisfied with the decision, he/she may request a review by the Superintendent. The request for such review must be made in writing to the Title IX Coordinator within five (5) days of receipt of the Panel's decision .</p>
<p>Title IX Coordinator</p>	<p>Upon receipt of a request for review by the Superintendent, the Title IX Coordinator shall notify the Superintendent of such request and submit to the Superintendent the record of the hearing, the panel decision and all related documents.</p>
<p>Superintendent</p>	<p>Within ten (10) days of notice of request for review, the Superintendent shall review the record and panel decision and shall issue a decision. The Superintendent may concur in the findings and recommendations of the Panel or may make alternate findings and recommendations. The Superintendent shall have his/her decision provided to the Title IX Coordinator, complainant, respondent and the principal or supervisor within the ten (10) day period.</p>
<p>Complainant or Respondent</p>	<p>Within five (5) days of the receipt of the Superintendent's decision, if dissatisfied with the decision, the complainant or respondent must submit a written request for review by the School Board to the Title IX Coordinator.</p>

Title IX Coordinator	Upon receipt of the request for review, the Title IX Coordinator must schedule a review before the governing School Board to be held at the Board's next regular or special meeting, but in no event more than 30 days from such request. The Title IX Coordinator shall provide the Board members with copies of the hearing record, all investigation reports, the panel decision, the Superintendent's decision and all related documents.
School Board, Title IX Coordinator, Complainant, Respondent	Within 30 days of the request for review, the Board shall review the hearing record, all investigation, all reports, the panel decision, the Superintendent's decision and all related records. The review is not a hearing and no party has the right to present further witnesses or other evidence or to examine any witness or party. However, the Board may, in its discretion, permit statements of limited duration from the complainant or his/her representative and the respondent or his/her representative. All usual rules of Board procedure shall apply. Furthermore, the Board may, in its discretion, require that the review be conducted in closed or executive session.
School Board	Within ten (10) days of the review, the Board shall issue a final written decision. The Board may concur in the findings of the Superintendent and direct that the recommended actions be taken or may make alternate findings and direct appropriate actions be taken by the Superintendent or other appropriate administrator. The decision of the Board is final.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## CODE OF CONDUCT – JC

### NO CHILD LEFT BEHIND ACT

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, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school may publish a student/parent handbook detailing additional rules specific to that school.

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

The superintendent shall establish and the board shall adopt a code of student conduct that shall be provided to all teachers, school personnel, students and parents, legal guardians or custodians at the beginning of each school year. The superintendent shall develop the code of conduct in consultation with principals, teachers, school personnel, students and parents, legal guardians or custodians.

**The code of conduct and the discipline plan shall be based upon but not limited to the rules of student conduct including policies JCA, JCBD, JCBE and JCBE and the rules of discipline including policies JD, JDA, JDB, JDC, JDD, and JDE and any and all related policies adopted subsequent hereto.** The code shall be made available in the student handbook or other similar publication.

In conformance with the Mississippi School Safety Act of 2001 (Section 37-11-55, MS Code of 1972, amended), this School Board shall adopt and make available to all teachers, school personnel, students and parents or guardians, at the beginning of each school year a code of student conduct developed in consultation with teachers, school personnel, students and parents or guardians. The code shall be based on the rules governing student conduct and discipline adopted by the School Board and shall be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:

- a) Specific grounds for disciplinary action under the school district's discipline plan; procedures to be followed for acts requiring discipline, including suspension and expulsion, which comply with due process requirements;
- b) An explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, free speech and student publications, assembly, privacy and participation in school programs and activities;
- c) Policies and procedures recognizing the teacher as the authority in classroom matters, and supporting that teacher in any decision in compliance with the written discipline code of conduct; such recognition shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the

determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his/her disapproval. (This paragraph shall be repealed on July 1, 2002.)

- d) Policies and procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities;
- e) Procedures for the development of behavior modification plans by the school principal, reporting teacher and student's parent for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities for a second time during the school year; and
- f) Policies and procedures specifically concerning gang-related activities in the school, on school property or vehicles; or at school-related activities.

LEGAL REF.: Section 37-11-55, MS Code of 1972, amended

See all policies under JC and JD coding.

Student Rights and Responsibilities

CROSS REF.: Policy JC

Freedom of speech is a constitutional right guaranteed to all citizens. The School Board shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideas.

All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the system or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to each other and to develop tolerance for the viewpoints and opinions of others and to recognize the rights of other individuals to form and hold different points of view.

## SECONDARY SCHOOLS

The administration of the Claiborne County School District is based on the theory that junior and senior high students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his/her 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, pagers, cell phones, 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 tobacco-free zones. Tobacco use is prohibited on property owned or used by the school, whether during school, after school or at school-related events. See Policy EBAB.
8. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCBH, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.



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/her 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 three (3) 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/her 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/her 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 (1) calendar year by the principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and District policies.

13. A student, upon his/her second suspension for a disciplinary reason, will be informed that his/her 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 JBP, Student 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, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent is authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local School Board. §37-11-18 (1995)

## 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 informed when a special education student commits a violation of the rules of conduct which may result in the removal from

the classroom by long-term suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined. As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), —Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.

## 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

**NOTE: According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions. If absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process.**

## DISRUPTIVE BEHAVIOR

1. The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The Superintendent is authorized to more fully develop and implement the following procedures in the school district. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.
  - The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.

- Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute disruptive behavior as defined in the School Safety Act of 2001 (—Actll). In accordance with the Act and the Attorney General opinion dated June 25, 2001, this District designates the building principal of each school to make the determination as to whether a student’s behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of —disruptive behaviorll as defined by the Act.
- Disruptive Behaviorll means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher’s or school administrator’s ability to communicate with the students in a classroom, with a student’s ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.
- Habitually disruptivell refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.
- Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student’s behavior in the information provided to the principal. If the principal disagrees with the teacher’s decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Ann. §37-11-54 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district’s discipline plan.
- Should the principal determine that the student’s conduct does rise to the level of —disruptive behaviorll required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to, telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.
- After the second incident of disruptive behavior as determined by the principal, the principal, the student’s parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the principal shall prepare the plan and mail a copy to the parent/guardian.

- Once determination has been made by the principal that the student has not complied with the behavior modification plan, the principal shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include expulsion to the alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under board policy and other discipline procedures, expulsion may also apply to students under age 13.
- If a student under age 13 has two (2) instances of behavior that the principal classifies as —disruptive behavior, the District will appoint trained personnel to evaluate the child’s behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with federal laws requiring parental notification of certain types of evaluations.
- Any discipline, including expulsion, for —habitually disruptive behavior under the Act, must follow existing procedures to ensure that the student is afforded his/her due process protections. (Section 37-11-55 (b))

2. The school district will more fully develop and implement procedures for devising behavior modification plans under the School Safety Act.

3. It is this school district’s policy to have procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities. These procedures will specifically address discipline measures for gang-related activity in the school, on school property or vehicles, or at school related activities.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: School Safety Act of 2001 (Senate Bill No. 2239) (Miss. Code Ann. Sections 37-11-53, 37-11-54, 37-11-55) (Supp. 2001), Miss Code Ann. Section 37-11-18.1 (Supp. 2007), P.L. 107-110 (No Child Left Behind Act) Attorney General Opinion to Thompson dated June 25, 2001 Mattie T Consent Decree; *Davis v. Monroe County Board of Education* Individual with Disabilities Education Improvement Act 20 U.S.C. §1400 *et seq.*

CROSS REF.: Policies JCBE, JCBH, JD, JCDAC, JDD, JDE, JBP, JCAA, JCDAG, JCDG, and JGF

DATE: July

## **DUE PROCESS: GRIEVANCE PROCEDURE – JCAA**

Students must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the School Board governing student conduct shall be distributed to the students and posted in a conspicuous place.

Prior to any suspension the principal or his/her designee shall:

1. Advise the student in question of the particular misconduct and the basis for accusation.
2. Provide the student an opportunity to explain his/her version of the situation; and
3. Immediately remove from the school premises without benefit of the above procedures any student whose continued presence in the school poses a danger to persons or property or an ongoing threat of disruption to the academic process. The necessary procedure shall follow as soon as practicable.

If the suspension is to be ten (10) days or less, the above procedures are considered sufficient (*Goss v. Lopez, 1975*). If the suspension is to be more than ten (10) days in addition to the above procedures, the steps below shall be followed:

1. A notice in writing of the suspension and the reasons thereof shall be given to the parents or guardians of the student suspended if the student is under eighteen years of age. This notice shall be provided in sufficient time (minimum of three (3) days ahead) to give the student a chance to prepare his defense.
2. The student (and parents or guardians if he/she is under 18) shall be provided with a copy of the Board's policy and administrative procedures on suspension and expulsion.
3. The student shall be provided with the names of individuals who have primary knowledge of the facts forming the basis for the suspension or expulsion. This will permit the student and his/her parents to discuss the facts with the authorities involved and will enable the student to present the case in a more meaningful manner.
4. Students shall be permitted to examine any document or record the school will use at the hearing or which will aid him/her in his/her defense.
5. The student shall be permitted to obtain legal counsel.
6. The student or his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts.

For procedural purposes, suspension exceeding ten (10) days and expulsions shall be treated alike. Unless there is an emergency, hearings shall precede the imposition of any long-term suspension or expulsion.

### **GRIEVANCE PROCEDURE**

#### **Student**

A grievance under this procedure shall mean a complaint by a person who believes he/she has been treated unfairly or otherwise discriminated against in his/her educational program. The following steps shall be used in processing such grievances.

### **Step 1**

A. The aggrieved person shall present his/her grievance in writing to the pertinent teacher or school personnel.

B. If the grievance is sexual in nature and is directed toward the aggrieved person's teacher or school personnel, the grievance shall be presented in writing to the immediate supervisor of the individual toward whom the grievance is directed. The grievance process will then follow the steps as outlined.

C. The aggrieved person, teacher or school personnel may request a conference prior to the time a decision is rendered.

D. The teacher or school personnel shall render a written decision to the aggrieved within five (5) days after receipt of the grievance.

### **Step 2**

A. If the aggrieved is not satisfied at Step 1, he/she may within five (5) days, notify in writing, his/her teacher or school personnel of his/her intent to appeal to the appropriate authority.

B. The aggrieved student shall appeal to the principal. The aggrieved shall include copies of all correspondence from Step 1.

C. The aggrieved person or principal may request a conference prior to the time a decision is made.

D. The principal shall render a written decision to the aggrieved within five (5) days after receipt of the appeal.

### **Step 3**

A. If the aggrieved is not satisfied at Step 2, he/she may within five (5) days notify in writing the principal of his/her intent to appeal to the appropriate central office administrator.

B. The aggrieved person shall present his/her appeal in writing to the central office administrator and shall include copies of all correspondence from Steps 1 and 2.

C. The aggrieved person or the central office administrator may request a conference prior to the time a decision is rendered.

D. The central office administrator shall render a written decision within ten (10) days after receipt of the appeal.

### **Step 4**

A. If the aggrieved is not satisfied at Step 3, he/she may submit his/her appeal in writing to the Superintendent of Education and shall include copies of all correspondence from Steps 1, 2, and 3.

B. The aggrieved student or Superintendent may request a conference prior to the time a decision is rendered.

C. The Superintendent shall render a decision to the aggrieved student within twenty (20) days after receipt of the appeal.

### **Due Process – Testing Programs**

1. Parents and guardians must give written consent prior to individual educational testing and prior to educational placement of the child.
2. In the event of disagreement between parents and the school as to evaluation or placement of the child, an opportunity is provided for the parent to:
  - a) obtain an impartial due process hearing:
  - b) examine all relevant educational records of the child which relate to his/her classification or educational placement; and,
  - c) obtain an independent educational evaluation of the child.
3. The decision rendered during the impartial due process hearing shall be binding on all parties subject only to appropriate administrative or judicial review.
4. In the event there is no parent available, a surrogate parent will be appointed to protect the rights of the child. The surrogate shall not be an employee of the school system and shall be appointed by an agency other than the school district.
5. Children with disabilities, to the extent appropriate, are educated with children who are not disabled.
6. To the extent possible, with the current state of the art, testing procedures (including evaluation material) utilized for the purpose of classification of children with disabilities will not be racially or culturally discriminatory.

### **Readmission and Denial of Admission**

A student who has been expelled from this district must apply and be approved for readmission to the regular school program. The application for readmission shall be in a form provided by the Superintendent for such purpose.

A student who has been denied admission based upon a pending or current expulsion must be approved for readmission to the District by the Board, according to the procedures in this policy.

#### **I. TIME FOR READMISSION APPLICATION** (Applicable to expulsions from this District only.)

- A. If the expulsion was for a specified period of time, application for readmission should be made at least two (2) weeks before the conclusion of the expulsion period.
- B. If the expulsion was for an unspecified period of time, application for readmission may be made at any time after one year from the date of expulsion.
- C. When the student is enrolled in another regular school program or participating in an alternative school or similar program during the expulsion period and at the time of application, application may be made any time after the conclusion of specified expulsion period or after one year from the date of expulsion.

## II. STANDARD FOR READMISSION/ADMISSION

The Board may grant readmission or admission upon a document showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-307  
GOSS v. Lopez, A 19 U.S. 565 (1975)  
U.S. Constitution, Amendment XIV  
Wood v. Strickland, U.S. 955 Ct. 992 (1975)

DATE: July



## **SEARCH AND SEIZURES – JCAB**

The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy.

### **I. REQUIREMENTS**

All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other District employee may authorize a search except where an emergency situation exists.

At least two District employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.

No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

### **II. SEARCHES PERMITTED**

Searches are permitted as follows:

**A. PERSON, POSSESSIONS, LOCKERS:** Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.

**B. DESKS, OTHER SCHOOL PROPERTY:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.

**C. VEHICLES:** Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

**D. CANINE SEARCHES:** The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

**E. GROUP SEARCHES:** Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.

F. STRIP SEARCHES: No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

### III. DEFINITIONS

A. "Reasonable in scope" means that the degree of the intrusion must be consistent with the objective of the search. Factors to be considered in whether the scope of a search is reasonable include, but are not limited to, the following:

1. The student's age, maturity, and sex;
2. The nature or level of seriousness of the suspected violation; and
3. The intrusiveness of the search, e.g. a canine search is less intrusive than a locker search; a locker search is less intrusive than a "pat down;" etc.

B. "Reasonable suspicion" refers to a flexible concept requiring the application of experience and common sense. Determinations of whether reasonable suspicion to support a search exists shall be made on a case-by-case basis with due consideration of all circumstances. In all cases, "reasonable suspicion" must be supported by articulable facts.

Factors to be considered in making this determination include, but are not limited to, the following:

1. The reliability of the information indicating that evidence of a violation may be discovered;
2. The existence of reasonable suspicion that such evidence will be discovered;
3. The individualization of the suspicion toward the person to be the subject of the search;
4. The prevalence or seriousness of the problem to which the search is directed;
5. The exigency of the circumstances; and
6. In some circumstances, the student's history and record in school.

C. An "emergency situation" exists if the destruction of evidence or use of contraband is an immediate possibility. In such a case, an administrator must be notified immediately. However, if an emergency situation does not exist, employees should take steps to prevent the possible destruction of evidence or use of contraband while securing approval for a search.

### IV. DISCIPLINARY ACTION

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law, the student will be subject to disciplinary action as provided by District policy.

### V. POLICE SEARCHES

School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the District shall make an immediate attempt to notify the student's parent, guardian, or custodian. The principal or principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.

When a principal or his/her designee has probable cause or reasonable suspicion, that school official has a legal right and responsibility to search lockers, desks, persons, and/or vehicles for any item specifically prohibited by School Board policy. A witness should be present during any search. It is not necessary to give prior warning of a locker search.

The school official should seek cooperation from the student if a search is to be made of his/her person, requesting, for instance, that the contents of a purse or pocket be placed on a table for inspection.

Students are permitted to park on school premises as a matter of privilege, not of right. The interior of a vehicle driven by a student on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized contraband items are contained inside.  
Searches

The Superintendent or his/her designee shall inspect lockers belonging to this school system for reasonable causes, i.e., if it is believed that prohibited articles are kept therein. The Board respects the civil rights of each person in the school system, and will uphold those rights. At the same time, school property is not to be regarded as a sanctuary from enforcement of the law.

In accordance with School Board policy, the following procedures shall be complied with when inspecting or searching lockers:

1. The School Board policy concerning search of lockers shall be made known to all personnel within this school system.
2. Lockers shall be opened in the presence of the student or employee when administratively feasible.
3. The student or employee shall be informed of this search.
4. Items specifically prohibited by law, Board policies, or school regulations shall be impounded. (Receipts shall be given for items impounded; parents shall be notified of any items impounded.)

Searches by law officers shall be made in the presence of a school administrator when authorized by a search warrant.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: *New Jersey v. T.L.O.*, 469 U.S. 325 (1985) ; *Horton v. Goose Creek Independent School Dist.*, 690 F.2d 470 (5th Cir. 1982), cert.denied, 103 S.Ct. 35 (1983);  
*Tarter v. Raybuck*, 742 F.2d 977 (6th Cir. 1984), cert.denied, 105 S.Ct. 1749 (1985)

CROSS REF.: Policy JCDBB

DATE: July

## **INVOLVEMENT OF STUDENTS IN DECISION MAKING – JCAC**

The primary task of the school is the creation of a stimulating learning climate which evokes the active involvement of students in their education and development of the spirit of inquiry. This climate occurs only when students work together with school personnel in activities such as planning and evaluating school programs. The Board of Trustees, therefore, believes that students should:

- A. Be encouraged to participate in establishing course goals and planning classroom activities and in improving courses of study.
- B. Feel free to express, without any fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility.
- C. Be involved in the planning of assembly programs and school-sponsored forms of interest.
- D. Be encouraged to participate in student government organizations that provide students with a voice in school affairs.
- E. Be encouraged to participate in a variety of extra-curricular activities which are aimed at broadening their educational experiences.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **INDIVIDUAL(S) UNLAWFUL ACTIVITY OR ASSOCIATION/GANGS/PROHIBITED ORGANIZATIONS – JCBB**

This school district is committed to maintaining a safe school environment for its students and staff. Students are expected to adhere to the school's and district's standards of conduct that promote well-being and support the learning process. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the "Mississippi Street gang Act" (MS Code §97-44-1 et seq.).

### **SORORITIES, FRATERNITIES, AND SECRET ORGANIZATIONS**

Mississippi State Code Section's 37-11-37, 37-11-39, 37-11-41, 37-11-43 and 37-11-45 specifically prohibit the existence of any sorority, fraternity, or secret society as a part of any high school in Mississippi. The Claiborne County School District expressly prohibits use of Claiborne County schools as a part of the name of any of these groups, raising funds in the name of Claiborne County schools, conducting any part of their initiation at Claiborne County schools (including wearing of unusual dress, signs, and directions or instructions given to initiates by members), and the use of any school facility—grounds or buildings—for the purpose of meeting or holding any type of program or exhibition. The above regulations are not inclusive; other conduct in connection with these groups is forbidden at or in the schools. Students who violate the position of the Claiborne County School District in this matter will be subject to suspension, with a parental conference required before student reinstatement.

**GANG ACTIVITY OR ASSOCIATION** Gangs which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. The School District shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership and/or participating in activities which I subject to appropriate disciplinary action, in accordance with the disciplinary ladder.

### **OTHER PROHIBITED ORGANIZATIONS**

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: As cited

CROSS REF.: Policy JCBF

DATE: July



## **CONDUCT (CARE OF PROPERTY) VANDALISM – JCBD**

Beauty and practical use of school properties depends upon the care given them. Deliberate destruction must be compensated by the offending parties. Students should be taught responsibility for both private and public property. The care of furniture, books, playground equipment and all other school properties must be considered a public responsibility.

Any student destroying, defacing or marring school property will be expected to pay the cost of repairs or replacement. A student failing to pay these costs may be suspended or expelled until he or she does.

Also see EBCA.

### **Vandalism**

If any student shall willfully destroy, cut, deface, damage or injure any school building, equipment or other school property he/she shall be subject to suspension or expulsion and his/her parents, legal guardians or custodians shall be liable for all damages.

### **Reporting Vandalism**

Citizens, students and law enforcement are urged by the Board to cooperate in reporting any incidents of vandalism in

District property and the name(s) of the person(s) believed to be responsible.

All District employees shall notify the principal of the school when knowledge of an act of vandalism has or may have occurred.

The Superintendent or his/her designee is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He/she is further authorized to delegate authority to perform these functions.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-1-19; 37-11-53

CROSS REF.: Policy JC

DATE: July

## **UNLAWFUL OR VIOLENT ACTS – JCBE**

Any unlawful or violent act is absolutely prohibited on school property or during school-related activities.

### **NO CHILD LEFT BEHIND ACT**

As required under the No Child Left Behind Act, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any or the devices described herein.

### **DISCIPLINARY ACTION**

A student shall be subject to automatic suspension and recommendation of expulsion by the superintendent or principal when there exists reasonable grounds to believe that a student has committed an unlawful or violent act on school property, during school-related activities or otherwise when the commission of the unlawful or violent act has or threatens a disruptive effect on the educational process or threatens the safety of the student or others. Such suspension pending expulsion shall take effect immediately subject to the procedures of due process stated in Policy JDE - Expulsion.

Any student who possesses any controlled substance, 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 school property shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. 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.

### **REPORTING**

All school employees shall report unlawful activities and violent acts in accordance with Policies JCBE and JCBE.

### **DEFINITIONS**

An "unlawful activity" means any of the following:

1. Possession or use of a deadly weapon;
2. Possession, sale or use of any controlled substance;
3. Aggravated assault;
4. Simple assault upon any school employee;
5. Rape;
6. Sexual battery;
7. Murder;



8. Kidnapping;
9. Fondling, touching, handling, etc. of a child for lustful purposes;
10. Any violent act.

A "violent act" is one which results in or is an attempt to cause death or physical harm of another person.

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District.

#### **DISRUPTION TO THE EDUCATIONAL PROCESS**

The superintendent and principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district. However, such action of the superintendent or principal shall be subject to review by and approval or disapproval of the school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian or other person shall have the right to a due process hearing. The 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. Section 37-9-71 (2000)

NOTE: MS Code Section 97-3-19 includes in the definition of capital murder —Murder which is perpetrated on educational property as defined in Section 97-37-17.

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

Standard 37 is as follows: The district complies with the following requirements for Safe and Healthy Schools:

37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37-3-81 and 37-3- 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

37.2 Each school has on file a school wellness developed by a local school health council that address the eight components of a coordinated approach to school health and that has been approved annually by the school board.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-11-18; 37-11-29 (6); 43-21-605 (4); 37-9-71; 37-9-14 (2)  
P.L. 107-110 (No Child Left Behind Act of 2001)  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies EBBA, JCFB, JCDAC, JCDAE, and JDE

DATE: July

## **REPORTING OF UNLAWFUL OR VIOLENT ACTS – JCBF**

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

The following reports shall be made in accordance with the law and with procedure outlined in this policy.

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

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

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

II. A principal receiving an employee's report or having personal knowledge of such acts shall immediately notify the superintendent.

III. The superintendent shall notify the parents/legal guardians, the youth court and appropriate local law enforcement agency when a student is expelled because of unlawful or violent activity.

IV. The superintendent shall notify the parents/legal guardians, the youth court and appropriate local law enforcement agency when a crime has been committed by a student on school property or during a school-related event.

V. The superintendent or principal shall notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 19) by a school employee (18 or older) upon determination that there is a reasonable basis to believe that the accusation is true.

## VI. DEFINITIONS

A. School property means any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by the District.

B. A violent act means any action which results in death or physical harm to another or an attempt to cause death or physical harm to another.

C. The appropriate law enforcement agency is the agency with jurisdiction in the place where the unlawful activity or violent act occurs.

D. The crimes which must be reported are defined by the applicable Mississippi Law.

LEGAL REF.: Prevention of School Violence Act, S.B. 3349 (1994)

Miss. Code Ann. 37-11-29 (Supp. 1994)

Miss. Code Ann. 37-9-14(2) (w) and (x) (Supp. 1994); 37-9-71

Miss. Code Ann. 43-21-605(4) (Supp. 1994)

## REPORTING OF UNLAWFUL OR VIOLENT ACTS – PROCEDURES

The reports of unlawful or violent acts required by Policy JCFB shall be made in accordance with the following procedures:

I. When any school employee, principal or the superintendent has knowledge that an unlawful or violent act has or may have occurred on school property or at a school-related event:

1. IMMEDIATELY UPON RECEIVING INFORMATION OF SUCH ACT, the following oral reports shall immediately be made:

a. The employee shall notify his/her principal.

b. The principal shall notify the superintendent.

### 1. ORAL NOTICE TO LAW ENFORCEMENT

a. IF AN EMERGENCY (911-LIFE THREATENING) SITUATION EXISTS AND THE PRINCIPAL IS NOT IMMEDIATELY AVAILABALE, the employee is authorized to immediately contact the appropriate law enforcement official and, as soon as possible thereafter, to notify the principal or other school administrator.

b. IF THE PRINCIPAL HAS A REASONABLE BELIEF THAT AN UNLAWFUL OR VIOLENT ACT HAS BEEN COMMITTED, the principal shall also orally notify law enforcement officials immediately following receipt of the employee's report.

2. AS SOON AS POSSIBLE, and in no event more than three (3) days after the oral report, the following written reports shall be made:

- a. An employee making the oral report shall complete and submit to the principal a written report on a form provided by the superintendent for such purposes.
- b. If the principal has a reasonable belief that an unlawful or violent act has been committed, he/she shall complete and submit to the appropriate local law enforcement agency and to the superintendent a written report on a form provided by the State Board of Education for such purposes.
- c. If a crime was committed by a student, the superintendent shall complete and submit to the youth court and the appropriate local law enforcement agency an affidavit in a form prescribed for such purposes. If expulsion resulted from a student's unlawful or activity act, the affidavit shall contain such notice.
- d. If the offense involved possession of a firearm in violation of the Gun-Free Schools Policy (EBBG), (GAZ), (JCDC), the superintendent shall also submit the written report to the appropriate division of the State Department of Education.

3. Copies of all written reports and notices shall be retained by the principal and the superintendent.

II. When there is an allegation against an employee of sexual misconduct with a student:

1. WITHIN FIVE (5) DAYS OF THE OCCURRENCE OR KNOWLEDGE OF SUCH MISCONDUCT, a student, parent, employee or other person shall orally notify the principal, Title IX Coordinator or the superintendent of all allegations against the employee.

2. IMMEDIATELY UPON RECEIPT OF SUCH ALLEGATION(S), the principal or Title IX coordinator shall orally notify the superintendent.

3. SUCH ALLEGATIONS SHALL BE PROCESSED IN ACCORDANCE WITH THE GRIEVANCE PROCEDURE, POLICY GAE.

4. UPON CONCLUSION OF THE TITLE IX GRIEVANCE PROCESS, the Title IX coordinator shall complete and submit a written report to the superintendent.

5. WITHIN TWO (2) DAYS OF RECEIVING THE TITLE IX GRIEVANCE REPORT, the superintendent shall determine whether there exists a reasonable basis to believe that the accusation is true and, if so, shall as soon as possible thereafter orally notify the district attorney of such accusation.

6. Copies of all written reports shall be retained by the superintendent.

Standard 37 is as follows: The district complies with the following requirements for Safe and Healthy Schools:

37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37-3-81 and 37-3- 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-11-18; 37-11-29 (6); 43-21-605 (4); 37-9-71  
P.L. 107-110 (No Child Left Behind Act of 2001)  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies EBBA, JCBF, JCBJ, and JDE

DATE: July

## **GUN FREE SCHOOLS – JCBH**

### **NO CHILD LEFT BEHIND ACT**

As required under the No Child Left Behind Act, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described herein.

### **MISSISSIPPI STATE LAW**

Any student who possesses 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 school property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. 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.

Any student who possesses 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 school property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. 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.

### **I. FIREARMS PROHIBITED**

No student is permitted to bring a firearm on school property.

The school district may use video camera equipment in classrooms or on school buses for the purpose of monitoring school disciplinary problems.

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. House Bill 1236 (1997); §37-3-84 (1997)

### **II. DEFINITIONS**

A "firearm" means any type of weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled; or as otherwise defined by federal law.

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District.

### III. DISCIPLINARY ACTION

The penalty for bringing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

Any student who is charged with bringing a firearm on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion.

The Superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.

### IV. READMISSION

A student who is expelled for bringing a firearm on school property must apply for readmission to the regular school program. Readmission may be granted by the board upon a documented showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program.

#### **Prohibition of Weapons on School Property – Mississippi Code §97-37-17**

The following definitions apply to this section:

(a) Education property - A public or private school building, bus, campus grounds, recreational area, athletic field or other property owned or actually used or operated for school purposes.

(b) Student - A minor or adult enrolled in or suspended or expelled within the last five (5) years from a public or private school, college or university.

It shall be a **FELONY** for possession of a gun, rifle, pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or causing, encouraging or aiding a minor to possess same. Any person found guilty shall be fined no more than \$5,000.00, or committed to the custody of the State Department of Correction for not more than three (3) years, or both.

It shall be a **FELONY** for any person to cause, encourage or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed any of the above weapons mentioned above. Any person found guilty shall be fined no more than \$5,000.00, or committed to the custody of the State Department of Correction for not more than three (3) years, or both.

It shall be a **MISDEMEANOR** for the possession of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving), any sharp pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used to prepare food, instruction and maintenance of school property), or to encourage or aiding a minor to possess same.

#### **Weapons Possession – Mississippi Code §97-37-13**

A parent may be guilty of a misdemeanor and fined up to \$1,000.00 and/or up to six (6) months in jail for knowingly allowing a child (under 18) to have, own or carry a concealed weapon mentioned in the above paragraph.



Abuse of superintendent, principal, teacher, or bus driver. Mississippi Code §37-11-21

If any parent, guardian or other person, shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school-related activity, committed to the custody of the State Department of Correction for not more than three (3) years, or both. Also see GAEA.

## V. REPORTING

Violations of the firearm prohibition stated in this policy shall be reported in accordance with Policy JCBF.

Standard 37 is as follows: The district complies with the following requirements for Safe and Healthy Schools:

37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37 3 81 and 37 3 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited and Sections 37-3-83; 37-11-18; 97-37-17  
P.L. 107-110 (No Child Left Behind Act of 2001)  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies EBBA, JC, JCBE, JCD, and JCDAE

DATE: July

## **ALCOHOL USE/DRUG ABUSE BY STUDENTS – JCBJ**

No pupil attending school at any attendance center in this district shall be permitted to be under the influence of or to carry upon his/her person or in any other manner or have in his/her possession in any way alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, 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, and no pupil shall use any of the same at any attendance center of this school district. The provisions of this policy shall not apply to any pupil who is under the care of a licensed physician, and who is taking medication which is under the supervision and direction of such physician.

The provisions of this policy statement shall apply to all students during all the period of time that they are under and subject to the jurisdiction of this school district as defined by the laws of the State of Mississippi, and while participating in or going to or from any school activity sponsored by this school district and while under the supervision and direction of any teacher, principal or other authority of this school district.

Any pupil violating any of the provisions of this policy statement of the official policy of this Board, in the sole and absolute discretion of the principal of the attendance center wherein such offense is committed, and the Superintendent of this school district, shall be subject to expulsion or other appropriate disciplinary action. Said student is also subject to having charges filed against him/her by the school district with the proper authorities.

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

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

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

the influence of alcohol/illegal drugs, etc., is subject to being recommended for expulsion or other appropriate disciplinary action. Said student is also subject to having charges filed against him/her by the school district with the proper authorities.

LEGAL REF.: Mississippi Code, as cited above

#### Drug Use – False Representation

It is hereby declared to be the policy of the Claiborne County Board of Education that the use, possession, or sale of any narcotic drugs or substance which is falsely represented to be a controlled substance or which is falsely represented to be a counterfeit substance as defined in Section 41-29-113 through 41-29-121 Mississippi Code 1972 Annotated and their amended parts, in, on or about the campuses of any school ground or at any function being held under the supervision of the Claiborne County Board of Education or any of its schools, shall be considered sufficient misconduct on the part of such student for the expulsion of such student from the school which said student is attending.

In arriving at the decision of whether or not to expel said student, the Board of Education may consider the prior record of said student, his or her academic achievement, his or her general aptitude for learning, prior disciplinary problems, and any other factors which the Board may deem, in its judgment, to bear upon punishment or decisions to be reached in the particular case.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy JGCD

DATE: July

## **DRUG USE/ALCOHOL – CURRICULUM – JCBJA**

The Board of Education, in recognizing the potential for increased use of alcohol and drugs by students, approves the administrative inclusion of information in the school curriculum which will make students aware of the physical and psychological dangers incurred through the improper use of alcohol and drugs.

The administration has authorization to make arrangements to cooperate with the local, state, and federal agencies in the detection, prevention, and prosecution of any and all possible violations.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **TRANSFER OF CONFISCATED DRUGS – JCBJB**

When drugs or suspected drugs and/or related paraphernalia are found on any person on school property, the principal will immediately notify the police. All confiscated materials will be secured in a sealed envelope marked for identification purposes and immediately surrendered to the responding officer. A written record of the date and manner of transfer must be retained in the principal's office with a copy of the written record sent to the Superintendent of Education.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **BUS CONDUCT – JCBI**

### **1. RESPONSIBILITIES**

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus.

The school bus driver is authorized and responsible to the school district to maintain student order and to insure safety at all times. Therefore, he/she is authorized to instruct and otherwise control students while they are on the bus.

The principal will be responsible for disciplining students reported to him/her by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor.

Emergency bus evacuation drills are conducted at least two times each year.

### **2. RULES OF CONDUCT**

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school or from the bus, for misconduct on the bus.

While riding a school bus, students must conform to all rules of conduct as established by district policies and the student code of conduct adopted by their schools. The principal shall provide to each student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

#### **A. Loading and Unloading**

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load and unload.

10. Use the hand rail while getting on and off the bus.

11. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.

12. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately ten (10) feet ahead of the bumper.

#### B. Riding the Bus

1. Do not distract the driver's attention other than when necessary.

2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.

3. Keep head, hands, and articles inside the bus.

4. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).

5. Do not smoke, use profane language or make obscene gestures.

6. Do not fight or scuffle.

7. Be courteous to and follow the instructions of your bus driver and safety patrol.

8. Do not strike or threaten the bus driver.

9. Do not make excessive noise.

10. Do not throw objects inside or outside the bus.

11. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.

12. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JBP, Student Complaints of Sexual Discrimination/Harassment – Title IX Procedures.

SOURCE: Claiborne County School District, Port Gibson, MS.

REFERENCE: Pupil Transportation Guide  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies JCA, JBP, JD, JCBH, and JCDAC

DATE: July

## **POSSESSION OR USE OF TOBACCO – JCBK**

District policies prohibiting possession or use of tobacco are adopted by the School Board and published annually in student handbooks as official policy statements of the school district.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **FIREWORKS – JCBN**

Fireworks of any kind are strictly forbidden on the school campus, in the school buildings, or near the campus. Failure to comply may result in suspension.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **DRESS CODE – JCE**

The student dress code is adopted by the School Board and published annually in student handbooks as official statements of Board policy.

It is not the intention of the Claiborne County School District to severely restrict the freedom of dress of the individual students or to dictate policy which may seem to be over-restrictive according to contemporary standards. It is, however, our duty and our objective to see that the students attending the schools in the Claiborne County School district are well-groomed, particularly as to their physical appearance, and that their choice of dress and hair style are not so different from the majority of the students as to represent an individual or collective protest.

The Claiborne County School Board, therefore, in cooperation with the Superintendent of Education and after consultation with parents, students, and teachers within the system, adopts the following policy regarding student dress:

Student dress in the Claiborne County School District must conform to the principles of:

1. Good health and safety
2. High moral standards
3. Consistency with the instructional process

Students at school and those representing the school away on trips or in the local community shall dress appropriately for the occasion and in keeping with the above-stated principles.

Students are to present a clean, well-groomed appearance at all times.

Violations of the dress code will be left to the discretion of principal and/or dress code committee to be appointed by the principal. Extreme variations are not acceptable.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## SCHOOL BOOKBAGS – JCEA

### SCHOOL BOOKBAGS

This school district is committed to providing a safe environment wherein students can learn and teachers can provide focused instruction. A safe learning climate supports high academic achievement and fosters the best in students and staff.

To promote safe schools throughout the district, the school board has adopted the following policy on school bags:

All school bags in grades 7-12 (including book bags, backpacks, satchels, etc.) must be constructed of a clear plastic or mesh material so that their contents are clearly visible. Only school bags meeting this standard will be allowed in school buildings and on school grounds.

Admission to school shall not be denied to a student because of noncompliance with this policy; however, the student will be counseled so that the cause/s of noncompliance can be determined and resolved.

This policy is part of the district's overall effort to prevent school violence and to provide safe schools for our students, staff, and community.

NOTE: The effective date of this policy following board adoption should provide sufficient time for students and parents to be well-informed and for local stores to stock adequate supplies of school bags meeting the standard of this policy.

Standard 37 is as follows:

37. The district complies with the following requirements for Safe and Healthy Schools:

37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37 3 81 and 37 3 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

37.2 Each school has a school wellness policy on file that has been approved by the local school board. (Child Nutrition Reauthorization Act of 2004)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies JCGH and JCDA

DATE: July

**District:** Claiborne County School District  
**Section:** J - Students  
**Policy Code:** - JCEB

In an effort to support student safety before and after school, Claiborne County School District students will be allowed to possess cell phones on campus. The student groups prohibited from possessing cell phones on campus are Pre-K through fifth grade students and students assigned to the district's Alternative Education Program.

To avoid interruptions to the instructional program, the Claiborne County School District prohibits the use, display, or activation of cellular phones or other communication devices including personal digital assistance devices, lasers, and related communication products (or other electronic items) by students during the instructional day on any school campus unless the use of the device requested by the teacher and is pre-approved by the building principal as part of the instructional process.

Under this policy, the instructional day also includes, but is not limited to on the school campus, class time, lunch periods, class changes, after school detentions or tutorials, during emergency drills, practices for extracurricular events and field trips, and any other structured or non-structured activity that occurs during the normal school day. The district also prohibits the activation or use of cellular devices or other communication devices including personal digital assistance devices, lasers, and related communication products (or other electronic items) on the school buses.

Students who bring their cell phones to school must adhere to the following rules:

1. Cell phones must be turned off and cannot be visible on campus during the school day.
2. The campus includes loading and unloading areas for cars and buses, in the building, or on campus grounds.
3. Placing a cell phone on vibrate or texting is not considered off and is prohibited.
4. Using a cell phone to record or video tape is prohibited.

If a student is found in violation of this policy, the following discipline will be administered:

#### **Consequences of Cellular Phone Policy Violations**

- First offense – the device will be confiscated for five school days. The device will be secured by the school administration and released to the student's parent/guardian on the sixth (6th) day after the regular school day. Parents will be given a copy of this policy and asked to sign a form of acknowledgement.
- Second offense – the device will be confiscated for ten school days. The device will be secured by the school administration and released to the student's parent/guardian on the eleventh (11th) day after the regular school day. Parents will be given a copy of this policy and asked to sign a form of acknowledgement.
- Third offense – the device will be confiscated for the remainder of the school year. The device will be secured by the school administration and released to the student's parent/guardian on the last regular school day of the given school year for students.

#### **Communication Device Usage during Statewide Tests**

Any communication device used during the administration of statewide tests will be confiscated for the duration of the school year and may result in suspension or expulsion of the student from the regular school environment for the remainder of the year and into the alternative school setting.

Additionally, any violation of this policy which causes or involves a distraction or interruption of transportation, the instructional environment or leads to the violation of other district rules or policies will be subject to disciplinary action according to the Student Code of Conduct.

### **Confiscation of Cell Phones**

Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action according to the Student Code of Conduct.

If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a phone in the main office, which are made available to students with appropriate permission in the case of an emergency.

**NOTE:** If it is determined that a cell phone or any other electronic device was used in a drug transaction, promoting a disturbance, texting answers, bullying, bomb threats, bodily threats, or any illegal or immoral activity, the student will be suspended and the phone will be confiscated and returned on the last school day of the given school year.

There is no probationary period for the use of cell phones or electronic devices.

\*If a cell phone is confiscated in In-School Suspension (ISS), the student will be given additional days of ISS and the phone or electronic device will be confiscated and returned after school on the last school day of the given school year.

The Claiborne County School District will assume no responsibility of student loss, damage, or theft of the cell phones or related communication devices.

\*\* If a parent needs to contact a student during the day for an emergency, please call the office. If the call is not an emergency, a phone message will be delivered to the student at the earliest opportunity but no later than the end of the day.

***Disclaimer: The Claiborne County School District employees have no financial responsibility for confiscated items that are lost, stolen, or damaged.***

## **STUDENT DEMONSTRATIONS AND STIKES (DISRUPTIONS OF THE SCHOOL) – JCBO**

To insure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board directs that the procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the Claiborne County School system. However, since the Board is required by law to provide proper school facilities, and to maintain an appropriate program of instruction, and is further required to bar any disruption of the schools or interference with normal operations, the following steps have been taken in the event of any disruption of the normal operation of the schools.

1. The disruption shall be immediately brought to the attention of the Superintendent or his/her representative by the administrative head of the school. The Superintendent shall have the authority at his/her discretion to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the building principal or his/her representative to go to their regular classroom assignment. At the same time, the principal or his/her representative will arrange for a meeting between the administration and the individuals, leaders of a group or the group, if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
3. Nonstudent demonstrators and other unauthorized persons will be directed by the building principal or his/her representative to remove themselves from school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the Superintendent or his/her representative will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time, while any demonstration is in process, is the Superintendent or any school or Board personnel to enter into negotiations on the issues with the protestors, either orally or in written form.
7. As soon as normal educational and business process can be resumed, the Superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the Board in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension, expulsion or dismissal.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT DISCIPLINE/DISCIPLINE PLAN – JD**

Regulations and requirements governing student discipline are adopted annually by the School Board and published in student handbooks as official statements of Board policy.

### **Student Discipline**

An organized disciplinary program supports teachers' efforts to teach and addresses the growth of positive student attitudes and behavior. The Board has responsibility and authority to establish school rules and procedures for the purpose of maintaining a non-disruptive educational environment.

The discipline policies of this District are in compliance with both federal and state law. The discipline policy incorporates the student code of conduct required by the district policy and the policies and procedures set forth herein and as supplemented by all others adopted subsequent thereto.

In conformance with the Mississippi School Safety Act of 2001 (Section 37-11-53, MS Code of 1972, amended), the following requirements shall be met by this school district:

(1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of the district. The School Board shall have its official discipline and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of Section 37-11-55 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.

(2) The discipline plan of the schools of this district shall include, but not be limited to, the following: (a) a parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his/her minor child's destructive acts against school property or persons; (b) a parent, guardian or custodian of a compulsory-school-age child enrolled in the district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in (a) above or for any other discipline conference regarding the acts of the child; (c) any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in (b) above may be summoned by proper notification by the Superintendent of Education or the school attendance officer and be required to attend such discipline conferences; and (d) a parent, guardian or custodian of a compulsory-school-age child enrolled in the district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

(3) Any parent, guardian or custodian of a compulsory-school-child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (250.00).

(4) The School District shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years who maliciously and willfully damages or destroys property belonging to the school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

(5) The School District's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

The Mississippi School Safety Act shall take effect and be in force from and after July 1, 2001.

## DISRUPTIVE BEHAVIOR

1. The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the act. The Superintendent is authorized to more fully develop and implement the following procedures in the school district. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.

- The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.
- Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute disruptive behavior as defined in the School Safety Act of 2001 (—Act||). In accordance with the Act and the Attorney General opinion dated June 25, 2001, this District designates the building principal of each school to make the determination as to whether a student's behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of disruptive behavior as defined by the Act.
- Disruptive Behavior means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.



- Habitually disruptive|| refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.
- Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student's behavior in the information provided to the principal. If the principal disagrees with the teacher's decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Ann. §37-11-54 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district's discipline plan.
- Should the principal determine that the student's conduct does rise to the level of disruptive behavior|| required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.
- After the second incident of disruptive behavior as determined by the principal, the principal, the student's parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the principal shall prepare the plan and mail a copy to the parent/guardian.
- Once determination has been made by the principal that the student has not complied with the behavior modification plan, the principal shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include expulsion to the alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under board policy and other discipline procedures, expulsion may also apply to students under age 13.
- If a student under age 13 has two instances of behavior that the principal classifies as —disruptive behavior,|| the District will appoint trained personnel to evaluate the child's behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with federal laws, requiring parental notification of certain types of evaluations.
- Any discipline, including expulsion, for —habitually disruptive|| behavior under the Act, must follow existing procedures to ensure that the student is afforded his/her due process protections. (Sections 37-11-55 (b)).

2. The school district will more fully develop and implement procedures for devising behavior modification plans under the School Safety Act.

3. It is this school district's policy to have procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities. These procedures will specifically address discipline measures for gang-related activity in the school, on school property or vehicles, or at school related activities.

**The code of conduct and the discipline plan shall be based upon but not limited to the rules of student conduct including policies JCA, JCBD, JCBE and JCBF and the rules of discipline including policies JD, JDA, JDB, JDC, JDD, and JDE and any and all related policies adopted subsequent hereto.**

LEGAL REF.: School Safety Act of 2001 (Senate Bill No. 2239) (Miss. Code Annotated §37-11-53, §37-11-54, §37-11-55) (Supp. 2001)  
Attorney General Opinion to Thompson dated June 25, 2001.

Process Standards 36 and 37 of the Mississippi Public School Accountability Standards are as follows:

36. The school district provides facilities that meet the following criteria: {MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101}

36.1 The school district provides facilities that are clean and sanitary.

36.2 The school district provides facilities that are safe.

36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.

36.4 The school district provides air conditioning in all classrooms in each school. {MS Code 37-17-6(2)}

37. The district complies with the following requirements for Safe and Healthy Schools:

37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37-3-81 and 37-3-83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

37.2 Each school has on file a school wellness policy developed by a local school health council that address the eight components of a coordinated approach to school health and that has been approved annually by the local school board. (Child Nutrition Reauthorization Act of 2004)

Ref.: Sections 37-3-81; 37-3-83; 37-11-54; 37-11-55; 37-11-53, MS Code of 1972, amended.

The district discipline plan shall be included in student handbooks as official policy statements of the Claiborne County School District.

**District:** Claiborne County School District  
**Section:** J - Students  
**Policy Code:** JDB - Corporal Punishment

### **CORPORAL PUNISHMENT**

Reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment which are consistent with the following requirements:

1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
2. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
3. Corporal punishment may be administered by the school principal or assistant principal.
- 4. When corporal punishment is administered, it shall be done in the presence of another certified employee. It shall take place in the principal or assistant principal's office or other place that is out of the view of other students.**
- 5. Any paddling shall be limited to the administration of 1-3 licks.**
6. All cases of administration of corporal punishment shall be fully documented.
7. Before such punishment is administered, the student shall be advised of the specific reason for the punishment and this reason shall be stated in the presence of another certified employee of the school who shall be the witness of the paddling.

Except in the case of excessive force or cruel and unusual punishment, a principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a principal or assistant principal in any action which may be filed against such school personnel.

Corporal punishment administered in a reasonable manner by a principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault,

battery, negligence or child abuse. No principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

"Corporal punishment" means the reasonable use of physical contact by principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students.

LEGAL REF.: MS Code Sections 37-11-57 and 11-46-9 (1) (x)

*Ingraham v. Wright*, 97 S. Ct. 1401 (1977)

CROSS REF.: Policy JCD-2 - Student Conduct -- Discipline Plan

**Adopted Date:** 1/1/1999  
**Approved/Revised Date:** 03/07/2014

SOURCE: Claiborne County School District, Port Gibson, MS.

## **DETENTION OF STUDENTS – JDC**

Detention of students for disciplinary purposes is permissible. The superintendent and principal shall establish guidelines for detention. All detention shall be supervised by district personnel. The planning and scheduling of students to be kept after school in detention should reflect this district's philosophy of student-centered instruction and his/her individual worth.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JCA and JDA

DATE: July

## SUSPENSION – JDD

### DISRUPTION TO THE EDUCATIONAL PROCESS

The superintendent and principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district. However, such action of the superintendent or principal shall be subject to review by and approval or disapproval of the school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian or other person shall have the right to a due process hearing.

The board may, upon request of the parent, legal guardian or custodian of a suspended student, review a student's suspension. Requests for review must be made in accordance with board procedure.

1. A short-term suspension is defined as denial of school attendance for three (3) days or less. A short-term suspension may be imposed upon any student by the principal or assistant principal of the school in which the student is enrolled. A conference with the student's parent or guardian is required prior to the student's reinstatement.
2. A long-term suspension is defined as any denial of school attendance for five (5) days. A long-term suspension may be imposed upon any student by the principal of the school in which the student is enrolled. A conference with the student, the student's parent or guardian, and the Assistant Superintendent of Education or his/her designee is required prior to the student's reinstatement.
3. Both long-term and short-term suspensions shall be governed by the following procedures:
  - a. A student may be suspended only one time for each offense.
  - b. Students suspended during a nine week's examination period shall be offered the opportunity to take any examination missed as a result at such times and under such conditions as may be determined by the principal of the school.
  - c. The principal of each school shall keep a record of suspensions imposed during each school year. Such record shall contain the name, race, and sex of each student suspended, the dates of such suspensions, and a brief description of the incident or misconduct requiring the suspension.
  - d. A student may be suspended by the principal of the school in which a student is enrolled for any reason for which a student may be suspended, dismissed, or expelled by the Board of Trustees.
  - e. No student shall be suspended without affording each student an opportunity to express his or her version of the incident to the principal of the school after being fully advised of the charges lodged against the student unless there are reasons which make it inadvisable to do so, which reasons must be put in the record of the incident by the principal.

- f. The principal of the school may, after completing the investigation as set forth above, suspend a student without further notice or proceedings. Promptly upon the suspension of a student, the principal of the school should forthwith send to the parent or guardian of each student a —Notice of Suspension|| and shall state the name of the student, the nature of the incident resulting in suspension, the length of the suspension, and the exact date the student should return to school. Such notice shall further advise the parent or guardian that conferences with the principal of the school and/or teacher(s) can be arranged to discuss the incident and disciplinary measures taken if the parent or guardian expresses the desire for same. A parent or guardian conference with the principal is required for reinstatement for students on short-term suspension.
- g. Concurrent with the mailing of the —Notice of Long-Term Suspension,|| the principal shall forward the name of the student, statement of the infraction at issue, and the student’s disciplinary record to the Assistant Superintendent of Education.
- h. While not a requisite, it is desirable that the principal of the school afford the parent or guardian of the student an opportunity to confer with such principal concerning the student’s behavior before suspending each student. The record maintained by the principal of the school shall show whether such conference was held with the parent or guardian of the student.

## SUSPENSION

When unacceptable behavior cannot be corrected by the resources of the teacher or school administration, the board hereby authorizes the school principal or his designee to suspend any student for violation of any published rule or regulation or for any other act of misconduct or insubordination as a final effort to influence the student's future behavior.

## DEFINITIONS

"Suspension" is the denial of the privilege of attending school in the district imposed after due process upon any student of the district at the direction of the principal of the school in which the student is enrolled. A suspended student may return to school following the expiration of the suspension period without application for readmission but may be required to be accompanied, on return to school, by a parent, legal guardian or custodian.

A "suspension" includes the denial of the privilege of participating in or attending any school-related activity for the period of the suspension. Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal.

## AUTHORITY TO SUSPEND

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

1. The superintendent, principal or his designee may immediately suspend a student for misconduct for no longer than 10 consecutive school days, subject to an informal hearing.
2. The superintendent, principal or his designee may recommend suspensions for eleven days or more or expulsion for more serious disciplinary offenses. In such cases, the superintendent, principal or his designee may immediately suspend the student for no longer than 10 consecutive school days and recommend a long-term suspension or expulsion, subject to an informal hearing and pending the conclusion of formal due process proceedings.

## BOARD AUTHORITY

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) (2000)
2. To support, within reasonable limits, the superintendent, principal and teachers where necessary for the proper discipline of the school. Section 37-7-301 (g) (2000)

## DISRUPTION TO THE EDUCATIONAL PROCESS

The superintendent and principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district. However, such action of the superintendent or principal shall be subject to review by and approval or disapproval of the school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian or other person shall have the right to a due process hearing. The 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.  
Section 37-9-71 (2000)

The board may, upon request of the parent, legal guardian or custodian of a suspended student, review a student's suspension. Requests for review must be made in accordance with board procedure.

## 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 JD. In all cases of suspension the parent, legal guardian, or custodian shall be notified in writing within 24 hours of such suspension giving the reason therefor. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent, guardian, or custodian has first been notified.



## DUE PROCESS

All suspensions shall be handled in accordance with the procedures in JCAA.

## SPECIAL EDUCATION STUDENTS

As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

## REPORTS

The superintendent, or his designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. Section 37-13-91 (6)  
Principals shall make a written report of each suspension to the superintendent each grading period to include:

1. Name of student, address; name of parent or guardian.
2. Statement of the reasons for the suspension including the date, time and place.

## RETURN TO SCHOOL

A student on suspension for 3 or more days must return to school accompanied by a parent, legal guardian or custodian before he will be readmitted to school.

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-301 (e) and (g) (1994); 37-13-91 (6) (1995);  
Senate Bill 2506 (1999); *Goss v. Lopez*, 419 U.S. 565 (1975)

CROSS REF.: Policies JCAA, JDA, and JDE

DATE: July

## **EXPULSION – JDE**

The school district shall have the authority to suspend, expel or change the placement of students for misconduct while not on school property or at activities other than school sponsored events.

The local School Board shall have the authority to expel a pupil or to change placement to an alternative school or a homebound program for misconduct in the school, on the road to and from school, or at any school related activity or event, or for misconduct on property other than school property or other than at a school related event when such conduct, in the determination of the superintendent or principal, renders the pupil's presence in the classroom a disruption to the education environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

### **I. EXPULSION HEARING PROCEDURES**

The Claiborne County School District Disciplinary Committee and the designee of the superintendent will serve as investigator, convener and administrative officer for the committee. He/she shall have no vote and shall prepare a summary of the hearing to include conclusion and recommendations of the committee. He/she shall present the cases to the Board requiring Board action. He/she shall transmit other letters or documents to proper persons following each hearing so as to bring each case to its proper conclusion.

The committee will be made up of three (3) district school administrators, at least one (1) of whom will be of the same race as the student appearing before the committee, and excluding the principal of the student charged.

### **II. EXPULSION**

A. Expulsion is defined as any denial of school attendance beyond ten (10) days, which may be permanent or which may terminate at the beginning of the next school year provided sufficient rehabilitation can be demonstrated. The power to expel a student is vested in the Claiborne County School District Disciplinary Review Committee subject to the review of the Superintendent and the Board of Trustees of the District.

B. Any principal who determines that a student has committed infractions justifying expulsion shall send a letter recommending such expulsion to the superintendent or his/her designee. The letter of recommendation shall contain the student's disciplinary record, and the principal's recommendation. Concurrently, the principal shall mail a —Notice of Recommendation for Expulsion to the parent or guardian of the student. Students recommended for expulsion may remain in attendance pending the hearing before the Disciplinary Review Committee only if, in the opinion of the principal, the student's attendance is not disruptive to the educational program or the operation of the school.

C. Upon receipt of the principal's recommendation, the superintendent or his/her designee shall notify by certified mail, return receipt requested, the parent or guardian of the student recommended for expulsion of the exact time and place for the hearing. This hearing shall be held within ten (10) school days of the principal's recommendation for expulsion.

D. In case the student, his/her parent, legal guardian, or attorney request additional time, the student will remain out of school until the hearing occurs. School officials may exercise this option with consent of student, parent, legal guardian, or their attorney.

E. The Disciplinary Review committee shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by the student, parent, or guardian. Although proceedings will be conducted informally and formal rules of evidence shall not apply, the student and the parent or guardians have the right to:

1. Have counsel present at hearing.
2. Cross-examine or otherwise pose questions to persons giving statements adverse to the student.
3. Offer statements by the student and parent or guardian and any other person who has information relevant to the charges advanced by the principal.
4. Request that the hearing be held in executive session.

The conclusion of the committee will rest solely upon applicable school rules and law and only upon evidence admitted at the hearing. The Disciplinary Review Committee shall record all the facts considered before making a decision. If action of the Board is required, the decision shall be rendered in writing (recorded) and presented at the next regular or recess meeting of the Board with its recommendations. The designee of the superintendent shall advise the parent of the student and principal of the school of the committee's decision, verbally as soon as possible. The decision of the committee will be mailed within two (2) working days or otherwise transmitted in writing by the superintendent or his/her designee to the student and parent or guardian and to the principal.

F. Students who are expelled may apply for readmission at the beginning of the next school year. A hearing before the principal is required prior to re-admittance to school. The parent and student must attend.

G. Students who have completed the Claiborne County Alternative School/Behavior Modification Program shall be subject to the following controlling principle: An accumulation of eighteen (18) demerits will result in the student being recommended to the Claiborne County School District Disciplinary Committee for expulsion. The principal shall notify the parents of the recommendation and the appropriate procedures for appealing the decision to the School Board via first class mail. The recommendation shall contain the student's disciplinary record, and the principal's recommendation.

H. Students who are placed on district probation will be allowed to accumulate no more than eight (8) demerits while on probation. Any student accumulating more than eight (8) demerits will be referred to the school principal. The school principal shall determine whether the infractions committed by the student justify expulsion or alternative placement. Once the determination has been made, the principal shall submit his/her recommendation to the Claiborne County School Board for approval. The principal shall notify the parent or guardian of the recommendation and the appropriate procedures for appealing the decision to the School Board via first class mail. The recommendation shall contain the student's disciplinary record, and the principal's recommendation.

I. A photocopy of all recommendations will be sent to the Assistant Superintendent.

### III. GENERAL PROVISIONS AND STATEMENT OF POLICY

All persons concerned are hereby placed on notice that the disciplinary actions and procedures herein established and authorized are to be conducted in accordance with applicable statutes and in accordance with any memoranda, bulletins, or notices published and distributed by the superintendent and are subject, in particular, to the following controlling principles:

- A. The severity of the punishment must vary directly with the gravity of the offense.
- B. The punishment inflicted against any particular student should be consistent with the punishment inflicted in other cases involving similar or identical circumstances. Uniformity of decisions and disposition among the various principals of the school district should prevail to the extent reasonably possible.
- C. Discrimination based upon race, color, creed or sex, and arbitrariness in the administration of the discipline is strictly prohibited. Any charge of such discrimination or arbitrariness advanced by a student, parent or guardian shall be carefully examined under these regulations. Great care shall be taken to avoid any suggestion or implication that the race, sex, or creed of the student will have any impact on the disciplinary measures ultimately taken.
- D. As a general rule, no student shall be expelled absent clear proof that:
  - 1. He or she poses a threat to the orderly operation of school programs or activities or a danger to the physical well-being of other students or faculty, or to school property.
  - 2. The parent or guardian of the student has been notified of the student's misconduct and the possibility of such expulsion and has been offered opportunities to confer with the principal or other relevant faculty members regarding the student's misconduct. It is the firm policy of the school district to resort to expulsion only as a last resort.

The Claiborne County School District Disciplinary Committee and Assistant Superintendent or other designee of the Superintendent will serve as investigator, convener and administrative officer for the committee. He/she will have no vote and shall prepare a summary of the hearing to include conclusions and recommendations of the committee. He/she shall present the cases to the Board requiring Board action. He/she shall transmit other letters or documents to proper persons following each hearing so as to bring each case to its proper conclusion.

The committee will be made up of three (3) district school administrators, to include one (1) female administrator and at least one (1) administrator being of the same race of the student, excluding the principal of the student charged.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JC

DATE: July

## **DUE PROCESS/ LONG TERM EXPULSION / SUSPENSION HEARING – JDF**

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. Section 37-9-14 (r)

When a principal determines that a student has violated one or more of the specific standards of conduct described in the discipline plan, he may recommend expulsion of the student to the superintendent.

Should the superintendent elect to expel the student, he shall arrange for a board meeting to hear the matter.

### **BOARD AUTHORITY**

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. Section 37-7-301 (e) (2000)
2. To support, within reasonable limits, the superintendent, principal and teachers where necessary for the proper discipline of the school. Section 37-7-301 (g) (2000)

The board shall review and make a final decision on all recommendations of expulsion made by the superintendent or a principal.

## 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 JCAA.

## SPECIAL EDUCATION STUDENTS

As provided under Section 2 of Senate Bill 2506 (1999 Legislative Session), Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.@

## 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 Policy JCBF 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.

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

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited; Section 37-11-18; 37-11-29; 37-9-71; 387-13-91(6)  
Senate Bill 2506 (1999); *Goss v. Lopez*, 419 U.S. 565 (1975)

CROSS REF.: Policies JCAA and JDA

DATE: July

## **SUSPENSION/EXPULSION OF EXCEPTIONAL STUDENTS – JDFA**

- A. Each teacher is authorized to hold each student to a strict accountability for any disorderly conduct in the school or on the playground of the school or on any school his going to or returning from school or during recess or intermission. Teachers, principals, and administrators may, subject to any rules as may be adopted by a local school board, apply reasonable disciplinary and corrective measures to maintain order in the schools. In addition, school principals may suspend from school any student, including an exceptional child for good cause, in accordance with school board policy and this subpart.
- B. An exceptional child shall neither be expelled nor suspended from school if the behavior for which action is being taken is related to the child’s exceptionality. The need for a structured program of behavior therapy should be considered at each IEP meeting. Any structural program of behavior therapy which is included in a child’s IEP shall not be considered disciplinary action. Any in-school alternative discipline program shall not be considered a suspension for the purpose of this student.
- C. If an exceptional student behaves in a manner that would require disciplinary action resulting in suspension or expulsions, action will be taken according procedures approved by the superintendent.
- D. After a pattern of behavior (3 to 5 occurrences), resulting in any form of disciplinary action(s), the student’s IEP committee shall be convened to review the student’s program and/or placement.

**Note: Any exceptional student receiving disciplinary action that results in a loss of more than three days of school shall be afforded an alternative educational program for all days in excess of the three days.**

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **READMISSION AND DENIAL OF ADMISSION – JDG**

A student who has been expelled from this district must apply and be approved for readmission to the regular school program. The student must show evidence of rehabilitation and must appear before the principal.

A student who has been denied admission based on a pending or current expulsion may be approved for readmission to the District by the Board according to the procedures in this policy.

### **I. TIME FOR READMISSION APPLICATION**

(Applicable to expulsions from this District only)

- A. If the expulsion was for a specified period of time, application for readmission should be made at least two (2) weeks before the conclusion of the expulsion period.
- B. If the expulsion was for an unspecified period of time, application for readmission may be made at the beginning of the following school year provided that all or part of two semesters have been served outside the regular school program..
- C. When the student is enrolled in another regular school program or participating in an alternative school or similar program during the expulsion period and at the time of application, application may be made any time after the conclusion of specified expulsion period or after one (1) year from the date of expulsion.

### **II. PROCEDURES**

The procedures set forth in Policy JCAA shall apply to requests for readmission.

### **III. STANDARD FOR READMISSION/ADMISSION**

The Board may grant readmission or admission upon a documented showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **DISCIPLINE NOTIFICATION – JDK**

To ensure that parents are promptly notified of discipline problems and actions taken with their children, the following procedures are adopted:

1. In grades 7-12, where the demerit system is used, parents are to be notified by telephone when the student receives his/her 8th demerit. If the parent cannot be reached by phone, the discipline form and the total demerits will be mailed.
2. In grades K-6, parents will be called each time a student receives a discipline form. If parents cannot be reached by phone, the discipline form will be mailed.
3. In all grades, parents are to be notified by telephone before a student begins a suspension. If parents cannot be notified on the day before a suspension begins, the student's next of kin or a person named on his/her emergency card will be notified.

When discipline forms are mailed, the date of posting will be indicated on the form (hard copy) for documentation.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **GUIDANCE PROGRAM – JE**

The Board will provide funds in the annual operations budget for the support of a guidance and counseling program in support of the instructional program. Personnel will be assigned guidance responsibilities at Claiborne County High School.

### **Educational Guidance**

Counselors will provide educational guidance at the high school level in the school system. Responsibilities include pre-enrollment advice, course selection, the designing of a four year course plan for grades nine through twelve, assistance in establishing effective study habits, and the administration and interpretation of the state testing program.

### **Personal Guidance**

Counselors will provide guidance to students in areas where the counselor is qualified by training, experience and temperament. Such guidance can be solicited by the student or initiated by the counselor. Discretion will be exercised by the counselor in the utilization of information obtained from a student if it could be interpreted to be confidential in nature.

### **Vocational Guidance**

Counselors will provide vocational guidance to students in grades nine through twelve, and more particularly to those students who are inclined toward vocation which fall outside of the scope of additional schooling after high school graduation or who may not complete high school.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ACADEMIC ACHIEVEMENT – JF**

Consistent recognition of student accomplishments promotes positive attitudes and motivates teaching and learning.

The district’s administrative staff shall develop and implement a system of recognition and rewards for students.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July

## **STUDENT HEALTH SERVICES – JGC**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also a major Board concern. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

### **NO CHILD LEFT BEHIND**

In accordance with the requirements of the No Child Left Behind Act of 2001, the district recognizes its responsibility to notify parents in advance of any non-emergency, invasive physical examination or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

The term —invasive physical examination,|| as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Procedures shall be developed and implemented to carry out this policy. All district employees will be apprised of their responsibilities in this area. Parents shall have the opportunity to request their students be exempt from participation in [scoliosis,] vision or hearing screening. The district will abide by those requests. GENERAL

### **PROVISIONS**

The district shall maintain a prevention oriented health services program which provides:

1. Pertinent health information on the students, as required by Mississippi statutes or rules;
2. Health appraisal to include screening for possible vision or hearing problems [and also scoliosis];
3. Health counseling for students and parents when appropriate;
4. Health care and first-aid assistance that are appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by Mississippi Department of Human Services, Health Services and the county health department;
6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;

8. Integration of school health services with school health education programs.

## EMERGENCY CARE AND ILLNESS

The school authorities are responsible for emergency care only for cases of illness or injury that occur or are first identified while a child is under the jurisdiction of the school. First aid is defined as: the treatment performed to protect the life and comfort of the child until authorized treatment is secured, and is limited to first aid treatment only. Following the first aid, the further treatment and care are the responsibility of the parent or legal guardian. The board of Trustees does not assume the responsibility for providing medical or dental care beyond immediate first aid.

## SCHOOL NURSES

Registered nurses will be employed to provide appropriate health and safety services in accordance with federal and state laws and as directed by the School Board. An appropriate referral procedure will be implemented to secure nursing services for students identified by school personnel.

The nurse(s) employed by the district shall be licensed to practice as a registered nurse or nurse practitioner in Mississippi and will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

Qualified personnel of the Claiborne County School District may perform vision and/or hearing screening on any child experiencing difficulty in the classroom which could be the result of poor vision or hearing.

The Board directs its district health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

## HEAD LICE

CROSS REF.: Policy JGCE.

## WELLNESS PLAN

The local school board of each school district shall establish a local school health council for each school which shall ensure that local community values are reflected in the local school's wellness plan to address school health. Such councils shall be established no later than November 1, 2006. MS Code 37-13-134 (8) (2006)

Process Standard 12 of the Mississippi Public School Accountability Standards is as follows:

12. The school district complies with state law and State Board of Education policy on enrollment requirements.

12.1 Residency requirements {MS Code 37 15 29} (SB Policy JBCA)

12.2 Immunization requirements {MS Code 37 7 301(I), 37 15 1, and 41 23 37}

12.3 Age of entry requirements {MS Code 37 15 9}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
P.L. 107-110 (No Child Left Behind Act of 2001)  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies ICI, JGCC, JGCD, JGHB, and JGCE

DATE: July

## **STUDENT HEALTH SERVICE / HEARING AND VISION SCREENINGS – JGCA**

Any student who has not been successful in the regular education program may be screened for vision and hearing as a means of determining whether hearing and/or vision problems are the cause of the child's lack of success in the regular program.

SOURCE: Claiborne County School District, Port Gibson , MS.

CROSS REF.: Policy JGC

DATE: July

## IMMUNIZATIONS AND VACCINATIONS COMPLIANCE – JGCB

### Immunizations and Vaccinations

Mississippi law requires that every student in grades K-12 have on file with the school one of the following before the student can be allowed to attend school even for one day:

- A. A Certificate of Compliance (MSDH form);
- B. An unexpired time-limited Temporary Compliance Form (MSDH form); or
- C. A combination of one of these with a Certificate of Medical Exemption (MSDH form).

The Certificate of Compliance is necessary for the enrollment of all students, grades K-12. Students who previously had Certificates of Compliance in grades 2-12 in the prior year do not need new Certificates of Compliance for the current school year. Students required to have new Certificates of Compliance are the following:

- A. All students enrolling in kindergarten or first grade for the first time who have not been issued a certificate previously;
- B. All students enrolling in a Mississippi school for the first time;
- C. All previously enrolled students with the original Certificate of Compliance marked "incomplete" and those who have a Temporary Compliance Form with an expired date.

Any student wishing to enter school without one of the above forms specified must be excluded until the proper form is obtained. The Mississippi Supreme Court has ruled that the exemption from required vaccination because of religious belief is invalid.

In regard to transfer students, the following will apply: Students wishing to enroll in school as in-state transfer students would require an appropriate compliance form within their cumulative folders. **ALL SCHOOLS MUST SEND THE ORIGINAL COPY OF THE COMPLIANCE REPORT FORM IN THE CUMULATIVE FOLDER OF THE CHILD TRANSFERRING TO ANOTHER SCHOOL.**

Students wishing to enroll in a Mississippi school from another state (out-of-state transfer) would present one of the three required Mississippi State Department of Health Compliance report forms noted above.

Although the Certificate of Compliance Form was revised in July, 1989, it is not necessary to replace forms from previous years with the latest revisions.

County health departments or private physicians may issue a valid Certificate of Compliance or a Temporary Compliance Form. Certificates of Medical Exemption Forms must be approved by the local county health officer or his/her designee in addition to the child's physician to be valid.

Both the Temporary Compliance Form and the Certificate of Medical Exemption for all students in school must be kept together in a separate file for ready access for compliance evaluation or outbreak control.



All Temporary Compliance Forms are time-limited and must be reviewed periodically to see that the student is in permanent compliance prior to expiration of the Temporary Compliance Form.

In instances where further information is required by the county health departments or the local health officer for the final disposition regarding immunization needs of a child seeking enrollment, a Temporary Compliance Form is given at the time of the request, provided a review of the case indicates that immediate attendance poses no apparent significant threat to the child or students or staff of the school.

A child is in compliance if he/she is enrolled with either a Temporary or a Full Certificate of Compliance on his/her first day of attendance, whether that first day is at the beginning of the school year or during the school term. The deadline for having forms on file in schools is not October or December. These are deadlines for reports only. The interval from the beginning of the school year to the filing of these Compliance Reports is not a "grace period" with regard to the obligation of the schools to have each child in compliance. This gives schools time to tabulate and complete the reports.

Both a Preliminary Compliance Report and a Final Compliance Report are required by the schools. Procedures require that the Preliminary Compliance Report be completed and sent to the immunization health program representative at the "return address" stamped on the report forms by October 1. The Final Compliance Report must be completed and returned by December 31. Forms for the Preliminary Report and instructions are available from the State Department of Education.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy JGCC

DATE: July

## COMMUNICABLE DISEASES – JGCC

This school board has the power, authority and duty to exclude from the school 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. MS Code 37 7 301 (h)

### HEAD LICE

### MENINGOCOCCAL DISEASE

Local school boards shall ensure that all public schools and agricultural high schools provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination against meningococcal disease. Such information may be provided through the school district Web site, student handbook or other appropriate means of dissemination of information. Such information shall be updated annually if new information on such disease is available. This information shall include the causes, symptoms and means by which meningococcal disease is spread and the places where parents and guardians may obtain additional information and vaccinations for their children. Nothing in this section shall be construed to require a local school board or school to provide or purchase vaccine against meningococcal disease.

The State Board of Health shall develop and make available educational materials appropriate for distribution so that the information required by this section can be provided to parents and guardians. The Department of Health may provide this information, at its discretion, electronically, on its Web site. Nothing in this section shall be construed to require the Department of Health to provide or purchase vaccine against meningococcal disease.

This section shall stand repealed from and after July 1, 2007. S. B. 2007 (2006 Legislative Session; classification pending)

### EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES POLICY

The following shall be the policy of this school district for educating students known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute short term self- limiting illness) such as, but not limited to hepatitis B, herpes simplex, AIDS/ARC or cytomegalovirus.

1. A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.
2. Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor shall recommend. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once every month to determine if continued school attendance poses any risk of transmission of such chronic infectious disease to others.
3. Should it be determined by the school's medical adviser that attendance at school poses a risk of transmission of such chronic infectious disease to others, an appropriate alternative education program shall be established for that student which shall continue until the

district's medical adviser determines that the risk of transmission to others has abated and normal school attendance can resume.

4. The decision of the district's medical adviser shall be final. The law provides the school district with the power to exclude from school any student suffering from a contagious or infectious disease. Students with communicable diseases listed below are required to remain at home until a physician or qualified health care provider certifies them able to return to school. Children exposed to these diseases but not confirmed to have become infected themselves may attend school.

Chicken Pox	7 days after onset of rash or until all lesions have dried
German measles (Rubella), Rosella	7 days after onset of rash
Red Measles (Rubella)	7-10 days after onset of rash
Mumps	Until all gland swelling has subsided (usually 9-12 days)
Scarlet fever	4 days after onset of rash or 24 hours after treatment with antibiotic
Infectious conjunctivitis	Until all signs have disappeared or 24 hours after treatment is begun with antibiotic eye drops
Hepatitis	Clearance by physician
HIV, AIDS	See section on —HIV/AIDS
Impetigo	Until all lesions have healed or 24 hours after treatment is begun with antibiotic
Mononucleosis	Clearance by physician
Ringworm	Until treatment is begun with anti-fungal medication
Scabies	Until treatment is administered
Pediculosis	See Section on —Head Lice
Other	As advised by the Public Health Department

## **RATIONALE**

The communicable diseases which warrant exclusion from school pose a known threat of high contagion and may result in large numbers of children or staff becoming ill and being absent from school. Exclusion from school while a child is most contagious to others is intended to avoid epidemics of illness.

## **IMPORTANT NOTICE**

All staff shall use the following routine and standard procedure to clean up after a student has an accident or injury at school.

1. Blood or body fluids emanating from ANY student, including ones known to have a chronic infectious disease shall be treated cautiously.
2. Rubber gloves shall be worn when cleaning up blood spills. These spills shall be disinfected with a solution of bleach and water (1 part bleach to 7 parts water) and persons coming in contact with them shall wash their hands immediately.
3. Blood soaked items shall be placed in leak-proof bags for washing or further disposition.
4. The same procedures shall be used for dealing with the vomit and bodily waste of ANY student.
5. Hand washing immediately after contact with a student is routinely recommended if physical contact has been made with the student's blood or bodily fluids, including saliva.

The school district shall provide gloves and other appropriate materials for use by the staff for compliance with this policy.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policy JGC

DATE: July

## **HIV/ AIDS – JGCCA**

Students and staff infected with HIV or diagnosed as having AIDS will be allowed to attend school in accordance with federal laws and following the procedures adopted by the Claiborne County School Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **MEDICATIONS – JGCD**

District policies governing student medications are adopted by the Claiborne County School Board and are published annually in student handbooks.

School personnel shall not administer over-the-counter or prescription medication to any student without the written Authorization for Administration of Medication signed by the parent/guardian on file at the school in accordance with the procedures adopted by the Claiborne County School District. Personnel shall not allow any student to give medicine to another student. No student shall be allowed to transport medication to and from school. All medication must be brought to school by a parent/guardian.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **HEAD LICE – JGCE**

### **I. IDENTIFY INFESTED CHILDREN**

A. **BY SCREENING** – Early in the school year, schools will screen all students in grades K-12 for head lice and handle infested students as described in section 2, **HANDLING OF INFESTED CHILDREN**. Teachers or other school staff who have been instructed in the technique will do screening.

B. **BY INDIVIDUAL CASE** – Throughout the year, any student suspected of having head lice will be examined by the teacher, and, if evidence of infestation is seen, re-examined by the principal or other confirming examiner. If infested, the child will be handled as described in section 2, **HANDLING OF INFESTED CHILDREN**, below. If one child in a classroom is found to be infested, the entire class will be screened as described above.

### **II. HANDLING OF INFESTED CHILDREN**

A. **REMOVAL** – An infested child will be removed from class, and the parent will be called to take the child home for treatment as described in section 3, —**TREATMENT**, below. Care will be taken not to embarrass the child and to assure that no stigma is attached to him/her. Detailed guidelines for treatment will be sent home with child. The teacher will keep a notebook of infestation dates and treatment.

B. **RETURN TO SCHOOL** – The child may return to school as soon as the parent provides evidence of treatment, either a note from the parent describing the treatment, e.g., —Johnny was treated with XYZ shampoo according to package directions on 09/12/99, or a box top or package label from the product used. At this time, the child will be re-examined.

A few nits (eggs) may still be seen even in an adequately treated child and are not evidence of continuing infestation if the child was properly treated. If the child has not been satisfactorily treated, admission will be refused and a second letter will be given.

Upon the third incidence or notification of head lice within a school year, the student will be referred to the county health department for instruction and assistance.

### **III. TREATMENT**

A. **INDIVIDUAL** – Several effective products are available. Kwell shampoo requires a prescription. The pyrethrum/pyrinates products such as Rid, A-200, and R&C are available over the counter at pharmacies. Treatment with any approved pediculocidal (lice-killing) product should be adequate.

An initial treatment will kill adult and larval lice, but will not kill all the eggs. A second treatment 7-10 days later (8 days is ideal), after the eggs left by first treatment have all hatched, will kill newly hatched lice before they mature and reproduce and complete the treatment process. A second treatment is required unless otherwise prescribed by a physician. If only one treatment is prescribed, the student will be re-checked within 7 days.

Parents must furnish evidence of the second treatment no earlier than 7 days and no longer than 10 days after the first. The same evidence, note from parent or box top/package label, is required. A child should not miss more than one or two days because of treatment for head lice. If the child is absent more than 3 days, the truant officer will be notified.

B. FAMILY – Household members of a child with head lice should be examined for lice (by either a family member who knows how, the family doctor, or someone else knowledgeable about lice), and any infested persons treated as described above.

The one exception is persons who share a bed with the infested child, who should simply be treated presumptively and need not be examined first.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JGC and JGCC

DATE: July



## **PANDEMIC / EPIDEMIC EMERGENCIES – JGA**

The Board recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be the first priority.

### **PLANNING AND COORDINATION**

The Superintendent shall designate one or more employees to serve as a liaison between the school district and local and state health officials. This designee is responsible for connecting with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district.

The principal and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.

With fiscal concerns in mind, the district shall purchase and store supplies necessary for an epidemic/pandemic outbreak, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the school nurse.

The Superintendent shall develop procedures and plans for the transportation of students in the event of an evacuation. Such procedures shall include provisions for students who cannot be transported to home at the time of the evacuation.

### **RESPONSE**

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person shall be immediately quarantined pending further medical examination. Local and state health officials shall be notified immediately.

In conjunction with local and state health officials, the Superintendent shall ascertain whether an evacuation, lockdown, or shelter in place needs to be established. As soon as such a decision has been made, the school district shall attempt to notify the parents of all students.

In the event of an evacuation, the Superintendent is charged with determining when the school shall re open. In the event of a lockdown or shelter in place, the Superintendent shall notify all proper authorities and relief agencies seek their assistance for the duration of the lockdown or shelter in place.

### **INFECTION CONTROL**

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by that individual's primary care physician or other medical personnel indicating that that person does not bear the risk of transmitting the communicable disease.

Students with excessive absences due to a communicable disease shall be given a reprieve from other Board policies relative to excessive student absences. Efforts will be made by the staff to determine what, if any, school work the student can complete while absent.

Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the Family and Medical Leave Act and/or accrued sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave will not affect the employee's right to continued employment.

#### CONTINUANCE OF EDUCATION

The Superintendent shall develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website.

The Superintendent is authorized to amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JGCC

DATE: July

## **REFERRAL FOR SCHOOL SOCIAL WORKERS – JGE**

Children who are determined to be at risk need special services. It is the policy of the Claiborne County School District that a process of intervention for at risk students is in place.

State licensed social workers will follow a board approved process of referral, assessment, interventions and recommendations. See Handbook for procedures.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT SAFETY – JGF**

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

### **CHILD ABUSE OR NEGLECT**

In compliance with MS Code Section 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 in which the Governor has declared a disaster 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 such disaster and submit a plan for altering the school term.

If the State Board of Education finds such disaster 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 declaration, it may permit said school board to operate the schools in its district for less than one hundred eighty (180) days. Section 37-13-63 (2003)

### **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 students in the methods of fire drills and to practice fire drills until all the students in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such students well drilled. It shall be the further duty of such principals and teachers to instruct the students in all programs of emergency management as may be designated by the state department of education. Section 37 11 5 (1980)

The health and safety of students shall be protected by an organized program.

- A. All students enrolled in each school district shall comply with immunization requirements.
- B. Sanitary conditions in each school shall meet State Board of Health requirements.
- C. Each school shall comply with state laws regarding fire drills.
- D. Each school shall have a current disaster plan.
- E. Each school shall have adequate custodial personnel and equipment to maintain lighting, heating, ventilation, plumbing, toilets, and school furniture.
- F. Regular scheduled inspections and maintenance shall ensure that the buildings and grounds are clean and orderly.

G. Housekeeping procedures shall produce a clean, sanitary, pleasant, and stimulating school environment.

H. Protective eye devices shall be worn by the students and staff in classrooms where there is a danger of eye injury.

I. A fully charged, recently inspected fire extinguisher shall be readily available in laboratories where chemical experiments are conducted and at other strategic locations.

J. All chemicals shall be clearly labeled to indicate contents and possible hazards.

K. Carcinogens, potentially dangerous radioactive materials, or pathogenic organisms shall be handled and/or maintained only with approval of the local health department.

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 administration shall develop safety rules and regulations to carry out the above policies, including other ways in which student safety requires special supervision and school protection. These shall include precautions at dismissal and instruction for safety on the way home from school.

LEGAL REF.: Mississippi Code, Sections 37-11-5, 37-41-101, 37-11-49

Parents, volunteers, practicum students, student teachers, and other visitors will be required to obtain a pass from the school office prior to being allowed to visit a classroom.

It shall be the duty of the principals and teachers in all school buildings to instruct the students in the methods of fire drills and to practice fire drills until all the students in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such students well drilled. It shall be the further duty of such principals and teachers to instruct the students in all programs of emergency management as may be designated by the State Department of Education. §37-11-5 (1980)

## HARASSMENT

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

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/her 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 (1972)

## 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:
  - a. Hot molten metals, or other molten materials;
  - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  - c. Heat treatment, tempering, or kiln firing of any metal or other materials;
  - d. Gas or electric arc welding, or other forms of welding processes;
  - e. 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:

- a. furnished for all students and teachers;
- b. purchased and sold at cost to students and teachers; or
- c. made available for a moderate rental fee.

Such devices shall be furnished to all visitors to such shops and laboratories. Section 37 11 49 (1974)

## 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.

Section 37 41 103 (1982)

Process Standards 35, 36 and 37 of the Mississippi Public School Accountability Standards are as follows:

35. The district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37 41 53} (SB Policies ED 3, JGG 1, and IDDE)

35.1 All buses are inspected on a quarterly basis and are well maintained and clean.

35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in service training per semester.

35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.

35.4 Emergency bus evacuation drills are conducted at least two times each year.

36. The school district provides facilities that meet the following criteria: {MS Code 37 7 301(c)(d)(j); 37 11 5, 49; and 45 11 101}

36.1 The school district provides facilities that are clean.

36.2 The school district provides facilities that are safe.

36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.

36.4 The school district provides air conditioning in all classrooms in each school. {MS Code 37 17 6(2)}

37. The district complies with the following requirements for Safe and Healthy Schools:

37.1 Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Code 37 3 81 and 37 3 83(2)} (See the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan.)

37.2 Each school has on file a school wellness policy developed by a local school health council that address the eight components of a coordinated approach to school health and that has been approved annually by the local school board. (Child Nutrition Reauthorization Act of 2004)

The School District is in compliance with state and/or federal requirements for Driver Education. §37-2-5-1-et seq.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies EBBA, EDC, JGFG, and KBB

DATE: July

## **SAFETY EMERGENCY OPERATIONS/PLANS FIRE AND EMERGENCY DRILLS – JGFA**

Each school will establish its procedures for fire drills, including signals, and will carry out the required drills throughout the year. Individual evacuation plans are included in the Emergency Operations Plans prepared by the Claiborne County School District and approved by the Board of Trustees. In case of fire:

- A. Evacuate the building as planned in the fire drill procedure.
- B. Call the fire department **IMMEDIATELY**
- C. Notify the Superintendent of Education
- D. Return to the building only after the all-clear signal has been sounded.
- E. If fire damage has resulted, the principal will decide in conjunction with fire department officials whether it is safe to return to the building.

### **Emergency Drills**

The Board of Trustees, in accordance with state law, requires that all schools formulate and practice emergency drill activities.

District policies governing emergency procedures/drills are adopted by the School Board and published annually in student and staff handbooks as official policy statements of the Claiborne County School District.

Also see EBB.

### **Fire Drills**

The principal shall conduct a fire drill within the first two weeks of the opening of school and at least once each month thereafter. The drill shall include all students and all school employees. The route of egress and alternative routes should be clearly understood by all employees and shall be posted in each classroom in the building.

### **Other Emergency Drills**

Other emergency drills and evacuation procedures shall be conducted and routes designated when deemed necessary. Procedures for emergency conditions such as tornado, storms, or flash floods shall be developed for every school by the principal.

In cases of an emergency it may become necessary to retain students at the school building, since parents may not be at home. Parents may come to the school premises to pick up children if they so desire during any type of emergency prior to actual drill participation. Once a child is involved in the emergency drill procedures, parents will not be permitted to remove their children from school premises until the emergency drill is over.



Schools are sometimes faced with emergencies which require the total cooperation of staff members and students. The Claiborne County schools have made detailed plans for operating the schools under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other disasters.

CROSS REF: Policies EBBC and EBBD.

Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher.

Detailed instructions for emergency operations will be outlined to all students at their respective schools.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JGF and EBB

DATE: July

Also see Policies JGF and EBB.

## **STUDENT SAFETY (PLAYGROUND) – JGFAA**

Each building principal personally shall inspect the playground and play equipment at least twice a year and more often if possible. All needed improvements and repairs shall be made known to the Superintendent in writing.

Each principal is responsible to see that all children and personnel know the safety rules and obey them. He should instruct the personnel and students on the use of each piece of playground equipment and see that it is properly supervised.

The principal is responsible for scheduling the teachers for playground duty.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **OFF-CAMPUS STUDENT EDUCATIONAL ACTIVITY – JGFB**

All off-campus student educational activities require the approval of the principal. Accompanying the request for approval must be information specifying those students who are to participate in the activity and the basis for their participation. Out-of-state student activities require Board approval. In addition, the request must include the following:

- Specific references to the curriculum;
- Source of payment for the off-campus educational activity;
- Method of transportation;
- Beginning and ending times and dates;
- Names of school personnel to attend;
- Names of additional chaperones;
- Method of financing adult/parent participation; and
- Other pertinent information.

Such requests must be submitted three (3) weeks prior to the off-campus educational activity. Parents and guardians must sign the —Parental Consent to Student Educational Activity and Release From Liability form in advance of the off-campus educational activity.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July

## **VIDEO SURVEILLANCE – JGFBA**

The board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration.

The district may notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law-enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **DISMISSAL PRECAUTIONS / DISMISSAL OF STUDENTS DURING SCHOOL HOURS FOR ACTIVITIES THAT ARE NON-SCHOOL SPONSORED – JGFC**

The following procedures shall be observed regarding dismissal of students during school hours:

No teacher shall permit any pupil to leave school prior to regular dismissal time unless the student is in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated by the parents or legal guardian. Emergency telephone requests or notes from home for early dismissal may be honored by the principal.

No pupil shall be sent from the school during school hours to perform an errand or to act as a messenger except with the approval of the principal and the consent of the pupil's parent or guardian.

Parents are urged to schedule dental and medical appointments outside of school hours. When such appointments cannot be scheduled outside of school hours, parents must send a written request for dismissal from school or call the school office.

### **DISMISSAL PRECAUTIONS**

#### **Withdrawal from School**

- A. No student shall leave school without permission from the principal or his designee.
- B. Students shall be allowed to withdraw from school for personal illness or bona fide emergency. Students must secure a withdrawal permit from the attendance office, and a parent or guardian appointed by the Chancery Court contacted before they will be allowed to leave school.
- C. Students having an appointment with a doctor or dentist or for other valid reasons may withdraw from school as follows:
  1. A parent or guardian appointed by the Chancery Court may personally come to the school and withdraw a student.
  2. The student may present a doctor or dentist appointment card to the attendance office and receive a withdrawal permit.
  3. The student may present a note from a parent or guardian appointed by the Chancery Court to the attendance office, which contains the reason for withdrawal, time of withdrawal, and phone number where the parent or guardian appointed by the Chancery Court can be contacted, in order to receive a withdrawal permit.
  4. All withdrawal permits must be obtained from the attendance office before 8:00 a.m. on the day of withdrawal.
  5. The withdrawal permit is to be used as the written excuse but must be signed by a parent, guardian appointed by the Chancery Court, doctor or dentist in order to be valid.
  6. Withdrawal permits shall be issued for the last period of the day for doctors or dentist appointments or other valid reasons, provided the above procedure is followed.
  7. If a note or appointment card cannot be verified, school officials reserve the right to refuse the issuance of a withdrawal permit.

8. Work must be made up if a withdrawal is for any of the reasons shown above. Work must be made up if a withdrawal to meet a doctor or dental appointment causes a student to miss classwork.

D. Any student leaving school on school related business must first obtain written permission from his/her teacher and then personally sign out at the attendance office. Upon return to school, the student must personally sign in.

E. No student shall leave school without a withdrawal permit or without signing out at the attendance office.

F. Withdrawal requests during the last period of the day shall receive strict scrutiny by the attendance office due to abuse of the withdrawal privilege.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JGFB and LB

DATE: July

## **AUTOMOBILE USE – JGFF**

Students driving cars to school must park them in the student parking lot. All student vehicles must have a parking decal. Procedures for parking on campus are contained in the student handbooks.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ACCIDENTS / FIRST AID / BUS ACCIDENTS – JGFG**

### **PROGRAM OF FIRST AID**

Each principal shall have a planned written program for handling emergencies resulting from accident or sudden sickness of students which shall be approved by the designee of the Superintendent. The program of first aid for emergencies shall provide direction for giving immediate care, notifying parent, guardian or custodian, getting the student home, and directing the parent, where necessary, to the source of treatment. (Also see Policy JGFGA.)

The program of first aid shall incorporate the following requirements:

- The principal or another trained person shall be responsible for administering first aid.
- In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or family physician immediately.
- No student who is ill or injured shall be sent home alone. A student who is ill or injured shall not be taken home unless it is known that someone is there to receive him/her.
- In extreme emergencies, the principal may make arrangements for immediate hospitalization of injured or ill students, contacting the parent or guardian in advance if at all possible.

The teacher or other staff member to whom a student is responsible at the time an accident occurs shall make out a report providing details about the accident.

- Serious accidents to students shall be reported as soon as possible to the Superintendent's designee.

### **FIRST AID SUPPLIES**

Principals shall maintain an adequate supply of standard first aid materials which shall be made available by the Board as are other school supplies.

### **MEDICATION**

School personnel shall not exceed the usual practice of competent first aid where required. They shall not diagnose and they shall not administer medication of any kind.

### **ACCIDENT REPORTING**

On the accident report provided by the district the principal of each school shall report injuries to students and employees which require medical attention or which keep the student or employee from school or from work one-half day or more. (See Policy JGFGA.)

### **ACCIDENTS**

Safety of students is paramount. Teachers are responsible for the safety of all students under their supervision. Any injuries suffered by students while they are the responsibility of the school must be given immediate attention. The actions taken will be dictated by prevailing circumstances.



No procedure can be pre-formulated and be completely applicable in all situations; therefore, the following is provided for general guidance and may be modified as the situation demands.

- Remain calm and promptly decide what needs to be done to prevent worsening the situation.
- Act decisively - take charge.
- If the accident is serious, send someone to the office asking for help.
- If first aid is indicated and if you are knowledgeable, administer first aid.
- Resume normal activities as soon as feasible.
- Submit a written report to the principal's office describing the accident in detail. (Major accident)

## **BUS ACCIDENTS**

If a school bus is involved in an accident at any time, the bus driver will notify transportation director immediately and ask for appropriate assistance. Report all student injuries and/or illnesses no matter how minor to the transportation director. The director will immediately notify law enforcement, emergency agency, superintendent, and school principals.

A number of actions shall be taken following a school bus accident; the order and number of such actions will vary, based on the severity of the accident and the extent or nature of the injuries, if any. Following a school bus accident, the procedures listed below shall be implemented:

1. The school bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate. The school bus driver must notify authorities and/or the Transportation Department. The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers. If there are no injuries or very minor injuries, the school bus driver must immediately take control of the student passengers, calm the students, and maintain discipline. While waiting for the proper authorities to arrive, the school bus driver will complete the necessary accounting data as required by the school district and the public safety department.
2. The Transportation Department, upon notification of an accident, will immediately dispatch a representative to the accident location and assist the school bus driver and the authorities as appropriate. The superintendent's office must be notified of all accidents, and in the case of severe accidents, the superintendent must be notified immediately.
3. The school will be notified of the accident if students were on board. The principal or his/her designee will be responsible for being sure that all parents of students on a bus involved in an accident are notified.
4. The principal of the school whose students are involved shall report to the scene of the accident and assist as needed.

5. The Police Department will complete a student accident report and take directly to the school principals if the accident occurred on the way to school. The school nurse will check out every student that was involved in the accident. The principals will notify parents of students immediately about the accident. If the bus is on the way home from school, the school police will give each student a notice for his/her parent/guardian that explained that the bus was involved in an accident and they should carefully watch their child for any problems and seek medical assistance if needed.

**BUS DRIVER SHALL:**

- Exercise extreme caution should he/she be involved in an accident.
- Send someone to flag traffic. A trained and mature student should be selected for this purpose.
- Guard against fire.
- Unless the bus is severely damaged or endangered by fire, keep students inside the bus. The bus driver should not leave the bus unless it is absolutely necessary. He/she should stay near the bus in order to give close supervision to students.
- Check for injuries to students.
- Have someone call an ambulance if necessary.
- Have someone call a law enforcement official.
- Notify school authorities of serious injuries to students

Place flares and flags or other warning devices at least 100 feet to front and rear of bus and one on roadway side of the bus when prolonged stop is necessary.

- If an accident involves another vehicle, be courteous to the other driver and keep calm.
- Get names and addresses of the owner of the other vehicle and of witnesses to the accident.
- Do not place the blame for the accident or make any admission of liability. The accident report should reveal the facts of the accident.
- File report of accident with the School Superintendent and the Division of Student Transportation, State Department of Education, within 10 days after the date of the accident. (Use form furnished by the State Department of Education.)
- File written report with the State Commissioner of Public Safety within ten (10) days if the accident results in injury or death to any person or if there is total property damage of \$250 or more. (Use form furnished by the Commissioner of Public Safety.)

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JGCD and JGFBA

DATE: July

## **ACCIDENTS/REPORT FORMS/ILLNESS/FIRST AID – JGFGA**

### **Accident Report Form**

The standard student accident report form shall be completed in duplicate for any student accident occurring on the school grounds or in connection with school-related activities. One copy of the form will be kept on file in the school and one copy will be sent to the central office.

Students needing assistance because of accident or injury must be handled in accordance with school policy regarding first aid. First aid specialists are available in every school.

### **Emergency Care (First Aid)**

The school attempts to provide an environment in which the student will be safe from accidents. Emergencies shall be dealt with promptly by teachers, first aid specialists, and principals by taking appropriate action, including sending a child to the hospital or summoning medical aid or an ambulance. In all cases where it is necessary to send a student to the hospital, every effort must be made to notify parents.

If an accident occurs, first aid will be administered. School personnel shall not exceed usual practice of competent first aid (American Red Cross Standard First Aid).

Locator cards for each student shall be readily accessible for rapid use, updated as changes occur in the student's status, with current home telephone numbers, business telephone numbers, emergency telephone numbers and instructions for emergency care in case a parent cannot be reached.

Each school shall keep a written record of all injuries sustained by students or staff members while at school, on file in the office of the principal. A copy of the report shall be forwarded to the central office as soon as possible. Severe and extensive injuries shall be reported to the Superintendent of Education.

### **First Aid and CPR Training of Staff**

Each school principal is responsible for seeing that there are members of the school's staff currently licensed to administer first aid and CPR.

### **Unexpected Illnesses**

When a student becomes ill at school, he/she shall be observed by a school staff member and, if necessary, sent to the office to contact his/her parents or legal guardian. Serious illnesses shall be reported to the parents and the Superintendent of Education. In all cases where it is necessary to send a student to the hospital, every effort must be made to notify the parents or legal guardian.

SOURCE: Port Gibson County School District, Port Gibson , MS.

DATE: July

## **STUDENTS TRANSPORTATION – JGG**

Student transportation will be recognized as falling into four categories:

1. Regular to and from school bus transportation.
2. Special Education to and from school bus routes.
3. Transportation for the vocational program.
4. Instructional and/or activity travel

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **FOOD SERVICE / CHILD NUTRITION – JGH**

1. It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their class at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children. Dissatisfaction with the manner in which the cafeteria prepares and serves food and any recommendation for improvement will be expressed to the principal who will take the matter under advisement with the cafeteria administrators.
2. Bulletins issued each day by the secondary schools should be given the manager in order that she may know the activities for the day – more especially if it affects the lunchroom as to the number to be served. Information regarding large groups leaving campus who ordinarily eat shall be given to the manager when the event is scheduled.
3. The Director of Child Nutrition must be notified at least three (3) weeks in advance of any change in schedules, sack lunches, special dinners, etc.
4. Children bringing lunches from home may purchase only milk or water.
5. Due to safety issues, children and adults other than the cafeteria staff are not allowed in the kitchen area.
6. Teachers are to be served from serving lines only.
7. Relatives of school lunch employees shall not be granted privileges denied other children and shall remain in the dining area at all times.
8. Beverages other than milk shall not be consumed in the dining room during the lunch period except in an unidentifiable container.
9. Foods and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits and shall be compliant with the district wellness policy.
10. No one except employees shall be admitted to the kitchen during preparation and serving hours except repairmen, deliverymen, or persons having a need to be there.
11. Lunch/breakfast charges are not allowed when a student fails to bring money; once they reach \$15.00, they will no longer be able to receive a tray. They will be served a complimentary peanut butter and jelly sandwich. School Messenger, a computer-generated phone message system, calls all parents whose child/children have incurred any cafeteria charges.

## COMPETITIVE FOODS REGULATION

1. No food items will be sold on the school campus for one hour before the start of any meal service period.
2. The school food service shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
3. With the exception of milk products and water a student may purchase individual components of the meal only if the full meal unit is being purchased.
4. Students who bring lunch from home may purchase milk products or water.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JGFG

DATE: July

## **WELLNESS POLICY – JGHB**

### **Claiborne County School District**

#### **Wellness Policy**

In order to combat childhood obesity and improve children's health, the Child Nutrition and WIC Reauthorization Act of 2004 (PL#108-269) requires that all local educational agencies that receive funding for the USDA Child Nutrition Programs establish a local school wellness policy by the beginning of the 2006-2007 school year.

The U.S. Congress recognizes that schools play a critical role in creating a healthy environment for the prevention of childhood obesity and for combating problems associated with poor nutrition and physical inactivity.

#### **Rationale:**

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have the responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness is also an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

#### **Goal:**

All students in the Claiborne County School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Claiborne County School District is encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Claiborne County School District adopts this District Wellness Policy with the following commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

#### **Commitment to Nutrition**

##### **The Claiborne County 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 and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Encourage school staff and families to participate in the school meal programs.
- Operate all Child Nutrition Programs with school food service staff who are properly qualified according to current professional standards. (Mississippi Board of Education Policy, Code EE-2E)

- Establish food safety as a key component of all school food operations and ensure that the food service permit is current for Food Service. Establish an HACCP plan and have it fully implemented by July 1, 2006 in the Child Nutrition Department.
- Follow State Board of Education policies on competitive foods and extra food sales (MS Board of Ed. Policy, Code EEH)
- Establish guidelines for all foods available on the school campus during the school day with the objective of promoting child health and reducing childhood obesity.
- Offer school breakfast and snack programs with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the MS Department of Ed, Office of Child Nutrition.
- Provide adequate time for students to eat and enjoy school meals. Recommendations are for a minimum of 10 minutes for breakfast and 20 minutes for lunch.
- Encourage students to make healthy food choices based on the 2005 Dietary Guidelines for Americans. This will be done by emphasizing menu options that feature baked rather than fried foods, whole grains, fresh fruits and vegetables, and reduced fat dairy products.
- Establish a cafeteria environment conducive to a positive dining experience, with socializing among students, and between students and adults. Adults will properly supervise eating areas and serve as role models to students by modeling proper conduct and voice level, and by eating with students.
- Add nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, beef jerky, low-fat milk, yogurt, string cheese, 100% juice and water) whenever foods/beverages are sold or otherwise offered at school, including vending machines, school stores, concessions stands at sporting and academic events, parties, celebrations, social events, and other school functions.

**See Appendix A for example guidelines and options.**

- Discourage the use of foods as rewards for student accomplishment and the withholding of food as punishment.

**See Appendix B for non-food reward ideas.**

- Encourage all school-based organizations to use services, contests, non-food items, and/or healthful foods for fundraising programs. The sale of candy as a fund-raiser is strongly discouraged.

**See Appendix C for alternative fundraising ideas.**

- Provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents improve the food they serve at home.
- 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.



## **Commitment to Physical Activity**

### **The Claiborne County School District will:**

- Provide physical education for all students (In accordance with Section 37-13-134, Mississippi Code of 1972, ann., reference 2004 Mississippi Public Schools Accountability Standards 32, Appendix B and 33.).
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student-centered and taught in a positive environment.
- Implement the 2006 Mississippi Physical Education Framework.
- Incorporate 5-10 minute physical activity sessions in classrooms to teach subject areas and to make transitions between different lessons (e.g., Take Ten!, Mind and Body, etc.).
- Participate in a yearly fitness test for students (e.g., Fitness Gram, President's Challenge to Physical Fitness, etc.).
- 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.
- Collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities.
- Create wider opportunities for students to voluntarily participate in before and after school physical activity programs like intramurals, clubs, and at the secondary level, interscholastic athletics.

**See Appendix D for physical activity resources.**

## **Commitment to Comprehensive Health Education**

### **The Claiborne County School District will:**

- Provide ½ Carnegie unit of comprehensive health education for graduation (2004 Mississippi Public School Accountability Standard 20, Appendix A)
- Implement the 2006 Mississippi Comprehensive Health Framework for grades –9-12.

## **Commitment to Marketing a Healthy School Environment**

### **The Claiborne County School District will:**

- Provide positive, motivating messages, both verbal and non-verbal about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Involve students in planning for a healthy school environment. Students will be asked for input and feedback through the use of student surveys, and attention will be given to their comments and will be discussed within the Wellness Committee Meetings.
- 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, PTO meetings, open houses, health fairs, teacher in-services, and other events.

## **Commitment to Implementation**

### **The Claiborne County School District will:**

- Establish a plan for implementing the school wellness policy.
- Designate one or more persons to ensure that the school wellness policy is implemented as written.
- Establish and support a School Health Council (SHC) to address all aspects of a coordinated school health program, including a school wellness policy.
- Conduct a yearly review of the progress toward school wellness policy goals and to identify areas where improvement is needed.
- 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.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **SCHOOL POLICY AND PROCEDURE FOR REPORTING ABUSE OR NEGLECT – JGI**

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides.

Child abuse shall be suspected when a student shows such physical signs as bruises, scars, burns, etc., and injuries which might have resulted from being maliciously beaten and shows other indications of cruel and abusive treatment.

Child neglect exists when a child is discovered to be in any one or a combination of the following situations:

- A. Abandoned
- B. Poorly clothed, ill fed, ill without medical attention
- C. Overworked or otherwise exploited
- D. Lacking love, care, guidance, or protection

### **I. THE LAW**

A. The Mississippi Code (1972 annotated) states: The following people are required by law to report suspected abuse or neglect:

- 1. Attorneys
- 2. Doctors
- 3. Dentists
- 4. Interns
- 5. Residents
- 6. Nurses
- 7. Psychologists
- 8. Teachers
- 9. Social Workers
- 10. School Principals
- 11. Child's Caregiver
- 12. Minister
- 13. Law Enforcement Officers
- 14. Or any other person having reasonable cause to suspect that a child has been neglected or abused.

### **B. Immunity**

- 1. Civil Liability - Persons making reports are protected by law from civil liability if they act in good faith.
- 2. It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation.

## II. PROCEDURES FOR REPORTING ABUSE OR NEGLECT

### REPORTING WITHIN THE SCHOOL SYSTEM

A. Inform the principal of findings.

B. Report by phone to the Department of Human Services (principal may make the report or staff member may call the counselor or nurse, who will make the report).

### REPORTING TO SOCIAL SERVICES

A. The staff member should have this information available:

1. Name and address of child and parents or caretakers
2. Date of birth
3. Nature of child's injuries
4. Identity and address of perpetrator, if known
5. Any other information believed helpful to social worker
6. Names and dates of birth of other children in the home

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT ACTIVITIES – JH/IDE**

In addition to programs of classroom instruction, schools shall provide programs of student activities to meet educational needs to the extent that resources are available. Membership and participation in student activities shall be open to all students without restrictions as to race, religion, sex, national origin, or handicap (qualified). All student activities provided by School District must be under the direct supervision of assigned school personnel and shall be subject to the regulations of the school administration.

School officials should cooperate with other community groups or agencies in programs of educational value for children and youth when such cooperation is deemed to be desirable and feasible.

All student activity accounts shall be charged with all costs to the school system accrued by the operation of that activity. No money shall be expended from the activity fund without a requisition approved by principal. Principals will be held strictly accountable for spending all activity funds.

In conducting various student activities, the following should be observed in order not to infringe on the regular activities of the school program.

Students involved in the statewide testing program are not allowed to participate in extracurricular competition during the days that tests are administered. This prohibition extends to the day (24 hours) before testing begins, but does not include days scheduled for make-up tests..

No student should be removed from classroom activity for practice sessions, performances, or other scheduled activities unless prior approval comes from the principal.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies DK and JHB

DATE: July

## **STUDENT FEES – JHA**

Operating on the premise that student fees should be charged only if they are absolutely necessary to enhance the educational program, the school board authorizes each school to charge reasonable fees, but not more than the actual cost for the following:

1. Supplemental instructional materials and supplies excluding textbooks;
2. Any other fees designated by the local school board as fees related to a valid curriculum educational objective, including transportation;
3. Extracurricular activities and any other educational activities of the school district which are not designated by the local school board as valid curriculum educational objectives such as band trips and athletic events.

All fees except for those in item “3” above shall be charged in accordance with the following school district financial hardship waiver policy.

Financial waivers shall be kept in strictest of confidence with all files and personal disclosures restricted from review by the general public.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **FUND RAISING – JHBA/JHBC**

The Claiborne County School Board recognizes the need for limited fund raising activities. Fund raisers are restricted to activities that have recognized educational value.

As a general statement of policy, requests to conduct fund raisers of any kind must be submitted in writing to the Superintendent's office.

Each request must contain the following:

- a. Type of fund raising activity
- b. Specific purpose for fund raising
- c. Educational value attributed to the activity
- d. Participants (organization, sponsor, vendor)
- e. Length of activity (inclusive dates)
- f. Projected fund raising profits

The Superintendent or his/her designee will approve or deny the fund raising activity. Each fund raising activity shall be supervised by a regular classroom teacher sponsor or other licensed staff. This person shall be held personally responsible for the fund raising activity and all profits. This person must sign the written request to the Superintendent or his designee. Responsibility for all aspects including accounting for profits is assumed by the person signing the request. This same person must submit the post-activity profit reconciliation sheet.

The post-activity profit reconciliation form shall be submitted within five (5) working days from the conclusion of the fund raising activity. These forms shall be approved by the school principal and forwarded to the business department of the central office.

The form shall include:

- a. Fund raising activity
- b. Actual length of activity (inclusive dates)
- c. Students/sponsors who participated in the activity
- d. Reconciliation of actual profits to projected profits
- e. Specific times (hours of the day) the money was collected for fund raising project from students.

Fund raising activities of any type are expressly prohibited during school or office hours except those approved by the Superintendent.

Students in K-6 shall not be permitted to solicit sales in door-to-door solicitations under any circumstances.

Outstanding solicitations by any group are expressly forbidden without the consent of the Superintendent or his designee.

For the purpose of policy fund raisers will be classified as:

- a. Sales to Students
- b. School Sponsored Fund Raisers
- c. Fund Raisers by Outside Organizations (PTA, Boosters, etc.)
- d. Club Sponsored Fund Raisers
- e. Non-Fund Raising Activities

#### Non-Fund Raising

The Claiborne County School Board authorizes the sale of items that are not being conducted as a fund raising activity.

Rental of caps and gowns, purchase of invitations and class rings will be a transaction handled between the vendor and the student. Students will pay directly to the vendor. There must be a written contract between the vendor and the school signed by the principal that dictates all terms of the sale to students. The contract is to be kept on file in the principal's office.

#### School Sponsored Fund Raisers

The Claiborne County School Board will allow the operation of vending machines, school stores, concession stands, carnivals or school wide sales permitted by the principal.

The school principal with written approval of the Superintendent may allow the above fund raisers to be held. The principal will have the authority to establish the sales price.

The money collected through school sponsored fund raising activities will be deposited in the school general activity fund.

For all items purchased for resale to students there must be a reconciliation of the items purchased, the items sold and the gross sales amount. The reconciliation must be performed on a periodic basis and be submitted to the Central office for review and approval. A form will be provided by the central office.

#### Fund Raisers by Outside Organizations



The Claiborne County School Board will allow the teachers to collect funds for PTA during the school day. PTA's and official school booster clubs may use school facilities free of charge. Any money collected by booster clubs or PTA's are not subject to approval by the Claiborne County School Board.

#### Club Sponsored Fund Raisers

The Claiborne County School Board will allow the fund raisers by school sponsored clubs. Clubs must have by-laws and have approval of the administration to function as a school sponsored club.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July

## **STUDENT ORGANIZATIONS – JHC**

Organizations of students to provide group activities which are in conformance with the educational objectives of the school system may be encouraged to the extent that they contribute to the training and development of the student.

Such organizations and clubs shall be under the direction and supervision of regular school personnel and in conformity with the policies of the board.

Organizations and clubs must be approved by the superintendent.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **SORORITIES/FRATERNITIES AND SECRET ORGANIZATIONS – JHCAA**

It shall be unlawful for any pupil attending the public schools of this state to become a member or to belong to or participate in the activities of any high school fraternity, sorority, or secret society as defined in Section 37-11-37.

This School Board shall prohibit fraternities, sororities, or secret societies in all high schools under its jurisdiction. It shall be the duty of said School Board to suspend or expel from the schools under its control, any pupil or students who shall be or remain a member of or shall join or promise to join, or be pledged to become a member of, any public high school fraternity, sorority or secret society, as defined in Section 37-11-37.

It shall be unlawful for any person not enrolled in high school to solicit any pupil enrolled in high school, to join or pledge himself or herself to become a member of any high school fraternity, sorority, or secret society, or to solicit any pupil to attend a meeting thereof or any meeting where the joining of any such high school fraternity, sorority, or secret organization shall be encouraged.

The School District expressly prohibits use of school names as a part of the name of any of these groups, raising funds in the name of the schools, conducting any part of their initiation at school (including wearing of unusual dress, signs, and directions or instructions given to initiates by members), and the use of any school facility, grounds or buildings, for the purpose of meeting or holding any type of program or exhibition.

Any person, firm or corporation violating any of the provisions of this section shall be guilty of a misdemeanor and upon a conviction thereof shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each and every offense.

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.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**STUDENT COUNCIL/OFFICER/CLASS OFFICERS/CAMPAIGNING/COUNTING  
VOTES – JHCB**

District policies governing election, membership, qualifications, duties, campaigning, and counting votes in regard to Student Council and class officers and members are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT PUBLICATIONS – JHCC**

Because student publications in the Claiborne County Schools are centered in the instructional program and are developed through classroom experiences, the professional staff member directing student publications shall exercise proper control over the content, development, and distribution of publications under his/her charge and shall be directly responsible to the building principal for the exercise of such control.

It is the intent of the Board of Education to support the continuing development of student learning through publications of high quality, to encourage the growth of student writers, to develop respect for the responsibilities that accompany the opportunity to prepare school publications, and to assist students in the development of their appreciation of the rights of others. The Board encourages students to exercise sound and reasonable judgment in the selection or creation of materials for publication and further recommends that articles, letters, etc., which appear to be objectionable be considered for revision to avoid problematic language, statements, or inferences without destroying the intent and point of view of the writer. Staff members shall be directly responsible to the publication advisor/sponsor; all materials prepared, selected, and edited by staff members must be submitted to the advisor/sponsor for approval or disapproval. Disagreements among staff members over matters of taste, propriety, or form will be resolved by the advisor/sponsor. Further disagreements must be submitted to the building principal for his/her decision regarding publication.

The Board specifically prohibits publication in school papers, magazines, yearbooks, and other school-sponsored publications of any item which may libel any person, materials which are considered by teacher advisors/sponsors or by the principal to be obscene or in poor taste, materials which might result in any possibility of violence, or items which might damage or hurt any person.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **FREE SPEECH – JHCD**

The District recognizes a student's right to free speech provided it is exercised in a manner which is not prohibited by law nor disrupts the educational process.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT SOCIAL EVENTS/PARTIES/DANCES – JHD**

In grades K-12, parties are permitted at the discretion of the principal.

All evening parties and dances shall be scheduled with the administration in accordance with district policy and shall end no later than 12:30 p.m. for junior high school and 1:00 a.m. for senior high, unless special permission is granted from the office of the Superintendent. Parties and dances to be held on an evening during the school week are not encouraged. All junior high school parties or dances will be limited to events which do not permit students to rent or wear formal attire.

Students who indulge in or have possession of alcoholic beverages or drugs will be subject to disciplinary action as required under Board policy regarding use and/or possession of alcohol or controlled substances on school grounds or at school events.

When a student leaves a party or a dance, the student will not be allowed to return to the event. Parties or dances are given only for members of the sponsoring student body unless written permission is granted by the office of the Superintendent of Education.

There will be no spontaneous parties or dances. Plans must be made by the sponsor of each activity and submitted in writing to the principal at least ten (10) school days before the activity.

The Superintendent of Education must give written approval before any final action is taken in regard to social activities.

Chaperons for Parties, Field Trips, Etc., This responsibility will be approved by the principal. Any student group making a field trip of any kind will be required to have approval as required under Board policy and the sponsor of that group must accompany the students and be in conformance with district policies.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT PERFORMANCES – JHE**

The Board of Education supports a program of student activities offering a wide range of opportunities for exploratory experience, enrichment, independent learning, and public performances by various student groups.

The Board also recognizes that out-of-town trips by groups of students may be required in connection with student performance. Because extended trips may sometimes interfere with the instructional program as a whole, the Board requires that all student activities be fully justified in terms of expenditures of time and resources and result in minimal interference with the over-all instructional program. In addition, the Board requires that all student activities be in compliance with accreditation standards regarding student absence from class(es).

Clearly established procedures should be developed for the various student activities provided by the Claiborne County Schools, and appropriate field trip request forms must be submitted in accordance with policies outlined in student handbooks. Procedures shall require that all student activities be properly and fully supervised, clearly connected with the instructional programs, and based on sound objectives. Procedures shall be established to permit a limited program of extended trips on a long-range schedule.

### **Student Performances – Procedures**

A major trip in connection with all student organizations shall be defined as a trip to an out-of-state location requiring an overnight stay and financed by raising funds through solicitations and sales of various kinds.

Request for permission to participate in an event requiring a major trip must be made in writing to the principal; written approval must be given by the principal and the Superintendent of Education prior to making a written request for approval by the Board of Education.

Prior to engaging in any activities related to a major trip, written approval for the trip must be secured from the Board of Education.

All fund-raising projects must receive prior approval in writing by the designee of the Superintendent of Education.

A major trip shall not require funding by the Claiborne County Schools.

All required funds must be raised prior to departure on the trip.

All student activities in connection with a major trip shall be properly and fully supervised; a list of chaperons for the trip must be submitted in writing prior to the day of departure, together with a list of possible alternate chaperons, and the list must be approved by the principal.



All parents/guardians must complete and sign an appropriate release form.

#### Fund-Raising

Any fund-raising projects by interested individuals, Booster Club, or band/choral students must have prior written approval from the principal and the designee of the Superintendent of Education.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

**STUDENT ACTIVITIES / BAND / HIGH SCHOOL – JHEAB**

District policies governing the band are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **CHEERLEADING – JHF**

District policies governing cheerleader tryouts and eligibility for continuation as a cheerleader are adopted by the School Board and published annually in student handbooks or cheerleader by-laws on file in the principal's office as official policy statements of the Claiborne County School District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT VOLUNTEER – JI**

The Board encourages students to volunteer for service to the school system or the community. School personnel will encourage students to seek endeavors and establish effective guidelines for student volunteer service.

Student volunteer service may be utilized where possible in the school system, but particularly at the secondary level, grades seven thru twelve, in office practice, lab assistants, tutors, and teacher aides.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **Public Service – JIC**

Student volunteer service to the public will not infringe on class time and will comply with all school rules and regulations in every respect.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **EMPLOYMENT OF STUDENTS – JJ**

Students are encouraged to become involved in the world of work provided their employment does not interfere with the school day. Students are encouraged to remain in school in order to meet all graduation requirements.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **SOLICITATIONS BY STUDENTS – JKB**

The collection of money and the participation of the Claiborne County District Schools in the collection of money for various charitable and welfare purposes shall be subject to the approval of the School Board.

All money collections (cakewalk, bake sale, etc.) must be approved by the principal. There shall absolutely be no highway holdups.

No agent, solicitor, salesperson or person other than an employee of the Claiborne County School District may visit student or teachers without permission from the principal

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JHBA and KEBB

DATE: July

## **STUDENT GIFT DELIVERY – JLC**

The Claiborne County School District will not accept the delivery of gifts for students to the schools. District schools must preserve the educational environment and cannot assume responsibility for storage and delivery of flowers, balloons, gifts, etc., for students.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July



## **CONTESTS FOR STUDENTS – JM**

Outside agencies wishing to sponsor contests for student must have prior approval of the superintendent. Teacher and student participation in such contests shall be voluntary.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **CONTESTS FOR STUDENTS – JN**

Students selected by reputable organizations to receive awards and scholarships are a positive reflection upon the school system. School personnel will provide every opportunity for deserving students to receive recognition for achievement. Such awards and scholarships should not jeopardize a student's standing with the Mississippi High School Activities Association or his/her standing as an amateur.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT/COMMUNITY RELATIONS – JO**

While participating in or attending, as representatives of the Claiborne County School District, any school-related activity held on the school grounds or at some other location, students are subject to the same rules and regulations concerning conduct which apply during the usual school day.

Students should understand that their actions while members of the student body of Claiborne County School District may reflect upon the total school image held by the community and the public in general. Therefore, the Board of Trustees encourages all pupil activities, both curricular and extra-curricular, to be conducted in such a manner as to foster good community relations both on and off the campus.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT VOTER REGISTRATION – JOA**

In the fall and spring of each year the registrar of each county shall furnish all public schools with mail-in voter registration applications. Such applications shall be provided in a reasonable time to enable those students who will be eighteen (18) years of age before a general election to be able to vote in the primary and general elections.

Each public school district shall permit access to all public schools of this state for the registrar or his deputy for the purpose of registration of persons eligible to vote and for providing voter education.

This act shall take effect and be in force from and after the date it is effectuated under Section 5 of the Voting Rights Act of 1965, as amended and extended.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 23-14-37 of 1972, Amended

DATE: July

## **ALTERNATIVE EDUCATION PROGRAMS – JP**

The alternative education program for students enrolled in the Claiborne County Schools will provide educational opportunities for students who are not able to respond appropriately to regular education. The goal of the alternative education program shall be to assist the student to achieve successful learning experiences and modified social behavior that will entitle him/her to and reenter his/her home school in order to graduate.

Students who are considered for assignment to the alternative school may exhibit one or more of the following characteristics:

- a. Repeated inappropriate behavior (verbal/physical aggression);
- b. Substance abuse;
- c. Student returning from training facility or court jurisdiction;
- d. Special education student with behavioral problems who is determined through all appropriate interventions and assessments related to his/her IEP to be eligible for assignment to the alternative education program;
- e. Special education student who has been recommended for expulsion from the Claiborne County School District.

The Claiborne County alternative school referral placement process will include the IEP Committee to determine placement in the alternative program for students with disabilities.

Provision is made for review of individual students to determine reentry into the regular school program.

Supportive Services – The Claiborne County School District will provide comparable educational and supportive services to all homeless children and youth. These services may include, but are not limited to, Special Education Services, Migrant Services, Title I Services, Vocational Education Services and Gifted Services.

Additional supportive services include but are not limited to transportation, feeding programs, tutorial services, counseling services and extra-curricular activities, together with hearing impaired program, language/speech therapy for language/speech disabled students, visually impaired classes, school nurses, English as a Second Language (ESL) Program, or other compensatory educational programs.

Stigmatization and Isolation – The Claiborne County School District will enroll and provide technical, educational and supportive services to homeless children and youth in an environment and manner that does not stigmatize, isolate, label or penalize the child, youth, or family for being homeless. The district's homelessness liaison will provide training to school personnel and the community to promote awareness and sensitivity of homelessness. In the absence of a homelessness liaison, these services can and will be provided by the State Homeless Children Coordinator upon request.

Process Standard 29 of the Mississippi Public School Accountability Standards is as follows: The school district provides an alternative educational program for the categories of students identified in MS Code §37-13-92 and the program meets the guidelines established by the State Board of Education. (See *Guidelines for Alternative/GED School Programs.*)

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: *Mississippi Public School Accountability Standards 2012*  
Policies IDDFB and JPA

DATE: July

## **GED PROGRAM – JPA**

The Claiborne County School District will provide a program of GED preparatory instruction as a part of the Alternative Education Program. Students placed in the GED Program shall not be eligible to participate in regular academic courses or other programmatic activities within the school district, including athletics, choir, band, or any other extracurricular activities, except that a GED student may participate in existing employment skills development and job placement programs or similar work related programs developed in conjunction with the GED Program and the Vocational Education Director.

Recommendation for student participation in the GED Program will be made by a committee of school staff consisting of campus administrators, counselors, classroom teachers, and support staff. Documentation of the committee recommendation shall be maintained for each student. The criteria for student participation in the GED Program will consist of the following:

- a. The student must be 19 years of age;
- b. The student must be at least two (2) grade levels behind or have acquired less than four (4) Carnegie units;
- c. The student must have taken every opportunity to continue to participate in coursework leading to a regular high school diploma.

The recommendation for placement in the GED Program must be approved by the Superintendent of the Claiborne County School District. Students shall not be placed in a GED Program prior to obtaining written parental or guardian consent for placement. Documentation of parental consent for placement in the program will be maintained for each student.

The GED component will remain under the supervision of the Alternative Education Administrator. The Claiborne County School District will operate a program of GED preparatory instruction as part of the Alternative Education Program. The students will continue to be reported on the Monthly Attendance report in the school of origin and shall be included in the average daily attendance for that school.

The cumulative folder and permanent record of each eligible student placed in the GED Program shall be maintained by the staff of the GED Program.

Evaluation of the student's progress shall be conducted at regular intervals according to GED policy and the appropriate records shall be maintained and subject to the Mississippi Department of Education review.

Appropriate assessment and evaluation of each student's educational progress shall be conducted at regular intervals according to established policy approved by the Claiborne County School Board. Assessment and evaluation records will be appropriately maintained to ensure individual student confidentiality.

Students placed in the GED Program will be excluded from participation in the Mississippi Student Assessment Program.

Qualified instructional staff are assigned to instruct and supervise GED classes which are provided Monday through Friday for twenty (20) hours per week of instructional time. Each academic school year instructional staff shall participate in at least twenty (20) hours of approved professional development training related to GED Instructional programming.

The curriculum and instructional methodology must address the individual needs as specified in an Individual Education and Career Plan (IECP) developed at the time of placement. The IECP Committee (the committee should include an academic counselor, academic teacher, principal, vocational personnel, and work community representative) will emphasize academic/instructional needs of the student, job readiness skills, and work experience options.

Each student in the GED Program will be required to participate in a job skills work-related program. This requirement may be met through either a paid job or a volunteer position. These positions are to be supervised by the GED teacher under the direction of the Alternative School administrator.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE: July



**TITLE I, ECIA PROGRAM, PARENTAL INVOLVEMENT, SPECIAL PROGRAMS,  
ANOMALOUS STUDENTS – JQA/IDDA**

The Claiborne County School District shall be in compliance with Title I regulations requiring parental involvement in the school system's planning and implementation of the Title I compensatory education programs which affect children enrolled in the Claiborne County School District.

Such parental involvement shall include, but is not limited to, conferences between parents and teachers and assisting parents in home training and direct work with their children. A public meeting of the parents involved in Title I shall be held annually and shall meet federal regulations affecting parent participation. In addition, the school shall provide proper information to parents concerning their children and shall keep these parents adequately informed of their children's progress, needs, and individual objectives. (See IDD – Title I Parent Involvement Policy.)

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies IDDGA, Title I, KCBA, KN, LAA, and LAB

DATE: July

**ANOMALOUS STUDENTS/SPECIAL EDUCATION/STANDARD HIGH SCHOOL  
DIPLOMA – JQB/IDDG**

Students with disabilities requiring special education instructional services who wish to receive a standard high school diploma must meet all unit/credit requirements and take required state-wide tests and perform at established performance levels. Appropriate modifications will be made in testing procedures for students with disabilities.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy IDDG

DATE: July

## **DROPOUT PREVENTION PROGRAM – JQH**

The Claiborne County School Board has adopted a Dropout Prevention Program which is on file in the Superintendent's office and in each school's office.

The school board directs the superintendent to provide regular reports on efforts made to increase student retention. This school districts shall maintain accurate records documenting enrollment and attendance, including dropout rates, and shall provide an annual statistical report to the State Department of Education.

Technical assistance and coordination services may be obtained from the State Department of Education to districts seeking to reduce dropout rates.

### **DROPOUT PREVENTION PROGRAM**

Each school district shall implement a dropout prevention program approved by the Office of Dropout Prevention of the State Department of Education by the 2008 2009 school year.

It is the intent of the Legislature that, through the statewide dropout prevention program and the dropout prevention programs implemented by each school district, the graduation rate for cohort classes will be increased to not less than eighty five percent (85%) by the 2018 2019 school year. The Office of Dropout Prevention shall establish graduation rate benchmarks for each two year period from the 2008 2009 school year through the 2018 2019 school year, which shall serve as guidelines for increasing the graduation rate for cohort classes on a systematic basis to eighty five percent (85%) by the 2018 2019 school year. S. B. 2602 (2006 Legislative Session; classification pending)

Process Standards 16 and 17 of the Mississippi Public School Accountability Standards (2012) are as follows:

16. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37 13 91} (SB Policy JBD)

17. The school district develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates. {MS Code 37 3 46(c) and 37 21 9} (No Child Left Behind Act of 2001)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards (2007)*

CROSS REF.: Policies IB, JBA and JP

DATE: July

## **HEARING/VISION/BEHAVIORAL/ACADEMIC SCREENING – JQL**

Any student who has not been successful in the regular education program may be screened for hearing/vision/behavioral/academic as a means of determining whether hearing/vision/behavioral/academic problems are the cause of the child's lack of success in the regular program.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **ATTENDANCE OF PREGNANT STUDENTS – JQM**

It is the policy of the School District that no student can be denied admission to school because of pregnancy and that no student can be dismissed from school due to pregnancy. In cases where pregnancy would prevent a student from participating in the normal programs provided by the School District, it shall be the responsibility of both the school system and the student to work out an appropriate program for the pregnant student.

A student who becomes pregnant is responsible for notifying the school officials (principal/nurse) of this condition.

A student who becomes pregnant should obtain a statement from a licensed physician indicating present physical condition, limitations, if any, anticipated delivery date and normal recuperative time, information pertinent to the student's carrying on regular classroom duties, and any other matters related to the pregnancy that would be of benefit to school officials in maintaining the student's good health. Periodic written medical statements may be requested by school officials in determining the physical and mental health of the student. Plans will be made to continue the formal education program with as little disruption as possible.

The student, parents, or legal guardian, and/or husband should be responsible for meeting with the student's counselor to discuss possible educational alternatives for the continuation of her education. The following suggestions may be considered:

1. The student may continue in the regular school program provided by the School District until date of confinement.
2. The student may request information concerning a home for unwed pregnant students. Information is available through a school counselor or school nurse.
3. A written statement from the student's physician is to be brought to the counselor and/or school nurse when the student is unable to continue in the regular school program. The student, her parents, or legal guardian, and/or her husband should request and be responsible for picking up all school assignments. These assignments are to be turned in to her teachers as they are completed in a timely manner for grading.
4. After the student has missed ten (10) consecutive school days, as substantiated by the student's physician, on the eleventh day the absences will be voided if the assignments have been completed to the satisfaction of and within the time period specified by the teacher. The student may return to the regular school program when school officials receive a written statement from her physician stating that she is able to resume normal school activities.
5. Other alternatives may be discussed with the student's school principal, counselor, and/or school nurse.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **EDUCATION OF HOMELESS CHILDREN AND YOUTH – JQN**

**THIS POLICY COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001**

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students.

The superintendent or designee will produce written guidelines for distribution to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

### **DEFINITIONS**

For the purposes of this policy, children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to being placed in an institution, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
5. A child who is placed in a foster home due to lack of shelter space.
6. A migratory child who is staying in accommodations not fit for human habitation.
7. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
8. A child who is placed in a state institution because s/he has no other place to live.
9. A child who has been abandoned by his/her family and is staying in a hospital.

10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, or other inadequate accommodations.
11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

## SERVICES TO BE PROVIDED

1. Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, 42USC11431, it shall be the policy of this school district, to the extent practicable under requirements relating to education established by state law, that each eligible child of a homeless individual and each eligible homeless youth will have access to a free appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.
2. The placement of an eligible homeless child or youth will be made according to Policy JBCCA - Assignment of Pupils, and will take into consideration the best interests of the homeless child or youth and placement requests made by a parent.
3. The choice of placement in either the "school of origin" or the school serving the "place of abode" will take place regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parent(s).
4. Provided the homeless child or youth meets eligibility criteria, he/she will be provided transportation services; compensatory education programs for the disadvantaged; educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs.
5. Any and all records ordinarily kept by this school district, including immunization records, academic records, birth certificates, guardianship records, evaluations for special services and programs shall be kept on homeless children and youth and shall be forwarded in a timely fashion should a child or youth enter a new school or school district; and in a manner consistent with S1232g of Title 20.
6. Should this school district receive assistance un S11432 of the Act, it shall coordinate with local social service agencies and other agencies or programs providing services to such children or youth and their families.
7. Should this school district receive assistance under S11432 of the Act, it shall designate a homelessness liaison to insure that homeless children and youth enroll in and succeed in the schools of their district; and, homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services.
8. The homelessness liaison shall inform school personnel, service providers and advocates working with homeless families of the duties of the liaison.
9. This school district has and will continue to review and revise, to the extent practicable under the requirements relating to education established by state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools selected in accordance with paragraphs 2, 3 and 4 above.

10. In reviewing and revising such policies, to the extent practicable under the requirements relating to education established by state law, consideration shall be given to issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship.
11. Disputes which may arise regarding the assignment of a homeless child or youth will be promptly resolved according to the provisions of Policy JBCCA - Assignment of Pupils. Other issues or disputes will be directed to the attention of the school official responsible for that particular matter for prompt resolution. If this dispute cannot be resolved locally, any aggrieved party may make written request for a review of the matter to:

Coordinator of the Homeless Program  
Mississippi Department of Education  
P. O. Box 771  
Jackson, MS 39205

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: McKinney-Vento Homeless Education Assistance Improvements Act of 2001. P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policies JAA, JBCCA, and IB

DATE: July



## **STUDENT RECORDS – JR**

An accurate cumulative record shall be maintained for every child enrolled in the public schools.

No one but authorized school personnel, parents, and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student and his/her parents.

Written parental objections to the accuracy or authenticity of data recorded in the cumulative record shall become part of the record upon request of the parents.

School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students, ex-students, and bona fide educational institutions.

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school systems, and specifically including but not necessarily limited to, identifying data, academic work completed, level of achievement (grade, standardized test scores), attendance data, scores on standardized intelligence aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests of parents for access to their child's records, use of those data, and procedures for their transmittal within a time period of 45 days or sooner if practical.

### **A. ACCESS TO RECORDS**

1. The parent or legal guardian of a student will have access to those records upon written request to the principal maintaining those records within the school system.

If the student is 18 years or older, only that student has the right to determine who, outside the school system, has access to his/her records.

The parent, legal guardian or student, if the student is 18 or over, will, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the normal appeal procedure established by school policy will be followed.

2. School personnel having access to those data are defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.

### **B. RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM**

1. To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian, or the student, if he is 18 or older, must be notified of the transfer and the kinds of information being released. They will receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that record as described above.

2. Those data may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or the student if he is 18 or older. This consent form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the student record being sent will be made available to the person signing the release forms if he/she so desires.
4. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena if the parents, legal guardian, and students are notified in advance.
5. All authorization for release of information will be filed in the student's cumulative folder.
6. The school will release records concerning students directly unless requested in writing not to do so. Requests from colleges and military may be ordered.
7. Refer to Public Records, KL, for further information.

#### Disclosure of Student Records

In accordance with the family Rights and Privacy Act, student records may be forwarded on request to a school in which a student seeks or intends to enroll, without notifying the student's parent(s), guardian, or the student (if eligible). Annual notice of policy shall be available in each school in the district.

1. The principal will release District education reports or records when an official written request is received from the school district to which the student is transferring.
2. A parent or legal guardian has the right to review his/her child's school records.
3. A student leaving the system may obtain a report card and/or a record of the student's work to date for the current term and a book card.
4. A student who moves from one school zone to another in the District will be permitted to continue attendance in his/her present school as defined in policies governing attendance and published annually in student handbooks.
5. Any student who moves during the school year must record the change of address with the principal in the main office. Any change of telephone number must be corrected in the same manner.

#### Publication of Policies

District policies governing student transfers and changes of address are adopted by the School Board and published annually in student handbooks as official policy statements of the District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT DIRECTORY INFORMATION – JRA/JRAA**

**THIS POLICY COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001**

It is the policy of the Claiborne County Board of Education that the principal of each school will be the legal custodian of all student records for that school.

### **ANNUAL NOTIFICATION**

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.

### **TRANSFER OF ENROLLMENT**

A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

## ATTORNEY GENERAL OF THE UNITED STATES

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act (FERPA) and other applicable acts and regulations.

## REQUIRED DOCUMENTATION

The State Board of Education shall prepare and provide necessary forms for keeping permanent records and cumulative folders for each pupil in the public schools of the state. In the permanent record and cumulative folders, the teachers and principals shall keep information concerning the pupil's date of birth, as verified by the documentation authorized in this section, record of attendance, grades and withdrawal from the school, including the date of any expulsion from the school system and a description of the student's act or behavior resulting in the expulsion. The records also shall contain information pertaining to immunization and such other information as the State Board of Education may prescribe. The cumulative folder, in addition to that information maintained in the permanent records, also shall contain such other information as the State Board of Education shall prescribe. MS Code 37-15-1 (2002)

## EVIDENCE OF AGE AT TIME OF ENROLLMENT

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- (a) A certified birth certificate;
- (b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
- (c) An insurance policy on the child's life which has been in force for at least two (2) years;
- (d) A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
- (e) A passport or certificate of arrival in the United States showing the age of the child;
- (f) A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- (g) If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. MS Code 37-15-1 (2002)

## PERMANENT RECORDS

The permanent record provided for above shall be kept, while it is active, in the attendance center office in a fire resistant container. The permanent record shall be considered active: (a) if the student is enrolled in the school; or (b) if he has withdrawn or has been expelled and the students of the class of which he was a member shall not have reached the time of graduation. At the point of the student's graduation or at the time when the student would normally have graduated had he not withdrawn or been expelled from school, the student's permanent record shall become a part of the permanent binder in the central fire resistant depository as designated and provided by the school board of the school district, or as an alternative method, the records may be maintained in fire resistant storage at the school last attended by the student. The permanent binding and preservation of the inactive records shall be the duty of the superintendent of this school district who shall maintain a central depository of the records. MS Code 37 15 2

## CUMULATIVE FOLDERS

The cumulative folders provided for above shall be kept in the school wherein the students are in attendance. Both the permanent records and the cumulative folders shall be available for inspection by public and private school officials, including public school teachers within the school district who have been determined by the school district to have legitimate educational interests. In no case, however, shall such records be available to the general public. Transcripts of courses and grades may be furnished when requested by the parent or guardian or eligible pupil as prescribed in the Family Educational Rights and Privacy Act of 1974, as amended, 20 USC Section 1232. The records shall be kept for each pupil throughout his entire public school enrollment period.

In the event a pupil transfers to a public school, then the cumulative folder shall be furnished to the head of the school to which the pupil transfers; if a pupil transfers to a private school, then a copy of the cumulative folder shall be furnished to the head of the school to which the pupil transfers. The permanent record shall be kept permanently by the school district from which the pupil transferred. At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board of this school district 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. MS Code 37 15 3

(SEE *TEACHER'S HANDBOOK* FOR SPECIFIC REGULATIONS REGARDING CUMULATIVE FOLDERS.)

## EXPULSION RECORDS

For the purpose of providing notice to public and private school officials, both within and outside the boundaries of the state, of the expulsion of any public school student, the State Department of Education may develop a central reporting system for maintaining information concerning each expulsion from a public school. In establishing and maintaining the reporting system, the department may require each school district to report, within a certain period of time after an expulsion, as established by the department, information such as the following:

- a. the name of the student expelled;
- b. the date the student was expelled;

- c. the age of the student at the time of expulsion;
- d. the school from which the student was expelled;
- e. the reason for the expulsion, including a detailed description of the student's act or acts;
- f. the duration of the period of expulsion, if not indefinite; and
- g. any other information that the department deems necessary for school officials in a public or private school, where a student is seeking enrollment, to determine whether or not a student should be denied enrollment based upon a previous expulsion.

Any information maintained by the department under the authority of this section shall be strictly confidential. The information shall be available to school officials at a public or private school only upon their request and only when a student seeks enrollment or admission to that school. In no case shall the information be made available to the general public. MS Code 37-15-3

#### DISTRICTWIDE REPORTS

The school board of this school district, 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 this school board. All supporting documents necessary to compile such district wide reports, except as delineated below may be destroyed after three (3) years following the academic year for which the report was made upon approval of the school board of this school district. MS Code 37 15 46.

#### DISPOSAL OF RECORDS

The superintendent of this school district shall have the authority, with the approval of the school board of this 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 or the administrative superintendent
  - 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 above provisions, 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. MS Code 37 15 8

Standard 14 is as follows: Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational

Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments. (See Appendix E and the current edition of Mississippi Cumulative Folders and Permanent Records Manual of Directions.) {MS Code 37 15 1 through 3; 37 15 6; 37 15 10}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards (2012)*  
P.L. 107-110 (No Child Left Behind Act of 2001)  
Family Educational and Privacy Act (FERPA)

CROSS REF.: Policies CN, JRA, JRAA, and JRAB

DATE: July

## **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) – JRAB**

**THIS POLICY COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001**

In accordance with the policy of the Claiborne County Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

### **DEFINITIONS**

For the purpose of this regulation, the school district has used the following definitions of terms:  
Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

A. It was made as a personal memory aid;

B. It is in the sole possession of the individual who made it; or

C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personal Identifier: Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.



## ANNUAL NOTIFICATION

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

## STATEMENT OF RIGHTS

Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post- secondary school.

#### LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records		

Cumulative School Records  
(Former Students)

Health Records

School Transportation Records

Speech Therapy Records

Psychological Records

#### PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

## FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.) The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

## DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information." (NOTE: A district may designate all, some, or none of this information as directory information.)

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;

10. The students dates of attendance; and

11. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first month of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

#### USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible students prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

#### RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for

5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

## PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

### First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

### Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will affect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

### Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

### Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).



Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

Process Standard 14 of the Mississippi Public School Accountability Standards is as follows:

14. Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments. (See Appendix E and the current edition of *Mississippi Cumulative Folders and Permanent Records Manual of Directions*.) {MS Code 37 15 1 through 3; 37 15 6; 37 15 10}

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: Family Education Rights and Privacy Act of 1974, as amended  
*Mississippi Public School Accountability Standards (2012)*  
P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policies CN, JR, JRA, and JRAA

DATE: July

## **MISSISSIPPI STUDENT INFORMATION SYSTEM POLICY – JRAC**

The Claiborne County School District will provide timely, accurate and reliable data to the Mississippi Student Information System (MSIS) that is in compliance with the data collection requirements as specified in MS Code 37-37-7. The superintendent of schools (or his/her designee) shall be responsible for developing and implementing district procedures that follow the guidelines as set forth in the booklet titled Data Collection Policy and Procedural Guidelines.

### **MINIMUM STANDARDS**

In accordance with H.B. 1251 (2004), the Auditor's Office will use the following Minimum Standards when auditing schools:

- Deadline for entering data
- Who may enter data in the school package
- Who may enter data into MSIS at the school level
- Who may enter data into MSIS at the district level
- Length of time student data is stored
- Where data is stored
- Method of data backup
- Format in which records are stored (printouts, diskettes, etc.)
- Policies requiring accurate data
- Procedures outlining who is responsible for collecting missing and incomplete data
- Procedures to check accuracy of data entered in the school package and MSIS
- Required regular training for appropriate personnel
- Backup paper copies if/when requested

This board directs the superintendent (or his/her designee) to ensure that appropriate procedures as required by the above minimum standards are implemented and maintained by well trained personnel.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-37-7 (2004)

CROSS REF.: Policies JRAA and JRAB

DATE: July

## **TRANSCRIPTS – JRC**

District policies governing transcripts are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT FEES /WAIVER OF FEES – JS**

1. The school board of any school district shall be authorized to charge reasonable fees, but not more than the actual cost, for the following:

- a. Supplemental instructional materials and supplies, excluding textbooks;
- b. Any other fees designated by the local school board as fees related to a valid curriculum educational objective, including transportation; and
- c. Extracurricular activities and any other educational activities of the school district that are not designated by the local school board as valid curriculum educational objectives, such as band trips and athletic events.

2. All fees authorized to be charged under this section, except those fees authorized under subsection (1)(c) of this section, shall be charged only upon the condition that the school board of each school district shall adopt a financial hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The financial hardship waiver policy must be distributed in writing to pupils at the time of enrollment. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver.

- a. The board shall insure that a pupil eligible to have any such fees waived as a result of an inability to pay for those fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means. In no case shall any school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.
- b. The confidentiality of the financial hardship waiver policy adopted by the school board shall apply to any students who have an inability to pay any fees authorized under subsection (1) of this section.

3. In no case shall the inability to pay the assessment of fees authorized under the provisions of this section result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational enhancement.

### **FINANCIAL HARDSHIP WAIVER OF FEES CHARGED BY SCHOOL DISTRICTS**

1. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Program Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver pursuant to Section 37-7-335 of the Mississippi Code.

2. Within one week of enrollment, each parent or guardian applying for a financial hardship (full or reduced) waiver of fees must provide documentation of proof of income that would qualify the student for a free or reduced lunch pursuant to the United States Department of Agriculture (USDA) annual free and reduced lunch eligibility income guidelines by submitting a copy of the Family Application for Free and Reduced Price Meals (which has the effect of an original) to the school principal that includes the following required information:

- a. To receive a financial hardship (full or reduced) waiver of fees for households applying for free and reduced lunches on the basis of income and household size, the parent/guardian applying for the waiver of fees must provide names of all household members; income received by each household member, identified by source of the income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation and social security and other cash income); the signature of an adult household member; and the social security number of the adult household member who signs the application or an indication that he/she does not possess a social security number; or
- b. To receive a financial hardship (full or reduced) waiver of fees for a child who is a member of a food stamp or TANF (Temporary Assistance for Needy Families) household, the parent/guardian applying for the waiver of fees must provide the child's name and appropriate food stamp or TANF case number; and the name and signature of an adult household member; and
- c. To receive a financial hardship (full or reduced) waiver of fees in lieu of completion of the free and reduced price application, information obtained from the State or local agency responsible for the Food Stamp Program or TANF program which includes the name of the child; a statement certifying that the child is a member of a currently certified food stamp or TANF household; information in sufficient detail to match the child attending school in the school food authority with the name of the child certified as a member of a food stamp or TANF household; the signature or a copy of the signature of the individual authorized to provide the certification on behalf of the Food Stamp or TANF office, as appropriate; and the date. When the signature is impracticable to obtain, such as in a computer match, other arrangements may be made to ensure that a responsible official can attest to the data.

3. The parent/guardian requesting a financial hardship waiver of fees must sign the certification attached to this policy certifying (promising) that all information furnished to the school district is true and correct and providing a social security number for each adult household member or an indication that such member does not have a social security number. Information provided for a waiver of fees may be verified at any time during the school year to determine if the student qualifies for a waiver of fees. Written evidence/documentation shall be used as the primary source of information for verification. Written evidence/documentation to verify the financial information and written confirmation of a household's circumstances must be provided at the time application is made for a waiver of fees and includes such documentation as the following:

- a. wage stubs,
- b. award letters, and
- c. letters from employers.

A request for a waiver of fees cannot be approved unless it contains the information required by this policy.

4. Whenever written evidence is insufficient to confirm income information or current eligibility, the school may require collateral contacts, verbal confirmation of a household's circumstances by a person outside the household. The collateral contact may be made by person or by phone. The verifying school official may select a collateral contact if the household fails to designate one or designates one that is unacceptable to the verifying school official. If the verifying school official designates a collateral contact, the contact shall not be made without providing written or oral notice to the household. At the time of this notice, the household shall be informed that it may consent to the contact or provide acceptable verification in another form. If the household refuses to choose one of these options, its eligibility for a waiver of fees shall be terminated.

5. Information concerning income, household size or food stamp or TANF eligibility maintained by other governmental agencies to which the school can legally gain access may be used to confirm a household's income, size or receipt of benefits. If a food stamp or TANF case number is provided for a child, verification for such child shall only include confirmation that the child is included in a currently certified food stamp or TANF program.

6. Households receiving a waiver of fees must notify school officials during the school year of any decrease in household size and any increases in income of over \$50 per month or \$600 per year, or in the households that provided a food stamp or TANF case number to establish eligibility for free or reduced meals of any termination of benefits for such children under the Food Stamp or TANF programs.

7. Students who qualify for the free lunch program pursuant to the USDA annual free lunch income eligibility guidelines shall receive a complete/full waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code.

8. Students who qualify for the reduced lunch program pursuant to the USDA annual reduced lunch income eligibility guidelines shall receive a reduced or adjusted cost waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code. The reduced waiver shall be equal to the percentage of the most current federal reimbursement rate for a reduced price meal to that of a free meal. The student will only be required to pay a fee amount that has been reduced by the waiver percentage. For example, in the 2006 - 2007 fiscal year, the federal reimbursement rate for a reduced meal is \$2.02 and for a free meal is \$2.42. The percentage of the reduced lunch rate to the free lunch rate equals  $\$2.02/\$2.42$  or 83.48%. Therefore, the reduced waiver of Section 37-7-335 fees for 2006-2007 would equal 83.48% and students qualifying for a reduced waiver would be required to pay only 16.52% of the required fee ( $100\% \text{ fee} - 83.48\% \text{ waiver} = 16.5\% \text{ reduced fee amount}$ ).

9. The information provided in compliance with this financial hardship waiver policy shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public and shall be used solely for the purpose of determining the child's eligibility for the financial hardship waiver of fees charged by the school district.

10. This financial hardship waiver policy will be distributed in writing to pupils at the time of enrollment.

#### FOR INFORMATION PURPOSES

Family Application for Free and Reduced Price Meals 2007-2007

<http://www.cn.mde.k12.ms.us/cnprogs/nslp/Documents/2007-08FamilyMealApplication.pdf>

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

CROSS REF.: Policies JAA and JHA

DATE: July

**INTERVIEWS WITH STUDENTS BY PERSONS OUTSIDE THE SCHOOL SYSTEM –  
JTG/LDAJA**

No person other than officials of the Claiborne County School District shall be allowed to interview students at the school except with the approval of the principal. Principals shall give such approval when convinced that the interview is in the best interest of the student or is in the interest of justice, and after reasonable effort has been made to contact the parent or guardian. When a police or court officer requests permission to interview a student, the principal or some member of the professional staff designated by the principal shall be present at the interview. Certain exceptions to this policy may be allowed in cases of child abuse.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE: July

## **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR    JTH**

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

### **I. Definitions**

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

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

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

### **II. Procedures for Processing a Complaint**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed



necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

Ref: MS Code Sections 37-11-67, 37-11-69

DATE APPROVED: July

## **PUBLIC RELATIONS/GOALS AND OBJECTIVES - KA**

Only through full community understanding of school issues and the school program can effective means of developing and maintaining a good school system be achieved. The Board and school administration are responsible for encouraging the use of all appropriate means of keeping the community accurately informed about its school and for understanding community attitudes and aspiration for its schools. To this end, free and open exchange of views is desirable, proper, and necessary.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **PUBLIC CONDUCT POLICY - KAA**

Below is a public conduct policy developed by the Claiborne County School District:

### **1. Legislative Intent:**

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among district employees, parents and the public. It is not the intent of the School Board, however, to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff and parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

### **2. Expected Level of Behavior:**

- a. School and school district personnel will treat parents and other members of the public with courtesy and respect.
- b. Parents and other visitors to schools and school district facilities will treat teachers, school administrators, other school staff, and district employees with courtesy and respect.

### **3. Unacceptable/Disruptive Behavior:**

- a. Disruptive behavior includes, but is not necessarily limited to, behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public and areas of a school or facility which are not open to parents/guardians and the general public.
- b. Using loud and/or offensive language, swearing, cursing, using profane language, or display of temper.
- c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- d. Damaging or destroying school or School Board property.
- e. Any other behavior which disrupts the orderly operation of a school, a school classroom, or any other School Board facility.
- f. Abusive, threatening, or obscene e-mail or voice mail messages.
- g. Immoral or vicious practices.
- h. Possessing, using, transmitting, or being under the influence of any drugs, alcoholic beverage or intoxicant of any kind.
- i. Carrying firearms, knives, or other implements which can be used as weapons except by duly authorized law enforcement officials.

**4. Parent Recourse:**

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate director, and/or the school district's Superintendent of Schools.

**5. Authority of School Personnel:**

**a. Authority to Direct Persons to Leave School or School Board Premises:**

Any individual who acts without regard to the above, may be directed to leave the school or School Board premise by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school, any district level administrator, including the Superintendent of Schools, a director, or a security officer. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.

**b. Authority to Deal with Persons Who are Verbally Abusive:**

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employees to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on a school or School Board premise, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

**c. Abusive, Threatening, or Obscene E-mail or Voice Mail Messages:**

If any district employee receives an e-mail or voice mail message that is abusive, threatening, or obscene, the employee is not obligated to respond to the e-mail or return the telephone call. The employee may save the message and contact his/her immediate supervisor.

SOURCE: Claiborne County School District, Port Gibson , MS.

CROSS REF.: Policies GAEA and GAEAA

DATE APPROVED: July

## **PUBLIC INFORMATION PROGRAM - KB**

It is the desire of the Board that the citizens of the community be fully informed of the official actions of the Board and programs and activities of the district.

To this end, the Board directs the superintendent's work to make the public fully aware of all aspects of the schools by:

1. Keeping the public informed regarding the policies, administrative operation, objectives, educational program, and successes or failures of the schools.
2. Furnishing full and accurate information, favorable or unfavorable, together with interpretations and explanations of the school plans and programs.

### **COMMUNICATION WITH THE PUBLIC**

#### School-Sponsored Media

The superintendent and his/her staff are encouraged to use all available school-sponsored media of communication, such as publications, radio and TV, to keep the goals, programs, achievements and needs of the schools before the public.

He/She may delegate authority to his/her central administrative staff and to the school principals as he/she sees fit. But the ultimate responsibility for their performance is his/hers.

It is this Board's belief and faith that citizens who are adequately informed will vote more constructively in bond elections.

The administration is responsible for all informational services to and from the public except for such matters as the Board may from time to time wish to deal with publicly itself.

#### Announcements to Parents and the General Public

Materials for district-wide distribution will be released through the central office and carry the approval of representatives of the superintendent's staff.

The principal of each school is responsible for routine school announcements to the parents of his/her school. He/she will keep a file copy of all such releases for needed future reference, for at least two years.

All such announcements and releases of individual school activities must be cleared by the principal before being released.

#### School Sponsored Publications, Radio and Television

Publications issued by and in the name of the schools of this district shall reflect the high regard and aspirations of this community's people for their schools.

There must be no compromise with high quality of editorial content and effective format. The exercise of appropriate economy in materials and production is expected so long as the main purpose is not jeopardized.

Regular and special radio and TV programs shall be consistent with the goals of district schools approved by the Board. It is important that such programs also reflect the high regard and aspirations of the people for their schools.

### School District Directory

The School District Directory will be distributed only to those governmental agencies and other school-related parties which have been authorized by the superintendent.

A copy of the directory will always be available in the superintendent's office for review by interested persons.

### Individual School Publications

Each school may, with the approval of the principal, establish a school newspaper for the children of the school and their parents. Such publications should be carefully prepared if undertaken.

The principal is responsible for supervising such publications to conform with the intent of Board policy on communications with the public.

Commercial establishments whose primary source of revenue is the sale of intoxicants will not be permitted to appear as advertisers in school publications.

### Communications from Outside the Schools

Students and faculty of the schools shall be protected from intrusions on their time by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

The principals shall interpret this policy strictly. Exceptions may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion, the decision of the Superintendent of Schools will be final.

### Publications, Radio and Television

This Board invites and welcomes the active interest and participation of newspapers, magazines, radio and television and other mass media of communication in promoting the cause of good education in our city and elsewhere. The school district's public relations director should be contacted for input.

Newscasts, spot announcements, sports, coverage of other school activities and programs dealing with the schools must be presented in the public interest. No identification of the schools with the promotion of any commercial or political enterprise shall be permitted. Students enrolled in the school district who appear on radio or TV programs during or after school hours shall not be permitted to associate the name of a particular school, school activity, or the school district with the promotion of any commercial or political enterprise.

### Commercial Mass Media

It is the responsibility of the principal to be advised of and to supervise all radio and television presentations made in the individual school through the school district's public relations director.

Students who represent the school through such media should have prior permission from the principal, who should obtain full information concerning the presentation.

The school district's public relations director is designated by the principal and should be assigned the responsibility for informing communications media of newsworthy school activities. Faculties should be informed that suggestions for such releases must be channeled through this individual.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies BCBI, KBA, and KCB

DATE APPROVED: July

## **PUBLIC'S RIGHT TO KNOW - KBA**

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

The formation and determination of public policy is public business and shall be conducted at open meetings except as otherwise provided by law.

Except as otherwise provided by MS Code sections 25-61-9 and 25-61-11, this school district declares all public records to be public property, and any person shall have the right to inspect, copy or mechanically reproduce or obtain a reproduction of any public record in accordance with the district's adopted written procedures concerning the cost, time, place and method of access. MS Code §25-61-5

This district shall establish and collect fees reasonably calculated to reimburse it for, and in no case exceed, the actual cost of searching, reviewing and/or duplicating and, if applicable, mailing copies of public records. MS Code §25-61-5

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited

DATE APPROVED: July



## **MEDIA ACCESS TO SCHOOL CAMPUSES, STAFF AND STUDENTS - KBB**

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

The district is committed to providing up-to-date information about the district and its activities in a timely and appropriate manner. It is the responsibility of the Board of Education and superintendent to maintain an atmosphere conducive to learning with as few disruptions as possible.

All requests should be directed to the office of the superintendent, whose responsibility it shall be to issue in writing permission for all access.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies KB and KM

DATE APPROVED: July

## **NEWS-MEDIA RELATIONS - KBC**

The Board wishes to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media shall be given equal access to information about the schools. General releases of interest to the entire district shall be made available to all the media simultaneously. There shall be no exclusive releases except as media representatives request information on particular programs, plans, or problems.

The Board shall review periodically district relations with the news media.

District personnel are urged to take advantage of opportunities to publicize the schools and the work that is going on in them. Personnel should try to keep the public informed by getting newspaper coverage for projects or studies and, where possible, radio and television coverage.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **NEWS RELEASES - KBCA**

The Superintendent or public relations director will be the press liaison person for coordinating the release of information concerning the school system and action of the Board.

The Board President shall be the official spokesman for the Board, except as this duty is delegated to the Superintendent.

Teachers and other staff members shall submit news or news releases regarding the classroom and other school activities to the school public relations director who shall submit copies to the Superintendent or his/her designee for appropriate action.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **BOARD MEETING NEWS COVERAGE - KBCC**

The Board believes that one of its responsibilities is to keep the public informed of its actions. Therefore, representatives of the local news media shall be permitted to attend all regular, special and annual meetings of the Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

**SPORTS AND SPECIAL EVENTS COVERAGE, BROADCASTING TAPING - KBCDB**

Permission will be granted to all local stations to broadcast football games. The district will not receive compensation in exchange for the right to broadcast.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE APPROVED: July

## **BOARD-COMMUNITY RELATIONS - KC**

The Board desires to establish and maintain a good working relation with the community and as such shall give due consideration to requests from community agencies. However, the Board shall not turn over to any community group responsibility which may involve school administration, instruction, or student supervision.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy BCBI

DATE APPROVED: July

## COMMUNITY INVOLVEMENT IN DECISION MAKING - KCB

"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 Level 4 or 5 accreditation standards, as defined by the State Board of Education, shall be exempted from the mandatory provisions of this section. Section 37 7 337 (2006)

Standard 18 of the Mississippi Public School Accountability Standards is as follows: There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. {MS Code 37-7-337} (**Districts Meeting the Highest Levels of Performance are exempted.**)

### AD VALOREM TAXES

The aggregate receipts from ad valorem taxes levied for school district purposes, excluding collection fees, pursuant to this section and Section 37-57-1 shall be subject to the increased limitation under Section 37-57-107; however, if the ad valorem tax effort in dollars requested by the school district for the fiscal year exceeds the next preceding fiscal year's ad valorem tax effort in dollars by more than four percent (4%) but not more than seven percent (7%), then the school board shall publish notice thereof once each week for at least three (3) consecutive weeks in a newspaper having general circulation in the school district involved, with the first publication thereof to be made not less than fifteen (15) days prior to the final adoption of the budget by the school board.

If at any time prior to said adoption 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 of exceeding the next preceding fiscal year's ad valorem tax effort in dollars by more than four percent (4%) but not more than seven percent (7%), 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 such question.

The 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. The ballot shall contain the language "For the School Tax Increase Over Four Percent (4%)" and "Against the School Tax Increase Over Four Percent (4%)."

If a majority of the qualified electors of the school district who voted in such election shall vote in favor of the question, then the stated increase requested by the school board shall be approved. For the purposes of this paragraph, the revenue sources excluded from the increased limitation under Section 37-57-107 shall also be excluded from the limitation described herein in the same manner as they are excluded under Section

37-57-107. MS Code 37-57-105 (2002)

Unless the increased revenue in a budget is derived solely from the expansion of a school district's ad valorem tax base, a school district shall not budget an increase in an ad valorem tax effort in dollars for support of the school district unless it first advertises its intention to do so at the same time that it advertises its intention to fix its budget for the next fiscal year.

A request for an ad valorem tax effort in dollars for the support of the school district in excess of the certified tax rate pursuant to Sections 37-57-105 and 37-57-107 shall not be levied until an order has been approved by the school board of the school district in accordance with the procedure set forth in Section 27-39-207, Mississippi Code of 1972.

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 Claiborne County 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.

The school board of the school district, after the hearing has been held in accordance with the procedures set forth in Section 27-39-207, may adopt an order requesting the levying of an ad valorem tax effort in dollars in excess of the certified tax rate. If such order is not adopted on the day of the public hearing, the scheduled date, time and place for consideration and adoption of the order shall be announced at the public hearing. Section 27-39-207 (1999)

#### BOND REFERENDUM

(1) Before any money shall be borrowed under the provisions of this chapter, this school board shall adopt a resolution declaring the necessity for borrowing such money, declaring its intention to borrow such money and to issue the negotiable bonds of the school district as evidence of same, specifying the amount to be borrowed, and how such indebtedness is to be evidenced. Such resolution shall also set forth the nature and approximate cost of the alterations, additions and repairs to be made, and shall declare in said resolution that no funds are available in the school funds of the district or from any other source with which to make such repairs, alterations, additions, purchases, erections or improvements.

(2) Whenever a resolution is adopted by this school board as provided in subsection (1), or a petition signed by not less than ten percent (10%) of the qualified electors of a school district, fixing the maximum amount of such school bonds and the purpose or purposes for which they are to be issued, this school board shall adopt a resolution calling an election to be held within this school district for the purpose of submitting to the qualified electors thereof the question of the issuance of bonds in the amount and for the purpose or purposes as set forth in such resolution or petition. The resolution calling such election shall designate the date upon which the election shall be held and the place or places within such district at which such election shall be held, which place or places may or may not be the school house or school houses in such district. Section 37-59-11 (1987)

#### 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.

Section 37 61 9 (3) (1994)



CODE OF STUDENT CONDUCT / THE SCHOOL SAFETY ACT OF 2001

For information related to student conduct, disciplinary action and the School Safety Act of 2001, please refer to MS CODE Section -11-55 and sample policy JCB -Code of Conduct.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code as cited  
*Mississippi Public School Accountability Standards 2012*

CROSS REF.: Policies KB and KBA

DATE APPROVED: July

**STAFF/STUDENT COMMUNITY RELATIONS/SCHOOL PARTICIPATION IN COMMUNITY DRIVES – KD/JO/LB**

Schools may participate in community fund raising drives, clothing collections, and similar activities only when participation has been approved by the superintendent.

No activity may be undertaken wherein reward or recognition for participation is given on individual or group basis without prior approval of the superintendent.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy KEBB

DATE APPROVED: July

**SOLICITATIONS BY STAFF MEMBERS - KDCA**

Teachers are not to collect funds from students for any purpose without the permission of the principal.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **SOLICITATIONS OF STAFF MEMBERS - KDCB**

No fund raising organizations will be allowed to solicit funds from staff members or students without the permission of the superintendent. Solicitation of individual staff members is prohibited except in instances of school district approved solicitations of health insurance, life insurance, disability insurance, legal insurance, vision insurance, dental insurance, and deferred compensation products which have the approval of the school administration. Arrangements for individual or group conferences will be made with the building administrator.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **SOLICITATIONS BY STUDENTS - KEBB**

All fund-raising campaigns must be kept to a minimum. Student fund-raising activities are held in accordance with guidelines established by the superintendent.

Students are allowed to sell advertisements to the high school newspaper, the high school annual, and the high school football program.

For purposes of good organization and management in the maintenance of effective school-community relations, requests for participation in activities requiring solicitations by students must be approved by the superintendent. Requests should be made at least thirty (30) days prior to the activity. The school district reserves the right not to participate in any fund-raising activities. Principals of individual schools will not make this decision, which will be made on a district-wide basis. See policy JHBA, Fund-Raising Activities.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **BROADCASTING AND TAPING OF BOARD MEETINGS – KF**

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special school board meetings according to the following guidelines.

1. Photographs, broadcasting and recordings of meetings may be made only when all parties involved have been informed that cameras, broadcasting and/or recording devices are being used. Persons using these devices must notify the Board of their intent to do so prior to start of the meeting.
2. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and no commentary is to be given in a manner that distracts Board members or the audience.
3. The Board has the right to halt any recording that interrupts or disturbs the meeting.
4. Students may not be photographed by the school district without the consent of their parents.

The Board may make the necessary arrangements to make audio recordings of all regular meetings and any special meeting that it deems appropriate.

### **Attorney General's Opinion 2005-0371 August, 2005:**

**Therefore, as stated in the two (2) prior opinions referenced above, it is the opinion of this office that the Claiborne County School District may not develop a policy that bans recording devices or tape recorders from school board meetings, as such policy would be in violation of the state open meetings laws. However, the board may promulgate reasonable rules and policies concerning the recording of meetings.**

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **USE OF FACILITIES - KG**

It is the policy of the Claiborne County School District to permit the use of school facilities and/or equipment on both a rental and non-rental basis, where such use does not interfere with the normal operation of the school program.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy EBH

DATE APPROVED: July

## **AWARDS AND SCHOLARSHIPS - KHA**

Persons wishing to give special awards to students shall contact the superintendent for approval.

SOURCE: Claiborne County School District, Port Gibson , MS.

CROSS REF.: Policy JN

DATE APPROVED: July



## **CONTESTS FOR STUDENTS - KHB**

Outside agencies wishing to sponsor contests for students must have prior approval of the superintendent. Teacher and student participation in such contests shall be voluntary.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy JM

DATE APPROVED: July

**GIFTS TO STAFF MEMBERS - KHD**

CROSS REF.: Policies GAJ

DATE APPROVED: July

## **GIFTS TO SCHOOLS - KHE**

The superintendent, on behalf of the Board, is authorized to accept gifts to particular schools or the district. He/she shall report such acceptance to the Board, which shall officially acknowledge the gifts and thank the donors.

In instances where the superintendent doubts the appropriateness or usefulness of a gift, he/she shall refer the offer to the Board for its decision.

Assets which are donated to the school district must be recorded at their fair market value at the date of donation. The School Board must acknowledge in their official minutes who will maintain title of ownership of the donated assets.

NOTE: During the 1998 Legislative Sessions, MS Code Section 21-17-1 was amended:

1. To provide that the governing authorities of a municipality “may donate such lands and necessary funds related thereto to the public school district in which the land is situated” for the purposes set forth in Section 21-17-1 (1).
2. To provide that “The governing authorities of any municipality may, in its discretion, donate personal property or funds to the public school district or districts located in the municipality for the promotion of educational programs of the district or districts within the municipality.”

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy DFK

DATE APPROVED: July

## **FREE MATERIALS - KI**

Free materials from commercial, political, religious, or other non-school sources may be used in the schools only with the permission of the Superintendent of Schools or his/her designee. Careful consideration will be given to their educational quality and value.

The name of a commercial firm or other organization shall appear on a free teaching aid.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

**ADVERTISING SCHOOLS/USE OF SCHOOLS TO PUBLICIZE COMMUNITY ACTIVITIES -  
KJ**

No advertising of commercial products, services or religious beliefs shall be permitted in school buildings or on school grounds or properties.

This policy does not prevent advertising in student publications, which are published by student organizations, subject to administration control, nor the use of commercially-sponsored free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product or religious belief shall not be permitted.

Advertisements and Posters:

**Public:** Such practices as allowing advertising and posters should be avoided as often as possible. Under no conditions may public advertisements with profit motives be condoned without explicit permission from the Superintendent of Schools.

Any public advertisement may be announced or posted in the school only after permission from the Superintendent of Schools has been granted.

**Students:** Student advertisements, posters, and handouts before released, revealed, or given to students must be cleared through the principal's office.

Appearances, Films, Performances:

Neither the faculties, the staff, nor the children of the schools shall be employed in any manner for advertising or otherwise promoting the interest of any commercial, political, or other non-school agency, individual or organization, except that:

The schools may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.

The schools may use films or other educational materials bearing only simple mention of the producing firm and provided such materials can be justified on the basis of their actual educational values.

The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit.

The schools may, upon approval of the Superintendent, cooperate with any agency in promoting activities in the general public interest which are non-partisan and non-commercial, and which promote the education or other best interests of the student.

**SOURCE:** Claiborne County School District, Port Gibson , MS.

**DATE APPROVED:** July

## **ADVERTISING IN STUDENT PUBLICATIONS - KJA**

The advertising of commercial products or services is permitted in student publications which are published by student organizations subject to administrative control and subject to reasonable publication rates established by such organization.

Solicitation of sales or the use of the name of the school system to promote any product shall not be permitted.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **PUBLIC SALES ON SCHOOL PROPERTY - KK**

Non-school organizations wishing to use school property or personnel for conducting public sales must have approval of the Board of Trustees. Such requests should be sent to the superintendent or the Board Chairman. Each such request will be decided on the basis of its own merits.

Terms of the agreement shall be set by the Board.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **ACCESS TO PUBLIC RECORDS - KL**

### **CLAIBORNE COUNTY PUBLIC 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 those 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, Claiborne County Public School District. 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 fourteen (14) days from the date of the receipt of the request, to allow inspection and/or duplication.

#### **FEE 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: \$.50 per page, with a minimum of \$2.00 per search.

Searching and Reviewing: An hourly charge in an amount which equals the actual wage per hour of the person conducting the search and review will be charged.

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 the minimum deposit of \$30.00. In the event that the actual cost is found to be less than \$30.00, 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 in 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, 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 other board policies 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.

#### 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 reasons for the denial. The district will maintain a record of all denials for a period of three (3) years.

SOURCE: Claiborne County School District, Port Gibson , MS.

LEGAL REF.: MS Code 25-61-1; 37-11-51, *et. seq.*

CROSS REF.: Policies CN, JR, JRB, and LDDDB

DATE APPROVED: July

## VISITORS TO SCHOOLS - KM

Parents are encouraged to visit the schools. The classroom teacher shall be informed as to the day and time of visits so as to avoid any conflicts with the school schedule.

All visitors to schools shall report immediately to the school office, except when parents have been invited to a classroom or assembly program.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

### Procedures for School Visitation

Out-of-town visitors who have made arrangements through the Superintendent's office will have a member of the Superintendent's staff or a principal as host for the visitor or delegation.

Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the principal and guide services. All visitors are to be made to feel welcome.

There shall be no solicitation of teachers or students on personal matters on the school premises by salesmen or agents.

Any person desiring to visit a school must report upon arrival at the school to the principal's office for clearance. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures.

### Student visitation

The schools, because of space factors in the classrooms and the importance of classroom instruction, require that student visitors have prior approval of the principal.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies BCBI, JGF, and KBB

DATE APPROVED: July

## COMPLAINTS – TITLE I, ECIA – PUBLIC - KN

### \*TITLE I, ECIA PROCEDURE FOR COMPLAINT RESOLUTION

The following procedures will be followed if a complaint concerning TITLE I, ECIA is received by the school district:

1. Record initiated -- within five (5) days of receipt of a written complaint, or an appeal from a person or persons against the operation of Title I, ECIA at the local level, the local Title I, ECIA office will acknowledge receipt of the complaint in writing. All written complaints must include signature and address of the complainant.
2. Within ten (10) working days of the acknowledgment of the complaint, the complainant will be afforded an opportunity for an informal hearing with representatives of the local Title I, ECIA office at which time oral and written testimony may be taken.
3. Failure to resolve the complaint in an informal sitting will necessitate a formal hearing on the matter. The complainant will be advised on the right to request in writing a formal hearing. The complainant will have fifteen (15) days from the date of the informal hearing to make a written request for formal hearing. Upon receipt of the request for a formal hearing the LEA shall make, when necessary, an on-site investigation of the complaint.
4. The formal hearing will be conducted by the local Superintendent and School Board. The local hearing panel will provide opportunity for the complainant or the complainant's representative, or both, and the local educational agency involved to submit evidence, including the opportunity to question parties to the dispute and any of their witnesses.
5. The entire procedure, from receipt of the complaint to a satisfactory resolution, shall be completed within a period of not more than sixty (60) days.
6. The complainant has the right to appeal the final resolution of the Local Educational Agency to the Commissioner of Education within thirty (30) days after receipt of the written decision.

\*Formerly Chapter I

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS - KNBA/IFAB**

The Board assumes final responsibility for all books and instructional materials it makes available to students. However, it recognizes the right of individual parents regarding controversial materials used by their own children.

While the Board will not permit any individual or group to exercise censorship over instructional materials and library collections, provision will be made for the reevaluation of the materials upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected. (See IFAB.)

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: MS Code 37-7-301 (1993)

CROSS REF.: Policies BCBI, KN, and IFAB

DATE APPROVED: July

## **GOALS AND OBJECTIVES – PARENTAL INVOLVEMENT - LA**

This school board reaffirms the school district's strong commitment to the role of parents in their children's education and to effective, comprehensive parental involvement. In this policy, "parent" is intended to include parents, guardians, and other family members involved in supervising the child's schooling. Parental/family involvement in a child's learning is a critical link to achieve academic success and to promote a safe and disciplined learning environment.

Schools and families will work together to ensure that the educational process includes quality learning at home, in school, and in the community. The following steps will be taken to achieve this goal:

The superintendent will assess the status of parental involvement, review existing policies and procedures, and develop necessary regulations and procedures to support this policy, including a review of staff and budget support.

The Board of Education will support parental involvement by seeking parental input on school system policies, including curriculum, facilities, and funding issues.

### **STRATEGIES FOR PARENT/ FAMILY INVOLVEMENT**

1. Effective two-way communication between all parents and schools regarding school system policies and regulations, local school policies, and an individual child's progress.
2. Activities to encourage parental volunteer opportunities in schools both in the classroom and in other areas of the school including attendance at local school programs and events.
3. Information and programs for parents on how to establish a home environment to support learning and appropriate behavior.
4. Information and programs for parents about how they can assist their own children to learn.
5. Assistance to develop parental involvement in educational advocacy through PTAs and other organizations, including school system task forces and advisory committees.

### **ROLE OF LOCAL SCHOOLS**

While each division, office, and school must assess its role and plan of action to meet these goals, all school district employees are expected to convey a commitment to parental involvement.

Consistent with this commitment, local schools are expected to:

1. Develop activities and materials that provide for effective two-way communication between parents and the school on local school policies and individual student progress
2. Support and encourage parental volunteer opportunities
3. Provide programs that assist parents in learning how they can help children learn, including activities that are connected to what children are learning in the classroom
4. Work with PTA leadership to ensure parental input.

### **ROLE OF CENTRAL OFFICE STAFF**

In addition to the role of the local schools, appropriate staff in central offices are expected to support local school efforts and, where relevant:

1. Communicate with parents on school system policies and regulations;
2. Provide for the development of parenting programs and materials, including the use of cable television, pamphlets, adult education courses, parent resource centers, and programs designed to orient new parents to the school district;
3. Maintain and support with appropriate information and training parental volunteer opportunities countywide;
4. Assist in the development of parental leadership through PTAs and other recognized groups;
5. Work with businesses, organizations, and other government agencies which by their policies and activities can provide support and assistance for parental involvement efforts;
6. Provide appropriate teacher and staff training to support effective parental involvement; conduct staff and parent training in ways to communicate and work together including problem solving, conflict resolution skills, and outreach strategies;
7. Identify and publicize promising programs and practices related to parental involvement;
8. Work with colleges and universities that prepare teachers and administrators to support the inclusion of school and family connections in their training programs;
9. Develop methods to accommodate and support parental involvement for all parents with special needs including those with limited English proficiency and individuals with disabilities; and,
10. Develop mechanisms for local schools to use in order to assess the effectiveness of their parental involvement efforts.

Process Standard 18 of the Mississippi Public School Accountability Standards is as follows: There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. {MS Code 37-7-337}

LEGAL REF.: *Mississippi Public School Accountability Standards (2012)*

CROSS REF.: Policies KB, KCB, and LAA

While the schools have the primary responsibility for the formal education of the children and youth of the district, the Board recognizes that many governmental agencies and community organizations play a definite role in education.

Therefore, it shall be the desire of the Board to establish positive working relationships with all other public and private organizations which contribute to the education process and to the general welfare of the citizens of the community.

## TITLE I PARENT INVOLVEMENT - LAA

COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001

**NOTE: Schools receiving federal ESEA funds are required to have a parent involvement policy. The Claiborne County School District will ensure parental involvement in the development of such a policy, with the following items to be considered.**

The Claiborne County School District Board of Education endorses the parent involvement 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 involvement 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:

Information about programs provided under Title I;

1. 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;
2. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
3. 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; and

Address 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.**

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: P.L. 103-382 (Improving America's Schools Act)  
P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policy LAB

DATE APPROVED: July



## **TITLE I PARENT INVOLVEMENT REGULATIONS - LAB**

### **THIS POLICY COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001**

In order to achieve the level of Title I parent involvement desired by the board of education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school, and community.

#### **GUIDELINES**

Parent involvement activities developed at each school will include opportunities for:

- Volunteering;
- Parent education;
- Home support for child's education;
- Parent participation in school decision making.

The school system will provide opportunities for professional development and resources for staff and parent/community regarding effective parent involvement practices.

#### **ROLES AND RESPONSIBILITIES**

##### **6. Parents**

It is the responsibility of the parent to:

- a. actively communicate with school staff;
- b. be aware of rules and regulations of the school;
- c. take an active role in the child's education by reinforcing, at home, the skills and knowledge the student has learned in school; and
- d. utilize opportunities for participation in school activities.

##### **7. Staff**

It is the responsibility of the staff to:

- a. develop and implement a school plan for parent involvement;
- b. promote and encourage parent involvement activities;
- c. effectively and actively communicate with all parents about skills, knowledge, and attributes student are learning in school and suggestions for reinforcement; and
- d. send information to parents of Title I children in a format and to the extent practicable, in a language the parents can understand.

##### **8. Community**

Community members who volunteer in the schools have the responsibility to:

- a. be aware of rules and regulations of the school; and
- b. utilize opportunities for participation in school activities.

9. Administration

It is the responsibility of the administration to:

- a. facilitate and implement the Title I Parent Involvement policy and plan;
- b. provide training and space for parent involvement activities;
- c. provide resources to support successful parent involvement practices;
- d. provide in-service education to staff regarding the value and use of contribution of parents on how to communicate with and work with parents as equals partners;  
and
- e. send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: P.L. 103-382 (Improving America's Schools Act)  
P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policies LA and LAA

DATE APPROVED: July

## **CUSTODIAL/NON-CUSTODIAL PARENTS' RIGHTS - LB**

The School Board of the Claiborne County School District presumes that the person who enrolls a student in school is the student's custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined. The parent who enrolled the child is considered by the school district to be the custodial parent until a legal document naming the custodial parent is provided to the school.

Parents or guardians have the right to receive information contained in the school records concerning their minor child, and the right to forbid the disclosure of such information to others unless authorized to do so. This board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made, the custodial parent will be requested to submit a certified copy of the court order which curtails the specific right/s.

Unless there is a legal document that specifies otherwise, both natural parents have the right:

- To view the child's school records
- To receive school progress reports
- To visit the child briefly at school
- To participate in parent and teacher conferences (together or separately)

While both parents can see child at school, only the custodial parent has the right to remove the child from school property. If the non-custodial parent asks to take the child from school, the principal or designee will adhere to the following procedure.

- Explain that the school staff is responsible for the child's welfare while at school.
- In plain view of the non-custodial parent, telephone the custodial parent and explain the request. If the custodial parent agrees, then comply with the request.
- If the custodial parent objects, explain to the non-custodial parents that his/her rights do not include removing the child from school property. Confirm that the school will allow brief visits and describe the conditions so that both parents hear the information. Emphasize that the child will stay in the office area for the visit, will return to class afterward, and will not leave school property.
- Escort the child to the office. Do not send the parent to the classroom. Explain to the child how the visit is to proceed. Emphasize that you (or a school security official) will return the child to class when the visit is finished.
- Provide a place for the visit which can be observed by office staff. Escort the child back to class after the visit.
- Maintain a file of such visits and have the non-custodial parent sign in and sign out so there is an official record of each visit.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies JBC, JGFC, LAA, and LAB

DATE APPROVED: July

## **PARENTAL RIGHTS - LC**

## COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001

The Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being, in determining district and student needs for educational services, in program development and district operations. To assist the district in this effort, and in accordance with the No Child Left Behind Act of 2001 (NCLBA), the district affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing "covered survey items" as defined by the NCLBA;
2. Any instructional material used by the district as part of the educational curriculum for the student;
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from "covered activities" as defined by the NCLBA. The rights provided to parents under this policy, transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable state law.

The superintendent will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in district schools. The input of parents will be encouraged in the development, adoption and any subsequent revision of this policy.

The following definitions and procedures will be used to implement the parental rights requirements of the No Child Left Behind Act (NCLBA):

### DEFINITIONS

1. "Survey," as defined by federal law and as used in Board policy and this regulation, includes an evaluation. It does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act;
2. "Covered survey items" means one or more of the following items: political affiliations or beliefs of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program;
3. "Covered activities" requiring notification under the NCLBA means those activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more covered survey items; and any non-emergency, invasive physical examination or screening that is required as a condition of attendance and administered and scheduled by the school in advance;

4. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control;
5. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments;
6. "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); telephone number; or a social security identification number.
7. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body. It does not include a hearing, vision or scoliosis screening and does not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

#### REQUESTS TO INSPECT MATERIALS

Parents may inspect surveys, instructional materials or instruments used to collect personal student information for marketing purposes before such items are administered or distributed by a school to a student as follows:

Requests may be directed to the school office by phone or in person;

Requests must be received by the district no later than [five] working days following receipt of notification by the district of its intent to administer or distribute such items;

Materials may be reviewed at the school office or mailed by the district;

Requests to mail materials must be accompanied by a self-addressed, stamped envelope.

#### REQUESTS TO EXCUSE STUDENT FROM COVERED ACTIVITIES

A parent may request that his/her student be excused from participation in any of the following covered activities:

1. The collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information to others;
2. Any district or third party survey;
3. The administration of non-emergency, invasive physical examinations or screenings.

All such requests must be:

1. Directed to the building principal in writing;
2. Received by the district no later than [five] working days following receipt of notification by the district of its intent to administer or distribute such items.

## STUDENT PRIVACY

The district recognizes its responsibility to protect student privacy in the event of administration or distribution of a survey to a student containing one or more covered survey items.

A student's personal information that may be collected as a result of such surveys will be released only with prior, written parental permission.

## NOTIFICATION

Each building principal shall be responsible for ensuring appropriate notification to parents of their rights under federal law, Board policy and this regulation. Accordingly, notification will:

1. Be made at least annually at the beginning of the school year or at other times during the school year when enrolling students for the first time in school;
2. Include the specific or approximate dates during the school year when covered activities are scheduled or expected to be scheduled.

SOURCE: Claiborne County School District, Port Gibson, MS.

LEGAL REF.: P.L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF.: Policies LA and LB

DATE APPROVED: July

## **RELATIONS WITH LOCAL GOVERNMENT - LDA**

The Board, as an agency of local government, will cooperate with other governing agencies both educational and civic, to achieve the goal of all governmental bodies, namely the best interests of the youth and the citizens of the municipality of Port Gibson. However, the primary concern of the Board shall be the welfare of school children.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **RELATIONS WITH POLICE DEPARTMENT - LDAJ**

Cooperation with law enforcement agencies is essential for the protection of students, for the maintenance of a safe environment in the district schools, and for the safeguarding of all school property. The Board also is aware of the potential enrichment that law enforcement agencies can contribute to the educational program.

The functions of the schools and the district's legal responsibility for students during the school day must be in harmony with the Constitution of the United States and the laws of the State of Mississippi.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July



**QUESTIONING OF STUDENTS BY LAW ENFORCEMENT OFFICIALS AND/OR OTHER  
AGENCIES' OFFICIALS - LDAJA**

Police may be called to the schools at the request of the school administration. If the police wish to come to a school for official business, they first must contact the school administration.

Prior to a police officer questioning a student on a police matter, the school administrator will first inform the parents or guardian of such request and the parent/guardian will be asked to attend such interview. An adult representing the student must be present. If the parent/guardian does not wish to be present, the principal or his/her representative will sit at the interview. If the parent/guardian does not approve of the requested interview, the interview shall not be held on school grounds.

Contact between the schools and police department on matters involving students shall be made through the office of the principal and the youth officer of the police department.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy JCAB

DATE APPROVED: July

## **DISTRICT RELATIONS WITH CIVIL DEFENSE AGENCY - LDAL**

In order to provide for community safety in cases of natural disasters or attack, the Board shall cooperate with the Civil Defense authorities in allowing school facilities to be used as part of a community-wide plan. Any request for the use of school facilities should be made to the Superintendent. However, if the Superintendent is unavailable or if the disaster itself has caused a disruption of communication services which makes contact with the Superintendent impossible, the principal of each school facility, upon proper request, is authorized to open the facility and make it available for use by Civil Defense authorities. A proper request is one made by the Mayor, the Chief of Police, the Sheriff of Claiborne County, the Director of the Claiborne County Civil Defense, the President of the Board of Supervisors, or any other person, who, in the opinion of the principal, clearly has the authority to make such a request.

District personnel shall also work with Civil Defense authorities in developing an Emergency Plan for the schools and providing for the necessary training and instruction to implement the plan.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **RELATIONS WITH PLANNING AUTHORITIES - LDAN**

Any responsible long-range development plan must include provisions for school land and facilities. Plans must take into account the impact which industrial development, new or revised transportation corridors, or altered population density may have on existing school facilities and the district's general capabilities to cope with such factors.

While the Board agrees that landowners must be permitted certain rights to develop their properties, it believes they should not be permitted to do so at the expense of the community at large.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **DISASTER ASSISTANCE - LDAP**

In times of natural disasters the Claiborne County School District has been called upon to provide manpower by way of its custodial and maintenance staff to assist other public bodies directly affected by the disaster. It is the policy of the Claiborne County School District to provide assistance at such times whenever it is feasible to do so and whenever such assistance can be rendered without adversely affecting the operation of the Claiborne County School District. The decision as to whether to commit resources of the Claiborne County School District for the purpose of assisting other public bodies in times of disasters is left to the sound discretion of the Superintendent.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **RELATIONS WITH LEGISLATIVE REPRESENTATIVES - LDCA**

The Board is aware of the importance of sound and constructive state legislation in establishing the framework and support for public education. Consequently, legislative proposals affecting education which come before the General Assembly are of direct concern.

The Board shall keep itself informed about pending legislation and communicate its concerns to the elected representatives.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

**STUDENT RECORDS/GUIDELINES FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
OF 1974 - LDDDB**

The Claiborne County School District through action by the Board of Trustees will implement the following policy concerning the "Family Educational Rights and Privacy Act of 1974":

1. Parents have the right to inspect and review the educational records of their children to insure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Parents are also provided with the privilege of requesting correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
2. The Board of Trustees is following the policy of allowing parents, upon request, rapid access to student records.
3. The law allows "directory information" about students to be made public without specific permission. Parents may, however, request that certain information about their child be deleted from publications. During the coming year the schools within the Claiborne School District will publish, or sponsor the publication of yearbooks, student directories, honor society rosters, athletic contest programs, and graduation programs. The Board is allowing the following directory information to be made public through one or more of these publications: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and awards received.
4. The Claiborne County School District will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:
  - A. School officials, including teachers, who have legitimate educational interests.
  - B. State or federal officials for audit purposes or for reporting information required by state statute.
  - C. Financial aid officials in connection with a student's application for aid.
  - D. Educational agencies for developing, validating and administering predictive tests if such information will not permit identification of individual students.
  - E. Accreditation organizations in order to carry out their function.
  - F. Parents of dependent students who are over age seventeen.
  - G. Appropriate persons who need information to protect the health or safety of students.
5. The Claiborne County Schools will maintain a record of individuals having access to the cumulative folders of each student. With the exception of category 4-A above, this record will contain the signature, the date, and the reason for needing access. This record will be available to parents.
6. The law states that whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education, the permission or consent required and accorded to the parents shall be required and accorded only to the students.

In the Claiborne County Schools each principal will be custodian of the students' records. Parents who have legitimate interest are welcome to make inquiries about such records.

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy JRB

DATE APPROVED: July

## **COMPLIANCE POLICIES/FEDERAL TITLE PROGRAMS – LDDC/LDDB**

The School District is in compliance with the Title VI and Title VII of the Civil Rights Act of 1962, including regulations in vocational education, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973/Americans With Disabilities Act, and Family Educational Rights and Privacy Act of 1974.

District policy assures that no one shall, on the grounds of race, religion, age, national origin, sex, or disability (qualified) be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school. The vocational department encourages males and females to enroll in non-traditional classes and to train for non-traditional jobs. Copies of the Title IX policy of the Educational Amendments of 1972 and the Family Rights and Privacy Act of 1974 are available in the principal's office in each school building upon request.

### **Section 504/Americans With Disabilities Act Nondiscrimination on the Basis of Disability Policy**

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

The 504/Americans With Disabilities Coordinator will handle inquiries regarding the School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **PARENT-TEACHER ASSOCIATIONS - LEB**

This Board recognizes the constructive role which the parent-teacher groups can play in the school system. The effective leadership provided by these organizations is valuable to the improvement of educational programs and community support of the schools. The Board shall offer these groups its full cooperation.

The parent-teacher groups in our schools are viewed by this Board as sincerely interested in and staunch supporters of public education.

The purposes of the P.T.A. are endorsed by the School Board:

- to promote the welfare of children and youth in home, school, church and community;
- to raise the standards of home life;
- to secure adequate laws for the care and protection of children and youth;
- to bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child;
- to develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.

Staff members shall be encouraged to join the Associations and to participate actively in their programs.

The State Board of Education shall establish an awards program to reward parents for becoming involved in school improvement efforts. A process shall be established which shall include, but not be limited to, the designation of a parent of the year in every school district in the state and the designation of one (1) "Parent of the Year" statewide. §37-3-73 (1992)

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policies BCBI and KM

DATE APPROVED: July



## **BOOSTER CLUBS AND OTHER SUPPORT GROUPS - LEC/IDFA**

The School Board recognizes the value of community support groups in relation to the student activities program of the Claiborne County School District and encourages the participation of interested citizens in booster clubs and other such organizations whose purpose is to support student activities through fund-raising, increasing attendance, promoting greater community awareness of specific programs, and developing ways in which to recognize outstanding student achievement.

Such booster clubs or organizations shall receive School Board approval before organizing. The School Board must be given a statement of the purpose and objectives of the booster clubs or organizations. Any time a booster club or organization wishes to hold a fund-raising activity or donate money, equipment, or supplies to the school, the School Board shall be informed.

Realizing that there are potential areas of disagreement between booster Clubs and the professional member(s) responsible for specific student activities, the School Board clearly places full responsibility for the development and implementation of student activities upon the Principal of the school, the Athletic Director, and the staff member(s) assigned to direct a specific activity, subject to administrative direction by the Superintendent. The School Board expressly denies to any support group any delegation of authority for the operation and direction of any student activity and limits such support assistance to these areas: fund-raising to support approved activities of a team, club, or other student group; programs designed to promote awareness of and attendance at student activities; projects centered in the recognition of individual and group achievements; and programs designed to inform members of upcoming events and activities of the team or other student group.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **EDUCATION AGENCIES RELATIONS GOALS - MA**

This school board generally supports the educational endeavors of other institutions whose goals are compatible with those of the school district. In its relationship to other educational institutions, this school board will strive to stand as a partner and colleague in such ways as described below.

### **POST HIGH SCHOOL INSTITUTIONS**

1. Within its resources and according to abilities and efforts of each student, the school district will seek to prepare students for successful experiences in post high school institutions.
2. To the extent appropriate and applicable, the school district will seek to utilize the resources of post high school institutions for the development of its own staff.
3. The school district will cooperate with post high school institutions in selected areas of research and experimentation which have the potential to increase the effectiveness of teacher preparation or staff development and/or which directly improve the local instructional program.

### **DUAL ENROLLMENT**

A local school board, the Board of Trustees of State Institutions of Higher Learning and the State Board for Community and Junior Colleges may establish a dual enrollment system under which students in the school district who meet the prescribed criteria of this Section 37 15 38 may be enrolled in a postsecondary institution in Mississippi while they are still in school.  
Section 37 15 38 (1) (2006)

### **OTHER INSTITUTIONS AND ORGANIZATIONS**

1. The school district will work cooperatively with other school districts in selected programs when it is beneficial to do so.
2. The school district will assume appropriate responsibility for improving the climate for education, particularly with reference to expanding the fiscal base, providing for efficient expenditure of funds, and bringing about state or federal legislation which improves education or contributes to district goals.
3. The school district will cooperate with professional educational organizations recognized by the district as important forces for the improvement of education.
4. The school district will cooperate with institutions such as educational service units and regional laboratories when their programs are consistent with the goals of the district.

Standard 18 is as follows: There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision making. {MS Code 37 7 337}

SOURCE: Claiborne County School District, Port Gibson, MS.

CROSS REF.: Policy MFB

DATE APPROVED: July

**PRIVATE SCHOOLS RELATIONS - MB/MC**

The Board will cooperate with parochial and private schools in matters of mutual benefit where not prohibited by law.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **RELATIONS WITH EDUCATIONAL RESEARCH AND SERVICE CENTERS - ME**

The district shall cooperate as far as possible with the college, universities, and regional service agencies in promoting potentially useful research. Because of the large number of requests for studies in the schools, it is necessary to establish limitations and guidelines for the approval of such studies.

The Superintendent shall draw up guidelines based on the following criteria:

1. The objectives of the research should be clearly stated and the design such as to produce valid and reliable results to be made available to the district;
2. The project should contribute something of value for the improvement of education;
3. Instructional activities will not be interrupted unless there is a clear significant value for the district's educational program.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **RELATIONS WITH COLLEGES AND UNIVERSITIES - MF**

The Board believes that the staff and students of the district should take full advantage of the resources provided by the college and universities in the area. The Superintendent shall keep the Board informed of all opportunities for shared and cooperative services between the district and institutions of higher learning.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **STUDENT TEACHERS - MFB**

### STUDENT TEACHING AND INTERNSHIPS

The Board, recognizing both its responsibility to improve the quality of teacher training and the contribution that student teachers can make to the schools, encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the district's schools in all reasonable ways. All initial arrangements with the colleges or other institutions shall be subject to Board approval. Section 37-132-1(1973)

The importance of teacher-training to the future education and the need to assure a high quality of performance in our schools demand that student teachers be placed only with the best teachers. Because they continue their primary responsibility (the education of their students), their commitment is doubled. These teachers must have demonstrated a capacity and willingness to meet these additional demands. The teacher, in cooperation with the principal and the representative of the preparation institution, shall assign the student teacher or intern responsibilities and duties that will provide adequate preparation for teaching. Section 37-132-3 (1973)

Recognizing the special skills and expertise of the teacher preparation institution and its staff, the Board authorizes the administration to honor the reasonable rules, regulations, and training guidelines of the sending institution.

In all arrangements made with preparation institutions, the school system shall have the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

Any student teacher or intern under the supervision of a licensed teacher, principal, or other administrator shall have the protection of the laws accorded the licensed employee of the district. While acting as a student teacher or intern, he/she shall comply with all rules and regulations of the district and observe those duties assigned licensed personnel. Section 37-132-5 (1973)

The school administration shall devise procedures for evaluating the performance of student teachers which meet requirements of the sending institution and fit with the district's policies.

LEGAL REF.: Mississippi Code, as cited above

#### Teacher-Student Teacher Relations

The Board of Trustees welcomes the opportunity to cooperate with the colleges and universities by taking an active part in the training and preparation of student teachers.

It shall be the duty of the central administrative office to determine the number of student teachers and the academic areas to be served each quarter or semester. This decision will be reached after consultation with the principal concerning such placement.

The following regulations shall apply:

1. Placement shall be made by the central administrative office.
2. Student teachers shall be assigned to the school rather than to individual teachers.
3. The principal shall determine a schedule and make assignments within each school.
4. Student teachers will be assigned to a team of teachers, whenever possible, and will work under the leadership of the team members.
5. First year teachers shall not be assigned student teachers.

6. Teachers shall be responsible for the following:
  1. Student discipline
  2. Student evaluation
  3. Student assignments (length and quality)
  4. Proper delegation of student teaching time.
7. Teachers must understand that student teachers may prove invaluable in the education of the students in their classes, but by no means is it intended that student teachers replace the teachers in the classroom. It shall be considered mandatory that teachers supervise student teachers in the classroom.
8. The teacher is responsible for everything that takes place in the classroom, whether he/she has a student teacher or not.
9. Administrators may deem it necessary and beneficial to student teachers to involve them in school activities other than instructional.
10. The following time table is recommended in determining student teachers' actual teaching time and classroom management:
  - a. Phase No. 1 -- 3 weeks -- observation, orientation and assisted instruction
  - b. Phase No. 2 -- 3 weeks -- observation and supervised participation
  - c. Phase No. 3 -- 3 weeks -- supervised participation, planning, and introductory instruction
  - d. Phase No. 4 -- 3 weeks -- continued supervised participation, planning, and instruction.

The classroom teacher is responsible for the implementation of the above time table which should be sufficiently flexible to meet the needs of the student teacher and students. It is expected that by Phase No. 4 the student teacher engage in all facets of classroom instruction which would include student evaluation. However, no student teacher evaluation will be considered final or absolute.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **MEETINGS AND NOTIFICATIONS OF PROFESSIONAL ORGANIZATIONS - MGA/GBS**

Meetings of all professional organizations, or programs sponsored by these organizations, such as surveys, insurance presentations, recruitment of members, etc., shall be conducted at a time other than the normal working day of staff members. The meetings or surveys may be held on school premises, but only after prior approval of the Superintendent of Schools. Announcements or other information regarding professional organizations may be made at general faculty meetings or sent through the inter-school mail only with prior approval of the Superintendent of Schools.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July



### **SCHOOL BOARDS ASSOCIATION - MGB**

The Board maintains membership in the Mississippi School Boards Association and the National School Boards Association through its affiliation with the state association.

Membership shall be reviewed annually.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **STATE EDUCATION AGENCY RELATIONS - MI**

The Board declares its desire to work in close cooperation and harmony with the State Board of Education and the State Department of Education. The Superintendent is instructed to pay close attention to this matter and to establish healthy communications and relationships as well as to work cooperatively in every way for the advancement of education.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **EDUCATIONAL ACCREDITATION AGENCY RELATIONS - MK**

The Board shall strive to ensure that the schools of the district meet the standards for accreditation prescribed by the Commission on School Accreditation.

SOURCE: Claiborne County School District, Port Gibson, MS.

DATE APPROVED: July

## **PROFESSIONAL VISITORS AND OBSERVERS - ML**

One of the ways that Board members and staff members can improve their effectiveness and the quality of the education of the students is through visitation of school systems with novel, experimental, or innovative programs. As a consequence, Board Members encourage the staff to visit other school systems. Recognizing the value of professional visiting, the Board also welcomes professional visitors to its own schools.

To ensure the continuity of the educational program and guard against classroom interruption, delegations desiring to visit the Claiborne County School District or any particular part of it should make arrangements through the superintendent or his/her designee. The superintendent or his/her designee then can make the necessary arrangements to have someone knowledgeable in the area in which they are interested to assist them in their visit. This will also ensure that the part of the program they wish to visit will be operational on their arrival and will guard against undesirable interruptions in the scheduled programs of students and staff members.

Professional visitors arriving at schools unannounced should be directed to the superintendent's office. They will be accommodated only if this does not interfere with scheduled plans of staff members.

SOURCE: Claiborne County School District, Port Gibson , MS.

DATE APPROVED: July