

## BOARD OPERATIONS GOALS AND OBJECTIVES MISSION STATEMENT

### MISSION STATEMENT OF THE ENTERPRISE SCHOOL DISTRICT

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

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

### DISTRICT MISSION STATEMENT

The mission of the Enterprise School District is to provide an educational climate where all students have an opportunity to achieve academic success, develop physical and emotional well-being, and become productive and responsible citizens within a setting that is as safe and secure as possible.

This statement of mission directs the educational goals of the Enterprise School District. The district's policies, regulations, and procedures must be consistent with the mission. Therefore, implementations 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 Enterprise School District.

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

## GENERAL SCHOOL ADMINISTRATION GOALS AND OBJECTIVES

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; 37-19-1(d); and 37-61-9}

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

Active leadership on the part of the administration ensures successful implantation 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 evaluation how well those requirements and expectations have been met. The superintendent shall be responsible for clearly specifying requirements and expectations for all 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 the 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 freest 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 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 the student, 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 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 coordination groups shall be based in the central office.

The principal of each school is responsible administrator in the building. All personnel, non-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 the administration in the district shall be the following:

1. Manage the district's various departments, units, and program 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 an alternative, 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 sub goals 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) coordination 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.

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policies ABB – Board Powers and Duties

BA – Board Operations Goals and Objectives Mission Statement

CEB – Duties of Superintendent

CC – Organization Charts

## SMOKE FREE BUILDINGS

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the Enterprise School District 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 sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

Section 1043 (a) and (c-1) and (f-1) of 20 USC 6083 states:

**PROHIBITION:** After the enactment of this Act, no person shall permit smoking with any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.

**FEDERAL AGENCIES:** Kindergarten, Elementary, or Secondary Education or Library Service – After the date of enactment of this Act, no federal agency shall permit smoking within any indoor facility in the United States operated by such agency, directly or by contract, to provide routine or regular kindergarten, elementary, or secondary education or library services to children.

**CIVIL PENALTIES:** Any failure to comply with a prohibition in this section shall be in violation of this section, and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation or may be subject to an administrative compliance order or both. Each day a violation continues shall constitute a separate violation. In the case of any civil penalty under this section, the total amount shall not exceed the amount of Federal funds received by such person for the fiscal year in which the continuing violations occurred. For the purpose of the prohibition in the subsection (c), the term “person” shall mean the head of the applicable federal agency or the contractor of such agency providing the services to children.

**LEGAL REF.:** US CODE as cited

**CROSS REF.:** Policy EB – Building and Grounds Management

## SAFETY AND HEALTHY SCHOOLS

Standard 37: The school district complies with State Board Policies and state and federal laws to provide safe and healthy schools. (See School Safety Plan).

### SAFETY PROGRAM

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 sample policy JCB.

#### 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 school principal shall have a current disaster plan and conduct regular safety drills.

Each school in the district presently has, or will have installed, before July 1, 1997, a weather radio. 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 and 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 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 personal transportation of the student to and from school and for doctor's appointments and bona fide emergencies 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. However, 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 / EXTRA-CURRICULAR 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 the risk of injury or death, waiver of liability in the event of injury or death and acceptance by parent//guardian of responsibility for health care due to injury or death. There shall be stand-by medical assistance and an ambulance at any and all varsity football games, home or away.

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

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



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

The school superintendent 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 prior to 7:30 each school day and are expected to leave 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 extra-curricular activities, including sports, shall never leave those in their charge unsupervised and unattended whether at school, away from school, during hours or after school hours. This includes field trips, club trips, and sports event.

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 a 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 the 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 personnel 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.

Standard 37 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7-301(c)(d)(j), 37-11-5 and 49, 37-17-6(20), and 45-11-10}

LEGAL RED.: MS CODE AS CITED

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policies EBBA – School Safety Plan

GAEA – Staff Safety

JGCD – Student Health Services – Medicines

JGCD-R – Administration of Prescription Medicine

JGF – Student Safety

FGJB – Off-Campus Student Educational Activity

JGFG – Accidents / First Aid

## 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 an 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, bomb threat, earthquake, fire, flood, hazardous waste spill, hurricane, shooting/weapons, tornado, and nuclear attack.

Standard 37 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7-301(c)(d)(j), 37-11-5 and 49, 37-17-6(20), and 45-11-10}

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

LEGAL RED.: Policy EBBA – School Safety Plan

## EMERGENCY DRILLS

It shall be the duty of the principals and teachers in each building of this school district to instruct the pupils in the method of drills and to practice drills until all the pupils in the school are familiar with the methods of escape. Such 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 designed by the state department of education. 37-11-5 (1980)

The superintendent shall be responsible for ensuring that each school has a current crisis management plan that includes procedures for bomb threat, fire, earthquake, hurricane, tornado, and lock down. 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.

Standard 37.1 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7301(c)(d)(j), 37-11-5 and 49, 37-17-6(20), and 45-11-10}

LEGAL REF.: MS CODE as cited

*Mississippi Public Accountability Standards (2001)*

CROSS REF.: Policy EBBA – School Safety Plan

## EMERGENCY CLOSINGS

Upon application from the school board, the superintendent of schools may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness, or dismissal of a teacher or 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 condition. If a severe weather warning, such as a tornado warning, is issued by the United States 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)

Standard 23.11 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7-301(c)(d)(j), 37-11-5 and 49, 37-176(20), and 45-11-10}

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policy EBBA – School Safety Plan

## VANDALISM PROTECTION

If any pupil shall willfully destroy, cut, damage, or injure any school building, equipment or other school property, he shall be liable to suspension or expulsion, and his 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 or 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 and code of student conduct 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 a 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 parent 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, 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)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies EB – Building and grounds Management  
ECBA – Vandalism



## VANDALISM

If any student shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he shall be subject to suspension or expulsion, and his parents, legal guardians, or custodians shall be liable for all damages.

### I. LIABILITY FOR DAMAGES

The District may institute legal proceedings against and recover damages from parents of minor students who maliciously and willfully damage or destroy school property. The discipline plan of each school shall contain a statement of parental responsibilities in this regard as required by Policy JDA.

### II. 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 they have knowledge that an act of vandalism has or may have occurred.

The principal shall notify the superintendent or his designee of all reports of vandalism.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He is further authorized to delegate authority to perform these functions.

LEGAL REF.: MS CODE 37-11-19 (1990) AND 37-11-53 (1995)

CROSS REF.: Policies JDA – Discipline Plan

JCBE – Unlawful or Violent Acts

## ACCEPTABLE COMPUTER/NETWORK/INTERNET USE POLICY

The goal of Enterprise School District is providing network services to teachers, staff, and students to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet is an electronic communications network that provides vast, diverse, and unique resources. The purpose of providing these resources is to improve learning, teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. Enterprise School District provides computer equipment, computer services and Internet access to its students and staff for educational purposes only. The guidelines in this document are there to help facilitate this goal and they must be adhered to by all who access the network.

**Acceptable Use-** The use of Enterprise School District's network/Internet is to support research and education in and between schools and academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the network/Internet must be in support of education and research and consistent with the educational objectives of Enterprise School District.

Transmitting, accessing, or retransmitting any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene materials, harassing, pornographic or materials protected by trade secret.

Users will not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to large numbers of people).

Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of property by devices, including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.

Use for commercial activities by for-profit institutions is generally not acceptable.

Use for product advertisement or political lobbying is also prohibited.

Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

Attempting to bypass network controls and filters by any means is prohibited.

**Privileges-** The use of Enterprise School District services is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. The site and/or network administrator(s) will deem what is inappropriate use, take appropriate action, and determine consequences. Also, the site and/or network administrator(s) may deny access at any time as

required. Users should report any security issue of a questionable nature to the proper site or network administrator.

**Filtering-** Enterprise School District is CIPA (Children’s Internet Protection Act) compliant. The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offense content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implanting CIPA. In accordance with CIPA, Enterprise School District utilizes several different forms of filtering and network monitoring devices. However, users must also recognize that no filtering system is perfect, and that in the event that inappropriate material is accessible, the District shall not be held liable. Accessible, inappropriate material should be reported immediately to your site administrator or network administrator.

**Etiquette (Network Etiquette) –** The use of access requires that you abide by accepted rules of network etiquette. These include, but are not limited to the following:

**BE POLITE.** Do not send abusive or harassing messages to anyone.

**USE APPROPRIATE LANGUAGE.** In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that E-mail is not guaranteed to be private. Messages relating to or in support of illegal or violent activities must be reported to authorities and appropriate action will be taken.)

**PRIVACY.** Do not reveal or provide the personal address, phone number, or other information about yourself or any other person. Enterprise School District will not disclose any personal information about students. Any user will immediately report to ESD any attempt by other Internet users to engage in inappropriate conversations or personal contact. The system administrators and approved staff are required to monitor activity on all devices accessing the ESD network. There should no expectation of privacy on any device accessing the ESD network. Any information on your school computer/email is ESD property and may be searched at any time without notice.

**CONNECTIVITY.** Do not use the network in such a way that would disrupt the use of the network by others. Users should not use the district network with activities that put a strain on network resources and bandwidth such as online games, music, running resident programs, such as chat, instant messenger service (AOL, MSN, Yahoo, etc.) All use should serve an instructional purpose and be educational in nature.

**Services-** Enterprise School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused

by our own negligence or your errors or omissions. Use of any information obtained via Enterprise School District network services is at your own risk. Enterprise School District denies any responsibility for the accuracy or quality of information obtained through network services.

Use of Personal Devices- Use of personally owned equipment will be evaluated on a case by case basis. Users must first notify the computer department of such anticipated use. Any device that accesses the district network must be approved by the computer department and meet minimum standards with regards to anti-virus and spyware protection prior to use. This includes, but is not limited to personal computers, notebooks, laptops, PDA's, music players, Internet-capable phones, and other devices. ESD or its employees will not be held liable for any damage to personally owned equipment used on the network. Users will assume all risks associated with the use of ESD network. ESD computer department will not be responsible for the upkeep or maintenance of personal devices used on the network.

Maintenance- Users agree not to allow anyone to work on Enterprise School District computers and network equipment without the permission of the District Technology Staff. This includes but is not limited to, unapproved installation of software, hardware, or network devices/cabling.

Security- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the Enterprise School District network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. Do not use forged messages or post anonymous messages. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Enterprise School District network services. Under no conditions should a user provide his/her password to another person or use another person's password.

Email and Messaging- Enterprise School District will retain email on our server for a period of no more than three years. All email older than three years will be purged and deleted from servers and no longer available. Email will be purged and deleted at the end of every month.

Vandalism- Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.

NOTE: The Enterprise School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account or access to the district network.

It is the policy of Enterprise School District to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications, (b) prevent unauthorized access and other unlawful online activity, (c) prevent unauthorized online disclosure, use, or dissemination of personal identification

information of minors, and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]

### **Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Enterprise School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Enterprise School District’s staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Enterprise School District or designated representatives will provide age-appropriate training for students who use the Enterprise School District internet facilities. The training provided will be designed to promote the Enterprise School District’s commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Enterprise School District’s Internet Acceptable Use Policy;
- II. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyber bullying awareness and response.
- III. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

**Adoption** - This Internet Safety Policy was adopted by the Board of the Enterprise School District at a public meeting, following normal public notice, on <Month, Day, Year>.

**Media Release** - During the 2013-2014 school year, your son/daughter will have the opportunity to participate in many innovative activities, projects and clubs. In order for your son/daughter to be spotlighted in various forms of media (brochures, web page, PowerPoint, newspaper, and TV) we need your support to publicize your son's/daughter's achievements at our school.

Anyone **not** wanting their son/daughter to appear in media publications please sign below giving no permission.

-----Cut on line and return-----  
-----

\_\_\_\_\_ No, my son/daughter may not appear in media publications.

\_\_\_\_\_ Printed Student Name

\_\_\_\_\_ Signature of Parent/ Guardian

## SOCIAL NETWORKING WEBSITES

Access of social networking websites for individual use during school hours is prohibited. Employees, faculty and staff should not give social networking website passwords to students.

All employees, faculty and staff of this school district who participate in social networking websites (like MySpace and FaceBook) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption in classroom activity. This determination will be made by the Superintendent.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites , like [www.schoolnotes.com](http://www.schoolnotes.com), since educational sites are used solely for educational purposes.

CROSS REF. Policy GABBA – Social Networking Websites

## EQUAL OPPORTUNITY EMPLOYMENT

This district will not discriminate in its operation on the basis of race, color, creed, national origin, sex, marital status, age, religion or lack thereof, or handicapping condition, in accordance with federal and state laws and with state accreditation standards.

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.”

LEGAL REF.: 1964 Civil Rights Act, Title VI; 1964 Civil Rights Act, Title VII;  
Executive Order 11246, as amended; 1972 Education Amendments, Title IX;

45 CFR, Part 86; 1973 Rehabilitation Act, Section 503; 1973 Rehabilitation Act, Section 504; 45 CFR, Part 84; 29 U.S.C.A. 621, *et seq.*

CROSS REF.: Policies GACN – Sexual Harassment

GBD – Professional Personnel Hiring

GBR-P – Employees complaints of Sexual Discrimination/ Harassment Procedures

GCRAA – Fair Labor Standards Policy

### **Mississippi Educator Code of Ethics and Standards of Conduct**

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

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

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.

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

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

**Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).**

### **Code of Ethics Standards**

#### **Standard 1: Professional Conduct**

*An educator should demonstrate conduct that follows generally recognized professional standards.*

1.1. Ethical conduct includes, but is not limited to, the following:

- a. Encouraging and supporting colleagues in developing and maintaining high standards
- b. Respecting fellow educators and participating in the development of a professional teaching environment
- c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning



- d. Providing professional education services in a nondiscriminatory manner
- e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
- f. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

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1.2. Unethical conduct includes, but is not limited to, the following:

- a. Harassment of colleagues
- b. Misuse or mismanagement of tests or test materials
- c. Inappropriate language on school grounds or any school-related activity
- d. Physical altercations
- e. Failure to provide appropriate supervision of students and reasonable disciplinary actions

**Standard 2. Trustworthiness**

*An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*

2.1. Ethical conduct includes, but is not limited to, the following:

- a. Properly representing facts concerning an educational matter in direct or indirect public expression
- b. Advocating for fair and equitable opportunities for all children
- c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

2.2. Unethical conduct includes, but is not limited to, the following:

- a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
  - 1. employment history, professional qualifications, criminal history, certification/recertification
  - 2. information submitted to local, state, federal, and/or other governmental agencies
  - 3. information regarding the evaluation of students and/or personnel
  - 4. reasons for absences or leave
  - 5. information submitted in the course of an official inquiry or investigation
- b. Falsify records or direct or coerce others to do so

### **Standard 3. Unlawful Acts**

*An educator shall abide by federal, state, and local laws and statutes and local school board policies.*

3. Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction

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has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

### **Standard 4. Educator/Student Relationship**

*An educator should always maintain a professional relationship with all students, both in and outside the classroom.*

4.1. Ethical conduct includes, but is not limited to, the following:

- a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
- b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
- c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- d. Creating, supporting, and maintaining a challenging learning environment for all students

4.2. Unethical conduct includes, but is not limited to the following:

- a. Committing any act of child abuse
- b. Committing any act of cruelty to children or any act of child endangerment
- c. Committing or soliciting any unlawful sexual act
- d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
- e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
- f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

Examples of these acts may include but not be limited to:

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors

6. inappropriate touching, fondling, kissing or grabbing
7. rape
8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex

**Standard 5. Educator Collegial Relationships**

*An educator should always maintain a professional relationship with colleagues, both in and outside the classroom*

5. Unethical conduct includes but is not limited to the following:
  - a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
  - b. Harming others by knowingly making false statements about a colleague or the school system
  - c. Interfering with a colleague’s exercise of political, professional, or citizenship rights and responsibilities
  - d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
  - e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

**Standard 6. Alcohol, Drug and Tobacco Use or Possession**

*An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs*

- 6.1. Ethical conduct includes, but is not limited to, the following:
  - a. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- 6.2. Unethical conduct includes, but is not limited to, the following:
  - a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
  - b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
  - c. Being on school premises or at a school-related activity involving students while documented using tobacco.

**Standard 7. Public Funds and Property**

*An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*

7.1. Ethical conduct includes, but is not limited to, the following:

- a. Maximizing the positive effect of school funds through judicious use of said funds
- b. Modeling for students and colleagues the responsible use of public property

7.2. Unethical conduct includes, but is not limited to, the following:

- a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
- b. Failing to account for funds collected from students, parents or any school-related function
- c. Submitting fraudulent requests for reimbursement of expenses or for pay
- d. Co-mingling public or school-related funds with personal funds or checking accounts
- e. Using school property without the approval of the local board of education/governing body

### **Standard 8. Remunerative Conduct**

*An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.*

8.1. Ethical conduct includes, but is not limited to, the following:

- a. Insuring that institutional privileges are not used for personal gain
- b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

8.2. Unethical conduct includes, but is not limited to, the following:

- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
- c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. *(This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)*

**Standard 9. Maintenance of Confidentiality**

*An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.*

9.1. Ethical conduct includes, but is not limited to, the following:

- a. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
- b. Maintaining diligently the security of standardized test supplies and resources

9.2. Unethical conduct includes, but is not limited to, the following:

- a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
- b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
- c. Violating other confidentiality agreements required by state or local policy

**Standard 10. Breach of Contract or Abandonment of Employment**

*An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.*

10. Unethical conduct includes, but is not limited to, the following:

- a. Abandoning the contract for professional services without prior release from the contract by the school board
- b. Refusing to perform services required by the contract.

## GRIEVANCE PROCEDURES – LICENSED PERSONNEL APPRAISAL

### PURPOSE

The purpose of this grievance procedure is to provide the licensed employee an equitable solution to a grievance filed in connection with 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 license 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 principal, the grievant shall, within five (5) days after meeting with his principal, file a written statement with his 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 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 principal a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his 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 response to the grievant and/or his decisions as is applicable. At the same time, the principal shall also provide a copy of his 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 principal, the superintendent shall notify the grievant in writing within five (5) days and shall advise a 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 principal.
2. The written statement submitted by the grievant to his 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 behalf to the superintendent no later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend will be deemed as an acceptance of the written decision rendered by his 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.



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

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policy GBI – Evaluation of Employees

## POLITICAL ACTIVITY OF STAFF MEMBERS

The board recognizes the right of its employees and encourages them as citizens to engage in activities which exemplify good citizenship. However, school property and school time shall not be used for political purposes.

CROSS REF.: Policies BA – Board Operations Goals and Objectives Mission Statement  
IB – Instructional Goals

## RECRUITMENT AND SELECTION

This school district is an equal opportunity employer.

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 25-6161 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards* (2001)

CROSS REF.: Policies GAAA – Equal Opportunity Employment

GBBA – Professional Personnel Qualifications

GBD – Professional Personnel Hiring

## SEXUAL HARASSMENT

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 Sexual Nature

- a. Conduct of sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of sexual nature, and sexually-oriented “kidding,” “teasing,” double-entendres, and jokes.
- b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### 2. Sexual Harassment

For the purposes of this policy, unwelcome 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
- 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, increase 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 complaints of sexual harassment.

3. Any employee to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination subject to applicable procedural requirements.

#### SEXUAL MISCONDUCT PROHIBITED

If any person eighteen (18) years or older who is employed by any public 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)

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. 97-29-3 (1980)

#### HARASSMENT PROHIBITED

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

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

LEGAL RED.: MS CODE as cited

1972 Education Amendments, Title VII and Title IX

CROSS REF.: Policies GAAA – Equal Opportunity Employment

GACN – Sexual Harassment

GAE-R – Licensed Staff Complaints and Grievances

GAEA – Staff Protection

## PROFESSIONAL PERSONNEL TIME SCHEDULE

Twenty days of actual teaching in which both teachers and pupil are in regular attendance for scheduled work shall constitute a scholastic month. The number of hours of actual teaching which shall constitute a school day shall be not less than five not more than eight hours.  
37-13-67 (1954)

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

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

Elementary – 3:30

Middle and Senior High- 3:30

Friday

Teachers may leave after all students have left campus or with principal approval.

Time is provided at the end of each school day for instructional preparation and planning and conferences.

Teachers are expected to conduct personal business at non-school hours. It is very poor practices to be about town during school; therefore, please refrain from asking your principal for permission except in extreme cases of emergency.

Principals are to be on duty at your campus from 7:15 a.m. to 3:45 p.m.  
(Except when leaving to attend a school activity)

If teachers were to leave for any reason, they are to clock out.

Central Office will be open from 7:15 a.m. to 4:00 p.m.

Page 2 - PROFESSIONAL PERSONNEL TIME SCHEDULE

12 Month employee summer work schedule:

Monday-Thursday 8:00-3:00  
Friday 8:00-12:00

Maintenance/Custodian times may be adjusted due to weather.

Extended contract personnel will arrange their days with their immediate supervisor.

Coaches / Band Director will work out time to equal extended days.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies GBRC – Professional Personnel Work Load  
GBRI – Absence From Duty

ABSENCE FROM DUTY

SICK LEAVE ALLOWANCE

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

1. Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year.
2. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
3. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.
4. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established



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

\*Beginning with the 2014-2015 school year, licensed employees who have used all of accumulated sick and personal days, will be docked \$70 for the first 10 days and after the 10 days will be docked their contracted daily rate.

#### PERSONAL LEAVE ALLOWANCE

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. **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 licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the school district.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies GBRC – Professional Personnel Work Load  
GBRI – Absence From Duty

#### FAMILY MEDICAL LEAVE ACT

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

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

### Leave Provisions

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

1. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).
2. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "inlaw").
4. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.
5. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.
6. Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

### Notice Requirement

1. School district employees must provide this district at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member.
2. Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as both practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice).\*
3. Failure to give 30 days' notice for foreseeable leave may result in the denial of the taking of FMLA leave until at least 30 days after the date the employee provides notice.

### **REQUIRED CERTIFICATION**

1. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider, shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.
2. The certification is to include the following:
  1. The date on which the serious health condition in question began.
  2. The probable duration of the condition.
  3. Appropriate medical facts regarding the condition.
  4. A statement that the employee is needed to care for a spouse, parent or child (along with estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.

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

### PROFESSIONAL PERSONNEL WORK LOAD

All public schools in the state shall be kept in session for at least one hundred eighty (180) days in each scholastic year. 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 principal and teachers in each building of this school district to instruct the pupils in the methods of drills and to practice drills until all the pupils in the school are familiar with the methods of escape. Such 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)

Standards 12 through 20 are as follows:

12. The school district complies with state law and State Board of Education policy on residency requirements {MS Code 37-15-29 and SB Policy JBCA} , immunization requirements {MS Code 37-7-301(i), 37-15-1 , and 41-23-37}, and 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}
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 P. L. 94-142. (See Appendix E) {MS Code 37-15-1 through 3}

15. 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.
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}
17. The school district implements programs designed to keep students in school and to lower student dropout rates. {MS Code 37-346(c)}
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}
19. The academic year provides a minimum of 180 days that meet the following criteria: {MS Code 37-13-61 through 69 and 37-19-1(h)}
  - 19.1 Deleted
  - 19.2 The teaching day must provide at least 330 minutes of instruction per day or 2.75 hours per five-day week. 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. {MS Code 37-13-67}
  - 19.3 Two of the 180 days must be 60% days, provided that there are 198 minutes of actual instruction or testing and the remainder of each day is used for professional development or other activities related to instruction.
  - 19.4 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 (177 days).
  - 19.5 The summer school/extended year program meets all applicable requirements of the regular school programs. {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.
    - Students enrolled in a summer program are limited to earning one Carnegie unit of credit during the summer school session.
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.
  - 20.1 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)
  - 20.2 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}
- 20.3 The student who fails to meet the graduation requirements is not permitted to participate in graduation exercises.

Page 3 – PROFESSIONAL PERSONNEL WORK LOAD – GBRC

Note: Carnegie units will be awarded for Algebra 1 and Computer Discovery taken in eighth grade.

Standard 23 states:

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)
  - 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)
  - 23.4 Child Nutrition {MS Code 37-11-7} (SB Policies EE and EEH and Federal Code)
  - 23.5 Improving America’s School Act: Titles I, II, IV, and VI (IDDDBB 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.)
  - 23.9 Mississippi Curriculum Content Assessment System (See Appendix F.) {MS Code 37-16-1 through 4} {SBE Policy IIB-1, 3-6 and IHF-1 and 2}
  - 23.10 Transportation Program {MS Code 37-41-53} (SB Policies ED-3, JGG-1, and IDDE)
  - 23.11 School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff {MS Code 37-3-81, 37-7-301(c)(d)(j), 37-11-5 and 49, 37-17-6(20), and 45-11-10}

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policy CA – General School Administration Goals and Objectives

## PROFESSIONAL PERSONNEL STAFF MEETINGS

Faculty meetings shall be held upon the call of the superintendent and/or school principal.

Standard 16 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.

REFERENCE.: *Mississippi Public School Accountability Standards* (2001)

CROSS REF.: Policy GAC – Staff Decision Making / Staff Community Relations

## PROFESSIONAL PERSONNEL EXTRA DUTY

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

CROSS REF.: Policies GBRC – Professional Personnel Work Load  
GBRCA – Coaches Assignment Policy

## TEACHER DRESS CODE

All employees are expected to dress in a professional manner. Clothing should be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear the outside of their clothing any jewelry or artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

1. All student handbook rules are applicable to teachers. Teachers should meet or exceed all of these standards. (This includes but is not limited to knee-length dresses, skirts, and shorts, covering of undergarments and cleavage, jeggings and leggings as accessories, see-through clothing, halter tops, etc., without the proper coverage.) Earrings on females are the only visible piercing allowed.
2. Jeans should be worn only on Fridays and teacher work days. They should fit appropriately in order to continue to present a professional appearance.
3. Athletic shorts and hats may be worn only by coaches and physical education teachers during the activity time period. Athletic shorts and/or hats should not be worn inside the building or by anyone else during a regular school day.

Exception to these rules will be at the discretion of the principal based on the activity and participation by the instructor. Examples of exceptions will include but are not limited to field trips, labs, and other activities where the teacher may damage or dirty his or her clothing.

## COMMUNICATION AND PARENT/TEACHER CONFERENCES

It is the teacher's responsibility to establish and maintain effective communication with parents. It is highly recommended that teachers keep a communication log with parents. When a conference is needed, teachers will arrange a time to meet with parents. Parents can also call the principal's office or the counselor's office and schedule a conference.

## PROFESSIONAL PERSONNEL EXPENSES

Professional 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 vehicles (see drafting note 1 below) cents per mile. 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 a private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in such travel.
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 Department of Finance and Administration and rules and regulations adopted by the State Department of Audit.

Current reimbursements are as follows:

1. Single standard room rate accommodations
2. Maximum reimbursement of \$30.00 per day for meals for in-state and out-of-state travel (for in-state and out-of-state "high cost areas," is defined by the State Department of Finance and Administration; maximum is either \$35.00 or \$40.00)
3. (See drafting note 1 below) cents per miles for each 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.



7. Reimbursement for meals will only be allowed with overnight lodging

The superintendent shall comply with the rules and regulations of the State Department of Audit regarding itemized expense accounts upon return of the employee.

#### REGARDING TRAVEL ADVANCES

1. The superintendent ONLY is authorized to approve travel advances.

Page 2 – PROFESSIONAL PERSONNEL EXPENSES -- GBRF

2. The superintendent shall comply with all rules and regulations of the State Department of Audit regarding travel advances.
3. The superintendent shall comply with the State Department of Finance and Administration daily limits on expenditures for meals.
4. All official travel must be preapproved.
5. Persons receiving advances must be officers or employees of the school district.
6. Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
7. Accounting for any travel advance shall be made within five (5) working days after the end of the month in which the official travel was made.
  - a. Any money not used for travel-related expenses shall be repaid to the school district at this time.
  - b. The travel reimbursement form prescribed by the State Department of Finance and Administration shall be completed and submitted at this time for all money not refunded the school district.
  - c. Actual receipts for all travel expenses except meals and travel in personal vehicles are to be included.
  - d. Reimbursement rate for travel is 42.5 per mile.

## PROFESSIONAL PERSONNEL TUTORING FOR PAY

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in position where he 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 official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is associated.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies GBRC – Professional Personnel Work Load

GBRG – Professional Personnel Non-School Employment

## SUBSTITUTE TEACHERS

When the services of a substitute teacher will be required, for whatever reason, the regular teacher should notify the principal at the earliest moment possible – the day before if practicable. Teachers are to call their principals no later than 7:00 a.m. on the day of absence. The teachers should have available for the substitute teacher a class roll, lesson plan, and keys in order that the substitute can more effectively take charge of the class.

The rate of pay for substitute teachers is as approved by the board.

If the time served by a substitute is less than a full day, it should be computed in hours (anything over a half hour should be considered an additional hour) and the substitute paid on an hourly basis as approved by the board.

School boards may include in their budgets provisions for the payment of substitute teachers, necessitated because of the absence of regular licensed employees. All such substitute teachers shall be paid wholly from district funds other than minimum education program 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.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies GBQ – Professional Personnel Retirement  
GBRJ – Arrangement for Substitutes

## DRUG FREE WORKPLACE

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

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

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above no later than 5 days after such conviction.

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

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

## DENIAL OF LICENSE

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

## SUSPENSION OF LICENSE

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

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

LEGAL REF.: MS CODE as cited

21 U.S.C. 812

CROSS REF.: Policy GBRM-2 – Drug and Alcohol Testing Policy

**NOTICE TO EMPLOYEES ENGAGED IN WORK ON FEDERAL GRANTS**

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

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

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

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

## SMOKING AND OTHER USES OF TOBACCO

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

### DEFINITIONS

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

### PENALTY FOR VIOLATION

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

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

### ISSUANCE OF CITATION

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

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

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced. 97-23-25 through 29 (2000)

Standard 23.11 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7-301(c)(d)(j), 37-11-5 and 49, 37-17-6(20), and 45-11-10}

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policy GBRL – Drug Free Workplace

## GRADUATION REQUIREMENTS

1. 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 minimum number of academic credits, and all other applicable requirements prescribed by the state board.
2. 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.
3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. 337-16-7 (1999)

## SPECIAL EDUCATION

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 37-21-1 (1999)

For information on the awarding of a special diploma or an occupational diploma, please refer to MS CODE 37-16-11.

## NOTES:

1. Please refer to Appendix A of the *Mississippi Public School Accountability Standards* (2001) for a complete listing of course requirements for graduating seniors.
2. 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)

Standard 20 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 3800)



Page 2 - GRADUATION REQUIREMENTS

- 20.1 Each student receiving a standard high school diploma has earned a minimum number of Carnegie units as specified in Appendix A. (See Appendix A.) (SB Policies 2902 and 2903). Students receiving a standard high school diploma may select from three graduation pathways as specified by the local school district's graduation requirements.
- 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 3800).
- 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 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 unites will be awarded in the seventh grade for the following courses: Pre-Algebra, Algebra I, Biology I, ICT II (Information & Communication Technology), and first year Foreign Language provided course content is the same as the high school course.**

**Note: Carnegie units will be awarded in the eighth grade for the following courses: Pre-Algebra, Transition to Algebra, Algebra I, Geometry, Biology I, ICT II (Information & Communication Technology), STEM (Science, Technology, Engineering & Science), first year Foreign Language, and second year Foreign Language provided course content is the same as the high school course.**

Standard 22 is as follows: 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}

Standard 28 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.

- 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.**

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policies IB – Instructional Goals

IH – Student Achievement Improvement Act of 1999

## TESTING PROGRAMS

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 is required in order to evaluate specific instructional programs or processes or when the data is 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 is acceptable for the purposes of Section 37-16-3. 37-16-5 (1983)

1. 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):
  - a. Give examinees access to test questions prior to testing
  - b. Copy or reproduce all or any portion of any secure test booklet
  - c. Coach examinees during testing or alter or interfere with examinees' responses in any way
  - d. Make answer keys available to examinees
  - e. Fail to account for all secure test materials before, during, and after testing
  - f. Participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited in this section.
2. 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.
3. The district attorney shall investigate allegations of violations of this section, either on his own initiative following a receipt of allegations, or at the request of a school district or the State Department of Education.
4. The district attorney shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.
5. 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 Education may order that any group of students identified as being required to retake the test 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 Education. The results from the second administration of the test shall be final for all uses of that data.

6. Nothing in this section may be constructed to prohibit or interfere with the responsibilities of the State Board of Education of 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 Education are necessary and appropriate.

## 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 pupil shall be assigned at the time of pupil transfer.

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

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

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 own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. 37-15-33 (1988)

Standard 14 is as follows: Any transfer student from a school 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}

## 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 shall be developed. Every two (2) years, the progress toward meeting the established performance shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and 37-23-1 (1999)

Children with disabilities shall be included in general statewide and district-wide assessment programs with appropriate accommodations where necessary. As appropriate, the State Department of Education and the local educational agency shall perform the following:

1. 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
2. Develop and, beginning not later than July 1, 2000, conduct those alternate assessments. 37-16-9 (1999)

### NOTES:

1. 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)
2. Please refer to the current edition of the *Mississippi Public School Accountability Standards* (2001) for information on Performance Standards and Requirements of the Mississippi Assessment System.

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards* (2001)

CROSS REF.: Policies IB – Instructional Goals

IC – Curriculum Development

IH – Student Achievement Improvement Act of 1999

## **DISCIPLINE**

It is the desire of the Enterprise Schools to provide an environment that is safe and orderly, and conducive to learning. There are many things that we as educators can do to ensure that we provide this, but one area requires the help of parents, students, and all school adults. This area is that of discipline. With this in mind, please read the following discipline rules and regulations that have been adopted by the Enterprise School Board, and which will be used at the schools. We know that there are many ideas concerning discipline, but we have adopted rules and consequences that we believe will enable us to provide our students with a quality educational setting.

### **Corporal Punishment**

Corporal punishment will be administered by the teacher or administrator if the student deserves such punishment. The punishment must be given in the presence of another certified faculty member.

### **Suspension**

If a student is given out-of-school suspension, the parents will be called and asked to pick up the student. ***A parent conference will be conducted before the student returns to school.***

Any student who strikes an employee of the school district will be expelled. Due process will be ensured. If a student misses a class without that teacher's knowledge or an administrator's approval, he/she may be suspended. Any student who is absent for any reason from school but comes onto the campus during the school day without coming through the principal's office and signing in is also punishable by a three-day suspension.

### **Offenses Which Will Draw an Automatic Suspension:**

1. Unauthorized dismissal
2. Leaving campus without proper permission
3. Fighting on school property or at any school function (including buses)  
**This may also involve local law enforcement action.**
4. Changing grades on report cards
5. Possessing drugs (including alcohol and marijuana) or use of them on school property or during any school function \*
6. Possessing dangerous articles (including fireworks, knives, clubs, weapons, mace, and look-alikes, etc.) \*  
\* Refer to Enterprise School Board Policy JCDA. Student will be automatically suspended for 10 days or until the school board meets.
7. Possessing tobacco products.
8. Disrespecting Teacher/Substitute.

### **Discipline Steps for Grades Pre K-4**

If a student's behavior warrants a visit to the principal, the following consequences will result:

- FIRST Office Visit:** Student/principal conference and discipline notice sent home for signature.
- SECOND Office Visit:** Student/principal/parent conference and discipline notice sent home for signature.
- THIRD Office Visit:** Student/principal/parent conference, corporal punishment or in-school suspension. (1-3 days minimum)
- FOURTH Office Visit:** Student/principal/parent conference, parent-care suspension, or in-school suspension. (1-3 days minimum)
- FIFTH Office Visit:** Student/principal/parent conference, out of school suspension. (1-3 day minimum)
- SIXTH Office Visit:** Student/principal/parent conference, out of school suspension. (3-5 day minimum)

**\*Teachers are encouraged to contact parents before a discipline issue results in the student being sent to the principal.**

As elementary students are growing and learning social skills, the principal will have final discretion when the offense is “fighting” related, i.e. playground tussling over a game, etc., as opposed to deliberate fighting intended to do physical harm.

**Discipline Steps for Grades 5-12**

If a student’s behavior warrants a visit to the principal, the following consequences will result:

- FIRST Office Visit:** Student – principal conference, corporal punishment or parent care, and a note sent home or in- school suspension (when offered).
- SECOND Office Visit:** Student, principal, parent conference, corporal punishment or parent care, in- school suspension (when offered) or suspension (1 day minimum)
- THIRD Office Visit:** Student/principal/parent/teacher conference, corporal punishment or parent care, In-school suspension (when offered) or suspension. (1-3 days minimum)
- FOURTH Office Visit:** Student/principal/parent/teacher conference, corporal punishment, or suspension. (3-5 days minimum)
- FIFTH Office Visit:** Student/ principal/parent/teacher conference and Out-of-School Suspension. (5 day minimum)
- SIXTH Office Visit:** Student/principal/parent/teacher conference and Out-of-School Suspension. (10 days)

**\*Teachers are encouraged to contact parents before a discipline issue results in a student being sent to the principal.**

**(Parents will be required to bring their child to school after Out-of-School Suspension and meet with the principal the first morning prior to re-entering classes.)**

**After 10 combined days of Out-of-School Suspension, the principal**

**may recommend placement in the Alternative School.**

***NOTE:*** In the case of severe disturbances, the principal may recommend expulsion or placement in the Alternative School.

Other disciplinary policies of the Enterprise School District may be obtained from the Principals or at the Central Office in the following School Board Policies:

***JCA, JCB, JCBB, JCBD, JCBE, JCBH, JCD, JCD-2, JCDAC, JCDAD, JCDAE (2), JD, JDA, JDB, JCD, JDD, JDE, JDG***

**\*\* THE PRINCIPAL WILL MAKE THE FINAL DETERMINATION REGARDING DISCIPLINARY ACTION.**



INTERNET NETWORK ACCESS AGREEMENT

I accept the responsibility to abide by this school district’s board-approved policy on Internet Network Access and by procedures as stated below in this Agreement. I understand that the use of the Internet and access to it are a privilege and not a right. I agree to the following:

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

I understand that I have no right to privacy when I use the school/district Internet network(s), and I consent to the monitoring of my communications over the Internet by school/district staff.

I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of Internet access and possible disciplinary action.

Name \_\_\_\_\_ School \_\_\_\_\_  
*(Please Print)*

Home Address \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This form to be used in conjunction with the “Internet Parental Consent Agreement.”  
See Policy IJ-E (2)

INTERNET PARENTAL CONSENT AGREEMENT

IMPORTANT NOTICE TO PARENTS

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

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

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

Parent/ Guardian Name(s) \_\_\_\_\_

*(Please Print)*

NOTE: This form to be used in conjunction with the student's "Internet Network Access

Agreement.” See Policy IJ-E(1)  
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 student.

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 denies 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 to 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 – Computer Software Usage  
IJ – Technology and Instruction / Electronic Information Resources  
IJ-E (1) – Internet Network Access Agreement

Page 2 – INTERNET USE BY STUDENTS – IJ-R

IJ-E (2) – Internet Parental Consent Agreement  
IJA-E – Internet Etiquette  
IJA-P – Internet Administrative Procedures

**ENTERPRISE SCHOOL DISTRICT ACCEPTABLE USER AGREEMENT**

The Enterprise School District, in support of the effort to offer unlimited gateways to learning to all students, parents, faculty and staff, requires that all of the following guidelines be followed by users of the Enterprise School District's computer network and connection to the Internet.

1. The use of these tools must be in support of and consistent with the educational objectives of the school district.
2. Transmission of any materials in violation of any United States or State of Mississippi regulation, statute, or law is prohibited. (This includes, but is not limited to copyrighted material, threatening material, obscene materials, or trade secrets)
3. The use of the network for commercial activities, product advertisement, or political lobbying is not acceptable.
4. Network and Internet access is considered a privilege. The Enterprise School District Central Office (Superintendent) is delegated as the authority to determine appropriate use and may deny, revoke, or suspend any user's privilege to access network resources at any time.
5. The Enterprise School District reserves the right to review and monitor any material in user accounts (on workstations or servers) or activity to determine whether specific uses are appropriate.
6. All users are expected to abide by the rules of network etiquette. These rules include but are not limited to:
  - a. Use appropriate language
  - b. Be polite and courteous
  - c. Do not reveal personal addresses or telephone numbers
  - d. Do not use the network in such a way as to disrupt the work of others.
  - e. Remember that e-mail is not guaranteed to be private
7. The Enterprise School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The district will not be responsible for any damages a user suffers. This includes, but it not limited to, loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by district negligence or user errors and/or omissions. The use of any information obtained over the network is at the user's own risk. The Enterprise School District specifically denies any responsibility for the accuracy or quality of the information obtained through its services. All users need to consider the source of any information that they obtain and consider how valid that information may or may not be.
8. Users must never allow others to use their passwords and should protect their passwords to help insure network and system security.
9. Users should not access the account of other persons without expressed permission.
10. Attempts to log onto the network as a system administrator may result in the cancellation of user privileges.
11. Vandalism will result in the cancellation of user privileges. This includes but is not limited to, the uploading or creation of computer viruses.
12. Harassment will result in the cancellation of user privileges. This includes, but is not limited to, continuous sending of unwanted e-mail.

13. Students must always get permission from their instructors before using the network. Students must follow classroom instructions.
14. The Enterprise School District reserves the right to restrict the access of all users to inappropriate materials on the Internet at any time in compliance with CIPA. Any restriction of this type shall not be deemed to impose any duty on the district to regulate the content of material on the Internet
15. Students must return this form signed by a parent or guardian before they will be allowed to use equipment or access network resources.

**USER AGREEMENT:**

I understand and will abide by the rules listed above in this Acceptable Use Agreement. I further understand that any violation of the policies in the agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary and/or legal action may be taken by the appropriate authorities against me.

User's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT OR GUARDIAN**

(A parent or guardian must sign this agreement for all students under the age of eighteen)

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this network access is for educational purposes. I also recognize that it is impossible for the Enterprise School District to restrict all access to controversial materials and will not hold them responsible for materials acquired on the network or Internet. Further, I accept responsibility for supervision if and when my child's use of the Internet is not in a school setting. I hereby give permission to issue any conduct of my child and certify that the information contained on this form is correct.

Parent or Guardian \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**COMPULSORY SCHOOL ATTENDANCE**

This school district shall comply with the requirements of the “Mississippi Compulsory School Attendance Law” (37-13-97). Appropriate data shall be provided to the Office of Compulsory School Attendance Enforcement within the State Department of Education, as may be required under House Bill 1443 (1998 Regular Session).

#### 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 are compulsory-school-age children and must be enrolled in school unless the child is one of the following:

- 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 legitimate home instruction program. 37-13-91(3)

#### 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 accumulated five (5) days unlawful absences during the school year, the superintendent shall, within two (2) school days or within (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 designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. 37-13-91 (6)

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.

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.

## UNLAWFUL ABSENCES / VALID EXCUSES

An “unlawful absence” is an absence during a school day by a compulsory-school-age child, whose absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an “excused” absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the superintendent or his designee:

- a. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his 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 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 designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student’s education.)
- h. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student’s education.)
- i. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. 37-13-91 (4)



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) (97-8-17)

#### SCHOOL ATTENDANCE OFFICER

The superintendent and principals shall cooperate with the school attendance officer employed by the State Department of Education, pursuant to 37-13-85.

Standard 17 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}

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards* (2001)

CROSS REF.: Policies JBAC – Truancy

JBD – Attendance, Tardiness and Excuses

#### REPORTING OF UNLAWFUL OR VIOLENT ACTS

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

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

#### NOTIFICATION TO PRINCIPAL

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

1. Aggravated assault, including but not limited to
  - a. Assault resulting in serious physical injury or
  - b. Assault involving use of weapon
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
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.

#### NOTIFICATION TO SUPERINTENDENT

A principal receiving an employee's report or having personal knowledge of such acts shall immediately notify the superintendent or his/her designee.

#### NOTIFICATION TO LAW ENFORCEMENT AGENCY

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

## NOTIFICATION TO PARENTS, YOUTH COURT AND LAW ENFORCEMENT AGENCY

The superintendent shall notify the parents/legal guardians, the youth court, and appropriate local law enforcement agency when a student is expelled because of unlawful or violent activity.

The superintendent shall notify the parents/legal guardians, youth court, and appropriate local law enforcement agency when a crime has been committed by a student on school property or during a school-related event.

## NOTIFICATION TO DISTRICT ATTORNEY

The superintendent or principal shall notify the district's attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) upon determination that there is a reasonable basis to believe that the accusation is true.

## DEFINITIONS

1. "School property" means any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by the District.
2. A "violent act" means any action which results in death or physical harm to another or an attempt to cause death or physical harm to another.
3. The "appropriate law enforcement agency" is the agency with jurisdiction in the place where the unlawful activity or violent act occurs.
4. The "appropriate local law enforcement agency" is the Clarke County Department of Human Services.
5. The crimes which must be reported are defined by the applicable Mississippi law.

LEGAL REF.: MS CODE 37-11-29; 37-9-14(2)(w) and (x) ; 43-21-605(4)

CROSS REF.: Policies JCBE – Unlawful or Violent Acts

JCA – Student Conduct

JDA – Discipline Plan

## 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, assistant principal, or a teacher.
4. When corporal punishment is administered, it shall be done in the presence of another certified employee.

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 a 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)

LEGAL REF.: MS Code 37-11-57 and 11-46-9(1)(x)

*Ingraham v. Wright*, 97 S. Ct. 1401 (1977)

CROFF REF.: Policy JCD-2 – Student Conduct – Discipline Plan

## ACAMDEMIC ACHIEVEMENT

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.

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:
  1. Class work
  2. Homework
  3. Test scores
  4. Participation
  5. Skill application
  6. 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

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) (97-8-17)

#### STUDENT ACHIEVEMENT IMPROVEMENT ACT OF 1999

1. 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.

2. 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.
3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. 37-16-7 (1999)

NOTE: Please refer to Senate Bill 2156 (1999 Legislative Session) for the complete text of the “Mississippi Student Achievement Improvement Act of 1999)

LEGAL REF.: MS CODE as cited and Senate Bill 2156 (1999 Legislative Session)

CROSS REF.: Policies BA – Board Operations Goals and Objectives Mission Statement

CA – General School Administration Goals and Objectives

IB – Instructional Goals

IH – Student Achievement Improvement Act of 1999

## COMMUNICABLE DISEASES

This school board has the power, authority, and duty to exclude from the school, students with what appears to be an infectious or contagious disease, 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. 37-7-31 (h)

## HEAD LICE

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall NOT be allowed to attend school until proof of treatment is obtained. 41-79-21

## EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES POLICY

The following shall be the policy of this school district for 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 simples, 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 advisor 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 medical advisor determines that the risk of transmission to others has abated and normal school attendance can resume.
4. The decision of the district's medical advisor shall be final.



## 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.

LEGAL REF.: MS CODE as cited.

CROSS REF.: Policy JGC – Student Health Services

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.

-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.

CROSS REF.: Policy JGCD-R -- Administration of Prescription Medicine

STUDENT SAFETY

For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE 37-11-55 and sample policy JCB.

Standard 23.11 is as follows: The school district is in compliance with state and/or federal requirement for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7-301(c)(d0(j), 37-11-5 and 49, 37-17-6(20), and 45-11-10}

It shall be the duty of the principals and teachers in all school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. 37-11-5 (1980)

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

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine 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)

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

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

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
- c. made available for a moderate rental fee.

Such devices shall be furnished to all visitors to such shops and laboratories. 37-11-49 (1974)

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. 37-13-63 (1992)

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 (1982)

Sanitary conditions in the schools shall meet State Board of Health Requirements.

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

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policies EBBA – School Safety Plan

JGFG – Accidents / First Aid

KBB – Media Access to School Campuses, Staff and Students

## OFF-CAMPUS STUDENT EDUCATIONAL ACTIVITY

All off-campus student educational activities require the approval of the principal and the superintendent or designee. Accompanying the request for approval must be information specifying those students who are to participate in the activity and the basis for their participation. In addition, the request must include the following:

1. specific reference to the curriculum
2. source of payment for the off-campus educational activity
3. method of transportation
4. beginning and ending times and dates
5. names of school personnel to attend
6. names of additional chaperones
7. method of financing adult/parent participation
8. other pertinent information

Such requests must be submitted three 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 (see Policy JGFB-E).

CROSS REF.: JGFB-E – Parental Consent to Student Educational Activity and Release From Liability

ENTERPRISE SCHOOL DISTRICT  
PARENTAL CONSENT TO STUDENT EDUCATIONAL ACTIVITY

AND RELEASE FROM LIABILITY

We, (I), \_\_\_\_\_  
and \_\_\_\_\_, the  
undersigned custodial parent(s) of \_\_\_\_\_, a student  
of \_\_\_\_\_ Public School District am/are apprised of the fact that said student is  
desirous of participating in an activity designed to enhance and enrich his/her educational  
objectives in the form of \_\_\_\_\_

*(Write or type in above the description of the activity, the location and the duration of that  
activity and its relation to the educational program; i.e., foreign language, scientific, cultural.)*

By the signature(s) hereto I/we request the permission for the student to participate in said  
activity and covenant and agree as follows:

1. By affixing my/our signature(s) hereto, it is agreed that \_\_\_\_\_  
will obey and follow the instruction of the faculty or staff member of the Enterprise  
School District relative to arrival and departure times of all segments incident to the  
planned activity, and those instructions and directions related to lodging, meals,  
transportation and personal conduct during the time period of this activity.

The undersigned consent and agree that the District personnel in charge of the conduct of  
this activity shall have the exclusive determination of the appropriateness of the student's  
conformity to discipline and shall have sole discretion to cause the student to leave the  
activity and return home. The exercise of this discretion shall be made with care and  
reasonable prudence.

By our signature(s) hereto, as parent(s) of said student, I/we guarantee and promise that  
the expense of the return of the student for disciplinary reasons shall be paid by me(us);  
and shall not be the obligation of the staff member of the school district. In such event,  
however, that the student should be directed to return to his/her home and the  
undersigned have not been available to be apprised of the circumstance; and should the  
situation be such that the departure of the student is necessary and/or required for the  
maintenance of good order, discipline or safety of others, then and in that event, the  
undersigned promise(s) and agree(s) to pay the staff or faculty member or the school  
district for the reasonable expense of transportation, lodging, and meals incurred in so  
returning said student to his/her home.

2. In the event of the necessity of the rendition of hospital and/or medical care, treatment  
and/or confinement in the restoration and/or preservation of the good health of the  
student, the undersigned empower, authorize and request the staff or faculty member in  
charge of the activity to seek out and secure the same and do hereby promise to pay the

actual, reasonable and necessary cost of medical care, treatment, and hospitalization as performed and to indemnify and hold the staff or faculty member and school district harmless from the expenses incurred in said care and treatment of said student.

3. The undersigned acknowledge and agree that by their signature(s), they understand and concur that neither the staff or faculty member in charge of this activity nor the Enterprise School District are guarantors or insurers of the physical or emotional safety of the student in and during participation in this activity and the undersigned acknowledge that the said staff or faculty member and the School District are required only to act in the production of things for the needs of the student and the protection of said student from injury and loss in a careful, prudent and reasonable manner; and they do hereby acquit, discharge, and release those persons and the School District from liability from loss or injury suffered by said student, if any, occasioned by the acts of others and covenant and agree to indemnify said staff or faculty member and the School District from said student's loss or injury occasioned by others in the event of later claim against said staff or faculty member or the School District by said student predicated upon such incident.

PERSON(S) TO NOTIFY IN CASE OF EMERGENCY

Father \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Mother \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Alternate person to notify \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Night Phone \_\_\_\_\_

Medical/Hospitalization Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Additional Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The information listed herein relative to said student and any addresses, telephone numbers, insurance policies, and/or alternative persons to notify in the event of emergency is true and correct.

Witness our signatures this the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

Student signature \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

ACCIDENTS / FIRST AID



## 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.

The program of first aid shall incorporate the following requirements:

1. The principal or another trained person shall administer first aid.
2. 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.
3. 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.
4. In extreme emergencies, the principal may make arrangements for immediate hospitalization of injured or ill students and for contacting the parent or guardian in advance if at all possible.
5. 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.
6. Serious accidents to students shall be reported as soon possible to the designee of the superintendent.

## ACCIDENT REPORTING

On the accident report form 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.

## 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.

## FIRST AID TRAINING

Principals shall see that one third of the instructional staff of the school is currently certified by the American Red Cross to administer first aid. All physical education teachers in the secondary school shall be currently certified to give first aid.

CROSS REF.: Policy JGF – Student Safety

## SOLICITATIONS BY STUDENTS

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

CROSS REF.: Policies DK – Student Activity Funds Management  
IB – Instructional Goals

FEE POLICY

## FEES

This school board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:

- A. Supplemental instructional materials and supplies, excluding textbooks
- B. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation
- C. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events

All fees authorized to be charged under this policy, except those fees authorized under (C) above, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following.

## FINANCIAL HARDSHIP WAIVER POLICY

All fees authorized to be charged under subsections (A) and (B) of the Fee Policy above shall be charged only upon the following conditions:

- 1. Applications for hardship waivers shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
- 2. Pupils eligible to have any such fee waived as a result of an inability to pay for said 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.
- 3. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
- 4. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized by this policy.

In no case shall the inability to pay the assessment of fees authorized under the provisions of this Fee Policy result in a pupil's being denied or deprived of any academic awards or standards, any class selection, grade, transcript, or the right to participate in any activity related to educational advancement.

The superintendent shall establish administrative procedures consistent with this policy for its implementation and duplicate the attached form for use by applicants. 37-7-335

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy JAA – Equal Educational Opportunities

\*\*\* CONFIDENTIAL \*\*\*  
**FINANCIAL HARDSHIP WAIVER APPLICATION**

To apply for financial hardship waiver, carefully complete this form and return to \_\_\_\_\_ . If you need help with this form, please call \_\_\_\_\_ .

Student Name \_\_\_\_\_ School \_\_\_\_\_

Student ID Number \_\_\_\_\_ Dollar amount of this waiver \$ \_\_\_\_\_

Explain in detail your reason for applying for this waiver:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LIST ALL HOUSEHOLD MEMBERS**

**MONTHLY INCOME**

Name of Adults	SSN	Monthly Earnings From All Work Before deductions	Monthly Welfare Payments, Child Support and/or Alimony	Monthly All Other Income Payments From Pensions, Retirement, Social Security	Income Received Last Month
1. _____	_____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____	\$ _____	\$ _____
3. _____	_____	\$ _____	\$ _____	\$ _____	\$ _____
4. _____	_____	\$ _____	\$ _____	\$ _____	\$ _____

**Name of Children      Age & School**

1. _____	_____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____	\$ _____	\$ _____
3. _____	_____	\$ _____	\$ _____	\$ _____	\$ _____
4. _____	_____	\$ _____	\$ _____	\$ _____	\$ _____

Total Monthly Income \$ \_\_\_\_\_

Do you receive food stamps? \_\_\_\_\_      Food Stamp Case Number \_\_\_\_\_

Do you receive AFDC? \_\_\_\_\_ AFDC Case Number \_\_\_\_\_

List any and all other aid you receive from any source:

\_\_\_\_\_

What is your relationship to student? \_\_\_\_\_

CERTIFICATION

This application is made with full knowledge that the law provides penalties for making false statements or concealing materials facts to obtain the benefits of the waiver.

\_\_\_\_\_  
Signature of Parent/Guardian Home Address

\_\_\_\_\_  
Printed Name of Parent/Guardian Home Telephone / Work Telephone

Date Signed \_\_\_\_\_

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OFFICE USE

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Information verified by \_\_\_\_\_ Date: \_\_\_\_\_

DROP-OUT PREVENTION

This school district 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.

Standard 18 is as follows: The school district implements programs designed to keep students in school and to lower student dropout rates. {MS Code 37-3-46(c)}

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policies IB -- Instructional Goals

ICH – Reading Sufficiency Program of Instruction

JBA – Compulsory School Attendance

JCD – Alternative School Program

## STUDENT RECORDS



1. The State Board of Education shall prepare and provide necessary forms for keeping permanent records and cumulative folders for each pupil in the schools of the district. In the permanent record and cumulative folders, the teachers and principals shall keep information concerning the pupil's date of birth, as verified by certified birth certificate, 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 shall also contain information pertaining to immunization and such other information as the State Board of Education shall prescribe. It shall be the responsibility of the person in charge of each school to enforce the requirement for a certified birth certificate for each pupil before enrollment. Any child enrolling in Kindergarten or Grade 1 shall present a certified birth certificate upon enrollment. Any child in Grade 2 through 12 not in compliance at the end of sixty (60) days from the opening of the fall term shall be suspended until in compliance. 37-15-1
2. 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 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.
3. The cumulative folders provided for above shall be kept in the school wherein the pupils 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 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 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

4. 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 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
  - f. the duration of the period of expulsion, if not indefinite
  - 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. 37-15-3

5. 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. 37-15-4
6. The administrative head 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, computer 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. 37-15-8

Standards 15 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 P.L. 94-142. (See Appendix E) {MS Code 37-15-1 through 3}

LEAGL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards (2001)*

CROSS REF.: Policy CN – Administrative Records

## VISITORS TO THE SCHOOLS

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.

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, and be greeted by the principal and guide services. All visitors are to be made to feel welcome.

There shall be no solicitation of teachers or pupils on personal matters on the school premises by salesmen or agents.

Any person desiring to visit a school must report upon arrival at the school to 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. The principal will issue a visitor's pass for anyone to proceed past the principal's office.

### Pupil Visitation

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

CROSS REF.: Policies BCBI – Public Participation at Board Meetings

JGF – Student Safety

KBB – Media Access to School Campuses, Staff, and Students