

BOARD POLICY MANUAL
OF
DESOTO COUNTY BOARD OF EDUCATION
MISSISSIPPI

SUPERINTENDENT OF EDUCATION
Milton Kuykendall

BOARD MEMBERS

President - Ann O. Jolley – District 3

Stephen W. Dodd – District 2

Patricia A. Hurt – District 4

Theron Long – District 5

Milton Nichols – District 1

J. Keith Treadway – Board Attorney

Adopted May, 19, 2008

Effective July 1, 2008

"A" ORGANIZATION

AA	School District Legal Status
AAA	School District Liability Exemptions
AB	School Board Legal Status
ABA	School Board Authority
ABB	Board Powers and Duties
ABBA	Home Rule Authority
ABCB	Board Member Qualifications
ABCC	Board Member Term of Office
ABCDA	Filling Vacancies on the Board
ABD	Superintendent Legal Status
ABDA	Superintendent Duties
ABDB	Superintendent Compensation
AE	School Year
AEA	School Calendar
AEAB	School Holidays
AF	School Day
AFC	Emergency Closings

"B" SCHOOL BOARD OPERATIONS

BA	Mission Statement
BBA	Board Officers
BBB	School Board Members
BBBC	Board Member Development Opportunity
BBBD	Bonded Members
BBBE	Board Member Compensation and Expenses
BBD	Board-School Superintendent Relations
BBE	School Attorney
BBG	Consultants to the Board
BBH	Awards, Recognitions, Certificates
BBI	Board Relationship to Superintendent Duties
BBJ	Review of Board Procedures
BC	School Board Meetings
BD	Policies of the Board

"D" FISCAL MANAGEMENT

DA	Goals and Objectives
DC	Annual Operating Budget
DCB	Fiscal Year/Scholastic Year
DCC	Fund Balance Policy
DCH	Periodic Budget Reconciliation
DCI	Revision of Budget
DE	Debt Limitation
DFA	Local Tax Revenues
DFD	Bond Sales
DFE	Short Term Notes
DFEA	Tax Anticipation Notes
DFF	Naming of School Facilities
DFG	Leasing and Renting of Buildings and Grounds
DFH	Use of School Facilities
DFK	Donations and Contributions
DFL	Investment of Surplus Funds
DG	Depository of Funds
DH	Bonded Employees
DI	Financial Accounting
DIA	Document Retention
DIB	Public Records Policy
DJ	Expenditure of Funds
DJCB	Salary Deductions/Reductions
DJE	Purchasing
DJF	Bids and Quotations
DK	Student Activity Fund Management
DL	Fixed Asset Management Policy
DO	School Properties Disposal Procedure
DP	Independent Contractors Working With Student Groups

"G" PERSONNEL

GAAA	Equal Opportunity Employment
GAAAA	Mississippi Educator Code of Ethics and Standards of Conduct

GAB	Employee Conduct with Students
GABA	Employee Electronic Communication
GAD	Staff Development
GADA	Continuing Education
GAE	Complaints, Grievances and Harassment
GAFC	Communicable Diseases-Employees
GAHA	Participation in Community Activities
GAHB	Political Activity of Staff Members
GAIA	School Employee Fund Raising
GAK	Personnel Records
GAN	Disclaimer of Employment Recommendations
GBA	Professional Personnel Compensation Guides and Contracts
GBAA	Employment of Out-of-State Retired Service Members
GBB	Coaching/Co-Curricular Activities Assignments-Licensed Employees
GBC	Employment Procedures and Contractual Stipulations for Certified Personnel
GBCA	Temporary Employment
GBE	Reduction in Force
GBI	Evaluation of Professional Personnel
GBLA	Teacher Experience
GBMA	Teacher Request for Transfer
GBMAA	Classified Personnel Request for Transfer
GBN	Termination of Employment of Licensed Personnel
GBO	Professional Personnel Resignations
GBOA	Resignation
GBP	Reemployment
GBRA	Alcohol and Controlled Substances Policy for Transportation Employees
GBRB	Time and Attendance
GBRE	Personal Refrigerators, Microwaves, and/or Coffee Pots
GBRF	Professional Personnel Expenses
GBRFF	Fuelman Policy
GBRG	Non-School Employment
GBRGB	Tutoring for Pay
GBRIA	Family and Medical Leave Act (FMLA)

GBRIB	Licensed Employee/School Nurse Sick and Personal Leave
GBRID	Military Leave
GBRIE	Temporary Medical Leave
GBRIF	Bereavement Leave
GBRIG	Leave of Absence
GBRIGA	Jury/Witness Duty
GBRIGB	Donated Leave Policy
GBRIH	School Cancellation Twelve Month Exempt Employees
GBRL	Drug-Free Workplace
GCBAE	Bus Driver's Aides
GCBAF	Transportation Director
GCBAG	Bus Drivers
GCBAI	Fleet Manager/Mechanic
GCBAJ	Office Employees
GCD	Instructional /Clerical Aide Employment
GCRAA	Fair Labor Standards Act
GCRG	Nonprofessional Employee Leaves and Absences
GCRGA	Classified Employee Sick & Personal Leave
GCRGC	School Cancellation Twelve Month Non-Exempt Employees
GCRH	Vacations Twelve-Month Employees
GDBA	Teacher Aides (Instructional)
GE	Automated External Defibrillator (AED) Program

SECTION "I" INSTRUCTIONAL PROGRAM

IB	Instructional Goals/Curriculum Development
IC	Curriculum Development Resources
ID	Curriculum Design
IDA	DeSoto County Career Technology Center
IDAA	DeSoto County Career Technology Center Placement Process
IDCA	Summer Programs
IDDB	DCS Title I Program Parental Involvement Policy
IDDC	Homebound Instruction
IDDD	Gifted Program
IDDE	IDEA Supplemental Services Policy
IDDF	District Assurances for Children with Disabilities

IDDFA	Promotion and Retention Provisions for Students with Disabilities
IDDFB	Grading for Students with Disabilities
IDDFC	Observations/Screenings/Assessments
IDDFD	Attendance Policy for Medically Fragile Students
IDDH	Non-Discriminatory Statement
IDDHA	Section 504
IDDIA	GED Program
IED	Classification of Students
IEDA	Instructional Minutes
IFAA	Textbook Selection and Adoption
IFB	Textbook Fine and Damage Replacement
IFC	Community Instructional Resources
IG	Prayer in Schools
IHA	Grading Policy
IHAB	Dual Enrollment/Dual Credit
IHAD	Parent Conferences
IHB	Equivalence in Instructional Staff and Materials
IHC	Senior Class Rankings
IHD	Academic Honor Rolls
IHE	Promotion/Retention
IHF	Graduation Requirements
IHFA	Grading/Options for Students with Disabilities to Exit High School
IHFB	Credit Recovery Policy
II	Testing Program
IJC	DeSoto County School District Internet Safety Policy
IJE	Employee Technology Acceptable Use Policy
IJG	Guest Technology Acceptable Use Policy
IJP	Student Technology Acceptable Use Policy
IKC	Teaching about Religion
IKD	Abstinence-Only Education (House Bill 999)
IKI	Guidelines for Lesson Plans

SECTION "J" STUDENTS

JAA	Equal Educational Opportunities
JBA	Compulsory School Attendance
JBC	School Admissions
JBCCA	Assignment to Schools
JBCD	Transfer of Students from one School Attendance Center to Another
JBCE	Unsafe School Choice Option
JBCF	Withdrawal from School
JBD	Absences and Excuses (K-12)
JCAB	Interrogations, Searches and Arrests
JCB	Gun Free Schools
JCC	Public Conduct Policy
JCCA	School Visitors
JCDAD	Bus Conduct
JCDB	Dress Code
JCED	Sexual Harassment of Students
JD	Code of Discipline K-12
JDA	Corporal Punishment
JDAA	Discipline Plan
JDB	Detention of Students
JDC	Bullying/Harassing Behavior
JDCA	Gang Policy
JDD	Disciplinary Procedures
JGC	Tobacco Free School Property
JGCA	Hearing, Vision, Speech Screening
JGCDB	Diabetes Medical Management
JGCDC	Medication Policy
JGCDD	Asthma/Anaphylaxis Board Policy
JGCE	Student Wellness
JGFA	Emergency Drills
JGFC	Dismissal Precautions
JGFF	Automobile Use
JGFG	Accidents and First Aid
JHA	Fees
JHD	Student Social Events
JKA	Solicitations of Students

JKB	Solicitations by Students
JLA	Hall of Fame and Who's Who
JLB	Early Release/Late Arrival
JLC	Senior Privileges
JLD	Fifth Year Seniors
JLE	Valedictorian and Salutatorian
JLF	Graduates of Distinction and Special Distinction
JO	Distribution of Materials through Students
JQE	Attendance of Pregnant Students
JQKA	Foreign Exchange Students
JQN	Admission of Homeless Students
JR	Student Records
JRA	Student Directory Information
JRB	College Recruitment Guidelines for Athletics

"A" ORGANIZATION

AA	School District Legal Status
AAA	School District Liability Exemptions
AB	School Board Legal Status
ABA	School Board Authority
ABB	Board Powers and Duties
ABBA	Home Rule Authority
ABCB	Board Member Qualifications
ABCC	Board Member Term of Office
ABCDA	Filling Vacancies on the Board
ABD	Superintendent Legal Status
ABDA	Superintendent Duties
ABDB	Superintendent Compensation
AE	School Year
AEA	School Calendar
AEAB	School Holidays
AF	School Day
AFC	Emergency Closings

Descriptor Title: SCHOOL DISTRICT LEGAL STATUS	Descriptor Code: AA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The legal basis for education in the DeSoto County School District is vested in the will of the people as expressed in the Constitution of the State of Mississippi, the federal, state, and local statutes pertaining to education, court interpretation of the validity of these laws and the powers implied under them.

The official name of the district is: The DeSoto County School District.

The School District shall embrace and include the territory as established under statutes governing the extent of the school district and defined in court orders which apply.

There shall be maintained a uniform system of free public schools consisting of grades one through twelve, which may be divided among elementary schools, middle schools, junior high schools and high schools or any combination thereof, on such basis and in such grades as the Board of Trustees, hereinafter called “Board Members” of the school district involved, in its discretion, shall deem necessary and desirable.

The Mississippi Early Childhood Education Program shall be the kindergarten program implemented by local school districts under the provisions of the adequate education program.

REF: Ms Code §37-13-1 (1954)
Ms Code §37-21-6 (1996)

Descriptor Title: SCHOOL DISTRICT LIABILITY EXEMPTIONS	Descriptor Code: AAA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District and its employees acting within the course and scope of their employment or duties shall not be liable for any claim:

1. Arising out of a legislative or judicial action or inaction, or administrative action or inaction of a legislative or judicial nature;
2. Arising out of any act or omission of an employee of a governmental entity exercising ordinary care in reliance upon, or in the execution or performance of, or in the failure to execute or perform, a statute, ordinance or regulation, whether or not the statute, ordinance or regulation be valid;
3. Arising out of any act or omission of an employee of a governmental entity engaged in the performance or execution of duties or activities relating to police or fire protection unless the employee acted in reckless disregard of the safety and well-being of any person not engaged in criminal activity at the time of injury;
4. Based upon the exercise or performance or the failure to exercise or perform a discretionary function or duty on the part of a governmental entity or employee thereof, whether or not the discretion is abused;
5. Arising out of an injury caused by adopting or failing to adopt a statute, ordinance or regulation;
6. Which is limited or barred by the provisions of any other law;
7. Arising out of the exercise of discretion in determining whether or not to seek or provide the resources necessary for the purchase of equipment, the construction or maintenance of facilities, the hiring of personnel and, in general, the provision of adequate government services;
8. Arising out of the issuance, denial, suspension or revocation of, or the failure or refusal to issue, deny, suspend or revoke any privilege, ticket, pass, permit, license, certificate, approval, order or similar authorization where the governmental entity or its employee is authorized by law to determine whether or not such authorization should be issued, denied, suspended or revoked unless such issuance, denial, suspension or revocation or refusal thereof, is of a malicious or arbitrary and capricious nature;
9. Arising out of the assessment or collection of any tax or fee;
10. Arising out of the detention of any goods or merchandise by any law enforcement officer, unless such detention is of a malicious or arbitrary and capricious nature;
11. Arising out of the imposition or establishment of a quarantine, whether such quarantine relates to persons or property;

12. Of any claimant who is an employee of a governmental entity and whose injury is covered by the Workers' Compensation Law of this state by benefits furnished by the governmental entity by which he is employed;
13. Of any claimant who at the time the claim arises is an inmate of any detention center, jail, workhouse, penal farm, penitentiary or other such institution, regardless of whether such claimant is or is not an inmate of any detention center, jail, workhouse, penal farm, penitentiary or other such institution when the claim is filed;
14. Arising out of any work performed by a person convicted of a crime when the work is performed pursuant to any sentence or order of any court or pursuant to laws of the State of Mississippi authorizing or requiring such work;
15. Under circumstances where liability has been or is hereafter assumed by the United States, to the extent of such assumption of liability, including but not limited to any claim based on activities of the Mississippi National Guard when such claim is cognizable under the National Guard Tort Claims Act of the United States, 32 USC 715 (32 USCS 715), or when such claim accrues as a result of active federal service or state service at the call of the Governor for quelling riots and civil disturbances;
16. Arising out of a plan or design for construction or improvements to public property, including but not limited to, public buildings, highways, roads, streets, bridges, levees, dikes, dams, impoundments, drainage channels, diversion channels, harbors, ports, wharfs or docks, where such plan or design has been approved in advance of the construction or improvement by the legislative body or governing authority of a governmental entity or by some other body or administrative agency, exercising discretion by authority to give such approval, and where such plan or design is in conformity with engineering or design standards in effect at the time of preparation of the plan or design;
17. Arising out of an injury caused solely by the effect of weather conditions on the use of streets and highways;
18. Arising out of the lack of adequate personnel or facilities at a state hospital or state corrections facility if reasonable use of available appropriations has been made to provide such personnel or facilities;
19. Arising out of loss, damage or destruction of property of a patient or inmate of a state institution;
20. Arising out of any loss of benefits or compensation due under a program of public assistance or public welfare;
21. Arising out of or resulting from riots, unlawful assemblies, unlawful public demonstrations, mob violence or civil disturbances;
22. Arising out of an injury caused by a dangerous condition on property of the governmental entity that was not caused by the negligent or other wrongful conduct of an employee of the governmental entity or of which the governmental entity did not have notice, either actual or constructive, and adequate opportunity to protect or warn against; provided, however, that a governmental entity shall not be liable for the failure to warn of a dangerous condition which is obvious to one exercising due care;
23. Arising out of absence, condition, malfunction or removal by third parties of any sign, signal, warning device, illumination device, guardrail or median barrier, unless the absence, condition, malfunction or removal is not corrected by the governmental entity

responsible for its maintenance within a reasonable time after actual or constructive notice;

24. Arising out of the administration of corporal punishment or the taking of any action to maintain control and discipline of students, as defined in Section 37-11-57, by a teacher, assistant teacher, principal, or assistant principal of a public school district in the state unless the teacher, assistant 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.
25. The foregoing exemptions are not intended to be exclusive, and the District and its employees claim all exemption allowed by law.

REF: Ms Code§ 11-46-9 (1997)

Descriptor Title: SCHOOL BOARD LEGAL STATUS	Descriptor Code: AB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

The Constitution of the State of Mississippi stipulates that the responsibility for establishing and maintaining the public schools rests with the Mississippi Legislature. The State Constitution further provides for a State Board of Education and provides that local public schools, under the general supervision of the State Board of Education, shall be maintained, developed, and operated by locally elected or appointed Boards. Legally, the School Board is an instrument of the Mississippi Legislature and derives its authority from the Mississippi Legislature and the regulations of the State Board of Education.

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

Any member of the school board, superintendent, or other school official who shall knowingly enter into any contract, incur any obligation, or make any expenditure in excess of the amount available for the fiscal year shall be personally liable for the amount of such excess. However, no school board member, superintendent or other school official shall be personally liable (a) in the event of any reduction in adequate education program payments by action of the Governor acting through the Department of Finance and Administration, or (b) for claims, damages, awards or judgments, on account of any wrongful or tortious act or omission or breach of implied term or condition of any warranty or contract; provided, however, that the foregoing immunity provisions shall not be a defense in cases of fraud, criminal action or an intentional breach of fiduciary obligations imposed by statute.

REF: Ms Code § 37-6-7 (1987)
Ms Code § 37-61-19 (2004)

Descriptor Title: SCHOOL BOARD AUTHORITY	Descriptor Code: ABA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County Board of Education exercises legislative authority over the DeSoto County School District in accordance with the laws of the State of Mississippi. It determines policy, delegates executive, supervisory and instructional authority to its employees, and appraises the results achieved in light of the goals of the DeSoto County School District.

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

All matters to be submitted to the DeSoto County School Board shall first be brought before the superintendent of schools for investigation. If these matters require school board action, they shall be presented to the school board by the superintendent.

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

REF: MSBA: *School Board President's Handbook*, page 36

Descriptor Title: SCHOOL BOARD POWERS AND DUTIES	Descriptor Code: ABB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

This section will comply with all applicable provisions of the Mississippi Code, including but not limited to § 37-7-301 and with all other applicable federal and state laws.

The powers and duties are interpreted and clarified by the Mississippi Department of Education in the form of Process Standards which are found in various publications including but not limited to the *Mississippi Public School Accountability Standards*.

REF: Ms Code § 37-7-301 (2006) [Repealed effective June 30, 2009].
Mississippi Public School Accountability Standards (2007)

Descriptor Title: HOME RULE AUTHORITY	Descriptor Code: ABBA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

REF: Ms Code § 37-7-301.1 (2006) [Repealed effective June 30, 2009]

BOARD MEMBER QUALIFICATIONS	Descriptor Code: ABCB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

In order for a person to be eligible to hold the office of school board member of any school district, such person must be a bona fide resident and a qualified elector of such school district.

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

1. Every school board member selected after July 1, 2002, shall have a high school diploma or its equivalent.
2. Every school board member selected after July 1, 1993, shall be required to complete a basic course of training and education for local school board members, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. Such basic course of training shall be conducted by the Mississippi School Boards Association. Upon completion of the basic course of training, the Mississippi School Boards Association shall file a certificate of completion for the school board member with the office of the local school board. In the event that a board member fails to complete such training within six (6) months of his selection, such board member shall no longer be qualified to serve and shall be removed from office.
3. In addition to meeting the requirements of subsection (2) of this section, after taking office, each school board member shall be required to file annually in the office of the school board a certificate of completion of a course of continuing education conducted by the Mississippi School Boards Association.
4. Every school board member selected after July 1, 2002, shall spend at least one (1) full day in a school in the district they represent, without compensation.
5. Upon the failure of any local school board member to file with the school board the certificate of completion of the basic or continuing course of training as provided in subsection (2) or (3) of this section, the school board member shall be removed from office by the Attorney General. In the event of a medical or other catastrophic hardship that prevents such school board member from obtaining the required training or filing such certificate, as may be defined by the Board of Directors of the Mississippi School Boards Association by rule and regulation, an additional period of three (3) months may be allowed to satisfy the requirements of subsection (2) or (3).

REF: Ms Code § 37-7-201 (1968)
 Ms Code § 37-7-203 (2002)
 Ms Code § 37-7-306 (2006)

Descriptor Title: BOARD MEMBER TERM OF OFFICE	Descriptor Code: ABCC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

DeSoto County School Board members shall be elected at general elections as vacancies occur for terms of six (6) years each. All members of the DeSoto County Board of Education shall take office on the first Monday of January following the date of their election.

REF: Ms Code § 37-5-7 (1988)

Descriptor Title: FILLING VACANCIES ON THE BOARD	Descriptor Code: ABCDA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Vacancies in the membership of the DeSoto County Board of Education shall be filled by appointment, within 60 days after the vacancy occurs, by the remaining members of the county board of education. Said appointee shall be selected from the qualified electors of the district in which the vacancy occurs, and shall serve until the first Monday of January succeeding the next general election, at which general election a member shall be elected to fill the remainder of the unexpired term in the same manner and with the same qualifications applicable to the election of a member for the full term.

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

REF: Ms Code § 37-5-19 (1960)

Descriptor Title: SUPERINTENDENT LEGAL STATUS	Descriptor Code: ABD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

REF: Ms Code § 37-9-13 (1997)

Descriptor Title: SUPERINTENDENT DUTIES	Descriptor Code: ABDA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

This section will comply with all applicable provisions of the Mississippi Code of 1972, Annotated including but not limited to § 37-9-14, and with all other applicable federal and state laws.

This section will further comply with all applicable provisions of the *Mississippi Public School Accountability Standards*.

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.

REF: Ms Code § 37-9-14 (2005)
Mississippi Public School Accountability Standards (2007)

Descriptor Title: SUPERINTENDENT COMPENSATION	Descriptor Code: ABDB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It is the desire of the DeSoto County Board of Education to attract and retain a Superintendent of Schools of the highest quality. It is, therefore, necessary that the compensation package be comparable to that which is offered to School Superintendents in school districts within the state and mid-south region having a comparable number of pupils served.

It is furthermore the intent of the DeSoto County Board of Education to make the compensation package related to the number of pupils as a constant multiple so that subsequent salary increases from one year to the next year will increase or decrease as the number of students served in the school district increases or decreases.

The legal authority related to this policy is as follows:

The amount of the salary to be paid any superintendent, principal or licensed employee shall be fixed by the school board, provided that the requirements of Chapter 19 of this title are met as to superintendents, principals and licensed employees paid in whole or in part from minimum education program funds. In employing such superintendents, principals and licensed employees and in fixing their salaries, the school boards shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee, superintendent or principal. It is the intent of the Legislature that whenever the salary of the school district superintendent is set by a school board, the board shall attempt to insure that the administrative cost of the district and the amount of the salary of the superintendent are not excessive in comparison to the per pupil expenditure of the district.

REF: MS Code §37-9-37 (1997)

Descriptor Title: SCHOOL YEAR	Descriptor Code: AE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

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

REF: Ms Code § 37-13-63 (2003)

Descriptor Title: SCHOOL CALENDAR	Descriptor Code: AEA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The local school board shall have the power and authority to fix the date for the opening and closing of the school term, subject to the minimum number of days which schools must be in session during a scholastic year, as prescribed under Section 37-13-63. However, local school boards are authorized to keep school in session in excess of the minimum number of days prescribed in Section 37-13-63.

REF: Ms Code § 37-13-61 (2006) [Repealed June 30, 2009]

Descriptor Title: SCHOOL HOLIDAYS	Descriptor Code: AEAB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

REF: Ms Code § 37-13-69 (2006) (Repealed June 30, 2009)

Descriptor Title: SCHOOL DAY	Descriptor Code: AF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The number of hours of actual teaching which shall constitute a school day shall be determined and fixed by the board of trustees of the school district at not less than five (5) hours.

School Day: That portion of the calendar day that includes the teaching day, intermissions, and any additional time included in the employee contract. School day defines the normal working day for employees. *Glossary, Mississippi Public School Accountability Standards*

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. *Glossary, Mississippi Public School Accountability Standards*

No more than two of the 180 days may 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. Standard 19.4 *Mississippi Public School Accountability Standards*

REF: Ms Code § 37-13-67 (2006) [Repealed June 30, 2009]
Mississippi Public School Accountability Standards (2007)

Descriptor Title: EMERGENCY CLOSINGS	Descriptor Code: AFC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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.

REF: Ms Code § 37-13-65 (1987)

"B" SCHOOL BOARD OPERATIONS

BA	Mission Statement
BBA	Board Officers
BBB	School Board Members
BBBC	Board Member Development Opportunity
BBBD	Bonded Members
BBBE	Board Member Compensation and Expenses
BBD	Board-School Superintendent Relations
BBE	School Attorney
BBG	Consultants to the Board
BBH	Awards, Recognitions, Certificates
BBI	Board Relationship to Superintendent Duties
BBJ	Review of Board Procedures
BC	School Board Meetings
BD	Policies of the Board

Descriptor Title: MISSION VISION AND GOALS	Descriptor Code: BA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Our Mission...

DeSoto County Schools is dedicated to ensuring world-class academic excellence within a safe learning environment, while providing a variety of exceptional extra-curricular programs that foster the physical, social, and emotional growth of all students

Our Vision...

DeSoto County Schools will be regionally and nationally recognized as a system of superior-performing schools that ignite a passion for learning, while inspiring student success through instructional excellence and exemplary leadership.

Our Goals...

1. Ensure a safe, secure, and orderly environment for all.
2. Improve student achievement through a guaranteed, viable curriculum.
3. Provide extracurricular opportunities that foster the personal growth of all.
4. Recruit, develop, and retain a workforce of individuals committed to the district's mission and vision.
5. Develop principled, strong instructional leaders.
6. Develop strategies to increase the graduation rate and reduce the dropout rate.
7. Further develop productive community and parental partnerships.
8. Assist students in developing habits that promote a healthy lifestyle.
9. Continuously replace and update technology.
10. Manage the systems' facilities in a financially responsible manner.

Each school will take each of the identified goals and write measurable objectives specific to the school.

BOARD OFFICERS	Descriptor Code:	Adopted Date:
	BBA	July, 2008
	Reviewed Date:	Revised Date:

Officers

The officers of the DeSoto County School Board shall consist of a president and a secretary.

Officer Election

The DeSoto County School Board officers shall be elected annually at the first meeting in March. The incumbent president shall preside until their successor is chosen.

Duties of the President

Under MS Code the school board president is to make reports and perform all other duties required by law, sign minutes and call special meetings of the board.

In addition to the duties prescribed by law, the board president shall perform these traditional duties:

1. Call the meeting to order at the appointed time;
2. Conduct the business to come before the meeting in its proper order;
3. Assign the floor to members who desire to speak. Once he has recognized the right of a member to the floor, it shall be his duty to protect the speaker from disturbances or interferences;
4. Insofar as possible, explain what the effect of a motion would be if it is not clear to every member; he shall make certain that members are informed as to what business is pending;
5. Restrict discussion to the question before the board;
6. Sign all acts or orders necessary to carry out the will of the board;
7. Put motions to a vote, state definitely and clearly the vote and the result thereof;
8. Appoint committees as he and the board find necessary;
9. Be spokesman for the board at all times except when this responsibility is specifically delegated to others;
10. Participate as a regular voting member of the board; and
11. Perform other duties as provided by board policy or consensus.

Duties of the Secretary

1. The Secretary of the DeSoto County School Board shall follow the signing of the minutes by attesting the minutes for subsequent adoption at the next regular meeting and shall perform all other duties required by law.
2. In case the President is absent, the secretary shall assume the duties as presiding officer.

REF: Ms Code § 37-6-9 (1987)
 Ms Code § 37-6-11 (1987)
MSBA Board President's Handbook (2005)

Descriptor Title: SCHOOL BOARD MEMBERS	Descriptor Code: BBB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

This board exercises its power only as it sits in official session and votes to action. A majority of the members of the school board shall constitute a quorum for the transaction of business.

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

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

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

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

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

If a member of a school board misses twenty percent (20%) or more of the meetings of the school board during a calendar year, except for absences caused by required military duty, the member must reimburse the school district that portion of the total salary paid to the member that year which is proportionate to the number of meetings missed by the member in relation to the total number of school board meetings held during that year. For purposes of this subsection, consideration may be given only to meetings of which public notice is required. Before February 1 of each year, the president of each local school board shall submit a report to the State Board of Education containing the names of any members of the school board who missed twenty percent (20%) or more of the school board meetings during the preceding calendar year.

REF: Ms Code § 37-6-13 (2002)

BOARD MEMBER DEVELOPMENT OPPORTUNITY	Descriptor Code: BBBC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Process Standard 1 is as follows:

1. School board members complete required basic and continuing education programs. (MS Code 37-3-4(5) and 37-7-306(1-4))

BASIC EDUCATION COURSE

Subject to the extent of appropriations available for such purpose, the School Executive Management Institute of the State Department of Education shall prepare and conduct a course of training for basic education for the local school board members of this state, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. The basic course shall be known as the “School Board Member Training Course” and shall consist of at least twelve (12) hours of training. The School Executive Management Institute shall issue certificates of completion to those school board members who complete the basic education course.

§37-3-4(5) (a) (2002)

CONTINUING EDUCATION COURSE

The Mississippi School Boards Association shall be responsible for preparing and conducting a course of training for continuing education for the local school board members of this state, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. The continuing education course shall be known as the “Continuing Education Course for School Board Members” and shall consist of at least six (6) hours of training.

The Mississippi School Boards Association shall issue certificates of completion to those school board members who complete the continuing education course. All costs and expenses for preparing and conducting the continuing education course provided for in this paragraph shall be paid out of any funds which are made available to the Mississippi School Boards Association upon authorization and appropriation by the Legislature to the State Department of Education. §37-3-4 (5) (2002)

GENERAL REQUIREMENTS

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

2. Every school board member selected after July 1, 1993, shall be required to complete a basic course of training and education for local school board members, in order for board members to carry out their duties more effectively and be exposed to new ideas involving school restructuring. Such basic course of training, approved by the State Board of Education, shall be conducted by the School Executive Management Institute of the State Department of Education or the Mississippi School Boards Association. Upon completion of the basic course of training, the School Executive Management Institute shall file a certificate of completion for the school board member with the office of the local school board. In the event that a board member fails to complete such training within six (6) months of his selection, such board member shall no longer be qualified to serve and shall be removed from office.
3. In addition to meeting the requirements of subsection (2) of this section, after taking office, each school board member shall be required to file annually in the office of the school board a certificate of completion of a course of continuing education conducted by the Mississippi School Boards Association.
4. Every school board member selected after July 1, 2002, shall spend at least one (1) full day in a school in the district they represent, without compensation.
 - a. One (1) full day shall constitute six (6) hours within the school, subtracting lunch.
 - b. The six-hour requirement may be satisfied in two hour or longer increments; a school board member who spends two hours in a school on three separate occasions will satisfy the requirement.
 - c. The requirement shall be satisfied each school year.
 - d. The Superintendent's staff shall be responsible for collecting information and keeping records regarding each board member's compliance with the statute. The records shall indicate when, where, and how each board member met the requirement. Each board member shall sign the record to certify its accuracy.
5. Upon failure of any school board member to file with the school board the certificate of completion of the basic or continuing course of training as provided in subsection (2) or (3) of this section, the school board member shall be removed from office by the Attorney General. In the event of a medical or other catastrophic hardship that prevents such school board member from obtaining the required training or filing such certificate, as may be defined by the State Board of Education by rule and regulation, an additional period of three (3) months may be allowed to satisfy the requirement of subsection (2) or (3). §37-7-306 (2002)

LEGAL REF.: MS Code as cited

Mississippi Public School Accountability Standards (2003)

CROSS REF.: Policy ABB - Board Powers and Duties

Descriptor Title: BONDED MEMBERS	Descriptor Code: BBBD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

The school board may execute a blanket surety bond for each school district official and employee (who receipts and/or disburses school district funds) in the penalty of Fifty Thousand Dollars (\$50,000.00), unless a different penalty is prescribed by statute, to be payable, conditioned and approved in the manner provided by law. The premium on said bond shall be paid out of the school district maintenance fund.

REF: Ms Code § 37-6-15 (1996)

BOARD MEMBER COMPENSATION AND EXPENSES	Descriptor Code: BBBE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Each person serving as a member of the school board of any school district shall receive per diem in the amount of Sixty-seven Dollars (\$67.00) for no more than thirty-six (36) meetings of the school board during any one (1) fiscal year or, in his or her discretion, irrevocably may choose to receive as compensation for his or her services an annual salary in the amount of Two Thousand Four Hundred Dollars (\$2,400.00), which choice shall remain in force for all successive terms or periods of service of that member. The receipt of the compensation shall not entitle any member of a school board to receive or be eligible for any state employee group insurance, retirement or other fringe benefits. Each member shall be reimbursed for the necessary expenses and mileage in attending meetings of the school board. In addition to the foregoing, all members may be reimbursed for mileage and actual expenses incurred in the further performance of their duties, including attendance at any mandatory school board training session or at regional and national education meetings, when such mileage and other expenses are authorized by the board prior to the date on which they occur. Detailed vouchers shall be submitted for reimbursement for all expenses authorized by this section. Such reimbursement shall be in accordance with Section 25-3-41.

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

REF: Ms Code § 37-6-13 (2002)

Descriptor Title: BOARD-SCHOOL SUPERINTENDENT RELATIONS	Descriptor Code: BBD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

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

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

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

Descriptor Title: SCHOOL ATTORNEY	Descriptor Code: BBE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board shall have the power, authority and duty to employ and fix the duties and compensation of such legal counsel as deemed necessary.

REF: Ms Code § 37-7-301(x) (2006) [Repealed effective June 30, 2009]

Descriptor Title: CONSULTANTS TO THE BOARD	Descriptor Code: BBG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board shall have the power, authority and duty to delegate, privatize or otherwise enter into a contract with private entities for the operation of any and all functions of nonacademic school process, procedures and operations including, but not limited to, cafeteria workers, janitorial services, transportation, professional development, achievement and instructional consulting services materials and products, purchasing cooperatives, insurance, business manager services, auditing and accounting services, school safety/risk prevention, data processing and student records, and other staff services.

REF: Ms Code § 37-7-301(ww) (2006) [Repealed effective June 30, 2009]

Descriptor Title: AWARDS, RECOGNITIONS, CERTIFICATES	Descriptor Code: BBH	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

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

REF: Ms Code § 37-3-73 (1992)

Descriptor Title: BOARD RELATIONSHIP TO SUPERINTENDENT DUTIES	Descriptor Code: BBI	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

As executive officer of the school district, the superintendent of schools shall interpret the policies of the board and shall establish administrative procedures and regulations necessary for implementation of said policies.

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

It is the intent of the school board of this district that active leadership on the part of the administration ensures successful implementation of school board policies and continual improvement of the system.

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}

REF: Ms Code as cited

Mississippi Public School Accountability Standards (2007)

Descriptor Title: REVIEW OF BOARD PROCEDURES	Descriptor Code: BBJ	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

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

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

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

Descriptor Title: SCHOOL BOARD MEETINGS	Descriptor Code: BC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

MEETINGS IN GENERAL

The DeSoto County Board of Education shall hold its meetings at regular times and places and by such procedures as are specifically prescribed by the MS Code and designated by an order entered in the board minutes.

AGENDA

The agenda for each board meeting shall be prepared by the Superintendent of Schools in cooperation with the School Board President. Any member of the board may suggest an item for the agenda. The agenda, together with supporting materials, shall be distributed at least 72 hours in advance of the meeting.

REGULAR MEETING

The DeSoto County School Board shall meet regularly on the first Monday of each month. In such months when there is a holiday it shall meet on the Tuesday following the first Monday. Meetings will be held in the Board Meeting Room of the Central Office located at Five East South Street, Hernando, MS.

SPECIAL MEETING

Special meetings may be held upon the call of the president, or upon the call of a majority of the board members and posted within an hour on the door of the DeSoto County School District Office. The notice will state the reason for the meeting. Only that item is to be discussed at that special meeting. Ms Code § 25-41-13 (1990)

RECESS MEETING

It shall be the routine practice of the DeSoto County School District to have at least one recess meeting between each of the regular board meetings. Recessed meetings will be announced at the close of the regular meetings and shall be posted on the door of the DeSoto County School District Office after the close of the regular meeting. These meetings shall be considered as a continuation of the regular meeting with the exception that no new input from the public will be allowed.

NOTICE

Notice of such meetings shall be given which includes the place, date, hour and subject matter. This applies to any recess meeting, adjourned meeting, interim meeting or any called special meeting. The notice shall be posted within one (1) hour after such meeting is called

and will be placed in the window of the front door of the Board of Education Building on Five East South Street in Hernando, Mississippi, and be available for examination and inspection by the general public. A copy of the notice shall be made a part of the minutes of the board meeting.

NEWS MEDIA

Requests from representatives of the news media for information about board meetings should be made to the office of the Superintendent of Schools.

PUBLIC PARTICIPATION

The public is welcome to participate, but will be limited to only the regular school board meeting and participants must hold all comments to a maximum of three (3) minutes. In the event that groups or individuals wish to address the Board for five (5) minutes, they must contact the Board Secretary or Administrative assistant to the Superintendent to obtain the proper forms. The forms must be returned no later than noon on the Wednesday preceding the regular board meeting in order to be included on the agenda.

PROCEDURE

Roberts Rules of Order is the recognized authority for parliamentary procedure and will be followed by the DeSoto County Board of Education. A majority of the members (3) shall constitute a quorum for the transaction of business. Voting shall be by voice vote unless a show of hands is requested. No vote shall be taken by secret ballot.

MINUTES

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

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

Minutes shall be kept on file in the Office of the Superintendent and open to public inspection during regular business hours. Minutes shall be recorded within a reasonable time not to exceed thirty (30) days after adjournment. Minutes shall become official when adopted by the board at the next regular meeting, or within thirty (30) days, whichever occurs later.

EXECUTIVE SESSION

All meetings shall begin as an open meeting. A majority vote of the members present is required to declare an executive session. When the board enters into executive session, and subsequently comes out of executive session, a vote must be or have been taken on the issue and reflected in the minutes. There is no authority that would allow the board to take any action without a vote that is duly and properly reflected in the minutes. The reason for holding the executive session must be stated in the open meeting and discussion shall be limited to those items.

The following reasons shall be given for the executive session:

1. discussion of personnel matters or the character, professional competence, physical or mental health of a person;
2. strategy or negotiations with respect to prospective litigation, litigation or issuance of a detrimental effect, including allegations of misconduct or violations of law;
3. transaction of business and discussion regarding the report, development of action regarding security personnel, plans or devices;
4. cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons and/or property, including board members;
5. transaction of business and discussion regarding real estate, including prospective purchase, sale or leasing of lands;
6. transaction of business and discussions or negotiations regarding location, relocation or expansion of business or industry;
7. transaction of business regarding evaluation, promotion, employment or termination of employees, including their deletion from any budget;
8. discussions with or about individually identifiable students and/or their parents.

REF: Ms Code § 25-41-7 (1990)
Ms Code § 25-41-11 (1990)
Ms Code § 25-41-13 (1) (1990)
Ms Code § 37-6-9 (1987)
Ms Code § 37-6-11 (1987)
Ms Code § 25-61-5 (1983)

Descriptor Title: POLICIES OF THE BOARD	Descriptor Code: BD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: September, 2009

General Statement

The DeSoto County School Board speaks through the minutes of their meetings and abides by Standard 2 of the *Mississippi Public School Accountability Standards* 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.

Development of New Policy

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

Review of Existing Policies

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

Adoption Procedure

When it is necessary to adopt a new board policy, two board meetings are required. The first reading of the policy will introduce the new policy leading to final adoption at the next meeting. The Board has the autonomy to waive two readings if in the best interest of the school district. Revision of existing policies require only one board meeting.

Suspension of Board Policies

Any section or sections of school board policies not required by law or contract may be temporarily suspended by a majority vote of board members present at a regular or special meeting.

Administration in Policy Absence

In cases where action must be taken within the school system where the school board has provided no guidance for administrative action, the superintendent shall have power to act, but his decisions shall be subject to review by the board at its regular meeting. It shall be the

duty of the superintendent to inform the board promptly of such action and of the need for policy.

Review of Administrative Rules

This board shall delegate to the superintendent the function of designing the detailed arrangements under which the schools will be operated. Such rules and arrangements shall constitute the administrative regulations governing the schools. These regulations must be in every respect consistent with the policies adopted by this board.

REF: *Mississippi Public School Accountability Standards (2007)*

"D" FISCAL MANAGEMENT

DA	Goals and Objectives
DC	Annual Operating Budget
DCB	Fiscal Year/Scholastic Year
DCC	Fund Balance Policy
DCH	Periodic Budget Reconciliation
DCI	Revision of Budget
DE	Debt Limitation
DFA	Local Tax Revenues
DFD	Bond Sales
DFE	Short Term Notes
DFEA	Tax Anticipation Notes
DFF	Naming of School Facilities
DFG	Leasing and Renting of Buildings and Grounds
DFH	Use of School Facilities
DFK	Donations and Contributions
DFL	Investment of Surplus Funds
DG	Depository of Funds
DH	Bonded Employees
DI	Financial Accounting
DIA	Document Retention
DIB	Public Records Policy
DJ	Expenditure of Funds
DJCB	Salary Deductions/Reductions
DJE	Purchasing
DJF	Bids and Quotations
DK	Student Activity Fund Management
DL	Fixed Asset Management Policy
DO	School Properties Disposal Procedure
DP	Independent Contractors Working With Student Groups

Descriptor Title: GOALS AND OBJECTIVES	Descriptor Code: DA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The financial records and statements of all Mississippi public school districts will be kept and presented in accordance with generally accepted accounting principles in the United States of America. Generally accepted accounting principles for school districts are derived from the official pronouncements of the Governmental Accounting Standards Board (GASB).

On June 30, 1999, the Governmental Accounting Standards Board approved GASB Statement No. 34, Basic Financial Statements and Management’s Discussion and Analysis – for State and Local Governments. This statement describes the minimum set of financial statements, note disclosures and required supplementary information that must be presented in a financial report for an independent auditor to assert, without qualification or further comment, that a government’s financial statements are fairly presented in conformity with general accepted accounting principles (GAAP).

Descriptor Title: ANNUAL OPERATING BUDGET	Descriptor Code: DC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District annual operating budget is the plan of current expenditures and the proposed means of financing them. This budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of this school district are controlled. The annual operating budget is required by law and is in accordance with Standards 7, 10 and 11 as outlined in the *Mississippi Public School Accountability Standards*.

PROCEDURE

The DeSoto County School District shall follow the procedure for preparing and filing the annual operating budget with the levying authority as outlined in Ms Code § 37-57-1.

DEADLINES AND SCHEDULES

The DeSoto County School District shall follow the deadlines and meet the schedule prescribed by and provided for by the State Auditor’s Office and the State Department of Education as stated in Ms Code § 37-61-9.

FINAL ADOPTION

Although an executive session may be held for the discussion of budget items that concern employees which could be terminated by the deletion of funds from the budget, the final budget shall not be taken in executive session. Ms Code § 25-41-7(4)(k)

REF.: *Mississippi Public School Accountability Standards*

Ms Code § 37-57-1 (2007)

Ms Code § 37-61-9 (2006)

Ms Code § 25-41-7(4)(k) (2006)

Descriptor Title: FISCAL YEAR /SCHOLASTIC YEAR	Descriptor Code: DCB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The "fiscal year" of all school districts of this state shall commence on July 1 and end on June 30 of each year. The "scholastic year" of the public schools of this state shall likewise commence on July 1 and end on June 30 of each year.

REF: Ms Code § 37-61-1 (1987)

Descriptor Title: FUND BALANCE POLICY	Descriptor Code: DCC	Adopted Date: July, 2011
	Reviewed Date:	Revised Date:

Purpose

The DeSoto County Board of Education recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the District and is fiscally advantageous for both the District and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the District to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Definitions

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) **Non-spendable fund balance** – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) **Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 3) **Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Board of Trustees [*or Education*]. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the board’s commitment in connection with future construction projects).
- 4) **Assigned fund balance** – amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the Board of Trustees [*or Education*] or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

- 5) **Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

Policy

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Board of Trustees [*or Education*] is the District’s highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board.

Assigned Fund Balance – The Board of Trustees [*or Education*] has authorized the Superintendent and the Business Manager as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance

It is the goal of the District to achieve and maintain an unassigned fund balance in the general fund at fiscal year end of not less than 25% of revenues. If the unassigned fund balance at fiscal year end falls below the goal, the District shall develop a restoration plan to achieve and maintain the minimum fund balance.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the District will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

Authority to Classify Funds

The Superintendent of Education or his/her designee has the authority to assign amounts to a specific purpose and notification given to the Board of Education at a subsequent meeting.

Descriptor Title: PERIODIC BUDGET RECONCILIATION	Descriptor Code: DCH	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It shall be the duty of the Superintendent of Schools in DeSoto County and the DeSoto County School Board to limit the expenditure of school funds during the fiscal year to the resources available. It shall be unlawful for the DeSoto County School District to budget expenditures from a fund in excess of the resources available within that fund. Furthermore, it shall be unlawful for any contract to be entered into or any obligation incurred or expenditure made in excess of the resources available for such fiscal year. Any member of the DeSoto County School Board, Superintendent of Schools, or other school official, who shall knowingly enter into any contract, incur any obligation, or make any expenditure in excess of the amount available for the fiscal year shall be personally liable for the amount of such excess. However, no school board member, superintendent or other school official shall be personally liable (a) in the event of any reduction in adequate education program payments by action of the Governor acting through the Department of Finance and Administration, or (b) for claims, damages, awards or judgments, on account of any wrongful or tortious act or omission or breach of implied term or condition of any warranty or contract; provided, however, that the foregoing immunity provisions shall not be a defense in cases of fraud, criminal action or an intentional breach of fiduciary obligations imposed by statute.

REF: Ms Code § 37-61-19 (2004)

Descriptor Title: REVISION OF BUDGET	Descriptor Code: DCI	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

During the fiscal year it may be necessary to transfer line items of the budget to and from functions within the budget. However, no such transfers may be made to and from funds. All transfers shall be made in strict accordance with Section 37-61-21 of the Mississippi Code.

REF: Ms Code § 37-61-21 (2006)

Descriptor Title: DEBT LIMITATION	Descriptor Code: DE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

No school district shall, except as provided in section 37-59-7, hereafter issue bonds for the purposes authorized by law in an amount which, added to all of its then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for school purposes of more than fifteen percent of the assessed value of the taxable property within such district, according to the then last completed assessment for taxation, regardless of whether any of such indebtedness shall have been incurred by such district or by another school district or districts.

EXCEEDING LIMITS

1. Any school district in which the total number of pupils enrolled at any one time during the school year shall have increased by at least twenty percent (20%) within the preceding five (5) years shall not issue bonds for the purposes authorized by law in an amount which when added to all of its then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for school purposes of more than twenty-five percent (25%) of the assessed value of the taxable property within such district according to the then last completed assessment for taxation.

The pupil increase mentioned herein above shall apply only to growth in pupil enrollment and shall not apply to pupil increases brought about by consolidation of school districts.

2. Any school district may hereafter issue bonds in an amount exceeding the limit of Section 37-59-5 for the purpose of constructing, reconstructing, repairing, equipping, remodeling or enlarging school buildings and related facilities, as described in subsection (a) of Section 37-59-3, but no such district shall issue bonds in an amount which when added to all of its then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for such school purposes of more than twenty percent (20%) of the assessed value of the taxable property in such district, according to the then last completed assessment for taxation, regardless of whether any of such indebtedness shall have been incurred by such district or by another school district or districts:
 - a. In the event of the damage to or destruction of any school building or school buildings, or related facilities of any such district by fire, windstorm, flood or other providential and unforeseeable cause; or
 - b. In the event such school district has lost its accreditation and the constructing, reconstructing, repairing, equipping, remodeling or enlarging of such school buildings and related facilities is necessary for the restoration of such accreditation.

3. In any school district wherein more than nine percent (9%) of the total land area of the school district is owned by the federal government and situated in a flood control reservoir or maintained as a part of the national forest system, the said school district may issue bonds in an amount, which when added to all of its then outstanding bonded indebtedness for school purposes, shall result in the imposition on any of the property in such school district of an indebtedness for school purposes of not more than twenty percent (20%) of the assessed value of the taxable property within such district, according to the then last completed assessment for taxation, regardless of whether any of such indebtedness shall have been incurred by such district or by another school district or districts. If bonds in an amount in excess of fifteen percent (15%) of the total assessed value of the property of a school district are issued under the provisions of this subsection, not less than twenty-five percent (25%) of the total funds received by the school district under the provisions of Section 49-19-23, Mississippi Code of 1972, shall be paid into the bond and interest sinking fund of such district and used for the retirement of the bonds so issued.

4. In any district where the assessed valuation per pupil is less than seventy-five percent (75%) of the average of all school districts, such school district may issue bonds for the purposes authorized by Section 37-59-3 in an amount exceeding the fifteen percent (15%) debt limitation set forth in Section 39-59-5, but not exceeding an amount which, when added to all of the school district's then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for such school purposes of more than twenty-five percent (25%) of the assessed value of the taxable property in such district, according to the then last completed assessment for taxation if:
 - a. The board of trustees or board of education of the school district adopts a resolution finding that issuing bonds in an amount exceeding the limitation stated in Section 37-59-5 is necessary to provide or maintain adequate educational facilities within the school district; and
 - b. The notice of the bond election required by Section 37-59-13 contains a provision notifying the qualified electors in the school district:
 - i. Of the fact that the proposed bonds, if issued, will exceed the fifteen percent (15%) debt limit contained in Section 37-59-5; and
 - ii. Of the reasons why the school district is proposing to exceed said limitation;
 - c. The election is held and the proposed bond issue receives the requisite voter approval as set forth in Section 37-59-17.

REF: Ms Code § 37-59-5 (1968)
Ms Code § 37-59-7 (1995)

Descriptor Title: LOCAL TAX REVENUES	Descriptor Code: DFA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Tax levy and collection of taxes for the DeSoto County School District shall be in accordance with applicable federal and state laws, including but not limited to the following: Ms Code § 27-39-207, § 37-7-105, § 37-57-1 and §37-57-107.

Descriptor Title: BOND SALES	Descriptor Code: DFD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board is authorized to issue negotiable bonds of such school district to raise money for the following purposes:

- a. Purchasing land for the uses outlined below.
- b. Purchasing, erecting, repairing, equipping, remodeling and enlarging school buildings and related facilities.
- c. Providing necessary water, light, heating, air conditioning and sewerage facilities for school buildings.

The authority to issue the bonds hereinabove set forth shall include the authority for the DeSoto County School Board to spend the money for the purposes for which said money is raised.

REF: Ms Code § 37-59-3 (1987)

Descriptor Title: SHORT TERM NOTES	Descriptor Code: DFE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board, with the approval of the State Board of Education, may borrow money for the purchase of school transportation equipment or to establish, erect and equip school bus shops or garages, and purchase land therefore, and issue the negotiable notes or bonds of the school district as evidence of the indebtedness so incurred.

All notes or bonds issued under the authority of Section 37-41-89 shall mature in approximately equal annual installments over a period of not exceeding six (6) years from the date of the issuance of such notes or bonds. Such notes or bonds may bear interest at a rate not exceeding that allowed in Section 75-17-105, and such interest may be payable annually or semiannually.

In the event the funds borrowed under the authority of Section 37-41-89 are to be expended for the purchase of used transportation equipment, then all notes or bonds evidencing such loans shall be made to mature within two (2) years from the date of the issuance of such notes or bonds.

All notes or certificates or indebtedness for purposes of financing of school buses and transportation equipment shall mature in approximately equal installments of principal and interest over a period not to exceed ten (10) years from the date of issuance thereof.

Provided, however, that if negotiable notes used to finance such non capital improvements are outstanding from not more than one (1) previous issue authorized under the provisions of this article, then the schedule of payments for a new or supplementary issue may be so adjusted that the schedule of maturities of all notes or series of notes hereunder shall, when combined, mature in approximately equal installments of principal and interest over a period of ten (10) years from the date of the new or supplemental issue, or if a lower interest rate will thereby be secured on notes previously issued and outstanding, a portion of the proceeds of any issue authorized hereunder may be used to refund the balance of the indebtedness previously issued under the authority of this article.

REF: Ms Code § 37-41-89 (1987)
Ms Code § 37-41-93 (1985)
Ms Code § 37-59-111 (2000)

Descriptor Title: TAX ANTICIPATION NOTES	Descriptor Code: DFEA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board shall have the power and authority to borrow money for the anticipated current year's expenses of such school district in anticipation of the collection of ad valorem taxes and other revenues of such school district for the then current fiscal year. The money so borrowed shall bear interest at a rate not greater than that allowed in Section 75-17-105 and shall be repaid within fourteen (14) months from the date of such borrowing out of the taxes and revenues in anticipation of which such money is borrowed. Such money shall be used for no other purpose than the payment of the current year's expenses of such school district. Pending the expenditure of funds borrowed under the provisions of this section, such funds may be invested in any manner in which any school district, municipality, county, state agency or other public body may invest surplus funds. The amount borrowed under the provisions of this section shall in no event exceed the estimated amount of taxes and revenues collected or to be collected during the last preceding fiscal year, unless the tax levy for the current fiscal year has been made, then the amount borrowed under the provisions of this section shall in no event exceed the estimated amount of taxes and revenues collected or to be collected during the current fiscal year. Revenue anticipation notes issued under the provisions of this section shall be issued within the same fiscal year during which the tax levy is or will be made and other revenues received which it is anticipated will produce the funds from which the said notes will be repaid. In borrowing money under the provisions of this section, it shall not be necessary to publish notice of intention to do so or to secure the consent of the qualified electors of such school district, either by election or otherwise. Such borrowing shall be authorized by order or resolution of the school board and may be evidenced by negotiable note or notes, signed and executed in such form as may be prescribed in such order or resolution. Such note or notes may be sold at a negotiated sale. Money may be borrowed in anticipation of ad valorem taxes and other revenues under the provisions of this section, regardless of whether or not such borrowing shall create an indebtedness in excess of statutory limitations. Money may likewise be borrowed by any such school district, as herein provided, for the purpose of paying current interest maturities on any bonded indebtedness of such school district in anticipation of the collection of taxes for the retirement of such bonded indebtedness and the payment of any interest thereon.

REF: Ms Code § 37-59-37 (2005)

Descriptor Title: NAMING OF SCHOOL FACILITIES	Descriptor Code: DFP	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

In accordance with the practice regarding the naming of new schools, the DeSoto County Board of Education shall choose a name based on the location, such as street, city, subdivision or other geographically described area. Facilities shall not be named after individuals or organizations.

Suggested procedure for naming new schools:

1. Possible names shall be submitted to the Superintendent of Schools by interested individuals or organizations.
2. The Superintendent of Schools and his staff and two board members will evaluate the choices by whatever means necessary and prudent.
3. The Superintendent of Schools shall recommend a name to the Board for action.

The Board of Education will consider requests from school and community groups in the naming of a portion of a building, a single building on a campus with multiple buildings, or a specific area on a school campus. Examples would include but not be limited to gymnasiums, ball fields, libraries, cafeterias, and performing arts areas.

To be considered for such an honor, the individual or group must have made a major contribution to the DeSoto County School District or individual school through either financial support, work that led to the improvement of school facilities, work that led to the advancement of student learning, or acclaim/distinction brought to the school or school district.

The building or area named for a person or organization will retain that name for as long it is used for instruction or extra-curricular activities by the DeSoto County School District.

LEASING AND RENTING OF BUILDINGS AND GROUNDS	Descriptor Code: DFG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

1. This school district by resolution thereof is empowered, without public or competitive bidding, to sell, lease, lend, grant, or convey to a corporation, individual or partnership to use, maintain or operate as part of any public school facility, any real or personal property which may be necessary, useful or convenient for the purposes of the school district. Any such conveyances may include sale-leaseback or lease-leaseback arrangements, without the necessity of complying with the requirements of Article 9 of Chapter 7 of Title 37, Mississippi Code of 1972, or any other general laws which might be applicable thereto, with regard to disposal of surplus property. Any such sale, lease, loan, grant, conveyance or permit may be made or given with or without consideration and for a period of time not to exceed twenty (20) years for agreements entered into under any agreement and on any terms and conditions which may be approved by such school district. Provided, however, that any such sale, lease, loan, grant, conveyance or permit executed under authority of this section shall provide that title to any real property transferred by a local school district shall revert to the school district at the expiration of the term.
2. The resolution adopted by the school board or governing authority shall be published once each week for three (3) consecutive weeks in a newspaper having a general circulation in the school district involved, with the first publication thereof to be made not less than thirty (30) days prior to the date upon which the school board or governing authority is to take final action upon the question of sale, lease, loan, grant or conveyance to an authority. If no petition requesting an election is filed prior to such meeting as hereinafter provided, then the school board or governing authority may, in its discretion, at said meeting, by resolution spread upon its minutes, give final approval to such sale, lease, loan, grant or conveyance. If at any time prior to such meeting a petition signed by not less than twenty percent (20%) or fifteen hundred (1500), whichever is less, of the qualified electors of the school district involved shall be filed with the school board or governing authority requesting that an election be called on the question, then the school board or governing authority shall, not later than the next regular meeting, adopt a resolution calling an election to be held within such school district upon the question of authorizing such sale, lease, loan, grant or conveyance to an authority. Such election shall be called and held, and notice thereof shall be given, in the same manner as for elections upon the question of issuing bonds of school districts, and the results thereof shall be certified to the school board or governing authority. If at least three-fifths (3/5) of the qualified electors of the school district who voted in such election shall vote in favor of authorizing said action, then the school board or governing authority shall proceed to sell, lease, lend, grant or convey such property as prayed for in the original

resolution of the school board or governing authority; however, unless at least three fifths (3/5) of the qualified electors voting in an election vote in favor of such action, then no sale, lease, loan, grant or conveyance shall be made. Ms Code §37-7-335

Sections 37-7-351 through 37-7-359 are intended to be and shall be construed as being supplemental to all existing laws covering the acquisition, use and maintenance of school buildings constructed or leased pursuant to the provisions of Sections 37-7-351 through 37-7-359, it shall not be necessary to comply with the provisions of other laws concerning acquisition, use and maintenance of school buildings by school districts except as herein specifically required. Ms Code §37-7-357

Any school district which shall execute a lease rental contract under the provisions of these Sections 37-7-351 through 37-7-359 is authorized to annually appropriate sufficient monies to pay the lease rentals stipulated to be paid by such school district in the lease contract and/or lease purchase agreement. The board of supervisors or municipal governing authority as the case may be, may, in its discretion, levy a special tax on all of the taxable property of the school district on whose behalf the lease rental contract has been executed, which tax shall be sufficient to pay the annual lease payments and shall remain in force until such time as the lease term has expired and the school district has fulfilled all of its obligations thereunder; provided, however, if an election has been held and a three-fifths (3/5) majority of those voting in the election vote in favor of the lease, the board of supervisors or municipal governing authority, as the case may be, shall levy a special tax on all of the taxable property of the school district on whose behalf the lease rental contract has been executed in an amount which shall be sufficient to pay the annual lease payment. Said tax shall be in addition to all other taxes authorized by law for public school purposes, notwithstanding the limitations provided in Sections 37-57-105 and 37-57-107, or as otherwise provided by law; provided, however, that the cumulative total of annual lease payments over any consecutive five-year period shall not exceed ten percent (10%) of the cumulative total of annual revenues produced under Sections 37-7-739, 37-57-1, 37-57-3, and 37-57-105. The authority to levy the special tax under this section shall be repealed from and after July 1, 1991; provided, however, any millage being levied on said date to fund leases under this section shall remain in force until such time as the lease term has expired and the school district has fulfilled all of its obligations thereafter. Ms Code §37-7-359

Descriptor Title: USE OF FACILITIES	Descriptor Code: DFH	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

SCHOOL FACILITY USE SUPPORTED

DeSoto County School District buildings and grounds are considered as public property. The board recognizes its responsibility to provide space and equipment for limited community use. Minimum charges must be made to defray cost of utilities and custodial services. The Board of Education makes the buildings and grounds available for public use, but must at the same time, protect the public’s investment against deterioration and damage through such use. The physical facilities of the school district will be available for use by organized groups within the community. Recognized community groups may use the buildings and grounds of the DeSoto County School District provided such activities do not interfere with school use and exemplify the high standards of the DeSoto County School District. School facilities are not available if the requested use would in any way conflict with or displace a school class, school activity, school event, or in any way disrupt the educational process. Except for certain uses allowed by law the Superintendent or his/her designee shall have the authority to deny any request for short-term use of any school facility by any individual, group or organization if, in his/her opinion, such use would not be in the best interest of the school district. Such use by community groups and organizations shall be scheduled so as not to interfere with the regular instructional programs of the school district.

RECIPROCAL ORGANIZATIONS

Those organizations which allow school use of their facilities on a reciprocal basis may request that some or all fees be waived. A list of such organizations will be kept at the central office.

APPLICATION

Appropriate forms with applicable deposits must be submitted before approval is considered. Requests must be signed by a member of the organization having full authority to bind the group to the signed agreement. The schedule for fees and services will be listed on the application and is subject to change upon action by the School Board. All applications for use of school facilities will be made through the Office of the School Principal and submitted to the Superintendent’s Office with the total sum of all applicable fees and insurance documents attached. Completed applications must be received in the Superintendent’s Office not less than fourteen (14) days before the intended use of the facility.

LIABILITY INSURANCE

Any organization or individual using a school facility shall hold the DeSoto County School District, its school board, and all district officers and employees free and blameless from any

loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of the facility. The individual or organization is required to provide a Certificate of Liability for insurance which insures this school district against loss due to bodily injury or property damage in the amount of \$1,000,000.

No setup, rehearsal or event shall commence unless and until the Superintendent or his designee receives proof of coverage, even if rental fees have been paid. Securing the required insurance coverage shall be the responsibility of the individual or organization renting the facility at the sole cost and expense of the individual or organization. Individuals, businesses, governments, agencies and organizations having public liability coverage should contact their agent regarding this requirement prior to completing this application. School related uses of facilities in which the school related class, club or organization uses the services of an individual, group or business in a joint business relationship shall meet this insurance requirement before the activity may take place.

FEES

The fee for the use of the facility must also be paid at the time the application is filed.

The use of the facilities where a fee is required shall be approved by the Board of Education, upon recommendation of the Superintendent of Schools. Appropriate charges shall be made for the community use. The Superintendent shall have the authority to approve use of the school facilities prior to Board action under circumstances when the event is scheduled to take place before the next regular Board meeting.

A fee schedule shall be established annually and submitted to the board for approval. All or part of the fee for school facility use may be waived at the discretion of the superintendent. All fees are to be deposited in the board's depository. The board directs the superintendent, or designee, to develop detailed regulations pertaining to public use of school facilities for board approval.

RENTAL CHARGES

The school board will renew and revise if necessary these rate schedules by the first meeting in July of each year. The superintendent shall at least two weeks prior to this meeting furnish the board with his recommendations for rental charges. The rental charges shall be sufficient in amount to provide a prorata cost to the district for utilities, insurance, maintenance on the facility and its equipment, and labor.

RULES

Public use of District facilities, therefore, shall be subject to regulations and rules prescribed by the Board. Board policy prohibits tobacco products, alcohol, illegal drugs, firearms, weapons, or fireworks on school property or in school buildings. The school district is authorized to maintain order and discipline on school premises, to protect the wellbeing of students and faculty. Organizations or individuals may be required to provide for auxiliary police officers at their expense. The school administrator who supervises the facility should inform users of any rules governing the use of the facility. Food and/or drink shall not be

permitted except in those areas designated by the responsible school administrator. School facility users shall not permit disruptive behavior or the use, possession or distribution of any pornographic materials or drugs (except prescription drugs used by the person for whom it was prescribed) on school property. School facility users are responsible for compliance with all regulations and laws which apply to public school building use. School facility users shall not serve food and/or drink except in those areas that may be designated by the school administrator having responsibility for a facility.

DAMAGES

Organizations or individuals who wish to use any school facility shall be required to assume responsibility for any damage of any kind including damage to property, furniture, fixtures, equipment used by the organization or individual and to pay, at a cost set by the Board and or Superintendent, for any damage resulting from such use. Any violation of conditions set forth in the agreement will void the agreement and the organization will not be permitted further use of the facility. A security deposit may be required at the time of application based on the facility being used and the likelihood of damages occurring. A thorough inspection of the facility will be made after the event to determine if any damage has been incurred. No ornaments, signs, decorations, etc. shall be hung from ceilings or placed on walls unless approved in advance. Any clean-up shall be at the expense of the user.

SUPERVISION

Persons using a facility must clear access and closing with the appropriate school administrator prior to the date of use, preferably as soon as possible after approval of facility use by the Superintendent.

Supervision may be required, at the renters' expense, during such use by one or more employee(s) of the school district. The supervisor(s) shall be appointed by the Superintendent or, at the Superintendent's direction, the building administrator assigned the responsibility for the facility. Additional supervision may be required to the extent necessary to protect the interest of the school district.

USE CLASSIFICATION

A. School Related Use

(No rental charge or liability insurance required – under special circumstances a fee may be charged.) The following may use certain school facilities without charge and without application when approved in advance by the school principal or school administrator having responsibility for a facility and supervised by the school principal or administrator having responsibility for the facility or his/her designee who is an employee of the school district:

- a. Classroom teachers and coaches for classroom and athletic related activities.
- b. Student public performances.
- c. A school's PTA/PTO unit for its meetings and activities.
- d. An approved booster club(s) for their meetings and activities.
- e. An approved student club(s) and organizations for their meetings and activities with the sponsor.

- f. The county PTA/PTO Council for its meetings and activities.
- g. A school's membership of any professional teachers' organization for building level or school district-wide meetings.
- h. Volunteer programs such as parent centers, mentorship, etc.
- i. In-service workshops and other staff development opportunities offered by or in cooperation with the school district for its employees.
- j. Community education and continuing education personnel, for classes offered by or in cooperation with the school district may apply as indicated below for the use of certain school facilities.
- k. School clubs and organizations using school facilities for raising funds which will be considered private funds should refer to Use Classification section C.
- l. School related use does not include any use which would result in material gain for any employee or student.

B. Governmental Use

(No rental charge or liability insurance required – under special circumstances a fee may be charged.)

- a. Department or agencies of local, county, state, or federal government and tax supported education institutions may apply, as indicated below, for the use of certain school facilities without charge for public hearings or for the dissemination of non-political information to the public.
- b. Voting precincts for local, state, and national elections.
- c. The Recreation Department may apply for the use of certain school facilities without charge for its programs and/or events.
- d. The director of Civil Defense may file contingency plans with the Superintendent for the use of certain school facilities and/or transportation services without charge in the event of a declared emergency or natural disaster. Such plans shall include provisions for continuous supervision of any facility used and shall insure the proper use of any school equipment required.

C. Public Service

(No rental charge but liability insurance is required – under special circumstances a fee may be charged.)

Non-profit, non-political groups, clubs, organizations, or individuals without paid staff, unrelated to school use, whose activities are philanthropic and/or would be considered by community standards as being worthwhile to the community as a whole may apply as indicated below for the use of certain school facilities. Public service users may charge admission and/or sell or offer for sale merchandise provided the proceeds there from are used solely for philanthropic purposes. Public service use is included, but is not limited to civic club fundraisers, charity, private citizens meeting with governmental officials, Chamber of Commerce meetings, etc.

D. City/County/Youth Associations

(No rental fee but liability insurance is required – under special circumstances a fee may be charged.) Non-profit organized youth groups may utilize gyms/athletic fields providing that adult officers:

- a. Are responsible for supervision of students at all times.
- b. Provide adequate police for security if needed.
- c. Clean-up of the facility, including outside area of the gymnasium, immediately after use.
- d. Pay for any damages to property and/or equipment.
- e. Periodically check with the principal to help with any problems that may arise.
- f. Abide by all general rules in this agreement.

E. Church/Community Commercial Use

(Rental fee and liability insurance required.)

Groups, clubs, organizations with one or more paid staff or groups, clubs, or organizations whose members stand to profit materially as individuals, due to their membership, self-employed persons, and non-profit or for profit businesses who will not charge admission or solicit funds or sell or offer for sale merchandise or make any other authorized use of a facility which due to such use would result in financial gain to the user may apply for the use of certain school facilities. Specifically this classification of use includes but is not limited to piano recitals, church related meetings, beauty pageants, gospel sings and adult athletic teams. In the event that the proposed use is for church services on a regular continuous basis for a period of time necessary for the church to acquire and construct facilities, those church leaders must meet with the school board on an annual basis and report what progress has been made toward securing a permanent meeting place. It is not anticipated that school facilities be the permanent location for any church.

F. For-Profit Commercial Use

(Rental fee and liability insurance required.)

Groups, clubs, organizations with one or more paid staff or groups, clubs, or organizations whose members stand to profit materially as individuals, due to their membership, self-employed persons, and non-profit or for profit businesses who intend to charge admission and/or solicit funds and/or sell or offer for sale merchandise or make any other authorized use of a facility which due to such use will result in financial gain to the users may apply for the use of certain facilities. It is anticipated that the rate for this use classification be somewhat comparable (prorated) to that of a commercial lease in DeSoto County.

CAFETERIA AND KITCHEN FACILITIES

Kitchen facilities may be used by certified school personnel only. Contact the Food Services Director to discuss event and fees.

1. Kitchens and equipment are not available for use by anyone other than cafeteria personnel.

2. Meal preparation and services of cafeteria personnel are not available to non-school related users if such use would place the school district in competition with commercial establishments.
3. Should a user intend to serve any food or drinks in a cafeteria, cafeteria personnel shall be on duty at the user's expense during serving time and afterward for cleanup.
4. Health Department regulations require that all garbage shall be removed from the school premises by the user immediately after cleanup.
5. No keys shall be given out for any reason.
6. No ornaments, signs, decorations, etc., shall be hung from ceilings or placed on walls unless approved in advance by the Cafeteria Director.

Descriptor Title: DONATIONS AND CONTRIBUTIONS	Descriptor Code: DFK	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board will consider that all donations and contributions will be public funds and will be accounted for as are other public funds. The DeSoto County School Board may permit any local school principal to accept donations and contributions. Donations and contributions that are greater than \$500.00 shall be formally submitted to the school board for acknowledgment and acceptance. The school board must recognize in the official minutes the contributor, the amount, and the purpose for which the money was donated, if any. The superintendent will make appropriate budgetary amendments and transfer the donation to the local school if deemed appropriate by the school board.

REF: Office of the State Auditor, *Financial Accounting Manual*, page 85. (2002)

INVESTMENT OF SURPLUS FUNDS	Descriptor Code: DFL	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

1. Whenever the DeSoto County School District shall have on hand any bond and interest funds, any funds derived from the sale of bonds, or any other funds in excess of the sums which will be required for payment of current obligations and expenses as they come due, and which are not needed or cannot by law be used for the payment of the current obligations or expenses of the school district, the DeSoto County School Board shall have the power and authority to invest such excess funds in any bonds or other direct obligations of the United States of America or the State of Mississippi, or of any county or municipality of this state, which such county or municipal bonds have been approved by a reputable bond attorney or have been validated by a decree of the chancery court; or in interest-bearing time certificates of deposit or interest-bearing accounts with or through any financial institution approved for the deposit of state funds; and such institution shall be eligible to hold school district funds to the extent that it is qualified as a depository for state funds; or in any type of investment permitted by Sections 27-105-33(d) and 27-105-33(e). The rate of interest on such time certificates of deposit and interest-bearing accounts may be negotiated. The negotiated rate of interest shall be at the highest rate possible at the date of purchase or investment for such time certificates of deposit or interest-bearing accounts. In any event, the bonds or obligations in which such funds are invested shall mature or be redeemable prior to the time the funds so invested will be needed for expenditure. When bonds or other obligations have been so purchased, the same may be sold or surrendered for redemption at any time, except certificates of deposit which must mature, by order or resolution of the DeSoto County School Board, and the president of the school board, when authorized by such order or resolution, shall have the power and authority to execute all instruments and take such other action as may be necessary to effectuate the sale or redemption thereof.

2. All earnings from funds other than bond funds or bond sinking funds in excess of One Hundred Dollars (\$100.00) in any fiscal year, invested according to the provisions of subsections (1) and (2) of this section shall be deposited in the district fund from which the investment was made. Earnings from such school district funds which are less than One Hundred Dollars (\$100.00) in any fiscal year may be deposited in the DeSoto County School District maintenance fund, or in the district fund from which the investment was made, in the discretion of the school board. Earnings from funds invested out of bond funds or bond sinking funds, together with the principal thereof, shall be deposited in the fund from which the investment was made.

3. Nothing contained in this section shall be construed to prevent the payment of a portion of the earnings derived from the investment of bond proceeds or any other amounts in the bond fund or related reserve or sinking funds to the federal government to the extent required by the federal laws applicable to such bonds or the interest income thereon in order to maintain their tax exempt status.

REF: Ms Code § 37-59-43 (2007)

Descriptor Title: DEPOSITORY OF FUNDS	Descriptor Code: DG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board has full control of the receipt, distribution, allotment and disbursement of all funds which may be provided for the support and maintenance of the schools of DeSoto County School District whether such funds be minimum education program allotments, funds derived from supplementary tax levies as authorized by law, or funds derived from any other source whatsoever except as may otherwise be provided by law for control of the proceeds from school bonds or notes and the taxes levied to pay the principal of and interest on such bonds or notes. The tax collector of DeSoto County shall make reports, in writing, verified by his affidavit, on or before the twentieth day of each month to the superintendent of schools reflecting all school district taxes collected by him for the support of said school district during the preceding month. He shall at the same time pay over all such school district taxes collected by him for the support of the DeSoto County School District directly to the superintendent of schools.

All such allotments or funds shall be placed in the depository or depositories selected by the DeSoto County School Board in the same manner as provided in Section 27-105-305 for the selection of county depositories. Provided, however, the annual notice to be given by the school board to financial institutions may be given by the school board at any regular meeting subsequent to the board's regular December meeting but prior to the regular May meeting. The bids of financial institutions for the privilege of keeping school funds may be received by the school board at some subsequent meeting, but no later than the regular June meeting; and the selection by the school board of the depository or depositories shall be effective on July 1 of each year. The DeSoto County School Board shall advertise and accept bids for depositories, no less than once every three (3) years, when the board determines that it can obtain a more favorable rate of interest and less administrative processing. Such depository shall place on deposit with the superintendent of schools the same securities as required in Section 27-105-315. In the event a bank submits a bid or offer to a school district to act as a depository for the district and such bid or offer, if accepted, would result in a contract in which a member of the school board would have a direct or indirect interest, the school board should not open or consider any bids received. The superintendent of schools shall submit the matter to the State Treasurer, who shall have the authority to solicit bids, select a depository or depositories, make all decisions and take any action within the authority of the school board under this section relating to the selection of a depository or depositories.

REF: Ms Code § 37-7-333 (1997)

Descriptor Title: BONDED EMPLOYEES	Descriptor Code: DH	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

In accordance with current laws, before entering upon their duties all employees for which bonds are required shall furnish a good and sufficient surety bond in the amount prescribed by law. Such bond shall be filed and recorded in the office of the clerk of the chancery court of DeSoto County, and shall be payable, conditioned and approved in the manner provided by law. The premium on the bonds shall be paid out of the school district maintenance fund.

Furthermore, the DeSoto County School District will comply with all applicable provisions of the Mississippi Code and with all other applicable federal and state laws.

- REF: Ms Code § 37-9-27 (2004)
Ms Code § 37-6-15 (1996)
Ms Code § 37-39-21 (1987)
Ms Code § 37-9-31 (1987)

Descriptor Title: FINANCIAL ACCOUNTING	Descriptor Code: DI	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The superintendent of schools of DeSoto County School District shall open and keep regular sets of books, as prescribed by the State Department of Education, which shall be subject to inspection during office hours by any citizen so desiring to inspect the same. The books for each fiscal year shall be kept separately and same shall be safely preserved by the superintendent of schools.

The State Department of Education is hereby authorized and directed to prescribe and formulate for use by the DeSoto County School District, adequate accounting systems and other essential financial records which shall be uniform for all of the school districts of this state. Such uniform system shall include a method of accounting for and keeping records of all funds received, handled and disbursed by such school district, whether derived from taxation or otherwise, including funds derived from donations, athletic events and other special activities of the school district. The uniform system of accounts shall be distributed and disseminated to all of the school districts of this state and it shall be mandatory that the boards of trustees of all such school districts install, utilize and follow said uniform system of accounts in keeping the financial records of the school district.

REF: Ms Code § 37-61-23 (2006)
Ms Code § 37-37-1 (2006)

Descriptor Title: DOCUMENT RETENTION	Descriptor Code: DIA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2010

The DeSoto County School Board 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.

The superintendent of the DeSoto County School District shall have the authority, with the approval of the school board entered in its minutes, to dispose of the following records:

- A. After five (5) years:
 - 1. Bank statements
 - 2. Canceled warrants and pay certificates
 - 3. School board paid bills
 - 4. Bids received, either accepted or rejected, for supplies, materials, equipment and construction
 - 5. Depository receipt warrants
 - 6. School board claims dockets, where claims are recorded on the minutes of the board
 - 7. Original of school board's orders after such orders have been recorded in the minute book
 - 8. Canceled bonds and coupons
 - 9. Tax collector's reports of tax collection to superintendent of schools or the administrative superintendent
 - 10. Transportation records
- B. After three (3) years
 - 1. Teacher contracts, computed from the expiration date thereof
 - 2. Bus purchase documents
 - 3. Teachers' registers, principals' reports and other evidence necessary to prepare the reports to the State Board of Education
- C. After period to be set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation shall designate.

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.

REF: Ms Code § 37-15-8 (2004)

Descriptor Title: PUBLIC RECORDS POLICY	Descriptor Code: DIB	Adopted Date: June, 2010
	Reviewed Date:	Revised Date:

The public records policy of the DeSoto County School District has been adopted in accordance with the Mississippi Public Records Act of 1983, Section 25-61-1, et seq. Mississippi Code of 1972. All records and portions of records not exempt from disclosure will be made available in accordance with the procedures outlined below.

DEFINITIONS

The following terms have been defined for purposes of this policy:

Public Body: A public body is defined as any department, office, division, council, commission, committee, subcommittee, board, agency and any other entity of the state or political subdivision thereof, and any municipal corporation and any other entity created by the Constitution or by law, executive order, ordinance or resolution. Within the meaning of this act, the term entity shall not be construed to include individuals employed by a public body or any appointed or elected public official.

Public Records: Public records are defined as all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documented information, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction or performance of any business, transaction, work, duty or function of any public body, or required to be maintained by any public body.

Exempt Records: Records exempt from disclosure under State or Federal law.

Non-Exempt Records: Records which are not exempt from disclosure under the Public Records Act.

Working Day: Any day other than a weekend, state holiday, or a day which by executive order an agency has been authorized to close, or the employees of an agency are authorized to be absent.

Fees: By statute, charges are made on a cost-recovery basis. Any person who desires copies of a public record as defined herein but does not officially represent a public body shall be charged the actual cost per page of mechanically reproduced copy. Copies of pages printed on front and back shall be considered two pages. This fee is for the cost of searching, reviewing, and duplicating the public record. If, in the event searching, reviewing, or duplicating of documents or the separating of non-exempt material from documents

containing exempt material, etc., requires more than one-quarter hour of work, then the hourly rate can be charged in addition to a mechanical reproduction charge of twenty-five cents (\$.25) per page. The hourly rate charge shall be based upon the hourly salary of the lowest paid employee of the Department qualified and available to do the job. In the event the public record is available in computer files and can be obtained through computer use, the requesting party must pay a charge for the computer use, including programming time and actual computer time as well as any other costs incurred.

Mailing costs calculated at and pursuant to the United States Postal Service rates shall be charged when applicable. The cost of mailing a notice to third parties via certified mail, return receipt requested, shall be charged to persons requesting the public records. Actual costs for shipment by other than United States Postal Service shall be charged to the person requesting the special shipment.

EXEMPT RECORDS

Any record expressly exempt from the Records Act or any record specifically declared to be confidential or privileged by any statute or constitutional provision, whether state or federal, shall not be submitted to mandatory inspection and copying. Those records which are specifically exempt by statute include, but are not limited to, the following:

Personnel records and applications for employment, except those which may be released to the person who made the application, or with the prior written consent of the person who made the application; and shall not be construed to prohibit the disclosure of the following information about employees: name, date of employment, length of employment, qualifications, and salary;

Test questions and answers which are to be used in employment examinations;

Letters of recommendation respecting any application for employment or regarding admission to any educational agency or institution;

Records which represent and constitute the work product of any attorney and which are related to litigation made by or against the DeSoto County Board of Education and/or the DeSoto County School District, or anticipation of litigation, including all communications with the attorney made during the course of an attorney/client relationship; and,

Appraisal information which concerns the sale or purchase of real or personal property for public purposes prior to public announcement of the purchase or sale, where the release of such records would have a detrimental effect on the sale or purchase;

Any educational records of any current or past student.

For the purpose of providing advance notice to submitters of trade secret or confidential commercial or financial information, twenty-five (25) days from the submitter's receipt of

written notice shall be deemed a reasonable time for the disclosure of the requested records in the absence of a court order to the contrary.

PROCEDURES FOR RECORD REQUESTS

All requests for access to or copies of a public record shall be in writing and shall specify what record is being sought, as well as the name and address of the individual and/or organization requesting the record. Requests shall be addressed to the DeSoto County Superintendent of Education.

The Department shall respond in writing within fourteen (14) working days from the date the request was received. Denials shall contain the specific reason(s) for denial. The Department shall retain copies of all denials for a minimum of three (3) years from the date denial is made.

Access to non-exempt records will be allowed during regular business hours.

If any public record which is held to be exempt from disclosure contains material which is not exempt, the Department shall separate the exempt material and make the non-exempt material available for examination and/or copying.

When fees are applicable, as specified in this policy, the fees must be paid prior to the compliance with the request. Cash, money orders, cashier's checks, personal or company checks will be accepted in payment for fees. Payment by personal or company check will be accepted subject to clearance within fourteen (14) working days.

Records furnished to the Department by third parties, which are not public bodies as defined in the Public Records Act, will not be released until notice to the third parties has been given. The records shall be released in fourteen (14) days unless the third party obtains a court order protecting the records as confidential.

The DeSoto County Superintendent of Education or his designee has the authority to specify the mode, manner, time and place of access.

Where and how the public may obtain information: The full text of all Board Policies is accessible via the DeSoto County School Website at <http://www.desotocountyschools.org/>

Requests for information may be made pursuant to the Mississippi Open Records Act and the above policy by submitting written requests to:

DeSoto County School Superintendent
ATTN: PUBLIC RECORDS REQUEST
5 East South Street
Hernando, MS 38632

Descriptor Title: EXPENDITURE OF FUNDS	Descriptor Code: DJ	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board shall have the power and duty to spend DeSoto County School District funds in accordance with the described policy captioned “Board Powers and Duties ABB.” Furthermore the DeSoto County School Board delegates the appropriate day to day expenditure of funds to the Superintendent and the central office staff as described in the policy captioned “Superintendent Duties ABDA.” All other expenditure of funds shall be in accordance with applicable state and federal laws.

REF: Ms Code § 37-61-3 (2004)
Ms Code § 37-61-19 (2004)
Ms Code § 37-7-301 (2007)

Descriptor Title: SALARY DEDUCTIONS /REDUCTIONS	Descriptor Code: DJCB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The Superintendent shall deduct and withhold from the wages of all employees:

1. Federal income taxes required
2. Social security taxes required
3. State income taxes required
4. Contributions to PERS as required

Within the limitations of the two citations of the Mississippi Code included below, the Superintendent may also deduct and withhold from the wages of employees:

1. Health and life insurance premiums
2. Disability premiums
3. Annuities and deferred compensation investments
4. Health savings plan
5. Dependant care plan
6. Court ordered garnishments

It shall be unlawful for the superintendent of schools to deduct or permit to be deducted from the salary of any superintendent, principal or licensed employee any dues, fines or penalties payable or alleged to be payable because of the membership of such superintendent, principal or licensed employee in any organization or association. However, dues or premiums in health associations or corporations and tax sheltered annuity deductions authorized by the United States Internal Revenue Code may be deducted upon written authorization from the superintendent, principal or licensed employee involved. Any superintendent of schools who shall make any such deduction or permit any such deduction to be made, except those herein provided, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than Twenty-five Dollars (\$25.00) for each such deduction. Ms Code § 37-9-49 (2004)

Notwithstanding any other benefit plan offered to any eligible employee of a state agency or local governmental entity, all state agencies shall, and any local governmental entity may contract for and adopt a benefit plan which meets the requirements of a cafeteria plan as defined in Section 125 et seq. of the Internal Revenue Code of 1986, and regulations thereunder, for the benefit of eligible employees and their dependents. Provided, however, that the maximum benefit available under a health flexible spending account shall be Five Thousand Dollars (\$5,000.00) per participating employee per plan year, unless federal Internal Revenue Service regulations allow that the available benefit at any point in time may be limited by the premium paid as of that point in time. It is further provided that any state agency or local governmental entity may contract for insurance to cover its potential for loss under a health flexible spending account. Ms Code § 25-17-3 (1991)

REF: Ms Code § 37-9-49 (2004)
Ms Code § 25-17-3 (1991)

Descriptor Title: PURCHASING	Descriptor Code: DJE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: November, 2011

The DeSoto County School District shall make purchases in accordance with the applicable state and federal laws. Additional procedures, requirements, and regulations are to be found in the *Financial Accounting Manual for Mississippi Public School Districts*, prescribed by the Mississippi Department of Education. The Manual indicates the most significant sections of the Mississippi Code affecting purchasing are found in Title 31, Chapter 7, and Title 37, Chapter 39.

For vendors that do not allow purchase orders, but require the purchase of voucher cards, alternate purchasing procedures are allowed as follows:

1. Normal purchasing procedures must be used.
2. Purchase order must be itemized and the amount must be within 85% of the voucher card value.
3. Only vouchers purchased through DeSoto County Schools may be used.
4. Vendors must be pre-approved by the Purchasing Department.

NOTE: The Mississippi public purchasing laws have been amended by the Legislature each year for the past few years. To keep current, this district shall obtain and review a copy of any amended public purchasing laws as soon as possible after the bill making the change is passed.

REF.: Ms Code as cited

Financial Accounting Manual for Mississippi Public School Districts

Descriptor Title: BIDS AND QUOTATIONS	Descriptor Code: DJF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

All contracts for capital improvements by the DeSoto County School District which are financed in whole or in part with funds received from the state public school building fund pursuant to an application approved by the commission shall be awarded and entered into upon receipt of sealed bids or proposals after the time and place of letting such contracts and the manner of bidding has been duly advertised. The contract shall be let and awarded to the lowest and best bidder but the DeSoto County School Board shall have the power to reject any and all bids. No such contract shall be finally awarded or entered into without the prior written approval of the commission. It is hereby expressly provided that in order to bid upon and be awarded contracts for the construction of school facilities under the provisions of this chapter, if such contract, subcontract or undertaking is less than Fifty Thousand Dollars (\$50,000.00), it shall not be necessary that the bidder obtain a certificate of responsibility from the Board of Public Contractors under the provisions of Chapter 3, Title 31, of the Mississippi Code of 1972.

REF: Ms Code § 37-47-29 (1996)

Descriptor Title: STUDENT ACTIVITY FUND MANAGEMENT	Descriptor Code: DK	Adopted Date: July, 2008
	Reviewed Date: 	Revised Date: March, 2011

The DeSoto County School Board shall expend local activity funds in accordance with Ms Code Section 37-7-301(s) and as prescribed in the Financial Accounting Manual under “Uses of School Activity Funds.”

Expenditures made from funds classified as Agency Funds are not subject to the same purchase laws as expenditures from General Funds. Any attempt to circumvent this requirement by intentionally misclassifying General Funds as Agency Funds is a violation of the law.

School principals do not have the authority to open or close activity fund bank accounts. The Superintendent of Schools must approve these depositories from the financial institutions selected by the DeSoto County School Board.

Each school principal shall report to the Central Office within five (5) working days of the close of each month regarding all activity fund receipts and disbursements during the preceding month. The DeSoto County School Board shall document their approval of these transactions in the school board minutes.

Since no petty cash is permitted at the local school level, deposits of activity funds must be made on a timely basis, and at no time should un-deposited funds exceed \$500 from one day to the next.

Fundraising activities are approved only by the school principal following a written request that must include the following: Individuals responsible for the fundraising activity; the fees to be charged; the sales price of the merchandise or service; and the purpose or benefit to receive the proceeds of the fundraising activity.

Any arrangement for the purchase of merchandise such as school pictures, class rings, graduation supplies or other fundraisers must be made with a written contract, signed by the company representative and the principal, and on file for public review in the principal’s office. Any rebate or commission to the school shall be fully disclosed in the contract. Persons who purchase this merchandise shall pay either the vendor or pay directly into the activity fund. In cases where the vendor collects the payments, the commission check shall be made out to the school activity fund. In cases where payments are made to the activity fund, the commission shall be deducted from the payment to the vendor from the activity fund. Under no circumstance shall payments be made to a principal or other school employee.

Any activity fund account which becomes dormant and inactive for three (3) consecutive years or more may be closed and have the remaining funds transferred to another activity account upon approval by the DeSoto County School Board.

REF: Ms Code § 37-7-301 (2007)

FIXED ASSET MANAGEMENT POLICY	Descriptor Code: DL	Adopted Date: September 2, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District, as a part of the continuing effort to enhance accountability and control of public expenditures as well as to increase governmental operating efficiency, has established a comprehensive Fixed Asset Management System.

Fixed assets are those assets of a long-term nature intended to be held or used by the school district. This definition includes mobile equipment, furniture and equipment, land, buildings, improvements other than buildings, construction in progress, and leased property under capital leases.

The importance of developing and maintaining a complete and accurate accounting of fixed assets cannot be emphasized too strongly. The value of fixed assets for school districts is substantial and usually far greater in value than current assets. When records are not adequate, an audit opinion will be qualified for fixed assets, which means the auditor does not have enough evidence to offer an opinion. A qualified opinion may result in an accreditation deficiency leading to a probationary status or loss of state funding.

Responsibility for the individual fixed asset rests with the individual in whose room the asset is located; e.g., a teacher for equipment located in his/her classroom. Ultimate responsibility rests with the school principal/supervisor. One of these individuals will have to account for any and all missing assets or reimburse the district for the cost of that asset.

District inventory counts will be conducted, at a minimum, annually. However, throughout the year, the fixed asset office may conduct asset verification checks. These annual inventory counts do not include the annual inventory count by the State Auditor's Office.

Asset Valuation

All purchased assets will be valued at historical cost (price paid for the asset) or the estimated historical cost if the actual historical cost is not available. The value of purchased assets shall include not only the price paid for the asset but also any cost required to get the asset in place and in a useable condition. These costs shall include, but not be limited to, architect fees, cost of removing old asset, installation costs, etc.

All donated assets will be valued at fair market value at the time of donation. The donor shall provide the fair market of donated assets at the time of donation, and the value will be spread upon the minutes of the school board.

Capitalization

All assets that meet the following criteria shall be capitalized (coded to appropriate account number, tagged, and added to the district inventory) by the DeSoto County School District:

1. The asset has a useful life of more than one year, and
2. The asset has a historical cost or, if donated, a fair market value of greater than \$1000 or,
3. The asset is considered “highly walkable.”

Exception items (or highly walkable items) are those that may have a historical cost or value below \$1000, but, due to the type and nature of the asset fixed, asset accountability is required. Highly walkable assets include, but are not limited to, the following:

Weapons	Cellular telephones
Cameras & camera equipment (greater than \$250)	Chain saws
Two-way radio equipment	Air Compressors
Televisions (greater than \$250)	Welding machines
Lawn maintenance equipment	Generators
Computer & computer equipment (greater than \$250)	Motorized vehicles

Depreciation

Any assets that are accounted for in the Proprietary Fund Group shall be subject to depreciation. Such depreciation shall be calculated using the straight-line method. Depreciation reporting shall be subject to GASB 34 guidelines.

Disposals

All disposals of fixed assets shall be made in accordance with Mississippi Code Section 37-7-451, et.seq. These disposals shall be recorded on forms prescribed by the district’s Finance Office. All disposals/deletions of fixed assets shall be Board approved.

LEGAL REF: Mississippi County Fixed Assets Management Manual issued by
 the State Auditor’s Office. (June 2008)

Mississippi Code, as cited above

Descriptor Title: SCHOOL PROPERTIES DISPOSAL PROCEDURE	Descriptor Code: DO	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Whenever the DeSoto County School Board shall find that it would be desirable to dispose of property by exchanging it for needed lands, the procedure to follow is outlined in Ms Code § 37-7-431.

When the DeSoto County School District owns any land, buildings, or other property that is not used for related school purposes and not needed in the operation of the schools of the district, the DeSoto County School Board may sell and convey such land, buildings or other property in the manner provided in Sections 37-7-453 through 37-7-457. Ms Code § 37-7-431

When the DeSoto County School District owns any land, buildings, or other property that is not used for related school purposes and not needed in the operation of the schools of the district, and that continued ownership may yield a higher long-term economic value to the district, then the DeSoto County School Board shall be deemed to have full and complete power for the exercise of the authority conferred by Ms Code § 37-7-471.

When the disposal of property involves certain civic, church or economic uses, the DeSoto County School Board shall be governed by the content of Ms Code § 37-7-473.

For school board authorization and procedures related to development of surplus school property (land), please see Ms Code § 37-7-485. (2006)

- REF.: Ms Code § 37-7-431 (2000)
- Ms Code § 37-7-451 (1987)
- Ms Code § 37-7-471 (2005)
- Ms Code § 37-7-473 (2005)
- Ms Code § 37-7-485 (2006)

INDEPENDENT CONTRACTORS WORKING WITH STUDENT GROUPS	Descriptor Code: DP	Adopted Date: August, 2009
	Reviewed Date: August, 2009	Revised Date:

Independent contractors employed by either a school or parent/booster group to work directly with DeSoto County School students both on school property and off school property, if required by school personnel, must meet certain requirements to insure the safety of the students involved and to relieve the district's liability in the event of a student injury or an injury to the person providing the service.

1. All independent contractors and their employees who come into direct contact with students must pass a background check just as school employees must. The full cost of processing these screenings will be borne by the contractor.
2. All independent contractors must have at least one million dollars (\$1,000,000) worth of liability insurance. Proof of current insurance coverage must be on file at the school office.
3. All independent contractors must show proof that they and their employees have workers' compensation insurance. Proof of current insurance coverage must be on file at the school office.
4. Anyone working with students participating in a school sponsored activity shall be required to follow all applicable policies and procedures of the DeSoto County School System whether a district employee or independent service provider.
5. Students participating in a school sponsored activity must be under the supervision of a school employee at all times.

The independent contractors covered by this policy include, but are not limited to, coaches who work with athletics, cheerleaders, dance teams, band, chorus, and drama. TST coaches and behavioral technicians are excluded from some of these requirements.

"G" PERSONNEL

GAAA	Equal Opportunity Employment
GAAAA	Mississippi Educator Code of Ethics and Standards of Conduct
GAB	Employee Conduct with Students
GABA	Employee Electronic Communication
GAD	Staff Development
GADA	Continuing Education
GAE	Complaints, Grievances and Harassment
GAFC	Communicable Diseases-Employees
GAHA	Participation in Community Activities
GAHB	Political Activity of Staff Members
GAIA	School Employee Fund Raising
GAK	Personnel Records
GAN	Disclaimer of Employment Recommendations
GBA	Professional Personnel Compensation Guides and Contracts
GBAA	Employment of Out-of-State Retired Service Members
GBB	Coaching/Co-Curricular Activities Assignments-Licensed Employees
GBC	Employment Procedures and Contractual Stipulations for Certified Personnel
GBCA	Temporary Employment
GBE	Reduction in Force
GBI	Evaluation of Professional Personnel
GBLA	Teacher Experience
GBMA	Teacher Request for Transfer
GBMAA	Classified Personnel Request for Transfer
GBN	Termination of Employment of Licensed Personnel
GBO	Professional Personnel Resignations
GBOA	Resignation
GBP	Reemployment
GBRA	Alcohol and Controlled Substances Policy for Transportation Employees
GBRB	Time and Attendance

GBRE	Personal Refrigerators, Microwaves, and/or Coffee Pots
GBRF	Professional Personnel Expenses
GBRFF	Fuelman Policy
GBRG	Non-School Employment
GBRGB	Tutoring for Pay
GBRIA	Family and Medical Leave Act (FMLA)
GBRIB	Licensed Employee/School Nurse Sick and Personal Leave
GBRID	Military Leave
GBRIE	Temporary Medical Leave
GBRIF	Bereavement Leave
GBRIG	Leave of Absence
GBRIGA	Jury/Witness Duty
GBRIGB	Donated Leave Policy
GBRIH	School Cancellation Twelve Month Exempt Employees
GBRL	Drug-Free Workplace
GCBAE	Bus Driver's Aides
GCBAF	Transportation Director
GCBAG	Bus Drivers
GCBAI	Fleet Manager/Mechanic
GCBAJ	Office Employees
GCD	Instructional /Clerical Aide Employment
GCRAA	Fair Labor Standards Act
GCRG	Nonprofessional Employee Leaves and Absences
GCRGA	Classified Employee Sick & Personal Leave
GCRGC	School Cancellation Twelve Month Non-Exempt Employees
GCRH	Vacations Twelve-Month Employees
GDBA	Teacher Aides (Instructional)
GE	Automated External Defibrillator (AED) Program

Descriptor Title: EQUAL OPPORTUNITY EMPLOYMENT	Descriptor Code: GAAA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

REF: Title VI and Title VII; 1964 Civil Rights Act
Title IX; 1972 Education Amendments
Section 503; and 504 1973 Rehabilitation Act
Mississippi Public School Accountability Standards

MISSISSIPPI EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT	Descriptor Code: GAAAA	Adopted Date: October, 2011
	Reviewed Date:	Revised Date:

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:

- Encouraging and supporting colleagues in developing and maintaining high standards;
- Respecting fellow educators and participating in the development of a professional teaching environment;

- Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning;
- Providing professional education services in a nondiscriminatory manner;
- Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices;
- Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children.

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

- Harassment of colleagues;
- Misuse or mismanagement of tests or test materials;
- Inappropriate language on school grounds or any school-related activity;
- Physical altercations; and
- 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 should not knowingly engage in deceptive practices regarding official policies of DeSoto County School District.*

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

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

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

- Falsifying, misrepresenting, omitting, or erroneously reporting any of the following: employment history, professional qualifications, criminal history, certification/recertification, information submitted to district, local, state, federal, and/or other governmental agencies, information regarding the evaluation of students and/or personnel, reasons for absences or leave information submitted in the course of an official inquiry or investigation or falsifying records or directing or coercing others to do so.

Standard 3. Unlawful Acts: *An educator shall abide by federal, state, and local laws and statutes and DeSoto County School District Board Policies.*

3.1. 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 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:

- 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.
- Nurturing the intellectual, physical, emotional, social and civic potential of all students;
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement; and/or
- Creating, supporting, and maintaining a challenging learning environment for all students.

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

- Committing any act of child abuse;
- Committing any act of cruelty to children or any act of child endangerment;
- Committing or soliciting any unlawful sexual act;
- Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability;
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs; or
- 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: sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate touching, fondling, kissing or grabbing; rape; threats of physical harm; sexual assault; electronic communication such as texting; invitation to social networking; remarks about a student's body; and/or consensual sex.

Standard 5. Educator Collegial Relationships: *An educator should always maintain a professional relationship with colleagues, both in and outside the classroom*

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

- Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law;
- Harming others by knowingly making false statements about a colleague or the

- school system;
- Interfering with a colleague’s exercise of political, professional, or citizenship rights and responsibilities;
- Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status; and/or
- 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:

- 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:

- Being under the influence of, possessing, using, or consuming illegal Or unauthorized drugs;
- 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.

- 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:

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

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

- Knowingly misappropriating, diverting or using funds, personnel, property or

- equipment committed to his or her charge for personal gain;
- Failing to account for funds collected from students, parents or any school-related function;
- Submitting fraudulent requests for reimbursement of expenses or for pay;
- Co-mingling public or school-related funds with personal funds or checking accounts; and/or
- Using school property without the approval of the DeSoto County Board of Education

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:

- Insuring that institutional privileges are not used for personal gain; and/or
- 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:

- 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;
- Tutoring students assigned to the educator for remuneration unless approved by the local school board.
- 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 policies of the DeSoto County School Board 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:

- 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;
- Maintaining diligently the security of standardized test supplies and resources.

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

- 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;
- 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 district or state directions for the use of tests;
- Violating other confidentiality agreements required by District or state 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 DeSoto County School Board of Education or DeSoto County School District for the duration of the contract.*

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

- Abandoning the contract for professional services without prior release from the contract by the DeSoto County School Board; and/or
- Refusing to perform services required by the contract.

Descriptor Title: EMPLOYEE CONDUCT WITH STUDENTS	Descriptor Code: GAB	Adopted Date: November, 2009
	Reviewed Date: November, 2009	Revised Date:

All DeSoto County Schools (DCS) employees shall exhibit ethical and professional behavior, at all times, and administer fair and impartial application of all policies, rules, regulations, and guidelines set forth by the Board in relation to all students. All employees shall maintain a clear supervisory relationship with students at all times.

Fraternization between employees and students on a personal level either on campus or off campus shall not be permitted.

Employees shall not inappropriately associate with students at any time in any manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or which involves illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any employee will subject the offender to potential criminal liability and discipline up to and including termination of employment.

Fraternization via the internet between employees and/or students is strictly prohibited and violation of this policy may result in disciplinary action, up to and including termination.

Employees are subject to discipline for any inappropriate statements made pursuant to their official duties. Employees are also subject to discipline for any inappropriate statements not made as part of their official duties, unless said statement touches on a matter of public concern and does not disrupt the school environment or the employee's ability to perform his or her duties.

EMPLOYEE ELECTRONIC COMMUNICATION	Descriptor Code: GABA	Adopted Date: November, 2009
	Reviewed Date: November, 2009	Revised Date: March, 2011

DeSoto County Schools (DCS) employees are required to exhibit ethical and professional behavior at all times. Ethical and professional behavior requires that DCS employees show consideration and respect whenever using computers or electronic communication/technology/devices/resources. DeSoto County Schools (DCS) employees shall not:

- (a) Communicate with other employees, students, and/or parents/guardians, with comments or content that would not be acceptable in a face-to-face communication;
- (b) Engage in conduct and/or make comments, whether on duty or off duty, that disrupts the school environment, that impede the employee's ability to perform his or her duties, or that reflect poorly on his/her character or the character of others;
- (c) Disclose, use, or disseminate a student's educational information or another employee's privileged or private information;
- (d) Use telephone calls, emails, text messages, Twitter, social networking websites, or any other electronic communication to communicate with students, except regarding school matters;
- (e) Post on any sites, including social networking sites such as Facebook or MySpace or any similar site, any data, documents, photos or information which, at the discretion of the Superintendent, reflects poorly on the employee's character or the character of others, or that might interfere with the employee's ability to perform his/her duties or that might result in a disruption of classroom activity and/or the education environment.
- (f) Invite or accept current DCS students into any personal social networking sites. An exception to this rule is made regarding any relatives of the employee;
- (g) Provide social networking website passwords to students under any circumstances;
- (h) Use social networking sites for personal use during school hours.

Social networking websites are not confidential, and DCS employees are subject to discipline for any information placed on a social networking site which violates this policy. Disciplinary action, up to and including termination, may be taken against employees whose off-site communication causes disruption to the education environment, disrupts an employee's ability to perform his/her job, or invades the privacy of students or DCS employees.

Nothing in this policy prohibits employees or students from the use of educational sites.

Descriptor Title: STAFF DEVELOPMENT	Descriptor Code: GAD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It shall be the policy of this district to implement and fund a comprehensive staff development program which complements and supports the district educational program.

The superintendent and his/her staff are charged with including the components stated in State Department of Education publications. This plan will be submitted to the superintendent and the school board for review and approval. In addition, an annual report will be made to the superintendent on implementation of staff development with appropriate evaluation and revision strategies.

The superintendent or his/her designee shall appoint annually a district-wide committee comprised of representatives from the teaching staff, administrative staff, school board, and the lay public. This committee shall develop for the board's consideration and approval a system-wide staff development plan.

The plan submitted to the board for approval shall contain the following components:

1. Goals and objectives which specify what the staff development program is to accomplish.
2. Assessment of district staff development needs through on-the-job performance evaluation.
3. Collaborative structures as evidenced by a district-level staff development committee.
4. Continuing education coursework, which can be used for licensure renewal.
5. Professional development implementation strategies.
6. A plan for determining successful completion of the staff development program.
7. Program evaluation strategies which include participant reactions to ratings of training sessions and evaluation of changes in organizational functioning.
8. Program review and revision strategies which specify how evaluation information will be used to revise the staff development program.
9. Administrative support for the staff development program as evidenced by the signatures of the director of professional development and the superintendent.

10. Provisions for conducting staff development activities during the district's stated contractual working hours.
11. Annual professional improvement plans completed by staff members. The creation, implementation, and completion of each improvement plan will be coordinated between the staff member and his/her supervisor.

The principals, the superintendent and the board shall provide financial and physical resources and time for the accomplishment of staff development activities.

The annual staff development plan submitted to the board shall provide faculty meetings, study groups, job-related conferences, continuing education coursework, appropriate supervision, and any other education opportunities that improve employee effectiveness.

The staff development program shall be evaluated and revised annually to remain compatible with the mission and performance needs of the district.

Successful completion of the approved staff development program shall be a consideration for continued employment. The requirements needed to accomplish these activities will be designated in the Plan.

The Plan shall provide areas of focus and/or specific activities and require that said schedule be published in the annual professional development handbook. Annual records on personnel participation and successful completion will be maintained by the district administrative staff and each school.

The staff development plan shall include activities designed to teach specific skills and behaviors relevant to one's staff position and to help assimilate acquired skills and information into on-the-job performance.

Descriptor Title: CONTINUING EDUCATION	Descriptor Code: GADA	Adopted Date: June, 2012
	Reviewed Date: May, 2012	Revised Date:

It shall be the policy of this district to implement and fund a comprehensive staff development program which complements and supports the district educational program. The staff development program shall be evaluated and revised annually to remain compatible with the mission and performance needs of the district.

As an ongoing part of the staff development program, there will be the continuing effort of the district as an approved Authorized Provider (AP) by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102; (703) 506-3275 to give Continuing Education Units (CEU) (one CEU equals 10 instructional hours) that can be used for licensure renewal.

The superintendent or his/her designee shall appoint the person and/or persons that is/are responsible for ensuring compliance with the standard of the International Association for Continuing Education and Training (IACET), conducting the periodic review process which includes a mandatory report be generated and placed in an IACET compliance file, and applying for the reaccreditation during the fifth year. This person/persons will be referred to as the Continuing Education Director/Department.

Non-discriminatory

Individuals involved in developing, administering, and delivering learning events for the Continuing Education Department are expected to demonstrate and maintain a high standard of professional conduct and will not discriminate nor make discriminatory remarks against learners on the basis of gender, age, socioeconomic or ethnic background, religion, sexual orientation, or disability.

Disclosure – Proprietary Interest

In advance of any learning event, any instructor must disclose to the Continuing Education Department and to the learners prior to the beginning of any learning event any proprietary interest in any product, instrument, device, service, or material discussed during the experience, event, or program, as well as the source of any third-party compensation related to the presentation. No commercial interests are allowed during the presentation from other vendors or agencies without approval from the Continuing Education Department of DeSoto County Schools.

Products that are the presenters own material may be included for sale at the workshops or part of the workshop materials included in the workshop with approval from the Continuing

Education Department of DeSoto County Schools. The brochure must state that the products are the presenters own material.

Intellectual Property Rights

Instructors that are hired or contracted to perform continuing education and training learning events with intellectual property rights for the design and delivery of continuing education and training will allow the Continuing Education Department and participants in the event to use the design, delivery and materials in the classroom to instruct students and other educators.

Learning Outcome Feedback

Learners are provided feedback on their mastery of learning outcomes from the instructor and the Continuing Education Department. Continuing Education Certificates are issued immediately and sent to the individual learners once the instructor has evaluated the learning outcomes and the learner has mastered the learning outcomes.

Currency and Availability of Training Records

The Continuing Education Department, as a part of the DeSoto County School District, will maintain currency and availability of training records for a minimum of seven (7) years. Permanent records of participants attending learning events are updated and available upon request within fifteen (15) school business days of written request by the learner. Learners are notified of the availability of their records prior to the end of the learning event.

Privacy and Security

The district ensures that the privacy and information security of learners' records are maintained by all staff that is charged with the role of input, maintenance, and release of learners' records. Records and transcripts following the completion of a learning event will be released only to the learner or with the written permission and notification of the learner. This policy will include instructions on the release and issuance of records and transcripts following completion of a learning event.

Descriptor Title: COMPLAINTS, GRIEVANCES AND HARASSMENT	Descriptor Code: GAE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The purpose of this grievance procedure is to secure at the first possible administrative level an equitable solution to any complaint or grievance. A "grievance" is defined as a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.

The following procedure shall be followed:

LEVEL ONE

1. All complaints or grievances must be presented orally to the principal or immediate supervisor of the grievant within ten (10) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within ten (10) business days after meeting with his/her principal or immediate supervisor, file a written statement with his/her principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.

In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.

After receipt of the written statement setting forth how the grievant was allegedly discriminated against, the principal or immediate supervisor shall hold a hearing and render a decision in writing to the grievant within ten (10) days.

The written decision of the principal or immediate supervisor shall be deemed to be accepted by the grievant unless the grievant notifies the superintendent in writing within ten (10) days of the date of the written decision of the grievant's intention to appeal the written decision of the principal or immediate supervisor.

LEVEL TWO

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his/her principal or immediate supervisor, the superintendent shall

notify the grievant in writing within ten (10) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than thirty (30) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his/her principal or immediate supervisor.

2. The written statement submitted by the grievant to his/her principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit to the superintendent in writing any and all additional information on his/her behalf which he/she desires not later than ten (10) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within ten (10) 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 ten (10) 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 ten (10) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within ten (10) 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 fifteen (15) days of the hearing.

GENERAL HARASSMENT

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes. Ms Code §37-11-20 (1972)

If any parent, guardian or other person shall abuse any superintendent, principal, teacher or school bus driver or other school official while school is in session or at a school-related activity, in the presence of school students, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00). §37-11-21 (1992)

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00). Ms Code §37-11-23 (1970)

The governing authorities of the municipality may, at its discretion, investigate and provide legal counsel for the defense of any claim, demand or action, whether civil or criminal, made or brought against any school district employee as a result of his actions while acting in his official capacity. Ms Code §25-1-47 (1971)

A person guilty of simple assault as defined by statute, upon a superintendent, principal, teacher or other instructional personnel, school attendance officer, school bus driver, or other individuals specified in state law while these individuals are acting within the scope of their duty, office, or employment shall be punished by a fine of not more than one-thousand dollars (\$1,000) or by imprisonment for not more than five (5) years or both.

A person guilty of aggravated assault, as defined by statute, upon an individual named above shall be punished by a fine of not more than five-thousand dollars (\$5,000) or by imprisonment for not more than thirty (30) years or both. Ms Code §97-3-7 (1972)

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

SEXUAL HARASSMENT

The DeSoto County School District endeavors to provide an environment conducive to growth in mind, spirit, and community awareness which precludes the exploitation of students or employees. It is the policy of the school district that all employees and students have the right to work and learn in an environment free from sexual harassment and unwelcome and unwanted sexual attention. Sexual harassment is specifically prohibited by Title VII of the Civil Rights Act of 1974, as amended, and Title IX of the Education Amendments of 1972.

Sexual harassment is defined as including, but not limited to, unsolicited and unwelcome sexual advances, requests for sexual favors, and repeated derogatory sexual remarks. Sexual harassment can consist of such behavior as making unsolicited written, verbal and/or visual communication with sexual overtones, touching another student or employee in a sexually offensive manner, continuing to express sexual interest after being informed the interest is unwelcome, making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to sexual advances.

Violations of the Sexual Harassment Policy by administrators, teachers, staff and students will be regarded as a violation of a person’s civil rights. Violators are subject to disciplinary action. Reprisals against a complainant may also constitute unlawful behavior.

Individuals wishing to make a formal complaint about sexual harassment concerning a student or staff member may use the School District Grievance Procedure or contact the guidance counselors at their school/Superintendent's Office/ principal of their school/teacher. The right to confidentiality, for both the accuser and accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, or patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," and jokes.

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. Any employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

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.

Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

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.

It is the express policy of the DeSoto County Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Grievance Procedure.

Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.

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.

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.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

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

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 reasonable basis to believe that such accusation is true. Ms Code §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. Ms Code §97-29-3 (1980)

REF: Ms Code as cited above
Mississippi Public School Accountability Standards

Descriptor Title: COMMUNICABLE DISEASES-EMPLOYEES	Descriptor Code: GAFC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County District Board of Education may require any teacher, supervisor, janitor or other employee of the school to submit to a thorough physical examination, deemed advisable to determine whether he has any infectious or communicable disease.

REF: Ms Code § 37-11-17 (1) (1987)

Descriptor Title: PARTICIPATION IN COMMUNITY ACTIVITIES	Descriptor Code: GAHA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County Board of Education encourages the staff from each school to interact regularly with the community at large. Specifically, interaction with city, county and state-wide governmental entities, civic groups, service organizations and clubs, churches and parents relative to building and maintaining good community relationships and support. To that end, the DeSoto County Board of Education encourages administrators to participate in civic clubs and service organizations to promote the school system as the heart of the community and to maintain outstanding community support.

This policy is in support of Standard 18 which follows:

Standard 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}

REF: Ms Code as cited above
Mississippi Public School Accountability Standards

POLITICAL ACTIVITY OF STAFF MEMBERS	Descriptor Code: GAHB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The Board recognizes the right of its employees, as citizens, to engage in political activity. The Board also recognizes that school property and school time should not be used for political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations.

Nothing in this policy should be interpreted as prohibiting employees from conducting appropriate activities which encourage students to become involved in the political processes of the party of the student's choice or as independents, nor does it prohibit the use of political figures as resource persons in the classroom.

DEFINITION

“School Time” shall be defined as the time an employee is required to be on school grounds including the time before school begins, the time after school is dismissed and any school-sponsored event, including extra-curricular activities.

CANDIDACY FOR POLITICAL OFFICE

Any employee who intends to campaign for an elective public office shall notify the school board in writing at the earliest possible moment of the office which he intends to seek, together with his decision as to whether he wishes to continue his employment and under what terms and conditions. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling his responsibilities to the district. The Board shall not require an employee seeking public office to resign or take a leave of absence.

GENERAL GUIDELINES

All employees shall be encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools in political campaigns.

Campaign literature supporting one or more candidates shall not be distributed within the schools or on school buses by pupils, teachers, or others, nor shall campaign posters be displayed on school-owned property. (Customary community political activities, however, may be expected on election days at schools when schools are used as polling places.)

Employees shall not poll their pupils to determine how their parents are voting on any issue, and shall not attempt to indoctrinate pupils with personal political and social philosophy;

however, employees are not prohibited from political activity after hours of official employment.

SPECIFIC PROHIBITIONS

Activities specifically prohibited during school time include, but are not limited to:

1. The circulation of political posters, petitions or other campaign material;
2. The collection or solicitation of funds in support of a candidate's campaign;
3. The solicitation for campaign workers;
4. The writing or addressing of campaign material and distribution of campaign materials on school property;
5. Any activity that indicates that an employee is using his or her position to further personal views on candidates for office;
6. The intimidating, harassing or coercing an employee relative to a political race or issue;
7. The use of school system facilities, equipment or supplies;
8. A candidate talking to school personnel during school time regarding the candidate's campaign.

VIOLATIONS

Violations of this policy shall be reported and discussed in a conference between the employee and the superintendent. In the event the political activity is associated with the person seeking the office of county superintendent of education, violations of the policy shall be reported in writing to the chairperson of the school board.

If the superintendent finds the complaint to be factual, he or she shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Depending on the severity of the violation, the result may be non-renewal of an employee's contract or dismissal.

If the school board investigates a complaint against an employee seeking the office of county superintendent of education and finds the complaint to be factual, it shall direct the school board chairperson to issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Continuous violation of this policy may result in additional disciplinary action.

ATTORNEY GENERAL OPINIONS

School employees may participate in political activities, including the promotion of a school bond issue, as long as their participation in such activities is limited to the hours when they are not involved in their work-related duties. A school may not require employees to actively campaign for promotion of a bond issue. (Horne, 2-25-00) (#175) (2000-0085)

A school employee may participate in political efforts as long as it is not during working hours. It is within the discretion of the school board to determine the use of the school property for public meetings and gatherings. A municipality may expend public funds to inform the public regarding a school bond issue but it may not use public funds to attempt to influence the outcome. (Cole, 3-21-94) (#175) (94-0128)

Descriptor Title: SCHOOL EMPLOYEE FUND RAISING	Descriptor Code: GAIA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Employees of the DeSoto County School District may not undertake to sell products or engage in any fund raising activities without the permission of their principal or department head. This restriction applies to both the certified and the classified staff.

Descriptor Title: PERSONNEL RECORDS	Descriptor Code: GAK	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Superintendent and his central office staff shall develop and implement a comprehensive system of personnel records to include the following:

1. Personnel folders for each employee, licensed and classified, to be maintained in the district central office. These folders shall contain the application for employment and references of the employee as well as information relative to compensation, payroll deductions, evaluations, and other pertinent material.
2. Performance rating and references shall be considered confidential. They shall not be open for public inspection. Each employee shall have the right, upon written request to review his/her own personal file except for confidential references.

The maintenance of these folders shall be handled in a manner compliant with all applicable state and federal laws and regulations.

Personnel records and applications for employment in the possession of the school board except those which may be released to the person who made the application or with the prior written consent of the person who made the application, shall be exempt from the provisions of the Mississippi Public Records Act of 1983.

REF: Ms Code § 37-9-14 (q) (2005)
 Ms Code § 25-1-100 (1) (1994)

DISCLAIMER OF EMPLOYMENT RECOMMENDATIONS	Descriptor Code: GAN	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

DeSoto County Schools (DCS) does not restrict its employees from providing personal and/or professional recommendations to outside agencies, school districts, or companies. Although it is believed that recommendations provided by employees of DCS are presented in good faith, DCS makes no representations as to the completeness or accuracy of information unless the recommendation has been co-signed by the Superintendent, Deputy Superintendent, Assistant Superintendent, Associate Superintendent, or Director of Employee Services.

Information supplied through a co-signed arrangement as referenced above is provided in good faith that the information is complete, accurate, and up-to-date within the constraints of the law. Therefore, the information is provided upon the condition that the organization receiving same will make their own determination as to an applicant's suitability for employment. In no event will DCS be responsible for the actions of an applicant or employee of another school district or agency who is acting outside their official capacity as an employee of DCS.

PROFESSIONAL PERSONNEL COMPENSATION GUIDES AND CONTRACTS	Descriptor Code: GBA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: August, 2011

YEAR OF TEACHING EXPERIENCE

The DeSoto County School Board accepts and approved the term "year of teaching experience" to mean nine (9) months of actual teaching in the DeSoto County School District or any other public or private school of this or another state. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefore. Beginning with the 2003-2004 school year, the State Board of Education was given the authority to increase the number of days a teacher may be absent from the job and continue his/her eligibility for employment. Therefore, the DeSoto County School Board adopts the following policy in this regard: No certificated personnel shall exceed forty-five (45) consecutive school days of absences during a contract period of employment and still be considered to have been in full-time employment for a regular scholastic term. If a teacher exceeds the number of days established by the DeSoto County School Board and the State Board of Education that a teacher may not be under contract but may still be employed, that teacher shall not be credited with a year of teaching experience. In determining the experience of school librarians, each complete year of continuous, full-time employment as a professional librarian in a public library in this or some other state shall be considered a year of teaching experience. If a full-time school administrator returns to actual teaching in the public schools, the term "year of teaching experience" shall include the period of time he or she served as a school administrator. In determining the salaries of teachers who have experience in any branch of the military, the term "year of teaching experience" shall include each complete year of actual classroom instruction while serving in the military. Ms Code § 37-151-5 (m) (1997)

LEVEL OF PAY

The pay scale for any teacher employed in the DeSoto County School District shall be based on the salary schedule approved by the Mississippi Legislature. No teacher shall receive less than the state minimum salary. In the case of a part-time teacher, the salary shall be based on the number of years experience and the number of periods taught on a regular school day unless otherwise approved by the DeSoto County School Board. A school district may adopt or continue a program or plan whereby teachers are paid varying salaries according to the teaching ability, classroom performance and other similar standards. Ms Code § 37-151-87 (1997)

It is the policy of this school board to attempt to pay its licensed employees at a level which will attract and hold people with ability who can exercise professionalism in the school district. The level of professional training of each teacher to be used in establishing the salary allotment for the teachers for each year shall be determined by the type of valid teacher's license issued to those teachers on or before October 1 of the current school year. Provided, however, that school

districts are authorized, in their discretion, to negotiate the salary levels applicable to certificated employees who are receiving retirement benefits from the retirement system of another state, and the annual experience increment provided in Section 37-19-7 shall not be applicable to any such retired certificated employee. Ms Code § 37-19-7 (1) (1997)

CONTRACT REQUIRED

The superintendent shall enter into a contract with each licensed employee who is elected and approved for employment by the school board. Such contracts shall be in such form as shall be prescribed by the State Board of Education and shall be executed in a duplicate with one (1) copy to be retained by the appropriate superintendent and one (1) copy to be retained by the licensed employee or person recommended for a licensed position contracted with. The contract shall show the name of the district, the length of the school term, the position held, the scholastic years which it covers, the total amount of the annual salary and how same is payable. The amount of salary to be shown in such contract shall be in the amount which shall have been fixed and determined by the school board, but as to licensed employees paid in whole or in part with minimum education program funds, such salary shall not be less than that required under the provisions of Chapter 19 of this title. Any person recommended for a licensed position who is anticipating either graduation from an approved teacher education program before September 1 or December 31, as the case may be, or the issuance of a proper license before October 15 or February 15, as the case may be, shall receive substitute pay until such license is issued unless the Superintendent, at his discretion, chooses to enter into a contract with such employee. If the Superintendent chooses to enter into a contract with any person recommended for a licensed position who is anticipating either graduation from an approved teacher education program before September 1 or December 31, as the case may be, or the issuance of a proper license before October 15 or February 15, as the case may be, shall be a conditional contract and shall include a provision stating that the contract will be null and void, if as specified in the contract, the contingency upon which the contract is conditioned has not occurred. If any licensed employee or person recommended for a licensed position who has been elected and approved shall not execute and return the contract within ten (10) days after same has been tendered to him for execution, then, at the option of this school board, the election of the licensed employee and the contract tendered to him shall be null and void and of no effect. Ms Code § 37-9-23 (1998)

LENGTH OF CONTRACT

This school board has the power and authority, in its discretion to employ licensed employees for not exceeding three (3) scholastic years. In such case, contracts shall be entered into with such licensed employees for the number of years for which they have been employed. All such contracts with licensed employees shall for the years after the first year thereof be subject to the contingency that the licensed employee may be released if, during the life of the contract, the average daily attendance shall decrease from that existing during the previous year and thus necessitate a reduction in the number of licensed employees during any year after the first year of the contract. However, in all such cases the licensed employee must be released before July 1 or at least thirty (30) days prior to the beginning of the school term, whichever date should occur earlier.

The salary to be paid for the years after the first year of such contract shall be subject to revision, either upward or downward, in the event of an increase or decrease in the funds available for payment thereof, but, unless such salary is revised prior to the beginning of a school year, it shall remain for such school year at the amount fixed in such contract. However, where school district funds, other than minimum education program funds, are available during the school year the

salary to be paid for such year may be increased to the extent that such additional funds are available and nothing herein shall be construed to prohibit same. Ms Code § 37-9-25 (1997)

OTHER CONSIDERATIONS

In employing and contracting with licensed employees, this school board shall in all cases determine whether the amount of salary to be paid such licensed employee is in compliance with the provisions of Chapter 19 of this title. No contract shall be entered into where the salary of a licensed employee is to be paid in whole or in part from minimum education program funds except where the requirements of said chapter as to the amount of such salary are fully met. Nothing herein shall be construed, however to prohibit this school district from increasing the salaries of licensed employees above the amounts fixed by said chapter, provided that the amount of such increase is paid from funds available to this district other than minimum program funds. Ms Code § 37-9-33 (1997)

FIXING OF SALARY

The amount of the salary to be paid any licensed employee shall be fixed by this school board, provided that the requirements of Chapter 19 of this title are met as to licensed employees paid in whole or in part from minimum education program funds. In employing such licensed employees and in fixing their salaries this school board shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee.

Ms Code § 37-9-37 (1997)

SALARY PAY SCHEDULE

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

Any certified or non-certified employee whose employment ends with the school term will be paid in twelve installments.

PAY CERTIFICATES

The salaries of licensed employees shall be paid by pay certificates issued by the school district superintendent or the administrative superintendent. Such pay certificates may be issued without additional authorization of this school board where the amount of salary has been fixed and a contract entered into as is provided in this chapter. All pay certificates shall be preserved by him as a part of the official records of his office for the same time and in the same manner as other records are preserved. Except as is herein provided, the said warrants shall be governed in all respects by the same laws regulating the issuance of other warrants for other purposes. All pay certificates and warrants issued shall show the gross amount of the salary and all authorized deductions there from for income taxes, social security, retirement contributions and other lawful purposes. Ms Code § 37-9-41 (1997)

EXECUTION OF WRITTEN CONTRACT

It shall be unlawful for any licensed employee to be paid for any services as such until a written contract has been executed as is provided and required by this chapter. If any superintendent shall make any such payment prior to the execution of the contract he shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, shall willfully and without just cause breach his contract and abandon his employment he shall not be entitled to any further salary payments either for services rendered prior to such breach or for services which were thereafter to have been rendered. Nothing in this section, however, shall prevent the employment and payment of substitute teachers without a written contract. Ms Code § 37-9-43 (1997)

RELEASE FROM CONTRACT

Any licensed employee in this school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to this school board for release there from, in which application the reasons for such release shall be clearly stated. If this board acts favorably upon such application for release, such licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order. Ms Code § 37-9-55 (1997)

BREACH OF CONTRACT

If any licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released there from as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition thereto the license of such licensed employee may be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2(8) upon written recommendation of the majority of the members of this school board. Ms Code § 37-9-57 (1997)

REQUIREMENTS FOR CONTRACT ISSUANCE

All individuals being offered contracts are required to furnish the Superintendent of Schools or his designee the following:

1. all information required by the state of Mississippi; and
2. all information required by the Employee Services, Payroll, and Personnel departments

TERMS OF CONTRACT:

All personnel shall be elected for a specified number of days as determined by the state of Mississippi and the DeSoto County School Board.

LEGAL REF.: MS CODE as cited

Descriptor Title: EMPLOYMENT OF OUT-OF-STATE RETIRED SERVICE MEMBERS	Descriptor Code: GBAA	Adopted Date: June, 2009
	Reviewed Date: June, 2009	Revised Date:

DeSoto County Schools certificated employees employed after July 1, 2009, who are receiving retirement benefits from the retirement system of another state are exempt from the provisions of 37-19-7, and therefore, will be paid on a maximum increment of five(5) years of service based on the employee's level of licensure. The employee may receive service credit up to the actual years of service at the Board of Education's discretion if the employee is recommended for a position that is deemed as a critical needs area by the Mississippi Department of Education and/or DeSoto County School Board of Education.

Senate Bill No. 2050, 2009

School districts are authorized, in their discretion, to negotiate the salary levels applicable to certificated employees employed after July 1, 2009, who are receiving retirement benefits from the retirement system of another state, and the annual experience increment provided in Section 37-19-7 shall not be applicable to any such retired certificated employee.

Descriptor Title: COACHING/CO-CURRICULAR ACTIVITIES ASSIGNMENTS – LICENSED EMPLOYEES	Descriptor Code: GBB	Adopted Date: March, 2010
	Reviewed Date: 	Revised Date:

Assignments in addition to teaching responsibilities, such as (but not limited to) coaching assignment, cheerleader sponsor, yearbook sponsor, choral director, band director, LSC Chair, etc., shall be at-will and shall not be subject to a contractual relationship with the District. At-will means that the employee can resign from those additional duties at any time and without notice to the District and the District can remove those duties at any time and without notice to the employee.

Compensation for those duties will be separate from compensation for teaching duties and will be determined by the DeSoto County Board of Education. In the event the District removes additional assignments from an employee or an employee resigns additional assignments during the school year, the employee’s compensation for those duties shall be prorated. The employee shall have no rights to a hearing under Mississippi Code Section 37-9-101 et seq. for removal of additional assignments.

EMPLOYMENT PROCEDURES AND CONTRACTUAL STIPULATIONS FOR LICENSED PERSONNEL	Descriptor Code: GBC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It is the responsibility of the Superintendent and his administrative assistants to select school personnel who will improve the overall quality of the system. A vacancy shall be filled by the most qualified person available. Before any new position is established, the Superintendent shall present for the Board's approval, a job description for the position which specifies the qualifications and performance responsibilities. There shall be no discrimination or preferential treatment with regard to race, national origin, sex, religion, marital status, and/or present or former employment by the district.

APPLICATION PROCEDURES

1. Applications for teaching/administrative positions may be obtained at any administrative office and shall be filed with the office of Personnel.
2. Interviews are scheduled by appointment.
3. No person shall be hired without a personal interview.
4. An applicant should attach a copy of his/her college transcript and NTE or Praxis to the application.
5. The Superintendent shall recommend desired applicants to the Board of Education.

CERTIFICATION REQUIREMENTS

1. The minimum standards shall be those required by the Mississippi Certification Commission and the Mississippi Accrediting Commission.
2. Candidates for teaching positions shall possess teaching certificates valid for the areas in which they are applying.

EMPLOYMENT PROCEDURES

1. Prior to employment, the principal/county personnel director shall check references by letter. If time does not permit a letter, the investigator is to check by telephone and provide documentation.
2. When a teacher is selected, the principal shall explain to him/her that the position is temporary and contingent upon both the approval of the Board of Education and proper certification in the assigned area.

3. In the placement of personnel, no immediate family members shall be placed on the same school campus that would result in one family member supervising and/or recommending another family member. The Board reserves the right to make exceptions to this policy if it is in the best interest of the school district.

Ref: School Board Policy 7/76
Code of Mississippi 1972, § 37-19-5 (3)
Section 86.51, Title IX Regulations
School Board Minutes, 9-15-75

Descriptor Title: TEMPORARY EMPLOYMENT	Descriptor Code: GBCA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The Superintendent may temporarily employ licensed and non-licensed employees to fill vacancies which may occur from time to time without prior approval of the Board, provided that the Board is notified of such employment and the action is ratified by the Board at the next regular meeting of the Board.

The district may pay a licensed employee based on the same salary schedule as other contracted licensed employees in the district until School Board action, at which time a licensed employee approved by the School Board shall enter a contract. If the Board, within thirty (30) days of the date of employment of such employee under this subsection, takes action to disapprove of the employment by the Superintendent, then the employment shall be immediately terminated without further compensation, notice or other employment rights with the district. The terminated employee shall be paid such salary and fringe benefits that such employee would otherwise be entitled to from the date of employment to the date of termination for days actually worked.

LEGAL REF: Section 37-9-14 (z); Mississippi Code of 1972

Descriptor Title: REDUCTION IN FORCE	Descriptor Code: GBE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: March, 2010

If it should be necessary for the DeSoto County School District to reduce the number of employees because of insufficient funds, decline in enrollment, or the elimination of subject, programs and positions, the reductions shall be in accordance with the following procedure:

1. When the school district finds it necessary to make reductions in personnel, any employee shall be referred to the Superintendent or his designee by his/her supervisor to:
 - a. Be placed in a vacant position, if qualified for the position;
 - b. Be notified that there is no position available which the employee is qualified to fill and that the employee's services shall not be needed for the forthcoming year.
2. Employees removed shall be declared surplus.
3. Employee reduction shall be dictated by licensure, experience, curriculum or program needs, accreditation requirements, quality of performance among other factors at the discretion of the school district.
4. If a surplus employee released by the school district is not reemployed during the school year, the teacher shall notify the personnel office on or before April 1 as to his/her availability for possible employment for the next year.
5. Any employee declared surplus, and having been employed for as much as one year, may preserve sick leave and personal leave if reemployed by October 1st of the same calendar year.

The DeSoto County Board of Education shall follow all sections of the Mississippi Code known as the "Education Employment Procedures Law of 2001" found in the Ms Code § 37-9-101 through § 37-9-113

REF: Ms Code as cited

EVALUATION OF PROFESSIONAL EMPLOYEES	Descriptor Code: GBI	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education. In accordance with Standard 9 of the *Mississippi Public School Accountability Standards*, the DeSoto County School Board directs the Superintendent of Schools and administrative staff to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.

Standard 9 is as follows:

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

LEGAL REF: MS CODE as cited

Mississippi Public School Accountability Standards

Descriptor Title: TEACHER EXPERIENCE	Descriptor Code: GBLA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The term "year of teaching experience" shall mean nine (9) months of actual teaching in the public or private schools. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefore. The State Board of Education shall fix a number of days, not to exceed forty-five (45) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. If a teacher exceeds the number of days established by the State Board of Education that a teacher may not be under contract but may still be employed, that teacher shall not be credited with a year of teaching experience.

REF: Ms Code § 37-151-5 (m) (2006)

Descriptor Title: TEACHER REQUEST FOR TRANSFER	Descriptor Code: GBMA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: January, 2012

1. Any teacher desiring a transfer shall first make a request in writing to the Associate Superintendent for Personnel, stating the specific reason(s) for the request. The teacher shall send copies of the request to his/her principal and to the principal(s) of the requested school(s).
2. The request shall in no way prejudicially affect the teacher seeking the transfer.
3. A move must not put undue burden on the school district and both principals should concur on the change. When a school opens with a new or different school area, both principals do not have to concur. The principal of the new school shall present the teachers that the principal desires to transfer to the new school, and the superintendent or his designee may approve the transfers and present the request(s) to the Board of Education.
4. The principal of the school to which the teacher wishes to transfer shall evaluate the potential of said teacher.
5. If said principal desires the transfer, he/she shall give written notice to the Superintendent, who will present the request to the Board of Education.
6. The Superintendent shall simultaneously notify all parties concerned of the action taken.
7. Transfers should be requested and approved prior to July 1.
8. The district may transfer personnel whenever necessary to best serve the students in the DeSoto County Schools.

Descriptor Title: CLASSIFIED PERSONNEL REQUEST FOR TRANSFER	Descriptor Code: GBMAA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: January, 2012

1. Any classified person desiring a transfer shall first make a request in writing to the Associate Superintendent for Personnel, stating the specific reason(s) for the request. The employee shall send copies of the request for his/her principal and to the principal(s) of the requested school(s).
2. The request shall in no way prejudicially affect the employee seeking transfer.
3. A move must not put undue burden on the school district, and both principals should concur on the change.
4. The principal of the school to which the employee wishes to transfer shall evaluate the potential of said employee.
5. If said principal desires the transfer, he/she shall give written notice to the Superintendent who will present the request to the Board of Education for approval.
6. The Superintendent shall simultaneously notify all parties concerned of the action taken.
7. Transfer requests shall be made and approved prior to July 15.
8. The district may transfer personnel whenever necessary to best serve the schools of DeSoto County.

Descriptor Title: TERMINATION OF EMPLOYMENT OF LICENSED PERSONNEL	Descriptor Code: GBN	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Dismissal or termination of the services of licensed personnel for cause shall be in accordance with the contract of the licensed employee in question.

LEGAL REF: Ms Code § 37-9-59 (1997)

PROFESSIONAL PERSONNEL RESIGNATIONS	Descriptor Code: GBO	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Any superintendent, principal, or licensed employee in the DeSoto County School District who is under contract to teach or perform other duties and who desires to be released from such contract shall write a letter of resignation to the school board for a release from his/her contract. The letter of resignation shall clearly state the reasons for such a request for a release from his/her contract.

The DeSoto County Board of Education authorizes the Superintendent of Schools to receive such letters of resignation. If the board acts favorably upon the letter of resignation, the licensed employee shall be released from his/her contract, and said contract shall be null and void on the date specified in school board's minutes. Ms Code §37-9-55

If any superintendent, principal, or licensed employee in the DeSoto County School District shall arbitrarily or willfully breach his/her contract and abandon his/her employment without being released, the contract shall also be null and void. In addition, the license or certificate of such licensed employee may be suspended by the Mississippi State Board of Education for a period of one (1) school year as provided in Section 37-3-2 upon the written recommendation of a majority of the members of the DeSoto County School Board. Ms Code §37-9-57

Except in extenuating circumstances, the school board will not release licensed employees from contracts unless suitable qualified replacement applicants are available.

REF.: MS CODE as cited

Descriptor Title: RESIGNATION	Descriptor Code: GBOA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: November, 2010

If an employee resigns and misses work days, all accumulated leave days for said employee will be credited to the employee in the computation of unused leave for retirement purposes under Section 25-11-109. In the event this individual is re-employed, he/she is to be considered a new employee and, leave-wise, is accorded only those privileges normally accorded a new employee coming into the system.

Descriptor Title: REEMPLOYMENT	Descriptor Code: GBP	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

REEMPLOYMENT OF PRINCIPALS

On or before March 1 of each year, principals shall be given notice of non-renewal of a contract for a successive year.

REEMPLOYMENT OF TEACHERS

On or before April 15, or within ten (10) days after the Governor approves the appropriation bill for funding K-12 education (whichever date is later), teachers and other administrators shall be notified of non-renewal for a successive year.

REEMPLOYMENT DENIAL

If a recommendation is made by the DeSoto County School District not to offer a renewal contract for a successive year, the employee is entitled to an opportunity for a hearing (if requested in writing within ten (10) days of notice) as cited in the "Education Employment Procedures Law". (Ms Code § 37-9-101 through Ms Code § 37-9-113)

EXCLUDED EMPLOYEES

Employees who have not been with the DeSoto County School District for two continuous years, or one year with the DeSoto County School District and two continuous years of employment in a Mississippi public school district are not entitled to the protections of this law.

- References: Ms Code § 37-9-101 (2001)
Ms Code § 37-9-105 (2006)
Ms Code § 37-9-109 (2001)
MSBA: *Education Employment Procedures Law Handbook*

ALCOHOL AND CONTROLLED SUBSTANCES POLICY FOR TRANSPORTATION EMPLOYEES	Descriptor Code: GBRA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The Board of Education, in accordance with the requirements from the Federal Highway Administration (FHWA) and other agencies of the Federal Department of Transportation and the Code of Federal Regulations, does direct the administration of the DeSoto County Public School District to develop and implement a procedural manual which will comply with this policy which will

“Prohibit all use of controlled substances by bus drivers and other district employee/drivers of commercial vehicles who are subject to commercial drivers’ license requirements. Drivers are also prohibited from possessing alcohol while on duty and from using alcohol for a period beginning four (4) hours before going on duty and ending when they go off duty. To further this policy, the District will conduct drug and alcohol testing as required in the regulations. Those who test positive in violation of this policy are subject to discipline, including termination. In addition, those who test positive cannot again drive a commercial motor vehicle for an employer until they have been evaluated by a Substance Abuse Professional (SAP) for potential treatment needs.”

All affected employees and prospective employees must carefully review this policy and procedures manual and sign an agreement to be bound by its terms as a condition of employment.

REF: Federal Highway Administration
 Federal Department of Transportation
 Code of Federal Regulations, at 49 CFR, parts 40, 382, 391, 392, 395, all as amended in 1994

Descriptor Title: TIME AND ATTENDANCE	Descriptor Code: GBRB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: December, 2011

CLASSIFIED STAFF – NON-EXEMPT

Employees subject to the Fair Labor Standards Act shall be paid for all hours worked. Compensable time includes all time that an employee is required to be on duty. The work week for the DeSoto County School District begins on Sunday and ends on Saturday.

Employees are expected to work their full schedule each week and are to arrive and depart at the time specified by their supervisor. If an employee cannot work his/her scheduled hours each work week, the employee must apply for available leave, if applicable.

All classified, non-exempt staff shall “punch” a time clock (in and out) as to accurately record their actual hours worked each day while in the employ of the DeSoto County School District. The district uses a biometric punch system which requires the employee to key in his/her employee ID number and to place his/her finger on a pad at the time clock. It shall be the responsibility of each principal or department head of each school or department to train and make certain that each employee becomes familiar enough with the time clock system so that each such employee accurately and truly records his/her time for actual hours worked. Missed punches are considered a violation of district policy.

Compensatory Time (Full Time Non-Exempt Employees)

Compensatory time may be accrued by full time non-exempt employees for the first one hundred sixty (160) hours of overtime that they are required to work. The requirement of the employee to work over forty (40) hours in any week must be given by the employee’s immediate supervisor in advance of said hours and documented in writing. At the school level, it must be approved by the principal. A work week is defined as Sunday through Saturday.

Compensatory time shall be used by the employees prior to the use of any other paid leave to which he/she is entitled until the exhaustion of compensatory time causes a loss of paid time of fourteen (14) minutes or less at which time other appropriate accruals may be used. An employee shall use compensatory time within twelve (12) months from which the time was earned, after which any unused compensatory time will expire. These hours are redeemed at the rate of one and one-half (1½) hours for each hour accrued in excess of forty (40) hours in a week. Hours shall be redeemed at the rate of one hour (1) for each hour accrued for time worked on a scheduled non-work day and/or a designated holiday during a week of less than forty (40) hours.

If an employee has unused compensatory time at the time employment is terminated (for any reason), the employee must be paid for the time at the higher of:

1. the average regular rate for the past three (3) years
2. the current regular rate

Employees may not be required, or allowed, to work over one hundred sixty (160) hours of overtime in any fiscal year.

CERTIFIED/CLASSIFIED EXEMPT

Employees are expected to work their full schedule each week and are to arrive and depart at the time specified by their supervisor. If an employee cannot work his/her schedule each work week, the employee must apply for available leave, if applicable. The work week for the DeSoto County School District begins on Sunday and ends on Saturday.

All certified/classified exempt staff shall be required to “punch in” a time clock to record attendance. It is the supervisor’s decision to require an exempt employee to “punch out” unless the employee cannot complete his/her scheduled day. The employee is then required to “punch out.” The district uses a biometric punch system which requires the employee to key in his/her employee ID number and to place his/her finger on a pad at the time clock. It shall be the responsibility of each principal or department head of each school or department to train and make certain that each employee becomes familiar enough with the time clock system so that each such employee accurately and truly records his/her time for actual hours worked. Missed punches are considered a violation of district policy.

DISCRETIONARY LEAVE FOR EXEMPT INSTRUCTIONAL STAFF

The Principal of each school may at his or her discretion grant certified instructional staff personal leave (Personal Discretionary Leave) up to eight (8) hours per employee, per school year, so long as instruction time is not interrupted. Said leave must be pre-approved with the Principal and should be granted in a manner that a substitute is not required.

If a substitute is needed due to the use of Personal Discretionary Leave, the employee’s pay shall be docked by the actual amount paid by the District to hire the substitute.

The Principal will keep a log of granted leave and notify the employee and the District office when the Personal Discretionary Leave is exhausted. The Principal shall maintain the Personal Discretionary Leave log in a timely manner in order to meet requirements as established by FLSA and other applicable federal and state laws. After the Personal Discretionary Leave is exhausted, the District’s normal time clock rules would apply.

Personal Discretionary Leave may not be used on the day prior to or following a student holiday, or on the first or last day of the school term.

The Personal Discretionary Leave does not accumulate from year to year, and said leave would not be counted towards retirement, nor would the employee be paid for any remaining leave upon the end of employment with DCS. Personal Discretionary Leave cannot be donated.

ALL EMPLOYEES

All employees shall follow established District and/or departmental procedures for reporting an absence, requesting paid time off, leaves of absence, and returning to work after an approved leave of absence.

Administrators/Principals shall ensure that the same attendance standard is applied to every employee in the school and/or department.

An employee's attendance record may be considered unacceptable under the following circumstances: 1) a pattern of absence(s), tardiness or early departures that adversely impacts district operations and/or the employee's overall performance, as determined by the employee's immediate supervisor; 2) the employee has a history of not following established procedures for reporting absence(s); 3) an employee has exceeded his/her paid time off balance and continues to be absent without Board approval resulting in a loss of compensation; 4) the employee has a history of absences suggesting the employee is using sick leave for purposes not allowed.

An immediate supervisor may consider an employee's attendance record as a contributing factor in rating of an employee's overall job performance.

An employee may be subject to disciplinary action when the immediate supervisor has determined that the attendance record is unacceptable as described in this policy.

Effective Date: July 1, 2007

Descriptor Title: PERSONAL REFRIGERATORS, MICROWAVES, AND/OR COFFEE POTS	Descriptor Code: GBRE	Adopted Date: June, 2008
	Reviewed Date:	Revised Date:

Personal refrigerators, microwaves, coffee pots, and open-flamed candles are not allowed in classrooms or offices. These items are a safety hazard and do not meet our energy management goals.

Employees with medical issues requiring refrigeration of medicines may receive a waiver to this policy approved in writing by his/her supervisor.

Descriptor Title: PROFESSIONAL PERSONNEL EXPENSES	Descriptor Code: GBRF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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 vehicle at a rate not to exceed the mileage reimbursement rate allowable to federal employees. Employees are expected by the board to car pool 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. When such travel requires overnight lodging the employee 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.

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

REF: Ms Code § 25-3-41 1994)

Descriptor Title: FUELMAN POLICY	Descriptor Code: GBRFF	Adopted Date: August, 2011
	Reviewed Date:	Revised Date:

A. General Information

It is important that DeSoto County Schools (DCS) properly safeguard and account for purchases of diesel fuel and gasoline. Under the direction of the Purchasing Director, Fuelman cards will be used by designated DCS employees to make authorized fuel purchases for the benefit of the District. The Purchasing Department will track and review fuel transactions to maintain records for each school vehicle; these records will track vehicle and driver purchasing and reflect any misuse of the cards.

B. Procedures

Except when delegated, the authority to issue Fuelman cards resides exclusively with the Purchasing Director. Fuelman cards shall be issued to vehicles, not individuals, and are restricted to use with the vehicle to which it was issued. Only one Fuelman card shall be issued to a vehicle. An additional Fuelman card shall be issued to principals for the purchase of fuel for gas powered lawn maintenance equipment. Employees required to drive vehicles or operate equipment will receive a Personal Identification Number (PIN) that can be used with any Fuelman card assigned to vehicles operated by the District. The issuance of PINs will be managed by the Purchasing Department. PIN creation, assignment and usage must comply with the following requirements:

- a. PINs shall not be shared.
- b. Use of the PIN serves as an electronic "signature" of the person to whom it is issued.
- c. PINs can be used by the individual with any card on the account.
- d. Generic PINs are prohibited (e.g., one PIN for an office/department).
- e. Vehicle numbers, employee numbers and other easily obtained or guessed numbers will not be used as PINs.
- f. PINs will not be written on the card.
- g. Compromised PINs must be cancelled immediately

C. Responsibilities

Designees will be held personally liable for all unauthorized and/or unallowable Fuelman card purchases. Under no circumstances is an employee permitted to use the Fuelman card for personal purchases, including fuel for personal vehicles or other non-district owned or operated vehicles. Such use will result in disciplinary action, up to and including termination from District employment. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as fuel card users.

D. Other Requirements

In order to assist the District in monitoring its fleet costs, card users shall make every reasonable effort to enter the accurate vehicle odometer or meter reading at the time the fueling transaction takes place to ensure detailed vehicle mileage data is captured in the District's fleet management information system.

E. Standards and Guidelines

DeSoto County Schools has developed these Fuelman card standards and guidelines to establish minimum standards for use of the fuel card. The guidelines will always be the official document governing the Fuelman program.

Descriptor Title: NON SCHOOL EMPLOYMENT	Descriptor Code: GBRG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board considers employment assignments in the school district to be full time unless otherwise specified.

Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular assigned duties; would compromise or embarrass the school system; or would in any way conflict with assigned duties.

Employees shall not be employed or involved in any private or other public business during the hours necessary to fulfill their contractual responsibilities.

Official approval must always be obtained for selling any items to students or staff unless these are part of an authorized fund raising activity conducted in behalf of the school or a school-sponsored organization.

Descriptor Title: TUTORING FOR PAY	Descriptor Code: GBRGB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District wants to assure that all students receive reasonable assistance without charge from their own teachers and also want to avoid placing a teacher in a position where he/she may have a conflict of interest. Therefore, 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.

Furthermore, no tutoring for which a teacher receives a fee will be carried on in the school building.

REF: Ms Code §25-4-105 (1) (2000)

Descriptor Title: FAMILY AND MEDICAL LEAVE ACT (FMLA)	Descriptor Code: GBRIA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: January, 2011

By federal statute, the employee’s benefits and job are protected while on FMLA. Hence, completing the appropriate FMLA paperwork is important.

INTRODUCTION

It is the policy of the DeSoto County School District to provide a leave of absence in accordance with the Family and Medical Leave Act (FMLA) of 1993.

- This policy information is only a general summary of the steps to follow when considering a request or need for FMLA. Refer to FMLA procedures and required forms for necessary details.

If the district is aware that the reason for an absence from work qualifies under FMLA, the absence will be designated as FMLA leave, *even if the employee does not request it.*

For information regarding FMLA processing, contact Employee Services Department by calling 662-449-7100.

FMLA COVERAGE AND BENEFIT COVERAGE DURING FMLA

In accordance with the FMLA, eligible employees may receive up to a total of 12 weeks of Family and Medical Leave in a “rolling” 12-month period measured backward from the date an employee uses leave covered by this policy. That means the first time an employee takes FMLA leave, the employee’s leave year begins. Thereafter, each time the employee takes additional FMLA leave, the district will look backward 12 months and determine how much FMLA leave has been used during that time and how much FMLA leave remains.

The employer’s portion of medical and life insurance benefits will be maintained during the leave so long as the employee intends to return and does actually return to work.

- Employees on an FMLA leave continue to be responsible for paying any premium co-pays and their dependents share of premiums for benefit plans.

ELIGIBILITY

To be eligible to take FMLA leave, an employee must meet these criteria:

- The employee must have worked for the District for at least 12 months (52 weeks), which need not be 12 consecutive months.

- An employee must have worked for the District for at least 1,250 hours during the 12 months immediately preceding the date the leave of absence begins or requested leave of absence would begin. These hours must be actual work hours, not compensated hours (personal leave, sick leave, vacation leave, etc., do not count toward the 1,250 threshold).
- The employee must work at a worksite where at least 50 employees are employed within 75 miles.

QUALIFYING REASONS

Eligible employees may take a leave of absence covered by this policy during the “FMLA year” (defined below) for any of the following reasons:

- **“Family Leave”**: For the birth of the employee’s healthy child and/or placement by a State of a child for adoption or foster care with the employee, including child care after birth or placement for adoption or foster care. Leave to care for a child after birth or after adoption or placement for foster care must be taken within one year after the child’s birth or placement.
- **“Caregiver Medical Leave”**: To care for the employee’s spouse, child, or parent with a serious health condition.
- **“Medical Leave”**: For the employee’s own serious health condition (including pregnancy, childbirth, and other related conditions).
- **“Service Member Exigency Leave”**: For absences caused by an active duty exigency when the employee’s spouse, child, or parent is a service member.
- **“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 a “recovering service member.”

LEAVE PERIOD

An eligible employee may take up to 12 workweeks of Family and Medical Leave during a “rolling” 12-month period measured backward from the date an employee uses leave covered by this policy. The rolling twelve (12) month period is referred to as the “FMLA year.”

Intermittent or reduced work schedule FMLA leave may be granted for a “caregiver leave,” medical leave,” “service member exigency leave” or “military caregiver leave.”

- Such leaves are subject to the qualifications and limitations set forth in the FMLA federal regulations.

USE OF PAID LEAVE DURING AN FMLA LEAVE

FMLA leave is unpaid leave. However, all district employees are required to use all paid leave (i.e., sick leave, personal leave, vacation leave, and sick bank grants) starting the first day of FMLA leave unless the employee’s absence is related to an on-the-job injury covered by workers’ compensation insurance for which the employee receives workers’ compensation benefit payments during the FMLA leave covered by this policy or related to a disability for which an employee is receiving short term or long term disability payments during the FMLA leave covered by this policy. It shall be the employee’s responsibility to inform the District if he/she is receiving short term or long term disability payments.

- This also applies to an FMLA leave that is taken either intermittently or through a reduced work schedule.

When paid leave is exhausted, providing the employee is FMLA eligible, he/she may continue FMLA leave in a non-paid status or return to work.

REINSTATEMENT

At least two days before FMLA leave is scheduled to end, the employee must provide the district with the “Return to Work Certification.” The district only needs this form if the leave was for the serious health condition of the employee.

- At the conclusion of the leave, the employee will be returned to the same position held at the time the leave began or to an equivalent position with equivalent pay, benefits and working conditions.

MEDICAL VERIFICATION REQUIREMENT

In cases where an FMLA leave is to care for a serious health condition of himself or herself, or a spouse, dependent child, or parent of the employee, the employee must provide medical verification on the applicable Medical Leave Certification Form attached to the Leave Request Packet.

- The district may require a second opinion from a health care provider.
- If there is a difference between the medical verification and the second opinion, the district may require a third opinion.
- Employees may be required to recertify the need for the FMLA periodically, or if there is a change in the employee’s condition.
- Employees may be required to provide recertification if an employee’s or family member’s serious health condition lasts longer than a FMLA year.
- All medical certifications and related information that describe the health or medical history or condition of the employee or family members will be handled as confidential medical information.

FRAUDULENCE

An employee who fraudulently obtains an FMLA leave is subject to disciplinary action, up to and including termination.

DISTRICT’S DESIGNATION AND APPROVAL OF FMLA

It is the district’s responsibility to designate any absence that meets the eligibility requirements as FMLA. Either the designation of FMLA will occur because of an employee request for FMLA leave or when the district becomes aware that the employee has extended absence due to an illness or injury of the employee or an employee’s family member.

POLICY COMPLIANCE WITH FMLA LAWS AND REGULATIONS

This policy is based on FMLA laws and regulations and is not intended to be interpreted to provide any protections or require restrictions not contemplated by the FMLA.

Descriptor Title: LICENSED EMPLOYEE/SCHOOL NURSE SICK AND PERSONAL LEAVE	Descriptor Code: GBRIB	Adopted Date: July, 2008
	Reviewed Date: 	Revised Date: November, 2010

SICK LEAVE

Each licensed employee/school nurse at the beginning of each school year upon reporting for duty shall be credited with a minimum sick leave allowance, with pay, for absences caused by illness or physical disability of the employee or a member of the immediate family of the employee during that school year. These shall be referred to as “A” days.

Twelve month employees shall be credited with eight (8) days of sick leave. Nine, ten and eleven month employees shall be credited with seven (7) days of sick leave.

“Immediate Family Member”, for the purpose of this policy, is defined as spouse, children, parents, siblings, grandparents, grandchildren, or any person of like relationship by marriage, or any person standing in loco parentis.

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

No deduction from the pay of the licensed employee/school nurse may be made because of illness or physical disability until after all sick leave allowance credited to such licensed employee/school nurse has been used.

A licensed employee may be required by the principal to furnish the certificate of a physician or dentist, or other medical practitioner as to the illness of the licensed employee, where absence is for, but not limited to: four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a non-school day, or for a school day immediately preceding or following a student holiday.

In the event false information is provided relative to the cause of absences, the penalties invoked may include a full deduction of pay, and/or entry on the work record of the employee, and/or other appropriate penalties. It shall be the responsibility of the principal to determine the magnitude of the violation and to prescribe the penalty. If a person feels

aggrieved over the penalty invoked, he/she may, through due process, appeal to the Board of Education.

If the employee is under contract for less than a full school year, sick leave will be prorated for total days under contract as follows:

Twelve Month Contract Positions: one (1) sick leave day per thirty (30) days under contract.

Nine, Ten and Eleven Month Contract Positions:

Days under contract	187 – 151	56 Hours
	150 – 126	48 Hours
	125 – 101	40 Hours
	100 – 76	32 Hours
	75 – 51	24 Hours
	50 – 26	16 Hours
	25 – 1	8 Hours

For the first ten (10) days of absence of the licensed employee/school nurse because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such employee, there may be deducted from the pay of such employee the established substitute amount of compensation paid in that local school district. (These days are not cumulative.) These days shall be referred to as “B” days. Thereafter, the regular pay of such absent licensed employee/school nurse may be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

If the employee is under contract for less than a full year, substitute deduction days shall be prorated at one day per month of employment not to exceed eighty (80) hours per fiscal year. It shall be left to the discretion of the employee’s supervisor to determine whether the district’s best interests are served by the employee’s presence for a portion of the day, or whether he/she should not be allowed to work partial days.

PERSONAL LEAVE

Each licensed employee/school nurse at the beginning of each school year **upon reporting for duty** shall be credited with a maximum 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 student holiday or a day after a student holiday, unless on such days an immediate family member of the employee is being deployed for military service. No deduction from the pay of such employee may be made because of such employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. (§37-7-307) Employees may accumulate up to five (5) days of personal leave.

Two days prior to the planned absence, the licensed employee/school nurse shall request in writing to the principal and/or supervisor approval to take a personal day. In the event the employee fails to obtain prior approval, the penalties invoked may include a full deduction of

pay, and/or entry on the work record of the employee, and/or other appropriate penalties. An exception to this is an emergency.

If the employee is under contract for less than a full school year, personal leave will be prorated for total days under contract as follows:

Twelve Month Contract Positions

Up to 6 months	=	8 Hours
6 – 9 months	=	12 Hours
9 – 12 months	=	16 Hours

Nine, Ten and Eleven Month Contract Positions

90 – 187	=	12 Hours
1 – 89	=	8 Hours

Unused personal leave in excess of five (5) days shall become sick leave.

Upon retirement from employment, each licensed employee/school nurse shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district. Such payment for licensed employees/school nurses shall be made by the school district at the rate equal to the amount paid to substitute teachers. The payment shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave (sick, personal, vacation) for which payment has been made shall be applied toward retirement credit as follows:

15 – 77 days	equals	1 quarter
78 – 140 days	equals	½ year
141 – 203 days	equals	3 quarters
204 – 260 days	equals	1 year

No payment for unused accumulated leave may be made to a licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

Descriptor Title: MILITARY LEAVE	Descriptor Code: GBRID	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

DeSoto County Schools does not discriminate in hiring, reemployment, promotion or benefits based on membership or service in the United States uniformed services.

Employees of DeSoto County Schools will be granted leave of absence for service in the uniformed services, provided that:

- a. The employee provides written or verbal notice of said military service as soon as practicable, unless precluded by military necessity or impracticability, and;
- b. The employee's total length of military service does not exceed five years, and;
- c. The employee satisfactorily completes his or her military service, and
- d. The employee remains qualified for employment with DeSoto County Schools, and;
- e. The employee provides written notice to DeSoto County Schools that he or she intends to continue employment with DeSoto County Schools within 90 days of the end of his or her military service.

During the time that an employee of DeSoto County Schools is on leave for military service, he or she:

- a. Will continue to be paid at his or her current rate of pay for the first fifteen days of military service; **These fifteen days are accrued annually and must be used on an annual basis in conjunction with the employee's contract or work year (July 1 – June 30). Unused days do not accumulate from year to year.**
- b. Will continue to accrue seniority and leave during his or her military service;
- c. May choose to use his or her accumulated leave time at the beginning of military service, but is not and may not be required to do so;
- d. May keep his or her medical insurance provided by DeSoto County Schools to the same extent as other on-leave employees, for a period of up to two years from the beginning of military service or until he or she elects not to return to employment with DeSoto County Schools, whichever occurs first;
- e. Will be treated for the purposes of retirement as having no break in his or her employment with DeSoto County Schools.

Upon having completed military service, an employee of DeSoto County Schools will be reemployed using the following priorities:

- a. The employee will be employed at the same or a similar position which he or she would have held had he or she not been absent for military service.
- b. If the employee is not qualified for the position he or she would have held if not for the absence, the employee will be employed at the same or a similar position he or she held upon leaving for military service.

- c. If the employee is not qualified for either position, he or she will be employed at the position which most closely approximates the position he or she would have held or that he or she held upon leaving, with the seniority he or she would have had if not for the absence.

DeSoto County Schools will provide notice to its employees of their rights under this policy and under Mississippi and federal law, as required by law.

LEGAL REF.: Miss. Code Ann. (1972) §33-1-21, 38 U.S.C. 4312 et seq.

Descriptor Title: TEMPORARY MEDICAL LEAVE	Descriptor Code: GBRIE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: November, 2009

An employee who does not qualify for leave based on the Family Medical Leave Act (FMLA) of 1993 may take a leave of absence up to 30 business days.

The employee may be responsible for timely payment of all insurance premiums while on approved leave of absence.

GENERAL PROVISIONS:

In order to qualify for temporary medical leave of absence the following must apply:

1. An employee anticipating an absence of five days or more must apply for leave of absence with the Employee Services Department prior to the absence or within seven (7) business days of the first day of absence.
2. New employees reported to work on the first day of employment.
3. The employee does not qualify for Family Medical Leave (FML) based on the following criteria:
 - a. Employee has not been employed with DeSoto County Schools for at least twelve (12) months;
 - b. Employee has not worked for DeSoto County Schools at least 1250 hours in the previous twelve (12) months.
4. Qualifying for the leave of absence follows the same criteria and procedure as described in FMLA regulations.
 - a. Birth of a child and/or to care for a newborn child of the employee.
 - b. Placement with the employee of a child through adoption.
 - c. Care for the employee’s spouse, dependent child, or parent of the employee who has a serious health condition.
 - d. A serious health condition that renders the employee unable to perform the function of his/her job.
5. All leave of absences require final approval of the Employee Services Department.
6. Failure to return to work on the determined return-to-work day will be considered as a resignation by the employee.
7. The employee must use any available accrued paid leave concurrently with the leave of absence. Otherwise, compensation will not be paid during leave.
8. The leave of absence must be used continuously and can only be used once per fiscal year. It will not be available for intermittent use.

Descriptor Title: BEREAVEMENT LEAVE	Descriptor Code: GBRIF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: November, 2010

DeSoto County Schools provides time off work to employees when eligible family members pass away. The time off will be paid leave if the employee has paid leave available. If no paid leave is available, then the leave will be unpaid.

Employees may be granted up to five (5) days bereavement leave for an immediate family member and up to two (2) days for an extended family member.

The bereavement leave policy defines “immediate family” as:

Spouse, children, parents, siblings, grandparents, grandchildren, or any person of like relationship by marriage, or any person standing in loco parentis.

The bereavement leave policy defines “extended family” as:

Aunt, uncle, cousin, niece, nephew, or any person of like relationship by marriage, as well as former spouse of employee.

Descriptor Title: LEAVE OF ABSENCE	Descriptor Code: GBRIG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: July, 2010

In the event an employee desires a leave of absence for a long range illness of the employee or an immediate family member, he/she must make a written request to the Superintendent of Education and/or his designee expressing the want. Immediate family member is defined for this purpose as spouse, parent, stepparent, child, or stepchild. The request must state the specific reason for the leave and the length of time desired. The leave of absence may not be used in conjunction with Family Medical Leave (FMLA).

Certified employees who have a minimum of five (5) years of continuous employment in a certified position with DeSoto County Schools may request a sabbatical leave for professional improvement in advanced studies with an accredited college or university.

While an employee is on leave of absence, he/she will not forfeit any rights previously attained. Accumulated paid leave will also be retained. However, time spent on leave of absence will not contribute in any manner toward work experience credit. Fringe benefits will not apply and additional leave credits will not accrue during the leave of absence. Said employees may continue coverage in existing school program benefits provided the premiums for the program benefits are paid by the employee.

A leave of absence cannot exceed one (1) year. The employee must not accept other employment during the time of leave.

Upon completion of the leave of absence, an employee must contact the Personnel Department and make known his/her availability for reemployment. Said employee may be reemployed if an appropriate vacancy occurs in his/her field of certification.

Descriptor Title: Jury/Witness Duty	Descriptor Code: GBRIGA	Adopted Date: July, 2010
	Reviewed Date:	Revised Date:

Jury Duty

DeSoto County Schools encourages employees to fulfill his/her civic responsibilities by serving jury duty when required.

The District shall provide paid leave for employees selected to serve on juries. The employee is expected to provide his/her principal or supervisor with a copy of the jury duty summons as soon as possible so that arrangements may be made to accommodate the possible absence from work. Employees must obtain documentation from the court clerk stating the dates he/she reported to jury duty and/or served as a juror. The documentation must be provided to the Payroll department within fifteen days (15) upon the employee’s return to work. Employees are expected to report to work any time they are released from jury duty during their regularly scheduled hours.

Employees who are eligible for paid jury duty leave will be compensated at his/her base rate of pay for the number hours he/she normally is scheduled to work that day. Jury fees received from the court system shall be retained by the employee. Expenses for meals, lodging, and travel will not be reimbursed by the district. Employees in the following classifications are eligible for paid jury duty leave:

- Full-Time Employees

Witness Duty

Employees who are subpoenaed to appear in court as a witness for the district in a case involving DeSoto County Schools will be paid for the time he/she normally is scheduled to work and the absence will be considered as “School Business”.

Licensed employees who are subpoenaed to appear and testify in court regarding a subject arising in the course and scope of the licensed employee’s work, this absence is considered by the District to be a part of the licensed employee’s professional duties. The absence will qualify as a paid absence and be considered as “School Business” for the time period the licensed employee is absent in response to the subpoena to testify. The Superintendent and/or his designee shall determine whether the subpoena relates to the licensed employee’s professional duties such as that the licensed employee’s absence qualifies for paid leave.

Should an employee be subpoenaed to appear in court as a witness for reasons other than the course and scope of their professional responsibilities, the employee may use available paid leave according to policy guidelines in order to receive compensation for the absence. The employee will use "Leave Without Pay" if no applicable leave is available.

Employees are expected to provide his/her principal or supervisor with a copy of the subpoena as soon as possible in order to make accommodations for the absence from work. Employees are expected to report to work when they are no longer required in court during the regularly scheduled work hours.

Descriptor Title: Donated Leave Policy	Descriptor Code: GBRIGB	Adopted Date: July, 2010
	Reviewed Date:	Revised Date:

1. For the purpose of this policy, the following words and phrases shall have the meaning ascribed in the paragraph unless the context requires otherwise:
 - a. “Catastrophic injury or illness” means a life-threatening injury or illness of an employee or a member of an employee’s immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time available to that employee.
 - b. “Immediate family” means spouse, parent, stepparent, sibling, child, or stepchild.

2. Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same or another school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:
 - a. The employee donating the leave (the “donor employee”) shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.
 - b. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to another employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
 - c. An employee must have exhausted all of his/her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approved by the donor employee’s supervisor.

- d. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- e. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
- f. Donated leave shall not be used in lieu of disability retirement.

REF: Ms Code Ann. § 37-7-307

Descriptor Title: SCHOOL CANCELLATION TWELVE MONTH EXEMPT EMPLOYEES	Descriptor Code: GBRIH	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: March, 2010

In the event school is cancelled due to inclement weather, exempt employees who are on a full year schedule are expected to report to work. If an employee opts not to report to work on a day that schools are cancelled for this reason, the employee may designate any leave available which includes sick leave, personal leave, or vacation leave.

If the day that is used to make up the day missed is not a scheduled work day for the employees, exempt employees will be credited with a “vacation” day once the scheduled make-up day has occurred. In the event an employee exceeds the maximum 15 days of vacation time allowed, the additional vacation day(s) will be converted to an “A” sick leave day(s) and credited to him/her. If an exempt employee chooses not to work on the scheduled make-up day, he/she can designate any applicable leave which includes personal leave or vacation leave for the absence.

Descriptor Title: DRUG-FREE WORKPLACE	Descriptor Code: GBRL	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District hereby notifies all employees that it is a violation for any employee to manufacture, distribute, dispense, possess or use unlawfully on or in the workplace, alcohol or 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 C.F.R. 1300.11-1300.5.

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

As a condition of employment, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

It is a condition of continued employment that employees shall comply with the above policy of the school district and shall notify their supervisor of any conviction involving a controlled substance in the workplace no later than five (5) days after such conviction. The district will notify any Federal agency from which it receives a grant of any conviction within ten (10) days after receiving notice of such conviction.

The district's staff development program includes a drug-free awareness program to educate employees about the dangers of drug abuse. The personnel office shall make employees aware of available drug counseling programs, as well as the drug-free workplace policy and the penalties for violation of the policy. Every employee shall be provided a copy of this policy and drug counseling information upon employment and annually thereafter.

An employee aware of a fellow employee's on-the-job drug use is required to notify the administrative officer in charge of the drug user.

Any employee who violates the terms of the school district's drug-free workplace policy shall participate satisfactorily in a drug-abuse assistance or rehabilitation program approved by the board. If the employee fails to participate satisfactorily in such program, the employee shall be non-renewed or his or her employment may be suspended or terminated, at the discretion of the board.

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

SOURCE: DeSoto County Board of Education

LEGAL Ref: Drug-Free Work Place Act of 1988, 34DFR, Part 85, Subpart F, and 34CFR, Part 85, Sections 85.615 and 85.620.

DATE: October, 1990

Descriptor Title: BUS DRIVER'S AIDES	Descriptor Code: GCBAE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

SELECTION

A bus driver's aide shall be employed by the School Board upon the recommendation of the Superintendent.

QUALIFICATIONS

Each aide shall strive to be friendly, fair, considerate, serious-minded and impartial. He/she shall possess the following qualifications:

1. Minimum age of 19.
2. Good moral character and emotional stability.
3. Submit to a successful background check.
4. Submit to successful pre-employment, annual and random drug screenings.
5. Physical fitness: Upon request by the Superintendent, provide a physician's statement documenting physical ability to perform duties and pass an agility test.
6. Attend DeSoto County Schools bus orientation training.

DUTIES

1. Responsible directly to the driver of the assigned bus.
2. Assist the driver in the following areas:
 - Maintaining good order and discipline on the bus.
 - Maintaining a clean, safe bus.
 - Act as a spotter for the driver during backing (bus in reverse).
 - Other duties as assigned.
3. Assist the students in the following areas:
 - During loading/unloading. (Operate an automated wheelchair lift and manually operate lift as needed.)
 - During transit.
 - Securing wheel chairs, harnesses, etc.
 - Provide basic first-aid as needed.
 - Other duties as assigned.
4. Cooperate with all transportation department personnel.
5. Cooperate with all school principals.
6. Attend all transportation meetings and training upon request of the Transportation Director.
7. Know and comply with applicable federal, state and local laws and policies.

Descriptor Title: TRANSPORTATION DIRECTOR	Descriptor Code: GCBAF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

SELECTION

A transportation director shall be employed by the School Board upon recommendation by the Superintendent.

QUALIFICATIONS

The director shall have a background of training and experience that will give him a thorough knowledge of fleet operation and maintenance. He shall be able to supervise mechanics, school bus drivers, and other maintenance and transportation personnel. He shall have knowledge of the laws of the Mississippi Highway Safety Patrol and all state transportation laws. He shall complete the Mississippi State Department of Education school bus driver’s training program and hold a valid driver’s certificate and Mississippi Commercial Driver’s License (CDL) Class B with P and S endorsements.

DUTIES AND RESPONSIBILITIES

He shall be responsible for inspection and servicing of all school buses according to state law and regulations of the State Department of Education. He shall be responsible for school bus evacuation drills.

He shall keep all necessary transportation records.

He shall issue necessary purchase orders and purchase all parts and supplies at cost equal to or below the state bid price for the operation of the school bus maintenance program.

He shall assist the Superintendent in securing good bids on school bus bodies and chassis.

He shall solicit and evaluate school bus driver applicants in cooperation with the Superintendent.

He shall be responsible for the school bus driver training program.

He shall be responsible for preparation of maps and transportation plans, required by the State Department, which show bus routes and related data.

He shall route buses and designate bus stops with the approval of the Superintendent.

He shall work cooperatively with all school principals to upgrade transportation practices.

He shall hold school bus driver meetings whenever circumstances warrant them.

He shall attend School Board meetings upon request of the Superintendent.

He shall be responsible for supervision of the work of all mechanics and other school bus maintenance personnel.

He shall be responsible for enforcement of the “Alcohol and Controlled Substances Policy for Transportation Employees”.

He shall perform any other duties pertaining to school transportation that may be assigned by the Superintendent.

In the placement of personnel, no immediate family members shall be placed on the same school campus that would result in one family member supervising and/or recommending another family member. The Board reserves the right to make exceptions to this policy if it is in the best interest of the school district.

Descriptor Title: BUS DRIVERS	Descriptor Code: GCBAG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

SELECTION

A bus driver shall be employed by the School Board upon the recommendation of the Superintendent.

QUALIFICATIONS

Each driver shall strive to be friendly, fair, considerate, serious-minded and impartial. He/she shall possess the following qualifications:

1. Minimum age of 21.
2. Good moral character and emotional stability.
3. Possess a valid Commercial Driver’s License (CDL) Class B with P and S endorsements.
4. Possess a valid Bus Card certifying satisfactory completion of Mississippi school bus driver’s training course.
5. Submit to a successful background check.
6. Submit to successful pre-employment, annual and random drug screenings.
7. Obtain a Medical Examiner’s Certificate of a completed DOT physical examination.
8. Attend DeSoto County Schools bus orientation training.

DUTIES

Each driver shall assume the following obligations:

1. Strive for the safety of all passengers.
2. Maintain a clean bus.
3. Keep such transportation records and reports as may be required.
4. Observe and obey all local, state and federal school bus transportation laws.
5. Ensure students know, understand and follow bus rules.
6. Instruct students on bus stop behavior and how to cross the road safely.
7. Instruct students on loading, unloading and proper evacuation procedures.
8. Report in writing all misconduct by students to school principals.
9. Report defective equipment, needed repairs, flat tires and other irregularities.
10. Report all accidents immediately to proper authorities.
11. Operate the bus in such a manner to maintain schedule and not abuse the bus.
12. Never violate state law with personal use of bus.
13. Park the bus at places designated or approved in writing by Transportation Director and be responsible for its safekeeping while parked there.

14. Permit no one except a state and district approved substitute driver to drive the bus.
15. All substitutes must be called through the transportation office.
16. Never change the bus route or bus stops without prior approval of the Transportation Director.
17. Properly document daily pre-trip inspections and bring bus into shop for periodic maintenance and check-ups upon direction of the Transportation Director.
18. Permit no person to ride the bus at any time who is not officially enrolled in the county public school unless prior approval has been obtained from responsible school authorities.
19. Attend all transportation meetings and training upon request of the Transportation Director.
20. Enter into an agreement with the Board of Education to faithfully perform duties as prescribed by the State Board of Education and the Director of Transportation.
21. Obtain permission and written instructions from the Superintendent's Office to make special trips and keep said instructions on person or on bus during trips.
22. Drivers of special education students and buses with wheel chair lifts: maintain and operate wheel chair lifts in automatic or manual mode; be prepared for emergency evacuation of special education students as required.
23. Substitute bus drivers shall possess the same qualifications as the regular driver and shall be governed by the same rules, regulations, and laws as the regular driver.

Descriptor Title: FLEET MANAGER/MECHANIC	Descriptor Code: GCBAI	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

SELECTION

School bus mechanics and transportation maintenance personnel shall be employed by the DeSoto County School Board upon recommendation of the transportation supervisor and the Superintendent.

QUALIFICATIONS

1. Mechanics and transportation maintenance personnel shall have previous training and/or work experiences in automotive work or in the area in which they are to be assigned.
2. Each employee shall have at least two letters of recommendation listing qualifications and abilities for the area in which they are to be assigned.
3. Mechanics and transportation maintenance personnel must be of good moral character.
4. Mechanics and transportation maintenance personnel must complete the Mississippi State Department of Education School Bus Driver’s Training Program; hold a valid driver’s certificate, a Mississippi Commercial Driver’s License (CDL) Class B with P and S endorsements.

DUTIES AND RESPONSIBILITIES

1. To maintain a safe school transportation fleet.
2. To supervise and assist bus drivers and bus aides.
3. To work cooperatively with the Transportation Director, drivers and school personnel.
4. To use school vehicles only for business purposes.
5. To protect and maintain tools and equipment as furnished by DeSoto County Schools.
6. To report to the Transportation Director any unsafe practices or violations of the State transportation laws.
7. To comply with the Alcohol and Controlled Substances Policy for Transportation employees.

8. To perform any other duties pertaining to school transportation that may be assigned by the Director of Transportation.

Descriptor Title: OFFICE EMPLOYEES	Descriptor Code: GCBAJ	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

To be qualified to work in any of the offices in the DeSoto County School System, the employee must be a high school graduate and possess the skills and training for the job for which they are applying. They must also successfully complete the clerical screening established by the Personnel Office.

Recommendations for employment must be made by a principal or superintendent and be subject to approval by the DeSoto County School Board. Unless exceptions are made by the board and for the best interest of the school district, family members shall not be placed on the same campus which would result in one family member supervising another family member.

The work schedule, and duties of each worker will vary in accordance with the needs of the administrators for whom the position has been assigned.

Descriptor Title: INSTRUCTIONAL/CLERICAL AIDE EMPLOYMENT	Descriptor Code: GCD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It is the responsibility of the supervising Principal to recommend for employment to the Superintendent instructional and/or clerical aides. Factors to be considered in preparation for the recommendation include the specific needs of the program and the individual skills and/or talents of the employee being recommended.

In the placement of personnel, no immediate family members shall be placed on the same school campus that would result in one family member supervising and/or recommending another family member. The Board reserves the right to make exceptions to this policy if it is in the best interest of the school district.

Descriptor Title: FAIR LABOR STANDARDS ACT	Descriptor Code: GCRAA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The purpose of this policy is to ensure that the DeSoto County School District is in compliance with the requirements of the Fair Labor Standards Act (FLSA). Certain employees are exempt from coverage of the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative and professional employees. Examples include, but are not limited to, certified professional employees such as teachers, counselors, supervisors and administrators. Certain non-certified administrators are also exempt and include business managers, transportation directors, maintenance directors and other similar administrative and supervisory positions. Supervisors should seek advice from the school board attorney if there is a question whether a position is exempt.

Employees in the job classifications listed below are generally considered to be non-exempt and are covered by the FLSA unless a specific exception exists. In those instances the reasons for the exempt status will be specifically outlined.

Secretaries	Bookkeepers	Clerks	Mechanics
Janitors	Cafeteria Personnel	Assistant Teachers	Substitute Teachers
Bus Drivers	Maintenance Personnel	Security	Data Entry Operators

In some instances employees may perform dual jobs for the District, such as bus driver/maintenance worker. If duties of the two jobs require the employee to work overtime, the amount due will be calculated using the method described below under overtime pay.

No employment relationship is created between student teachers or students and the District due to the circumstances surrounding their activities. No employment relationship is created between the District and individuals who volunteer and donate their services to the District as a public service without contemplation of pay. The hiring of off-duty policemen or deputies on a part time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the District and the city or county with which the policemen or deputies are employed. The District is separate and distinct and acts entirely independent of other governmental entities.

The work week for the DeSoto County School District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be compensated for all hours worked. Compensable time includes all time that an employee is required to be on duty. Coffee breaks, waiting time and meal periods, which are frequently interrupted by calls to duty, are hours worked and are compensable. Employees are expected to arrive and depart at the time specified by his/her supervisor unless requested to work overtime by his/her immediate supervisor.

Although not required by the FLSA, employee should be allowed coffee breaks of no more than 15 minutes when appropriate. The time of day for breaks and their length shall be determined by each employee's immediate supervisor. Meal periods for some employees shall be counted as hours worked since they are frequently interrupted by calls to duty and therefore are compensable. Those employees with bona fide meal periods of 30 minutes or more shall be completely relieved of duty for the purpose of eating a regular meal and shall not be required to perform any work during that meal period.

All employees subject to the FLSA shall be paid not less than the current minimum wage.

It is the policy of the DeSoto County School District that compensation for overtime work will be paid in the form of compensatory time off. Compensatory time shall be awarded on the basis of one and one half hour for each hour of overtime worked. An employee will not be permitted to accumulate more than 240 compensatory time hours (160 regular hours). Employee must take the compensatory time when it is agreeable with his/her supervisor. However, the supervisor's consent shall not be unreasonably withheld. In the event the District decides to pay for overtime work in the form of monetary remuneration, the employee shall be paid not less than one and one-half times his/her regular rate of pay for all hours worked over 40 hours in a work week. Overtime pay due an employee shall be computed on the basis of hours worked in each work week. For employees paid on an hourly rate, the overtime will be based on that hourly rate. Employees shall be compensated for each and every hour worked. For those employees working 2 or more jobs for the District, overtime compensation shall be calculated on the basis of a blended hourly rate on all jobs worked calculated by dividing the total amount of remuneration received in a work week by the total hours worked in that work week. The employee shall be compensated one and one-half times the blended hourly rate times the number of hours worked over 40.

Supervisors may adjust schedules within a work week to prevent the necessity of an employee working more than 40 hours in that work week.

The Superintendent shall require all records on wages, hours and other items to be maintained in accordance with the FLSA. Wage and Hour posters shall be displayed at each District worksite.

The DeSoto County School District shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site. If an employee believes he/she has not been paid in accordance with the FLSA, the employee shall notify his/her supervisor and the Superintendent. Employees who believe they have not been paid in accordance with the FLSA may file a complaint with the United States Department of Labor. The DeSoto County School District shall not retaliate in any manner whatsoever against an employee for the filing of such complaints. DeSoto County School District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District. Any disciplinary action taken by the DeSoto County School District will be in addition to any relief granted an employee by the U. S. Department of Labor or a court of law.

REF.: Fair Labor Standards Act (FLSA), 29 U.S.C. ' 201 et seq.

Descriptor Title: NONPROFESSIONAL EMPLOYEE LEAVES AND ABSENCES	Descriptor Code: GCRG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: October, 2010

TWELVE-MONTH EMPLOYEES (SECRETARIES-MAINTENANCE PERSONNEL)

Twelve-month employees of the DeSoto County Board of Education are required to follow the regularly scheduled work day, five days per week, as prescribed by the Board of Education. Holidays, sick leave, and personal leave will be governed by regulations stated in GCRGA. Time of vacations shall be determined by the employees’ supervisors and approved by the Superintendent. If a school is required to employ substitutes for such employees, substitute pay must come from local funds.

NINE- AND TEN- MONTH EMPLOYEES

Such employees of the DeSoto County Board of Education are required to follow the regularly scheduled work day, five days per week, as prescribed by the Board of Education. Holidays, sick leaves and personal leaves will be governed by regulations stated in GCRGA. Paid vacations will not be granted these persons.

HOURLY EMPLOYEES

Employees working on an hourly basis are paid only for the hours worked. Time must be accurately filed on these employees as prescribed by the Board of Education. Neither sick leaves nor paid vacations will be granted such personnel.

CLASSIFIED EMPLOYEE SICK AND PERSONAL LEAVE	Descriptor Code: GCRGA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: November, 2010

SICK LEAVE

Each classified employee at the beginning of each school year shall be credited with a minimum sick leave allowance, with pay, for absences caused by illness or physical disability of the employee or a member of the immediate family of the employee during that school year. These shall be referred to as “A” days.

Twelve month employees shall be credited with eight (8) days of sick leave. Nine, ten and eleven month employees shall be credited with seven (7) days of sick leave.

“Immediate Family” for the purpose of this policy is defined as spouse, children, parents, siblings, grandparents, grandchildren, or any person of like relationship by marriage, or any person standing in loco parentis.

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

No deduction from the pay of the classified employee may be made because of illness or physical disability until after all sick leave allowance credited to such employee has been used.

A classified employee may be required by the principal to furnish the certificate of a physician or dentist, or other medical practitioner as to the illness of the absent classified employee, where the absence is for, but not limited to: four (4) or more consecutive school days, or two (2) consecutive school days immediately preceding or following a non-school day, or for a school day immediately preceding or following a student holiday.

In the event false information is provided relative to the cause of absences, the penalties invoked may include a full deduction of pay, and/or entry on the work record of the employee, and/or other appropriate penalties. It shall be the responsibility of the principal or supervisor to determine the magnitude of the violation and to prescribe the penalty. If a person feels aggrieved over the penalty invoked, he/she may, through due process, appeal to the Board of Education.

If an employee is employed for less than a full school year, sick leave will be provided for total days employed as follows:

Twelve Month Positions:

One sick leave day per 30 days employed.

Nine, Ten and Eleven Month Positions:

Days of Employment:	187 – 151	56 Hours
	150 – 126	48 Hours
	125 – 101	40 Hours
	100 – 76	32 Hours
	75 – 51	24 Hours
	50 – 26	16 Hours
	25 – 2	8 Hours

With regard to twelve month classified employees, for the first ten (10) days of absence of the employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such employee:

\$15.00 per day will be deducted from the employee whose hourly wage exceeds \$10,000.00 annually. (These days are not cumulative) These shall be referred to as “B” days.)

Thereafter, the regular pay of such absent twelve month classified employee may be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year. If an employee is employed for less than a full school year, “B” days shall be prorated at one per month of employment not to exceed eighty (80) hours per fiscal year.

PERSONAL LEAVE

Each 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 student holiday or a day after a student holiday, unless on such days an immediate family member of the employee is being deployed for military service. No deduction from the pay of such employee may be made because of absence of such employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. Each employee may accumulate a maximum of five (5) personal days.

Two days prior to the planned absence, employee shall request in writing to the principal or supervisor approval to take a personal day. In the event the employee fails to obtain prior approval, the penalties invoked may include a full deduction of pay, and/or entry on the work record of the employee, and/or other appropriate penalties. An exception to this is an emergency.

If an employee is employed for less than a full school year, personal leave will be prorated for total days allotted to the position as follows:

Twelve Month Positions:

- up to 6 months – 8 Hours
- 6 – 9 months – 12 Hours
- 9 – 12 months – 16 Hours

Nine, Ten and Eleven Month Positions:

- 90 – 187 Days – 12 Hours
- 1 – 89 Days – 8 Hours

Unused personal leave in excess of five (5) days shall become sick leave.

Upon retirement from employment, each classified employee shall be paid not more than thirty (30) days of unused accumulated leave earned while employed by DeSoto County Schools. Such payment for classified employees shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave (sick, personal, vacation) for which payment has been made shall be applied toward retirement credit as follows:

- 15 – 77 days equals 1 quarter
- 78 – 140 days equals ½ year
- 141 – 203 days equals 3 quarters
- 204 – 260 days equals 1 year

No payment of unused accumulated leave may be made to a classified non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

In all instances of absenteeism, the employee is to notify the principal as soon as possible to permit proper handling of the situation.

All sick and personal leave for classified employees will be converted to hours with one day equal to eight hours.

SCHOOL CANCELLATION TWELVE MONTH NON-EXEMPT EMPLOYEES	Descriptor Code: GCRGC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: March, 2010

In the event school is cancelled due to inclement weather, non-exempt employees who are on a full year schedule are expected to report to work. If an employee opts not to report to work on a day that schools are cancelled for this reason, the employee may choose to use sick leave, personal leave, vacation leave, compensatory time, and/or opt to not be paid for the absence. Compensatory time shall be utilized prior to other types of leave taken.

If the day that is used to make up the day missed is not a scheduled work day for the employees and non-exempt employees are required to work, non-exempt employees will receive their usual hourly pay for the hours worked and/or compensatory time if applicable. If a non-exempt employee opts not to work on the scheduled make-up day of which they are required to work, the employee can designate any applicable leave available which includes personal leave, vacation leave and/or compensatory time for the absence. Compensatory time shall be utilized prior to other types of leave taken.

Descriptor Title: VACATIONS TWELVE-MONTH EMPLOYEES	Descriptor Code: GCRH	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: October, 2010

Twelve-month (full time) employees shall earn vacation days at the rate of one day per month for each full month employed. Vacation days will be accrued on a monthly basis. At the end of each month in which the employee was actually employed every day of that month, he/she will be credited with one (1) day of vacation up to the maximum of fifteen (15) days, after which the vacation day will be converted to an “A” sick leave day and credited to him/her. These are in addition to the two (2) personal days granted to twelve-month employees each year.

Vacation and personal leave for all employees will be converted to hours with each day of leave equal to eight (8) hours of leave.

School level employees (classified and certified) shall not take vacation days on days which are required working days for 187 day employees unless a written request is approved by the school principal. All vacation days must be approved in advance.

In the event a twelve-month (full time) employee should transfer to a position within the district that requires less than 230 days annually, the employee’s vacation leave shall be converted to sick leave.

Unused vacation leave shall be applied toward retirement credit upon the termination of employment with the district.

Descriptor Title: TEACHER AIDES (INSTRUCTIONAL)	Descriptor Code: GDBA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Teacher aides are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. However, aides are ultimately responsible to the school principal and in no case shall the aide discharge duties assigned by the classroom teacher which are in conflict with administrative policies, procedures or requests.

Study hall, library and physical education aides work under the direct supervision of the principal.

Aides are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal.

Aides are not responsible for planning a program of study for students.

Aides are to conform to the standards set for teachers in the areas of ethics, dress, etc.

Aides should feel free to discuss any problem they might have in regard to their employment with their principal.

Descriptor Title: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM POLICY	Descriptor Code: GE	Adopted Date: April, 2008
	Reviewed Date:	Revised Date:

Purpose: To provide guidance in the management of a school-based Automated External Defibrillator (AED) program. An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, without pulse, signs of circulation, and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The program coordinators for the DeSoto County School District will be determined by the Superintendent or Superintendent Designee.

Responsibilities of Program Coordinators:

- Selection of employees for AED training
- Coordination of training for emergency responders in conjunction with staff development
- Maintain, on file, a specification sheet on each AED model
- Monitoring effectiveness of this system
- Communication with medical director on issues related to medical emergency response program including post-event reviews

The Five Components of an AED Program are:

1. Medical provider oversight
2. Appropriate training of anticipated rescuers in CPR and use of the AED
3. Coordination with the EMS system
4. Appropriate device maintenance
5. Ongoing quality improvement program to monitor training and evaluate response with each use of the device

Medical Oversight:

The medical advisor of the AED program has an ongoing responsibility for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR
- Evaluation of post-event review forms

Appropriate Training of Anticipated Users:

All persons who are identified users will be trained in CPR/AED according to AHA guidelines and will maintain training according to a schedule that includes re-certification every two (2) years. A training schedule including names of those trained and dates of both current training and re-certification will be maintained in the nurse's office at the Board of Education and at the school.

Appropriate Device Maintenance:

Device maintenance will be done according to the manufacturer's guidelines and will be recorded for each unit. The principal or principal designee of each school will designate a specific person to do a daily checklist on the AED. A log will be maintained in the school building and a copy of the log sheet will be sent monthly to the AED program coordinator at the Board of Education to be kept on file.

Ongoing Quality Improvement Program:

The AED may be used by:

- Employees including, but not limited to, administrators, nurses, athletic trainers, and office staff
- Additional staff as identified by administration (eg: teachers, coaches, security staff)
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two (2) years

AED trained employee's responsibilities:

- Activating internal emergency response system and providing prompt basic life support including AED in accordance with training
- Understanding and complying with requirements set forth in this policy
- Following the detailed procedures and guidelines for the AED program

Volunteer responder responsibilities:

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency response of these individuals may include CPR, AED, and/or medical first aid.

School Office Responsibilities:

The school office is responsible for:

- Receiving emergency calls from internal locations
- Contacting the external community (911) response if required
- Deploying AED trained personnel to emergency location
- Assigning someone to meet responding EMS aid vehicle and direct to site of emergency

Equipment:

Equipment shall be an Automated External Defibrillator (AED) in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule.

- The AED will be brought to all medical emergencies
- The AED should be placed on any person who is over the age of one (1) after the following symptoms are confirmed: **victim is unresponsive and is not breathing normally**

Some AEDs can deliver a smaller shock for children if you use child pads. If the AED is equipped with child pads, use the child pads for children one (1) to eight (8) years of age or if they weigh less than sixty (60) pounds. If the AED is not equipped with child pads, you can use the adult pads and give an adult shock for children one (1) to eight (8) years of age. For victims eight (8) years of age or older, always use the larger adult pads to deliver an adult dose-**DO NOT** use child pads on a victim eight (8) years of age or older if they weigh more than sixty (60) pounds.

Location of AEDs:

During school hours, the AED will be at designated locations. These locations shall be specific to each school, but should allow the device to be easily seen by staff. The locations should allow staff members to retrieve the device outside of normal school hours.

After school hours, the AED may be moved from its designated location by an AED trained athletic trainer, coach, or band director to support athletic department activities and/or band activities on a voluntary basis. A trained volunteer would have to be available and willing to support this effort during non-school hours. A visible sign out log must be left in the original AED location clearly indicating who has possession of the AED. The AED is to be returned to its original location after the event.

If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.

Post AED Event Procedures:

- The volunteer responder will document the event on the school district AED incident report form and will forward a copy to the AED program coordinator at the Board of Education within twenty-four (24) hours of the event for review. A copy of AED use information will also be given to the medical advisor for review.
- The AED should be wiped clean with a damp cloth using 90% isopropyl alcohol (without acetone). **DO NOT** immerse any part of the unit in water.
- Electrode pads and batteries must be replaced after use.

Post-event Review:

Following each deployment of the response team member, or if a volunteer responder uses an AED, a review shall be conducted to learn from the experience. The AED program coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the medical director and EMS representative for their assessment and advice.

Approvals:

<u>Function</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
Medical Advisor	_____	_____	_____
Program Coordinator	_____	_____	_____

DESOTO COUNTY SCHOOL DISTRICT
Automated External Defibrillator (AED) Incident Report

Date of incident _____ Time of incident _____ AM/PM

Location of incident (which building, where in building, playground, etc.) _____

Victim's age _____ Victim's sex ____ male ____ female

CPR prior to defibrillation ____ Attempted ____ Not attempted

Cardiac arrest ____ Not witnessed ____ Witnessed by bystander

Estimated time (in minutes) from arrest to CPR _____ Shock ____ indicated ____ not indicated

Estimated time (in minutes) from arrest to 1st AED shock _____ Number of shocks _____

Additional comments _____

Victim outcome at incident site:

____ Return of pulse and breathing ____ No return of pulse or breathing

____ Return of pulse with no breathing ____ Became responsive

____ Return of pulse, then loss of pulse ____ Remained unresponsive

Name of AED operator _____ Transporting ambulance _____

Name of facility victim was transported to _____

Name of Emergency Care Provider (who did CPR and operated the AED) _____

Signature of AED user

Date of report

This report is to be completed within 24 hours of use of the AED and send a copy to the AED Coordinator at the Board of Education.

SECTION "I" INSTRUCTIONAL PROGRAM

IB	Instructional Goals/Curriculum Development
IC	Curriculum Development Resources
ID	Curriculum Design
IDA	DeSoto County Career Technology Center
IDAA	DeSoto County Career Technology Center Placement Process
IDCA	Summer Programs
IDDB	DCS Title I Program Parental Involvement Policy
IDDC	Homebound Instruction
IDDD	Gifted Program
IDDE	IDEA Supplemental Services Policy
IDDF	District Assurances for Children with Disabilities
IDDFA	Promotion and Retention Provisions for Students with Disabilities
IDDFB	Grading for Students with Disabilities
IDDFC	Observations/Screenings/Assessments
IDDFD	Attendance Policy for Medically Fragile Students
IDDH	Non-Discriminatory Statement
IDDHA	Section 504
IDDIA	GED Program
IED	Classification of Students
IEDA	Instructional Minutes
IFAA	Textbook Selection and Adoption
IFB	Textbook Fine and Damage Replacement
IFC	Community Instructional Resources
IG	Prayer in Schools
IHA	Grading Policy
IHAB	Dual Enrollment/Dual Credit
IHAD	Parent Conferences
IHB	Equivalence in Instructional Staff and Materials
IHC	Senior Class Rankings
IHD	Academic Honor Rolls
IHE	Promotion/Retention

IHF	Graduation Requirements
IHFA	Grading/Options for Students with Disabilities to Exit High School
IHFB	Credit Recovery Policy
II	Testing Program
IJC	DeSoto County School District Internet Safety Policy
IJE	Employee Technology Acceptable Use Policy
IJG	Guest Technology Acceptable Use Policy
IJP	Student Technology Acceptable Use Policy
IKC	Teaching about Religion
IKD	Abstinence-Only Education (House Bill 999)
IKI	Guidelines for Lesson Plans

INSTRUCTIONAL GOALS/CURRICULUM DEVELOPMENT	Descriptor Code: IB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2010

1. DeSoto County School District shall develop and implement a curriculum management system that meets and/or exceeds criteria established by the Mississippi Department of Education. Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies and objectives. Instructional time in the classroom shall be protected, and professional development time shall be designated to work on the district's curriculum.
2. DeSoto County School District's curriculum will include the following:
 - A. All competencies and objectives assessed by the Mississippi Department of Education Assessment System,
 - B. Established standards to determine mastery for each competency and objective, and
 - C. A system to determine strengths and weaknesses in the instructional program.
3. The basic curriculum of each elementary, intermediate, and middle school shall consist of reading/language arts, mathematics, science, social studies, and the arts, which may be taught by regular classroom teachers.
4. The basic curriculum of each high school shall consist of required and approved courses outlined in the current edition of the *Mississippi Public School Accountability Standards* (most recent edition) and the *Approved Courses for the Secondary Schools of Mississippi*.
5. The district conducts an annual analysis of student performance and takes action to improve the curriculum, the instructional delivery, and/or the evaluation procedures.

CURRICULUM DEVELOPMENT RESOURCES	Descriptor Code: IC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The Board of Education budgets and expends from District Maintenance Fund (fund #1120), Special Education Fund (fund #1130), Alternative School Fund (fund #1140), and/or the Vocational Education Fund (fund #2711) a minimum of \$20.00 per student for instructional and library supplies.

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

Education Enhancement Funds shall not be expended for administrative purposes. The school district shall allocate supply funds equally among all classroom teachers in the district, with the exception of federally funded teachers. Two or more teachers may agree to pool their classroom supply fund for the benefit of a school which includes the type, quality of supplies, instructional materials, equipment, computer, or computer software. This plan shall be submitted, in writing to the school principal for approval. Classroom supply funds allocated under this section shall supplement, not replace, other local and state funds available for the same purpose.

Descriptor Title: CURRICULUM DESIGN	Descriptor Code: ID	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2010

The curriculum of the DeSoto County School District is based on the elementary and secondary course outlines presented in the *Approved Courses for the Secondary Schools in Mississippi* and the *Mississippi Personnel/Accreditation Data Reference Manual*.

Courses not listed in the current editions of *Approved Courses for the Secondary Schools of Mississippi* and/or the *Mississippi Personnel/Accreditation Data Report Reference* must meet the criteria outlined in the *Mississippi Public School Accountability Standards* (most recent edition) in order to qualify toward graduation. Such courses require approval from the Commission of School Accreditation before being offered. Prior to developing a proposal for a new course, the principal must contact the Office of Academic Education and gain approval from the Superintendent.

Descriptor Title: DESOTO COUNTY CAREER TECHNOLOGY CENTER	Descriptor Code: IDA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The policies governing the operation of the DeSoto County Career Technology Center are adopted by the DeSoto County School Board and published in the Career Technology Center Handbook as official policies of the DeSoto County School District.

DESOTO COUNTY CAREER TECHNOLOGY CENTER PLACEMENT PROCESS	Descriptor Code: IDAA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The basic curriculum of the DeSoto County Career Technology Center shall be considered a part of the total curricular offering of each attendance area's instructional program. A vocational counselor is provided under the provision of the state plan for the administration of the Center.

PLACEMENT OF REGULAR STUDENTS IN THE CAREER TECHNOLOGY CENTER

The district-wide Career Technology Center shall recruit students for each program in the year prior to their enrollment. The recruitment target for the two-year program shall be the 10th grade class in all attendance areas. The person responsible for the district-wide recruitment for the center shall be the counselor, who shall be in accord with the methods listed in the approved plan. In any vocational placement, practices and procedures shall be conducted in a manner that ensures compliance with the statutes. Selection of regular students shall be based on the recommendation of the vocational guidance committee which consists of the vocational counselor and a school counselor. A tentative list of enrollees shall be submitted to the vocational director and to each attendance center principal for final evaluation and approval. Primary consideration shall be given to students who have successfully completed basic vocational programs at the 9th and 10th grade levels. These programs are designed to include a "common core" of standardized basic skills for entrance into all vocational skill programs.

PLACEMENT OF DISABLED STUDENTS RECEIVING SERVICES UNDER AND INDIVIDUAL EDUCATION PLAN

The placement of any student with disabilities receiving services under an IEP in vocational education is processed in the following manner:

1. Equal access begins with information to students with disabilities and their parents concerning the opportunities available in vocational education and the requirements for eligibility for enrollment in vocational educations, at least one (1) year (grade 9) before the students enter the grade level in which vocational education programs are available.
2. The special needs counselor from the center will conduct an assessment of the student's interests, abilities, and special needs with respect to a successful completion of the vocational education program that will be entered.
3. Special services, including modification of curriculum, instruction, equipment and facilities, will be designed to meet the student's needs in order that the student might succeed.

4. Referral assessment and other information will be collected by the IEP chairperson at the home school.
5. Upon receipt of appropriate information, the IEP meeting will be conducted.

**PLACEMENT OF DISABLED STUDENTS UNDER SECTION 504,
REHABILITATION ACT OF 1973**

Referrals of any student designated as disabled under Section 504 of the Rehabilitation Act of 1973 shall be made to the special needs counselor at the Career Technology Center. The director of the center will ensure compliance with providing for educational services at the center.

Descriptor Title: SUMMER PROGRAMS	Descriptor Code: IDCA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It shall be the policy of this school district to operate an Extended School Year Program which complies with Mississippi Department of Education’s requirements as stated in the Mississippi Public School Accountability Standards, 2007.

SECONDARY (GRADES 9-12)

1. All extended school year programs shall require prior approval from the Commission on School Accreditation.
2. A program shall be housed in a school building.
3. A definite schedule of classes will be followed.
4. Each program shall be under the leadership of the district superintendent and a principal who has an endorsement in administration. A principal may serve as the administrator of both a summer school and an extended school year program only if the two programs are held in the same building.
5. All teachers and professional support staff shall hold a valid license endorsed in the area of the teaching assignment.
6. Teachers shall not be assigned to teach split-level or multi-subject level courses. For example, an English teacher shall not be assigned to teach more than one level of English with the same setting to students of grades 10 and 11, or a teacher shall not be assigned to teach any combination of the social studies courses.
7. The approval of the principal of the home school must be documented before enrollment of a pupil from another school within or from outside the district is officially approved.
8. A student shall be allowed to enroll in a maximum of two courses annually under the extended school year. The student may enroll in one course through DeSoto County Schools and one course through Mississippi Virtual Public School.
9. Enrollment in academic core courses (English, mathematics, science, social studies) shall not exceed 33 when offered to students for credit.
10. The maximum time per day a student shall attend an extended year class is five and one-half hours.
11. Instruction during the extended school year shall be equal in quality and quantity to that of the regular school year. The instructional program for academic core courses (English, social studies, mathematics, and science) shall be consistent with the district’s instructional plan as in the regular session, requiring mastery of specific learning objectives and meeting the requirements of all major assignments including research papers, compositions, book reports, theme writings, outside readings, etc.
12. Students shall be provided a safe, orderly climate which is conducive to learning including clean classrooms, bulletin boards, reference materials, etc.

13. When academic core courses in English, social studies, etc. are offered, the school library shall be made available.
14. A Carnegie unit shall be awarded for a course only if the course meets the requirements of the Commission on School Accreditation for awarding of such unit.
15. To be eligible to receive a Carnegie unit, a student enrolled in an extended school year program must master the remaining required number of objectives as prescribed by the district's instructional plan.

ELEMENTARY (GRADES K-8)

1. All elementary extended school year programs in schools shall require prior approval from the Commission on School Accreditation.
2. The program shall be housed in a school building.
3. A definite schedule of classes shall be followed.
4. Each program shall be under the leadership of the district superintendent and a principal who has an endorsement in administration.
5. All teachers and professional support staff shall hold a valid license endorsed in the appropriate areas of teaching assignments.
6. Teachers in grades 7 and 8 shall not be assigned to teach split-level or multi-subject level courses. For example, an English teacher shall not be assigned to teach more than one level of English within the same setting to students of both grades 7 and 8.
7. The approval of the principal of the home school must be documented before enrollment of a pupil from another school within or from outside the district is officially approved.
- 8. A student who has not completed the learning objectives of one or two courses/subjects shall be allowed to enroll in the extended school year program. A student failing more than two courses/subjects will not be allowed to enroll in the extended school year program.**
9. A student who is enrolled in two courses in an extended school year program shall not be allowed to enroll in any courses/subjects offered for enrichment, pilot, etc.
10. Enrollment in any course/subject in an extended year program shall not exceed 22 for grade K; 27 for grades 1 – 4; 30 in self-contained academic core courses in grades 5 – 8; and 33 in departmentalized academic core courses in grades 5 – 8.
11. The maximum time per day a student shall attend a summer program class is four and one-half hours.
12. Academic instruction during the summer shall be equal in quality and quantity to that of the regular school year. The instructional program shall be consistent with the instructional plan in the regular session, requiring the mastery of required learning objectives for a course/subject.
13. Students shall be provided a safe, orderly climate which is conducive to learning including clean classrooms, bulletin boards, reference materials, etc.
14. In order to achieve the quality and quantity of the regular session, the school library shall be made available when courses requiring library sources are offered.

Descriptor Title: DCS TITLE I PROGRAM PARENTAL INVOLVEMENT POLICY	Descriptor Code: IDDB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2012

The district Title I program is dedicated to ensuring that total parental involvement and academic excellence will be achieved. Title I Program will develop and implement a sound and involved parental involvement program in compliance with the No Child Left Behind Act of 2001. DeSoto County School District Title I Program shares the sentiment of many authors and researchers that “**THE PARENT IS THE POWER BEHIND THE PUPIL.**”

It is the policy of the DeSoto County School District Title I Program that the parents of children being served shall be involved in all aspects of planning, developing, and implementing the program. Furthermore, parents will be intricately involved in recruiting, screening, and selecting parents to serve on various committees and/or councils as required by federal statute/No Child Left Behind and as outlined in the district policy manual. The DeSoto County School District Title I Program shall provide:

A. RESERVATION OF FUNDS

Each Local Education Agency (LEA) must reserve at least one percent (1%) of its allocation to implement parental involvement activities if the total allocation is more than \$500,000. Parents of children receiving services must be involved in the decisions regarding how funds reserved will be spent for parental involvement activities. The DeSoto County School District (DCSD) will reserve the required 1% before money is allocated to the schools.

B. INTERPRETATION

The No Child Left Behind Act of 2001 (NCLB), signed by President Bush on January 8, 2002, reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA) and incorporates most of the major reforms proposed by President Bush in his own No Child Left Behind framework for education reform, particularly in the areas of assessment, accountability, and school improvement. This broad legislation has implications for all Mississippi schools. The legislation has four guiding themes:

1. Accountability and Assessment
2. Parental Involvement
3. Research-Based Programs (including High-Quality Educators)
4. Flexibility

C. CONSULTATION

The DCSD Title I Program shall establish activities, procedures and techniques whereby parents of children being served, will be consulted regarding the nature of planning, development and implementation of the Title I Program.

D. COORDINATION

DCSD Title I Program shall provide coordination, technical assistance, and other necessary support that will aide participating schools in planning and implementing effective parent involvement at all levels.

E. WRITTEN PROCEDURES

The DCSD Title I Program, with a selected group of parents, shall develop procedures and distribute the same to those parents of children being served. These procedures shall be incorporated into the district's plan developed in alliance with Section 1112 of Public Law 103-382 of the IAS Act of 1994. The policy shall outline in detail the district's parent involvement expectations and describe how DCSD Title I Program will:

1. Involve parents jointly in program development.
2. Develop, coordinate and implement parent involvement strategies with other children's programs and/or functions in the District such as, but not limited to: Head Start, Homebound, Special Ed., Alternative School, Home School, and Home for the Neglected.
3. Assist in identifying and eliminating barriers that cause minimum parent involvement in the Title I Program.

F. SCHOOL PARENTAL INVOLVEMENT POLICY

It shall be the policy of the DCSD Title I Program to work jointly with parents of children being served in developing and implementing an effective parent involvement policy.

G. THE POLICY SHALL PROVIDE METHODS AND TECHNIQUES IN:

1. Monitoring and assisting with up-dating the policy annually in an effort to meet the changing needs of parents and the school.
2. Providing information to parents and the school regarding DeSoto County Schools (DCS) district level parental involvement policy, and the need for amending and/or updating policy. Furthermore, if parent dissatisfaction is declared concerning the policy, parent comments must be allowed and submitted to appropriate DCSD Title I Program Staff, DCS Board and State Department of Education (SDE) appropriate approving body.
3. Scheduling, conducting, and monitoring parent meetings at a time that is convenient to all parents of participating children. The parents shall be informed, invited and encouraged to participate in the scheduled meeting.
4. Providing information to parents regarding the purpose and intent of the meetings.
5. Adopting and implementing model approaches to improving parental involvement, such as, but not limited to:
 - Parents as Teachers
 - Even Start
 - Teachers Involve Parents in Schoolwork (TIPS)
 - Open House
 - Parent Conferences
 - Check out materials from the Parent Center

- Informational Meetings on Various Topics (Curriculum Updates, Policies and Procedures, ELL Training, etc.)
6. Jointly design and establish with parents of participating children a school/parent contract. The contract will outline how parents, school staff, and students will share the responsibility for improved student achievement.
 7. Describe the school's responsibility to provide high quality curriculum and instruction.
 8. Stress the importance of effective communication between parents and teachers.

H. SUGGESTIONS FOR DISTRICT POLICY

1. To hold a public hearing to review the application. This hearing is to take place at the District Office and selected school sites.
2. To conduct an annual parent meeting at each school site to review the policy and to make suggestions for improvement of the policy.

I. EVALUATION

It is the policy of DCSD Title I Program to conduct an annual evaluation. Parents shall be involved in the evaluation process. The purpose and intent of the evaluation is to aide in determining:

1. The impact of DCSD Title I Program parental involvement policy on total parent participation at all levels.
2. Identifying specific barriers that hinder parent participation at all levels.
3. The need for revising and/or up-dating the parental involvement policy.

J. CONCLUSION

In carrying out the policies and procedures set forth in this document, each Title I school shall adhere to the guidelines as stated. Furthermore, these policies and procedures set forth shall provide full opportunity for parents with limited English proficiency and/or other disabilities to participate fully at all levels.

Descriptor Title: HOMEBOUND INSTRUCTION	Descriptor Code: IDDC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

DeSoto County School System provides homebound instruction to children who suffer physical or mental disabilities and therefore for the following reasons the child cannot attend school:

1. Reasonably unable
2. Dangerous
3. Painful beyond reasonable expectations of success
4. IEP Committee decision

Request for homebound services are to be submitted to the director of the Department of Special Services for consideration.

Parents of students in general education who experience extended illnesses, should contact the principal, or principal's designee, to make arrangements to secure assignments and work to complete while out of school.

Descriptor Title: GIFTED PROGRAM	Descriptor Code: IDDD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

DeSoto County Schools supports gifted education as an integral part of the district’s overall educational offering.

DeSoto County Schools will include provisions for the needs of gifted students.

DeSoto County Schools will conduct an annual screening for all first grade students within the district. The screening of first grade students will identify the potential recipient of gifted education services.

DeSoto County Schools recognizes the Regulations for the Gifted Education Programs in Mississippi, 2006, and will remain in compliance.

DeSoto County Schools recognizes Gifted Education as an integral part of the district’s overall educational offering, therefore the following programs are offered:

IDENTIFICATION OF INTELLECTUALLY GIFTED STUDENTS GRADES 2-8

NOTE: Throughout the identification process, district personnel shall be careful to select measures that target the student’s strengths.

Referral

A student may be referred by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted. The person initiating the referral shall sign the referral form and date it. District personnel shall collect the data required to satisfy the district’s referral criteria.

Assessment

Once the Local Survey Committee has determined that a student should move forward to the assessment phase, district personnel shall review all data available on the student before deciding which measures are most appropriate to be used during assessment. After reviewing the information available, district personnel shall collect measures from at least three of the categories of assessment measures.

Parental Permission for Testing

District personnel shall obtain written parental permission for testing.

Phase I Assessment Criteria

A student who has satisfied the minimal acceptable criteria on any three of the below measures shall move forward to the individual test of intelligence.

1. A full scale score at or above the 90th percentile on a normed group measure of intelligence.
2. A score at or above the superior range on a normed characteristics-of-giftedness checklist.
3. A score at or above the superior range on a normed measure of creativity
4. A score in the superior range on a normed measure of leadership.
5. A score at or above the 90th percentile on a normed measure of cognitive abilities.
6. A score at or above the 90th percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test.

Phase II Assessment Criteria

Once it has been determined that a student has satisfied minimal criteria on three measures from Phase I of assessment, the student shall move forward to the second phase of assessment, the individual test of intelligence. A student must score at or above 90th percentile composite/full scale or the 90th percentile on approved subtests in order to satisfy eligibility criteria.

Eligibility Determination

Once the Assessment Report is finished, the Gifted LSC shall meet to review all data and determine if eligibility criteria has or has not been satisfied. The LSC shall rule that the student is or is not eligible for the intellectually gifted program.

Parental Notification

District personnel shall notify in writing the parents of each student tested for the intellectually gifted program about the assessment results. District personnel shall offer to explain any of the results that parents have questions about. District personnel shall also notify parents in writing about their rights under the Family Educational Rights and Privacy Act (FERPA).

IDENTIFICATION OF ACADEMICALLY GIFTED STUDENTS GRADES 9-12

NOTE: Throughout the identification process, district personnel shall be careful to select measures that target the student's strengths.

Referral

Students who are rising ninth graders through rising twelfth graders may be referred by a teacher, parent, peer, self, or any other person having reason to believe that the student might be academically gifted.

Referral Criteria

A student shall satisfy at least two of the following criteria before moving to the assessment process:

1. Grade history of A's and B's in the pertinent academic area;
2. Portfolio of the student's work indicating outstanding capabilities in the pertinent academic area (evaluated using a rubric);
3. Group or individual intelligence test administered within the last twelve months;
4. Group or individual achievement test scores(s) in the pertinent academic area (individual achievement test must have been administered within the last twelve months) such as the Mississippi Curriculum Test.

Local Survey Committee

Once the referral data has been collected, the Gifted LSC shall review all data and make one of the following recommendations:

1. The student has satisfied minimal criteria on at least two of the measures stage, and should move forward to the assessment;
2. The student has not satisfied minimal criteria on at least two measures however, the LSC feels strongly that additional data should be collected and the student reconsidered at that time;
3. The student has not satisfied minimal criteria on at least two measures, and the identification process should stop.

Parental Permission for Testing

At this time, if parental permission for testing has not been obtained, district personnel shall obtain written parental permission for testing.

Assessment

Once the LSC has determined that the student should move forward to the assessment phase, district personnel shall review all data available before deciding which measures are most appropriate to be used during assessment.

Assessment Criteria

1. A score at or above the 90th percentile on the total score in the pertinent academic area on a norm-referenced achievement test;
2. A score at or above the 90th percentile in the pertinent academic area on a norm-referenced individual achievement test;
3. A portfolio of the student's work demonstrating outstanding achievement in the pertinent academic area over a period of at least six months. The portfolio shall be evaluated using a rubric approved by the Mississippi Department of Education.

Eligibility Ruling

Once the Assessment Report is finished, the Gifted LSC shall meet to review all data and determine if eligibility criteria has or has not been satisfied. The LSC shall rule that the student is or is not eligible for the academically gifted program.

Parental Notification

District personnel shall notify in writing the parents of each student tested for the academically gifted program about the assessment results. District personnel shall offer to explain any of the results that parents have questions about. District personnel shall also notify parents in writing about their rights under the Family Educational Rights and Privacy Act (FERPA).

IDENTIFICATION OF ARTISTICALLY GIFTED STUDENTS GRADES 9-12

Referral

A student may be referred by a teacher, administrator, counselor, parent, peer, self, or any other person having reason to believe that the student may be artistically gifted.

Referral Criteria

A statement from an individual with documented expertise in the visual arts that the student is in the top 10% of age peers in ability in the visual arts and has an exceptionally high degree of creativity, and one of the following:

1. Published checklist of creativity or norm-referenced test of creativity;
2. Published checklist of characteristics for the visual arts or a published test of ability in the visual arts;
3. Demonstrated individual accomplishment in the visual arts such as recognition at the state level or above;
4. Portfolio of the student's work evaluated using a rubric;
5. Other indicator of an exceptionally high degree of ability in the visual arts.

Local Survey Committee

Once the referral data has been collected, the Gifted LSC shall review all data.

Parental Permission for Testing

District personnel shall obtain written parental permission for testing.

Assessment

Once the LSC has determined that the student should move forward to the assessment phase, district personnel shall review all available data before deciding which measures are most appropriate to be used during assessment.

Assessment Criteria

1. Published checklist of creativity with a score in at least the superior range, or a published test of creativity with a score in at least the superior range;
2. Published checklist of characteristics for the visual arts with a score in at least the superior range, or a published test of ability in the visual arts with a score in at least the superior range;
3. Portfolio of the student's work (all components of the portfolio shall be the individual efforts of the student and completed during the past twelve months) evaluated using a rubric by an individual who derives his/her main source of income from working in the visual arts area and who certifies in writing that the student has an exceptionally high degree creativity and ability in the visual arts which places them in the top 5% of their age peers in that visual arts area.

Individual Audition

If the student has satisfied minimal criteria as outlined above, the student shall successfully complete an individual live audition before a panel of experts. There must be at least three experts on the panel with no more than one being an employee of the district. All members of the panel shall meet at least the following criteria:

1. Possess an advanced degree in the appropriate visual arts area, and
2. Derive their main source of income from working in the appropriate visual arts area.

The district shall maintain written documentation confirming the qualifications of each member of the panel.

The members of the panel shall observe the student performing in the appropriate visual arts area. The evaluation of the panel shall be performed simultaneously, independently, and without discussion of the results. Each member of the panel will complete a rubric and sign a statement certifying that they find that the student has an exceptionally high degree of creativity and exceptionally high ability in the visual arts that places them in the top 5% of age peers.

Eligibility Determination

Once the Assessment Report is finished, the Gifted LSC shall meet and review all data and determine if eligibility criteria has or has not been satisfied. The LSC shall rule that the student is or is not eligible for the artistically gifted program.

Parental Notification

District personnel shall notify in writing the parents of each student tested for the artistically gifted program about the assessment results. District personnel shall offer to explain any of the results that parents have questions about. District personnel shall also notify parents in writing about their rights under the Family Educational Rights and Privacy Act (FERPA).

Legal Reference: The Mississippi Gifted Education Act of 1989, as amended in 1993.

Descriptor Title: IDEA SUPPLEMENTAL SERVICES POLICY	Descriptor Code: IDDE	Adopted Date: January, 2010
	Reviewed Date: January, 2010	Revised Date:

Pursuant to federal law, school districts receiving Individuals with Disabilities Education Act (IDEA) federal funds to provide services to students with disabilities must do so in accordance with IDEA. It is the Board of Education’s intent that IDEA funds shall be used efficiently and effectively to benefit the academic opportunities and progress of students with disabilities.

IDEA funds shall be used to provide educational services that are in addition to the regular services provided during the school day for district students. By adoption of this policy, the Board ensures that IDEA funds are used to supplement educational services for students with disabilities. The Superintendent of Schools shall follow the Federal and State guidelines in determining supplementing services for students with disabilities and upon request, report to the Board on the status of district schools with regard to supplementation.

Legal References: 34 CFR 200.45 (a)

Descriptor Title: DISTRICT ASSURANCE FOR CHILDREN WITH DISABILITIES	Descriptor Code: IDDF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

FREE APPROPRIATE PUBLIC EDUCATION

The DeSoto County School District will provide a free appropriate public education to children ages three (3) through twenty (20), with a disability who, by reason thereof, need special education and, as appropriate, related services as defined under Part B of the Individuals with Disabilities Education Improvement Act of 2007 (IDEA), Mississippi statutes, and the Mississippi Department of Education policies. A free appropriate public education will be provided to students with disabilities residing within the jurisdiction of the district and who are enrolled in the DeSoto County School District. These services will be provided at no cost to the parent, meet the standards of the Mississippi State Board of Education as set forth in state policies and procedures, and in conformity with a student’s Individualized Education Program (IEP). Provision of a free appropriate public education will continue for a student with a disability through the school year in which a student reaches age twenty-one (21) if the student was enrolled in the district and was twenty (20) at the beginning of the school year.

Preschool students who have been determined to have a disability under IDEA, Part B, shall be provided a free appropriate public education in accordance with an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) no later than their third birthday. If the student’s birth date occurs during the summer months, the child’s IEP Committee shall determine the date when services under the IEP will begin. This date will be no later than the beginning of the next school year.

Children participating in early-intervention programs under Part C of IDEA, and who are eligible and will participate in preschool programs under Part B of IDEA, will experience a smooth and effective transition to the district’s preschool program. Appropriate district personnel will participate in transition planning conferences arranged by the Department of Health, the lead agency for Part C of IDEA.

Preschool students who are eligible for services under Section 619 (Preschool Grants Program) of IDEA, Part B, but are provided early intervention services in accordance with Part C of IDEA will not be eligible nor provided a free appropriate public education in accordance with Part B by the district.

In accordance with Part B of IDEA regulations, students with disabilities who have graduated from high school with a general education diploma are not entitled to a free appropriate public education by the district.

Procedures for the implementation of this policy by the district are those contained in the state regulations that are relevant to local school districts and issued by the Mississippi Department of Education.

Legal References: 20 U.S.C. § 1401(9); 20 U.S.C. § 1412(a)(1); 20 U.S.C. 1438(4); 20 U.S.C. § 1412(a)(9); 20 U.S.C. § 1437(a)(9); 20 U.S.C. § 1435(c)

EXTENDED SCHOOL YEAR SERVICE

The DeSoto County School District will ensure that extended school year (ESY) services are available as necessary to provide a free appropriate public education. ESY services are special education and related services that are provided to a child with a disability which meet the standards of the Mississippi Department of Education's criteria in state regulations. Services, as appropriate, will be provided beyond the normal school year of the district, in accordance with the student's IEP, and at no cost to the parents.

Legal References: 20 U.S.C. § 1401(9)

FULL SERVICE GOAL

The district is committed to serving students with disabilities and hereby sets a goal of expanding and providing full educational opportunities for all students with disabilities, ages birth through twenty-one (21) in accordance with the Mississippi Department of Education's policies and procedures. The opportunities will be provided in accordance with applicable state statutes, federal laws and the Mississippi Department of Education's policies.

Legal References: 20 U.S.C. § 1412(a)(2)

CHILD FIND

The DeSoto County School District will continue its efforts to search for unserved children, ages birth through twenty-one, who are in need of special education and related services as defined under IDEA, Part B. Children with disabilities, including children who are homeless children or are wards of the State, regardless of the severity of their disability are identified, located and evaluated for services. In accordance with IDEA, Part B, the district will conduct Child Find activities for children who reside in the district's jurisdiction and who are enrolled in the district.

Similar Child Find activities undertaken for the public school children enrolled in the district will be conducted with respect to the identification, location and evaluation for those children with disabilities who are enrolled in private, including religious, elementary and secondary schools located within the boundaries of the district. The Child Find process will be completed in a time period comparable to that for other students enrolled and attending public schools within the district.

The district will adhere to the relevant policies and the procedures for implementation of the Child Find requirements for local school districts under IDEA, Part B, as issued by the Mississippi Department of Education.

Legal References: 20 U.S.C. § 1412(a)(3); 20 U.S.C. § 1412(a)(10)(A)(ii)

EVALUATION AND DETERMINATION OF ELIGIBILITY – PROTECTION IN EVALUATION

All testing and evaluation materials and procedures used by the DeSoto County School District personnel for assessment and placement will be, to the maximum extent possible, selected and administered so as not to be racially or culturally discriminatory. The district will ensure that no child will be misclassified, misplaced, or unnecessarily identified as having a disability because of the inappropriate selection, administration or interpretation of materials or procedures. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it clearly is not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

The DeSoto County School District will conduct a full and individual initial evaluation in accordance with the policies and procedures of Mississippi Department of Education prior to the initial provision of special education and related services to a student with a disability. Following a referral for an initial evaluation, the district will ensure a Comprehensive Assessment is conducted. A reevaluation will be conducted of each student with a disability in accordance with the regulations of the Mississippi Department of Education.

All initial evaluations and reevaluations conducted by the district will be provided at no cost to the parent. The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

Legal References: 20 U.S.C. § 1412(a)(6)(B); 20 U.S.C. § 1414(a)-(c)

CONFIDENTIALITY OF INFORMATION

The DeSoto County School District will protect the confidentiality of any personally identifiable data, information and records collected and maintained relative to students with disabilities as required under IDEA, Part B, and the Family Educational Rights and Privacy Act (FERPA). The procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

Legal References: 20 U.S.C. § 1417(c)

INDIVIDUALIZED EDUCATION PROGRAM

In accordance with the policies and procedures of the Mississippi Department of Education, the DeSoto County School District will ensure the development, implementation, review,

maintenance, and revision of each student's IEP periodically but not less than annually. Educational placement decisions will be determined by a student's IEP Committee, except when a school official has the authority under IDEA, Part B, to remove a student with a disability from the student's current placement due to a violation of school rules. The DeSoto County School District will initiate and conduct IEP meetings to develop, review, and revise the IEP of a student residing within its jurisdiction who is provided special education and related services in accordance with the regulations issued by the Mississippi Department of Education. The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

Legal References: 20 U.S.C. § 1414(d)

PROCEDURAL SAFEGUARDS

The DeSoto County School District assures the provision of the rights and the procedures provided to parents and students with disabilities as required under IDEA, Part B, and the regulatory policies and procedures issued by the Mississippi Department of Education. Due process rights are provided to students with disabilities and their parents. The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education.

Legal References: 20 U.S.C. § 1412(6)

LEAST RESTRICTIVE ENVIRONMENT

The district, to the maximum extent appropriate, educates students with disabilities with students having no disabilities in their age range. The removal of the students with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with supplementary aids and services cannot be achieved satisfactorily. A continuum of alternative placements based on individual students' IEPs will be provided to students with disabilities in the district. Placement of the students will be determined at least on an annual basis and will be as close to the student's home as possible. In selecting the least restrictive environment for each student, consideration is given to any potentially harmful effect on the student or the quality of services needed.

The district's procedures for implementation of this policy are those contained in the state regulations issued by the Mississippi Department of Education. The IEP Committee, when determining placement of each student with a disability, will utilize this policy and the designated procedures.

Legal References: 20 U.S.C. § 1412(5)

PLACEMENT IN PRIVATE SCHOOLS BY AGENCY

The district ensures each student with a disability under IDEA, part B, placed in or referred to a private school by the district will be provided special education and related services as stipulated by the IEP. The district will be responsible for the educational cost of such placement and will ensure that in the district's judgment an appropriate education is available. Students with disabilities placed in a private school or facility by the district will have all of the rights under IDEA of a student with a disability that is served within the district.

Legal References: 20 U.S.C. § 1412(a)(10)(B)

PLACEMENT IN PRIVATE SCHOOLS BY PARENT

In accordance with the Individuals with Disabilities Education Improvement Act of 2004, the district will not be required to pay for the cost of education, including special education and related services, of a student with a disability at a private school or facility by their parents if the district made a free appropriate public education available to the student.

Legal References: 20 U.S.C. § 1412(a)(10)(C)

PLACEMENT IN PRIVATE SCHOOLS BY PARENT – PARTICIPATION PROVISION UNDER IDEA

To the extent consistent with the number and location of children with disabilities enrolled by their parents in private schools, including religious, elementary schools and secondary schools located within the jurisdiction of the district, provision will be made for their participation in activities assisted or carried out under Part B of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) by providing them an opportunity to receive special education and/or related services in accordance with the policies and procedures under IDEA, Part B, and those issued by the Mississippi Department of Education.

Legal References: 20 U.S.C. § 1412(a)(10)(A)

PERFORMANCE GOALS

The DeSoto County School District will utilize the established performance goals and indicators established by the Mississippi Department of Education to assess the district's progress toward achieving those established goals.

Legal References: 20 U.S.C. § 1412(a)(15)

PARTICIPATION IN STATE AND DISTRICT-WIDE ASSESSMENTS

The district will ensure children with disabilities are included in all general state and district-wide assessment programs, with appropriate accommodations in the administration of such tests in accordance with the policies and procedures established by Mississippi Department of Education and the local school district. Children with disabilities who cannot participate in general state and district-wide assessment programs with accommodations will be provided an alternative assessment in accordance with policies and procedures established by the Mississippi Department of Education and the local school district and as indicated in their respective individualized education programs.

Legal References: 20 U.S.C. § 1412(a)(16)

PROMOTION AND RETENTION PROVISIONS FOR STUDENTS WITH DISABILITIES	Descriptor Code: IDDDFA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District is committed to an educational program that promotes success for all students, including students with disabilities. The general student promotion requirements apply to a student with disabilities who is eligible for services under the Individuals with Disabilities Education Improvement Act (IDEA) unless modified or alternative criteria are designated in the student’s Individualized Education Program (IEP) by appropriate team members. Consideration, planning, and decision making for students with disabilities will be the responsibility of the Individualized Education Plan (IEP) team.

Students with disabilities who meet the requirements of their promotion criteria in the IEP as determined by each student’s individualized education program team will be promoted. Students in programs for students with disabilities shall progress in accordance with the individual education programs approved for them by the IEP team.

Legal Reference: 20 U.S.C. §1414(e); §1411(a)(5)

Descriptor Title: GRADING FOR STUDENTS WITH DISABILITIES	Descriptor Code: IDDFB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: July, 2010

It is the policy of the DeSoto County School District to provide all students with appropriate opportunities which will enable them to meet the curriculum content standards at all grade levels. DeSoto County Schools is committed to the integrity of all programs offered by the district. All students are given a reasonable opportunity to participate in all instructional programs. Participation is determined by the student's Individualized Education Plan (IEP).

Students who have a disability that adversely affects educational performance will be included in the general education curriculum and/or the general education environment to the maximum extent possible. As a result, the IEP of these students will delineate all aspects of the student's educational program, which will be determined by the IEP Committee. These aspects may include, but are not limited to:

1. Options for Graduation
2. Options for Grading
3. Options for the Least Restrictive Environment

To protect the established standards of the instructional program, the following is necessary to consider on a case-by-case basis. For the purposes of this policy, accommodation and modification are defined as follows:

1. An **accommodation** does not fundamentally and substantially lower the standards or objectives being taught in the general education class. Rather, accommodations allow students with learning differences equal access to the general education curriculum and provide different ways for these students to demonstrate mastery.
2. A **modification** does fundamentally or substantially lower the standards or objectives for mastery to allow access to the general education environment. A modification allows for an objective to be altered so the individual instructional needs of the student can be met, as determined by the IEP team.

The DeSoto County School District will adhere to the following policy for determining and reporting grades or progress for students with disabilities:

1. The grading system used in the general education program will be utilized for students who receive instruction through the general education program and are expected to master the same objectives as general education students.

2. Students who receive instruction through the general education program via an alternate or modified curriculum (which differs from that provided to grade level peers) will be assigned grades for each academic area addressed on his/her Individualized Education Plan (IEP). Grades will be provided based upon the mastery of the objectives/benchmarks outlined on the IEP using the general education grading system or the special education grading system with input from the general education and special education teachers. The IEP Committee will determine which grading system is most appropriate for the individual student. Students will not earn a Carnegie unit when an alternate or modified curriculum is provided.
3. Students who receive direct instruction in academic areas from a special education teacher will receive grades for each academic area based on mastery of objectives/benchmarks identified within the IEP. The student's progress report and report card will reflect that these grades are based upon the objectives/benchmarks addressed on the student's IEP. The general education grading system can be used or the special education grading system. The IEP Committee will determine which grading system is most appropriate for the individual student; however, students will not earn Carnegie unit credits.
4. Students who receive direct instruction from a special education teacher in a functional/life skills class will receive grades based on mastery of objectives/benchmarks addressed on the student's IEP. The following grading system will be used:
 - Satisfactory = S = 100-75%
 - Needs Improvement = N = 74-70%
 - Unsatisfactory = U = 69% and below
5. Any student enrolled in general education courses who does not meet course requirements, may receive a failing grade, even though accommodations and modifications have been implemented in accordance with the students IEP. However, if a student is unable to function appropriately in the general education class, the IEP Committee will revise the IEP to a more appropriate setting based upon the committee's recommendations.
6. Students on the Occupational Diploma track will not receive Carnegie units for Occupational Diploma classes; they earn credits. However, they may earn a Carnegie unit for any general education class they take and pass. The credits required for Occupational Diploma and any Carnegie units earned can be combined toward graduation with a Mississippi Occupational Diploma.

Three options for a student with disabilities to exit high school are:

1. General Diploma: All criteria for graduation successfully earned.

2. Mississippi Occupational Diploma: A portfolio, including mastery of objectives and successful completion of required work hours or career/technical training, as determined by the IEP Committee.
3. Certificate of Life Skills: Requirements of the IEP have been successfully completed.

Options for exiting high school will be discussed at the annual IEP meeting; however, a determination will not be decided upon until the student's first year of high school. However, the IEP Committee may change a previous decision regarding options for exiting high school at an IEP meeting. Any student graduating with a general education diploma must earn the required Carnegie units.

Grading

For students with disabilities whose Least Restrictive Environment (LRE) is primarily in the general education classroom, the district grading system will be used.

General Education Grading Policy:

100 – 90 = A

89 – 80 = B

79 – 70 = C

69 – 65 = D

64 – 0 = F

For students requiring modified grading or grading given totally from special education, the following will be used, but must be addressed on the IEP. The special education grading policy will only be used when the objectives/benchmarks and/or grades are modified.

Special Education Grading Policy:

Satisfactory = S = 100-75%

Needs Improvement = N = 74-70%

Unsatisfactory = U = 69% and below

Legal Reference: 20 U.S.C. §1412

Descriptor Title: OBSERVATIONS/ SCREENINGS/ ASSESSMENTS	Descriptor Code: IDDFC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District personnel may conduct the following observations/ screenings/assessments without obtaining written parental consent when a student is not being successful in the regular education program:

1. Speech/Language screening;
2. Hearing and/or vision screening;
3. ADD or ADHD checklists;
4. Behavioral observations/checklists; and
5. Functional behavioral assessments

The purpose of these observations/screenings/assessments is to determine a student's strengths as well as possible reasons for the student's lack of success in the regular education program.

If an outside individual or entity contracting with a local educational agency for the purpose of performing an observation in order to make recommendations of possible changes in a child's IEP, or any outside individual or entity making an observation of a child which results in such recommendations, the individual or entity shall submit a report of the observation to the local educational agency. The local educational agency shall notify the parent upon receipt of this report.

ATTENDANCE POLICY FOR MEDICALLY FRAGILE STUDENTS	Descriptor Code: IDDFD	Adopted Date: December, 2010
	Reviewed Date:	Revised Date:

Students who are medically fragile are frequently absent from school for reasons directly related to their severe or life-threatening physical condition. Medically fragile students are identified as those students who qualify for special education in one of the existing categories of handicapping conditions and for whom a licensed physician has provided documentation that an associated or accompanying chronic illness is so severe as to affect the student's school attendance. Medically fragile students are those whose illness frequently places them in life-threatening situations. In addition, they may be technology-dependent on life support systems, i.e. tracheotomy, gastrostomy, etc.

There may be rare instances when a child does not qualify for special education as defined in the Individuals with Disabilities Education Act (IDEA), but would unquestionably meet the definition of handicapped under Section 504 of the Rehabilitation Act of 1973, and thus would also be eligible for consideration as a medically fragile student.

The absence of students, who are medically fragile and have Physicians' documentation to support this, will be excused absences.

PHYSICIAN'S DECLARATION OF MEDICALLY FRAGILE STUDENT

Student's Name: _____ DOB: _____

Diagnosis: _____

Comments regarding physical appearance/condition: _____

Allergies: _____

Seizures, neurological, retardation, other such information: _____

Additional medical information (communicable diseases): _____

Medication: _____

Restrictions: _____

Comments: _____

Does this student's health problem significantly affect attendance? Yes No
Explain: _____

How much would you expect this student to miss due to this chronic illness? _____

Definition of medically fragile student: A student for whom a licensed medical doctor has provided documentation that an associated or accompanying chronic illness is so severe as to affect the student's attendance. A medically fragile student is one whose illness frequently places him/her in life threatening situations.

Physician's Signature

Date

Address

Telephone

Descriptor Title: NONDISCRIMINATORY STATEMENT	Descriptor Code: IDDH	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in compliance with Title VI, Title IX, Section 504 and Title II of the Americans with Disabilities Act (Title II).

Inquiries concerning compliance with these Acts and implementing regulations should be addressed to:

Director of Special Services
Title VI, Title II and 504 Coordinator
DeSoto County Schools
5 East South Street
Hernando, MS 38632
662-429-5271

Director of Federal Programs
Title IX Coordinator
DeSoto County Schools
5 East South Street
Hernando, MS 38632
662-429-5271

Descriptor Title: SECTION 504	Descriptor Code: IDDHA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school system. To ensure the district's compliance with Section 504 as it applies to students with disabilities, the following procedures have been adopted.

1. If a student claims that he/she has been subjected to discrimination on the basis of a handicapping condition, in violation of Section 504 of the Rehabilitation Act of 1973, or if the district has reason to believe that a student has a handicap which substantially limits the student's ability to learn (and the student is ineligible for services under IDEA), the district shall convene a team of people who are knowledgeable of the student's educational needs to review and consider all pertinent information related to the suspected disability. This meeting shall be convened within ten (10) school days after the district receives a written statement describing the specific discriminatory conduct or the district becomes aware of the student's disability affecting the student's ability to learn.
2. The team described in paragraph 1 above shall determine whether the student is disabled under Section 504 and whether that disability substantially limits the major life function of learning. If such a determination is made, the team must further determine what accommodations are required on behalf of the district to allow the student an equal opportunity to participate in school and school-related activities. If the student's parents disagree with the district's conclusion and recommendations, the parents shall be informed of their right to ask for an impartial hearing to decide the matter. Hearing requests shall be made in writing to the superintendent giving specific reasons describing the discriminatory actions by the district and why the district's accommodations are not appropriate.
3. An impartial hearing shall be held within thirty (30) days of receipt of the written request. The district shall obtain as a hearing officer an individual who is not an employee of the district and who is knowledgeable of Section 504. The parent and student may take part in the hearing and have an attorney represent them at their own expense. The district also may be represented by counsel.
4. The hearing officer shall conduct the hearing so as to give the parents an opportunity to present evidence supporting their claim that their child has been subjected to discriminatory treatment in violation of Section 504. The district shall be given the opportunity to present evidence supporting its position with respect to the student. A

recording of the hearing will be made by the district, a copy of which will be provided to the parents.

NOTE: The impartial hearing can be informal with the hearing officer controlling the flow of information from each party. For example, the hearing officer could ask the parties to make statements and present their evidence without resorting to attorneys conducting direct examination, cross examination, opening statements, closing arguments, etc.

5. The hearing officer shall make a decision within five (5) days after the conclusion of the hearing. The decision shall be given in writing to the district's 504 coordinator and the parents.
6. If either parents or the district is aggrieved by the decision of the hearing officer, the aggrieved party may request that the Superintendent of the district review the decision. Such review shall take place within ten (10) days of the request for a review.
7. The Superintendent may overrule, modify or uphold the hearing officer's decision. The review committee shall make its decision within ten (10) days of beginning deliberations on the matter and shall provide a written response to both parties.
8. If either party is aggrieved by the action of the Superintendent, an appeal may be taken to the Board of Education of the district at its next regularly scheduled meeting. The board, in its discretion, may allow a statement to be made by the parents and a representative of the district.
9. The district shall publish its policy of nondiscrimination on the basis of disability and shall inform parents of their rights under Section 504, including the right to examine records relevant to their child, the right to an impartial hearing with representation by counsel and the district's review procedure.
10. The Section 504 Coordinator for the district will be named by the board and published on the DeSoto County Schools' website with contact information provided.

Legal References: 34 CFR § 104.7 and § 104.8, and 34 CFR § 104.31 - § 104.39

Descriptor Title: GED PROGRAM	Descriptor Code: IDDIA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: July, 2010

The DeSoto County School District may provide a GED Option program for those students who are over-age and at risk of dropping out of high school before completion, giving them a second opportunity to complete high school. The program shall be established under the guidelines meeting minimum requirements as specified in Mississippi Code 37-13-92 and applicable policies of the State Board of Community and Junior Colleges as stated in Mississippi Code 37-35-1.

Recommendation for student participation in the GED Option program will be made by the student’s school committee consisting of a school administrator, counselor, classroom teacher, and support staff. The criteria for participation in the GED Option program as outlined in Mississippi Code 37-35-3 will consist of the following:

1. Must be at least (16) sixteen years of age and enrolled in a DeSoto County School;
2. Must be at least (1) one full grade level behind his or her 9th grade cohort OR have acquired less than (4) four Carnegie units;
3. Must have taken every opportunity to continue to participate in coursework leading to a regular high school diploma.
4. The student must be certified to be eligible to participate in the GED course by the school district superintendent, based on the developed criteria.

Students referred to the DeSoto County Alternative Center for behavioral modification are not eligible for placement in the GED program until behavioral goals have been met.

The Superintendent must approve all recommendations, and students may not be placed in the program until written parental or guardian consent is obtained.

Counseling is required prior to enrollment in the GED Option and must be available on a regular basis throughout participation in the program. The GED program will remain under the supervision of the Alternative Education Administrator.

The student/teacher ratio in the GED program shall not exceed 15:1, with an exception of 20:1 when an aide is employed full-time to assist the teacher.

Qualified instructional staff is assigned to instruct and supervise the GED classes which are provided Monday through Friday for a minimum of (20) twenty hours per week – 27.5 hours for ADA.

The cumulative folder and permanent record of each eligible student placed in an approved GED program shall remain at and be maintained by the school of origin.

Students participating in the GED Option program, who are enrolled in subject area courses through October 31 or through March 31 on the block schedule, shall be required to take the end-of-course subject area tests for those courses in which they are enrolled.

Descriptor Title: CLASSIFICATION OF STUDENTS	Descriptor Code: IED	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The classification of students is based on the following requirements.

For students entering the ninth grade in 2005-2006, 2006-2007, and 2007-2008:

Freshman	Grade 9	Has earned fewer than 5½ Carnegie Units
Sophomore	Grade 10	Has earned at least 5½ Carnegie Units and has successfully completed English I
Junior	Grade 11	Has earned at least 11 Carnegie Units and has successfully completed English II
Senior	Grade 12	Has earned at least 16½ Carnegie Units and has successfully completed English III

For students entering the ninth grade in 2008-2009:

Freshman	Grade 9	Has earned fewer than 6 Carnegie Units
Sophomore	Grade 10	Has earned at least 6 Carnegie Units and has successfully completed English I
Junior	Grade 11	Has earned at least 12 Carnegie Units and has successfully completed English II
Senior	Grade 12	Has earned at least 18 Carnegie Units and has successfully completed English III

Descriptor Title: INSTRUCTIONAL MINUTES	Descriptor Code: IEDA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: September, 2009

The instructional day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week.

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

The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more that three days prior to the end of the school year (177 days).

Students (K-8) must receive 150 minutes per week of instruction through a combination of physical education, physical activity, and activity-based instruction. At least 50 minutes per week must be organized physical education.

Students (K-8) must receive 45 minutes of health instruction per week.

Descriptor Title: TEXTBOOK SELECTION AND ADOPTION	Descriptor Code: IFAA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District shall follow the requirements regarding textbook selection and adoption found in Standard 26 of the *Mississippi Public School Accountability Standards*. A copy is found below:

26. The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-51, 37-9-14(2) (b), and 37-7-301(ff)} (Refer to the current edition of *Textbook Administration Handbook Rules and Regulations*.)
 - 26.1 The school district provides each student in each school with current or otherwise appropriate textbooks that are in good condition. {MS Code 37-43-1, 37-9-14(2) (b), and 37-7-301(ff)}
 - 26.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37-43-51} (Refer to *Textbook Administration Handbook Rules and Regulations*.)

REF: MS Code as cited
Mississippi Public School Accountability Standards
Textbook Administration Handbook Rules and Regulations

Descriptor Title: TEXTBOOK FINE AND DAMAGE REPLACEMENT	Descriptor Code: IFB	Adopted Date: August, 2009
	Reviewed Date:	Revised Date:

All textbooks are the property of the State of Mississippi and the public school system. The parent, guardian, or other person having custody of a child to whom textbooks are issued, will be liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbook.

All textbooks must be returned to the issuing school when promoted, transferred, or when attendance is terminated.

Damage

Missing/Damaged Barcode
Writing/drawing/scribbling in book
Torn pages
Excess wear/damage but still usable
Cover of book damaged
Spine damaged
Water damaged but still usable
Broken binding
Water damaged, not usable
Pages missing, not usable
Non-returned book
Obscene writing or drawing on or in the book

Fine

\$2.00
\$1.00 per page up to price of book
\$3.00
10% of cost of the book
15% of cost of the book
15% of cost of the book
25% of cost of the book
30% of cost of the book
Cost of the book
Cost of the book
Cost of the book
Cost of the book

Descriptor Title: COMMUNITY INSTRUCTIONAL RESOURCES	Descriptor Code: IFC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

In an effort to provide quality educational opportunities to all students, the DeSoto County Board of Education encourages schools to provide academic, cultural, recreational and aesthetic programs that provide activities that develop the whole student. In many situations the surrounding community has the resources to make this possible.

In the event that resource persons can be used in the regular classroom setting, approval from the principal must be obtained. This approval must be given by the principal in regard to topics as well as materials prior to the extension of an invitation to such resource persons. In addition, teachers must state (in writing) the instructional purpose for having the presentation from the resource person.

Descriptor Title: PRAYER IN SCHOOLS	Descriptor Code: IG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It is the policy of the DeSoto County Board of Education not to prevent, or otherwise deny participation in, constitutionally protected prayer in the district's schools, consistent with guidance issued by the U.S. Department of Education under the No Child Left Behind Act, and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U. S. Constitution.

Under No Child Left Behind guidelines, students have the following rights:

1. To engage in private, non-disruptive activity such as prayer or bible reading while at school;
2. To participate in before or after school events that have a religious content;
3. To study about religion when appropriate to the curriculum;
4. To produce written expressions of religious beliefs in homework, artwork, and other assignments;
5. To distribute in a non-disruptive manner, subject to reasonable restrictions as to time, place, and manner, religious literature;
6. To be excused for religious reasons from participation in school programs or activities;
7. To be granted release time to attend religious events;
8. To wear clothing that includes a non-disruptive religious theme or message;
9. To be given access to school media to announce religious events in the same manner as other organizations; and,
10. To be granted access to school facilities for religious activities in the same manner as other organizations.

Students shall not coerce or intimidate other students to listen or participate in their private exercise of religious activities. Likewise, no student shall be harassed or ridiculed because of his/her participation in religious activities. Distribution of literature and materials, including those of a religious nature, shall be done in accordance with Board policies regarding the distribution of literature and materials applicable to all groups. The school cannot endorse or sponsor the distribution of outside literature or an outside organization. School administrators, teachers and staff shall take a neutral approach regarding the promotion of prayer or other religious activities in schools or at school-sponsored events. They cannot interfere with students exercising their religious rights as permitted by law and they cannot tell or suggest to students that they should pray or participate in religious activities. Prayer over the intercom or at school-related activities shall not be allowed except as specifically stated above. Students may begin the school day with a brief period of quiet reflection of up to 60 seconds. This is not intended to be a religious service or exercise. Administrators, teachers and staff should not conduct themselves in any manner that would suggest that this period of quiet reflection is a time of prayer but should remain neutral in this activity. The Board is committed to following the law and to protecting the freedoms of all students, both those who wish to exercise their religious freedoms and those who prefer not to exercise those rights.

LEGAL REF.: Public Law 107-110 (No Child Left behind Act of 2001)

Descriptor Title: GRADING POLICY	Descriptor Code: IHA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2012

GENERAL PROVISIONS FOR GRADING

Minimum Standards

Students must demonstrate mastery of the content required for each grade/course.

Content for grades 1-5 is determined by objectives listed in the Mississippi Curriculum Frameworks and the Common Core State Standards for English Language Arts, and Mathematics.

Content for grades 6-12 is determined by objectives listed in the Mississippi Curriculum Frameworks and the Common Core State Standards for English Language Arts, and Mathematics.

Monitoring Student Progress

Each teacher has the responsibility of identifying pupils who are not making satisfactory progress toward the achievement of grade level or course objectives.

Teachers are encouraged to notify parents during each grading period if students do not meet minimum requirements. (Progress Reports will be sent at week four or week five of the nine-week period.)

Teachers are not required by district policy to take a specified number of grades. However, any grades taken must be posted to the electronic grade book bi-weekly.

The following guidelines apply to all subject areas:

1. The DeSoto County School District requires that the Mississippi Curriculum Framework competencies and objectives and/or the Common Core State Standards for English Language Arts, and Mathematics be included in the scope and sequence of every subject area. The school district provides a curriculum manual for each teacher.
2. Required lesson plans are developed and include all of the components outlined and approved by the school district.

DeSoto County Schools Grading Scale

A	–	90	-	100
B	–	80	-	89
C	–	70	-	79
D	–	65	-	69
F	–	0	-	64

For first and second grade science and social studies, the following grading scale is used:

S	–	Satisfactory
N	–	Needs Improvement
U	–	Unsatisfactory

GRADING POLICY

Grades 1-5

Each nine-week grade is computed by averaging the grades for those nine weeks. This will be a compilation of the grades that the teacher has for the student in his/her gradebook including but not limited to formative assessments, quizzes, homework, classwork, unit tests, common assessments, etc.

The semester grade is computed by averaging the two nine-week grades. The yearly grade is computed by averaging the two semester grades.

The grading policy for students with disabilities with current Individualized Education Plans (IEPs) will be consistent with policy IHFA.

Grades 6-8

Each semester grade is computed by averaging the grades for that semester. Eighty percent (40%-first nine weeks; 40%-second nine weeks) of the grade will be a compilation of the grades that the teacher has for the student in his/her gradebook including but not limited to formative assessments, quizzes, homework, classwork, unit tests, nine-week tests, etc. Twenty percent of the grade will be the grade received on the semester exam. The final grade for a course will be computed by averaging the two semester grades.

Pre-Advanced Placement courses will be weighted at 1.05.

Grades 9-12

Each term grade is computed by averaging the grades for that term. Eighty percent of the grade will be a compilation of the grades that the teacher has for the student in his/her gradebook including but not limited to formative assessments, quizzes, homework, classwork, unit tests, mid-term tests, etc. Twenty percent of the grade will be the grade received on the end of course final exam for half credit courses and end of term exams for

full credit courses. In full credit courses, the final grade will be the average of the two term grades.

The grading policy for students with disabilities with current Individualized Education Plans (IEPs) will be consistent with policy IHFA.

Advanced Courses, Advanced Placement Courses, and Dual Enrollment Courses will be weighted as outlined in policy IHC.

DUAL ENROLLMENT/DUAL CREDIT BOARD POLICY	Descriptor Code: IHAB	Adopted Date: September, 2012
	Reviewed Date:	Revised Date:

Definition

Dual Enrollment – A student is enrolled in an IHL/CJC course for college credit **only**. The student does not receive credit on his or her high school transcript.

Dual Credit – A student is enrolled in an IHL/CJC course for both college credit and high school credit.

Eligibility

Students wishing to participate in the DeSoto County Schools’ Dual Enrollment/Dual Credit program must meet the following eligibility requirements:

- 1) 14 Core Carnegie Units (minimum) and/or Junior status with a 3.0 GPA in all courses
- 2) In the absence of 14 Core Carnegie Units and/or Junior status
 - a. 30 Composite ACT score with an overall 3.0 GPA **OR**
 - b. 3.5 GPA in all courses
- 3) Appropriate ACT/SAT (or equivalent scores for placement)

Preliminary Approval

The District and IHL or CJC institution must have an articulation agreement in place prior to enrollment in a Dual Enrollment/Dual Credit course.

Program Continuation

The student must earn a “B” average in the first two approved courses.

Approved Dual Credit Courses

In order to receive dual credit for a college course, the course must be listed as an approved course in the *Mississippi Department of Education Approved Courses for Secondary Schools*.

A student is not allowed to take English II, Algebra I, U.S. History, or Biology I for dual credit. Additionally, English I, II, III, and IV are required courses for graduation in DeSoto County Schools. If a student chooses to take an additional college-level English course (for example, Freshman Composition) for dual credit, the course will be recorded on the high school transcript as an elective. All DeSoto County students must enroll in one course on a DCS campus.

Each Dual Credit course will count as one (1) Carnegie Unit and will be weighted at 1.10.

Descriptor Title: PARENT CONFERENCES	Descriptor Code: IHAD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Parents are urged to visit the schools and confer with principals, counselors, or teachers concerning the work of their child. Conferences will be arranged at times designated by the principal. Parents should call the school office to make such appointments.

Descriptor Title: EQUIVALENCE IN INSTRUCTIONAL STAFF AND MATERIALS	Descriptor Code: IHB	Adopted Date: October, 2009
	Reviewed Date: October, 2009	Revised Date:

Pursuant to federal law, school districts receiving Title I funds to provide educational services to students must do so in accordance with Title I of the Elementary and Secondary Act of 1965 and subsequent amendments including, but not ending with the No Child Left Behind Act of 2001. It is the Board of Education’s intent that Title I funds shall be used efficiently and effectively to benefit the academic opportunities and progress of students in Schoolwide or Targeted Assistance Programs.

Title I funds shall be used to provide educational services that are in addition to the regular services provided for district students. By adoption of this policy, the Board ensures equivalence among schools in teachers, administrators and auxiliary personnel and equivalence in the provision of curriculum materials and instructional supplies. The Superintendent of Schools shall follow the State Education Department guidelines in determining such equivalence and upon request, report to the Board on the status of district schools with regard to equivalence.

Legal References: 20 U.S.C. 1120A (C) Required Comparability Report for Title I

Descriptor Title: SENIOR CLASS RANKINGS	Descriptor Code: IHC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: September, 2011

Colleges normally request information regarding the rank of prospective students in their graduating class. The following procedure will be used to determine a student's rank.

1. The final grade for each credit-bearing course will be the basis for the calculation.
2. The final grades will be totaled and divided using the following formula:
 - a. Yearly course grades will count two times.
 - b. Semester course grades will count one time.
 - c. Advanced course grades will be multiplied by 1.05 during calculation.
 - d. Advanced Placement (AP) course grades will be multiplied by 1.10 during calculation. Students must take the Advanced Placement assessment to earn the weighted grade.
 - e. Dual credit course grades will be multiplied by 1.10 during calculation.
 - f. PSAT courses (ACT/SAT I – 1 credit, ACT/SAT II - .5 credit) will be multiplied by 1.10 during calculation.
3. The average will be calculated to the nearest one-hundredth. (For example – 89.59)

When necessary to calculate a grade point average (GPA), the following procedure will be used.

1. The final grade for each credit-bearing course will be the basis for the calculation.
2. Four quality points will be awarded for an A, three for a B, two for a C, and one for a D.
3. GPA's will be totaled and divided using the following formula:
 - a. Yearly course grades will count two times.
 - b. Semester course grades will count one time.
 - c. Advanced and Advanced Placement (AP) course grades will count according to the scale below.
4. The quality point average will be calculated to the nearest one-hundredth.

The following scale will be used for advanced and AP courses:

Numerical Average	Letter Grade	Grade Point Advanced	Grade Point AP
90 - 100	A	5 points	6 points
80 - 89	B	4 points	5 points
70 - 79	C	3 points	4 points
65 - 69	D	2 points	3 points
Below 65	F	0 points	0 points

Advanced Placement courses are defined as any courses with Advanced Placement in the course title.

Advanced courses are as follows: Accelerated English 9-12, Third-year Languages, Chemistry II, Advanced Chemistry, Advanced Biology, Physics, Human Anatomy and Physiology, Pre-Calculus, Trigonometry, Calculus, and other courses designated as “gifted.”

To be considered for Valedictorian and Salutatorian, credits for three semesters prior to ranking must be earned at the graduating school.

Descriptor Title: ACADEMIC HONOR ROLL	Descriptor Code: IHD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

DeSoto County Schools promotes academic excellence. Therefore, each DeSoto County School will recognize Academic Principal's Honor Roll and Academic Honor Roll.

Academic Principal's Honor Roll Criteria: All A's (90-100) in all academic subjects; in grades 1-2, S's (Satisfactory) in science and social studies

Academic Honor Roll Criteria: All A's (90-100) and B's (80-89) in all academic subjects; in grades 1-2, S's (Satisfactory) in science and social studies

Conduct and Handwriting grades are not considered.

Individual schools may choose to honor students with additional awards. (For example, character development, improvement)

Descriptor Title: PROMOTION/RETENTION	Descriptor Code: IHE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Promotion – Kindergarten

Promotion or retention in kindergarten is a joint decision between the parent and the school.

Promotion – Grades 1-3

In order to be promoted in grades 1-3, a student must meet the following requirements:

- earn a minimum yearly average of 65 in reading, mathematics, and English

Promotion – Grades 4-6

In order to be promoted in grades 4-6, a student must meet the following requirements:

- earn a minimum yearly average of 65 in reading, mathematics, English, science, and social studies

Promotion – Grade 7

In order to be promoted in grade 7, a student must meet the following requirements:

- earn a minimum yearly average of 65 in mathematics, English/literature, science, and social studies

Promotion – Grade 8

In order to be promoted in grade 8, a student must meet the following requirements:

- Earn a minimum yearly average of 65 in English/literature, science, and social studies*

Promotion – Grades 9-12

Promotion in grades 9-12 is based upon earning Carnegie units. A Carnegie unit or half-unit is earned when a student completes the course with an average of 65. Half-units are earned in courses designed to be completed in one semester. (Refer to Classification of Students – IED)

The high school academic program in the DeSoto County School District requires four (4) full years or eight (8) semesters of work. Students may not take courses that are sequential in nature until the proper prerequisites have been successfully completed. (For example a

student may not take Algebra 2 without having passed Algebra 1). Exceptions to this rule may be made for seniors who may be permitted to take two sequential classes concurrently. (For example: English 3 and English 4)

Students failing to advance to the next grade level in high school may request permission from the principal to do one of the following:

1. To earn no more than two (2) units in summer school – one unit through DeSoto County Schools summer school program and one unit through Mississippi Virtual Public School;
2. To take initial coursework in summer school without restriction of grade classification for courses in English, math, or social studies;
3. To earn a maximum of one (1) Carnegie unit per year by correspondence from any accredited university;
4. To earn two (2) Carnegie units in English concurrently during their final high school year.

*** If a student does not earn a minimum yearly average of 65 in 8th grade pre-algebra, transition to algebra, or algebra course, the student may be promoted pending the successful completion of all other promotion criteria. The student may re-take the pre-algebra, transition to algebra, or algebra course the following year or attempt to earn the credit during the summer session.**

Descriptor Title: GRADUATION REQUIREMENTS	Descriptor Code: IHF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2010

**SENIORS OF SCHOOL YEAR 2008-2009, 2009-2010, 2010-2011
(Entering ninth graders in 2005-2006)**

Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma. Students who choose to opt out beginning school year 2009-2010 must complete the minimum graduation requirements below and receive a passing score on the required high school exit examinations.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4¹	
MATHEMATICS	4²	Algebra I
SCIENCE	3³	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies ⁴
HEALTH	½	Comprehensive Health <i>or</i> Family and Individual Health
BUSINESS & TECHNOLOGY	1⁵	1 Computer Discovery <i>or</i> ½ Keyboarding <i>and</i> ½ Computer Applications
THE ARTS	1	Any approved 500.000 course <i>or</i> completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	5½⁶	
TOTAL UNITS REQUIRED	22	

¹ English I, English II, English III, and English IV are required for graduation. Compensatory Reading and/or Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation.

² Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation. Beginning school

year 2004-2005 for all entering eighth graders, at least one of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit.

- ³ Two units may be in Allied Health I and II if the student completes the two-course sequence.
- ⁴ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.
- ⁵ Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).
- ⁶ Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

**SENIORS OF SCHOOL YEAR 2011-2012
(Entering ninth graders in 2008-2009)**

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and later) will be required to have a minimum of 24 Carnegie units as specified below and pass the required subject area tests, unless their parent/guardian requests to opt the student out. Any student who is taken out of these requirements will be required to complete the graduation requirements as specified for seniors graduating in 2007-2008.

Beginning in the eighth grade, DeSoto County Schools will make parents aware of the opportunity to opt out of the graduation requirements as listed below. However, parents will not have the opportunity to officially opt their student out of the requirements until the student has attended high school for two years or it is an IEP committee decision. If a parent chooses to opt his or her student out of the graduation requirements listed below, the parent and student must attend a conference and sign the necessary forms in the presence of a school official (counselor, principal, etc.) and agree to comply with all parts of the program included in the opt out application form. Students who opt out will receive a diploma with the school name being "Mississippi Department of Education," not their respective high school.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4¹	
MATHEMATICS	4²	Algebra I
SCIENCE	4³	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies ⁴
HEALTH	½	Comprehensive Health <i>or</i> Family and Individual Health
BUSINESS & TECHNOLOGY	1⁵	1 Computer Discovery <i>or</i> ½ Keyboarding <i>and</i> ½ Computer Applications
THE ARTS	1	Any approved 500.000 course <i>or</i> completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	5½⁶	
TOTAL UNITS REQUIRED	24	

¹ English I, English II, English III, and English IV are required for graduation.
Compensatory Reading and/or Compensatory Writing may not be included in the four

English courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation.

- ² Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit.
- ³ Two units may be in the following courses if the student completes the 2-course sequence: Allied Health I and II. Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics.
- ⁴ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.
- ⁵ Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).
- ⁶ Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

**SENIORS OF SCHOOL YEAR 2012-2013
(Entering ninth graders in 2009-2010)**

Beginning school year 2009-2010 and thereafter, all entering ninth graders (seniors of school year 2012-2013 and later) will be required to have a minimum of 26 Carnegie units as specified below and pass the required subject area tests, unless their parent/guardian requests to opt the student out. Any student who is taken out of these requirements will be required to complete the graduation requirements as specified for seniors graduating in 2007-2008.

Beginning in the eighth grade, DeSoto County Schools will make parents aware of the opportunity to opt out of the graduation requirements as listed below. However, parents will not have the opportunity to officially opt their student out of the requirements until the student has attended high school for two years or it is an IEP committee decision. If a parent chooses to opt his or her student out of the graduation requirements listed below, the parent and student must attend a conference and sign the necessary forms in the presence of a school official (counselor, principal, etc.) and agree to comply with all parts of the program included in the opt out application form. Students who opt out will receive a diploma with the school name being "Mississippi Department of Education," not their respective high school.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4¹	
MATHEMATICS	4²	Algebra I
SCIENCE	4³	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies ⁴
HEALTH	½	Comprehensive Health <i>or</i> Family and Individual Health
BUSINESS & TECHNOLOGY	1⁵	1 Computer Discovery <i>or</i> ½ Keyboarding <i>and</i> ½ Computer Applications
THE ARTS	1	Any approved 500.000 course <i>or</i> completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	7½⁶	
TOTAL UNITS REQUIRED	26	

¹ English I, English II, English III, and English IV are required for graduation.
Compensatory Reading and/or Compensatory Writing may not be included in the four

English courses required for graduation; however, these courses may be included in the 7½ general electives required for graduation.

- ² Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 7½ general electives required for graduation. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit.
- ³ Two units may be in the following courses if the student completes the 2-course sequence: Allied Health I and II. Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics.
- ⁴ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.
- ⁵ Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).
- ⁶ Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

GRADING/OPTIONS FOR STUDENTS WITH DISABILITIES TO EXIT HIGH SCHOOL	Descriptor Code: IHFA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

PART I – ACCESS

DeSoto County Schools is committed to the integrity of all programs offered by the District. All students are given a reasonable opportunity to take part in all instructional programs. Participation is determined by the student’s Individualized Education Plan.

Students who have a disability that adversely affects educational performance will be included in the general education curriculum and/or the general education environment to the maximum extent possible. As a result, these students will have an Individualized Education Plan (IEP) that delineates all aspects of the student’s educational program. These aspects are determined by the student’s IEP team, which includes teacher(s) and the student’s parent or caregiver. Aspects of the education program will include, but will not be limited to:

1. Options for graduation
2. Options for grading
3. Options for the Least Restrictive Environment

To protect the established standards of the instructional program, the following is necessary to consider on a case-by-case basis. For the purposes of this policy, accommodation and modification are defined as follows:

1. Accommodation: does not fundamentally and substantially lower the standards or objectives being taught in the general education class. Rather, accommodations allow students with learning differences equal access to the general education curriculum and provide different ways for these students to demonstrate mastery. Accommodations or differentiation allows for students to gain or demonstrate mastery according to his or her individual needs, as determined by the IEP team.
2. Modification: does fundamentally or substantially lower the standards or objectives for mastery to allow equal access to the general education environment. A modification allows for an objective to be altered so the individual instructional needs of the student can be met, as determined by the IEP team.

PART II - GRADING

Students enrolled for the purpose of earning credit are accountable for meeting the requirements for mastery. A credit may be understood as one of the following:

1. A Carnegie Unit required to earn a general education diploma
2. A Mississippi Occupational Diploma (MOD) Credit required for successful completion
3. A Promotion Credit that moves a student from grade to grade

The student's IEP Committee, that includes the teacher(s) and the student's parents or caregiver, will determine if the student is participating for the purposes of a Carnegie Unit or whether a student is participating for a different reason.

In all cases, the general education teacher(s) and the special education teacher should collaborate to implement the student's IEP, to provide the student appropriate instruction, and to determine appropriate opportunities for the student to demonstrate mastery. Any student who is enrolled in a subject with the expectation of receiving a Carnegie Unit as credit for the subject, is allowed to have reasonable accommodations to access the general education curriculum and/or to demonstrate mastery. Accommodations, adaptations, and other forms of differentiated instruction are encouraged.

The grades, credit, and/or participation of students with disabilities will be reflected in one of the following ways on the student's report card:

1. If the student is not in a grade where a Carnegie Unit is applicable and the student is working towards credit for grade promotion, then the numerical grade will be recorded.
2. If the student is in a course where a Carnegie Unit is being awarded and mastery of the standards and objectives is achieved without modifications and the student is receiving appropriate instructional and testing accommodations as determined by the student's IEP, then the student will receive a numerical grade and will be awarded a Carnegie Unit.
3. If the student is in a general education course where a Carnegie Unit is being awarded but the standards and objectives are being modified according to the student's IEP, then the student will be awarded a CR for successful participation or a NCR for unsuccessful participation.

High school students who are instructed in the general education environment for purposes other than earning a Carnegie Unit for the subject will be given a mark of CR for Credit Earned, indicating successful participation in the environment, or NCR for No Credit Earned, indicating unsuccessful participation in the environment. The IEP committee will determine if CR or NCR is earned. For instructional feedback purposes, numerical grades will be used by the teacher on a daily basis.

Three options for a student with disabilities to exit high school are:

1. General diploma: All criteria for graduation is successfully earned.
2. Mississippi Occupational Diploma: A portfolio is successfully completed, as determined by the IEP.
3. Completer: Requirements of the IEP have been successfully completed.

Options for exiting high school will be discussed at an IEP meeting, with the student's parent or caregiver in attendance. A decision regarding the student's exit plan must be made no later than the student's 16th birthday but may be made earlier.

The IEP team may change a previous decision regarding options for exiting high school. Any student, however, graduating with a general education diploma must earn the required Carnegie Units.

Descriptor Title: Credit Recovery Policy	Descriptor Code: IHFB	Adopted Date: September, 2009
	Reviewed Date:	Revised Date:

Credit Recovery Policy

Credit recovery is defined as a course-specific, skills-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. The goal of the credit recovery program is to prevent students from dropping out of high school which will lead to an increase in the district's graduation rate.

DeSoto County Schools will implement a web-based curriculum program to provide extensive support for students in credit recovery, credit completion, remediation and intervention. The program will be aligned with the Mississippi Curriculum Frameworks' competencies and objectives and state standards. The program will provide diagnostic testing which prescribes an individualized study plan for each student as well as progress monitoring to ensure students meet success as they move throughout the lessons.

Admission To or Removal From Credit Recovery

The purpose of credit recovery is to provide a second chance to obtain credit for courses, allowing students to remain on track for graduation. In order for students to be candidates for the program, the following criteria must be met:

1. Parental consent is required before a student can enroll in credit recovery.
2. A student may not participate in credit recovery if a grade below 50 was received for a course.
3. Any student who has passed a state subject area test, but did not receive credit in the course may participate in credit recovery, no matter the grade received in the class.
4. Students who have already received credit for a course are not eligible for credit recovery unless they have not passed the end of course state test(s) required for graduation.

Course Load

Students may enroll in no more than two courses simultaneously. Course work must be completed within one semester for a full credit class and 9 weeks for a half credit class. Seniors must successfully complete spring semester course work by April 1 in order to participate in graduation exercises with their class. Upon completion of a course, a new course may be started subject to the participation criteria state above.

Instruction

APEX Learning is a web-based curriculum program that is accredited by the Northwest Association of Accredited Schools and the NCAA Eligibility Center. Its individualized instruction is aligned with the Mississippi Curriculum Frameworks as well as state standards. The digital curriculum is based on time-tested pedagogical principles.

Apex's core courses, which focus on building essential skills and content knowledge, are designed to enable both struggling and mainstream high school students to succeed. Rich graphics, engaging multimedia, hands-on interactivity and video and audio tracks, provide support for students reading below grade level and address different learning styles for all. Robust scaffolding in the form of annotated readings, study sheets, and graphic organizers assists all learners in making consistent progress through course work. Each semester course offers 70-90 hours of interactive direct instruction, guided practice, and integrated formative, summative, and diagnostic assessment.

The Credit Recovery lab teacher/facilitator provides student support as needed. All tests must be taken on site and proctored by the facilitator. Tests for homebound students may not be taken remotely via the computer without the presence of an official proctor.

Professional Development

Experienced Apex consultants work with the district and each school site to plan, design and implement a successful program. Professional development – both onsite and online – as well as one-on-one coaching and mentoring for teachers and facilitators is provided. User support for all stakeholders including students, parents, teachers, and administrators via phone and email is provided as well.

Grading

The credit recovery program was established for mastering a course. In order for a student to receive credit for a unit, he/she must earn 70% mastery of the material in that unit. This sets the minimum grade for each course taken at 70. Any student receiving a Credit Recovery course grade of 70-100 will receive the necessary points required to pass the original course (65). Students may not acquire a grade higher than 65 for credit recovery courses; however, students will be allowed one replacement grade for a credit recovery course taken.

Descriptor Title: TESTING PROGRAM	Descriptor Code: II	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2010

DeSoto County School District shall periodically assess student performance and achievement in each school. These assessments shall be based upon local goals and objectives that are compatible with and that supplement the minimum performance standards of the Mississippi Department of Education.

DeSoto County School District shall adhere to all requirements of the Mississippi Assessment System and Appendix F of the *Mississippi Public School Accountability Standards* (most recent edition).

Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited by a regional or state agency shall be administered the appropriate curriculum management system test(s) or district-approved norm-referenced achievement test to determine the student’s appropriate grade placement. The test(s) shall be administered within thirty days after the student enrolls in a DeSoto County School, and the student shall be notified not less than five days prior to the administration of the test.

Until the test(s) are administered and scored, the principal at the school where the student is seeking admission may temporarily assign the student to a grade or class comparable to that in which the student would have been had he/she continued in the school from which the transfer was being made.

No student shall be assigned to a grade and/or class more than three grades above or below the grade or class that the student would have been assigned had he/she remained in the school from which the transfer is being made.

Descriptor Title: DESOTO COUNTY SCHOOL DISTRICT INTERNET SAFETY POLICY	Descriptor Code: IJC	Adopted Date: May, 2012
	Reviewed Date:	Revised Date:

INTRODUCTION

It is the policy of DeSoto County Schools 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 DeSoto County Schools 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 DeSoto County 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 DeSoto County School District or designated representatives will provide

age-appropriate training for students who use the DeSoto County Schools Internet facilities. The training provided will be designed to promote the DeSoto County School's commitment to:

- I. The standards and acceptable use of Internet services as set forth in the DeSoto County School's Internet Safety Policy;
- II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking websites, and in chat rooms; and
 - c. cyberbullying 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 DeSoto County Schools at a public meeting, following normal public notice, on May 21, 2012.

EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY	Descriptor Code: IJE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: May, 2012

EMPLOYEE COMPUTER NETWORK/INTERNET ACCEPTABLE USE POLICY

Dear DeSoto County Employee:

All employees of DeSoto County Schools shall be required to sign the following Employee Computer Network/Internet Acceptable Use Policy Acknowledgement, which is the official policy of the DeSoto County School Board.

DeSoto County School System is pleased to offer employees access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. DeSoto County Schools is CIPA (Child Internet Protection Agency), FERPA (Family Educational Rights and Privacy Act) and COPPA (Children’s On-line Privacy Protection Act) compliant.

The use of the Internet is a PRIVILEGE, and inappropriate use will result in a cancellation of those privileges. The user has rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the Desoto County Schools. The administrator of the school and/or the school technology committee will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

By signing this form I agree to the following terms:

1. I will not use the Internet provided at my school for illegal purposes of any kind.
2. I will not use the Internet provided at my school to transmit, receive, or view material that is pornographic in nature.
3. I will not use the Internet provided at my school to transmit, receive or view material that is threatening or harassing in nature.
4. I will not use the Internet provided at my school in an attempt to gain access or “hack” into computer systems that I have no permission to use.
5. I will not use the Internet and/or computers provided at my school to propagate computer viruses.
6. I will not use the Internet provided at my school for the purpose of lobbying or distributing of political information.
7. I will not use the Internet provided at my school for commercial ventures of purchasing, selling, taking orders or placing orders. DeSoto County Schools is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.

8. I will not damage, abuse or misuse the equipment provided for my use at my school.
9. I will not make changes to the screen or appearance of the desktop on computers provided for my use.
10. I will not load games or other software brought from home or downloaded from the Internet onto the computers provided for my use.
11. I will not attempt to bypass school internet filters by way of internet proxy sites.
12. I will not use the Internet provided in the school district to access social networking websites, instant messaging systems, and chat rooms for personal use.
13. I will not use the Internet provided in the school district to engage in Cyberbullying of any type.
14. I will not use the Internet and/or computer to violate any state or federal law (ie. Copyright law).

County provided laptops: Laptops, even when taken home, are the property of DeSoto County Schools and are subject to the same guidelines and policies as computers located at school sites. Usage of these laptops should be limited to DeSoto County School Employees only.

Teacher Web Pages: DeSoto County Schools must have permission to use a child’s picture and/or schoolwork, or an edited selection of schoolwork on the District Website, Teacher Website, printed publications or videos produced and broadcast. Each child will be given a permission form and this information will be tagged in POWERSCHOOL.

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by DeSoto County Schools is for research and discovery or educational media and information.

I have read the above DeSoto County Schools Internet Terms and Conditions and the DeSoto County Schools Technology Procedures. I hereby agree to abide by those standards, restrictions and obligations. As an employee, I agree to instruct the students on acceptable use of Internet and proper etiquette. I agree to use reasonable care to supervise and protect students.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to disciplinary action up to and including termination from employment.

Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

(*PLEASE SIGN AND RETURN TO YOUR BUILDING PRINCIPAL/SUPERVISOR*)

Employee Signature

Date

DESOTO COUNTY SCHOOLS EMPLOYEE TECHNOLOGY PROCEDURES

The Office of Management Information Systems (MIS) is dedicated to providing the best possible service and is committed to ensuring that the information systems resources of DeSoto County Schools are used appropriately for the purposes they are intended.

This policy governs the use of all computers, computer-based communication networks, and all related equipment administered by MIS and/or assigned to an employee to conduct DeSoto County Schools business. The electronic communications and facilities of DeSoto County Schools are the property of the DeSoto County Schools and **by using these facilities, or any equipment, software, or hardware assigned to an employee to conduct DeSoto County School business, the user acknowledges consent to abide by this policy.** A user is defined as any person employed by DeSoto County Schools, which includes full-time, part-time, temporary, contract employees, persons who are employed by contractors or subcontractors of DeSoto County Schools, and any other individuals who are authorized to use agency computer resources. The user should be aware that any communications or uses of the DeSoto County Schools information systems resources or the use of any information systems resources provided to an employee to conduct DeSoto County School business **are not to be considered private or confidential**, and can be monitored at any time. All users are hereby notified that system security features allow any messages or usage to be monitored and archived regardless of passwords and message deletions, and that computer use is subject to search and monitoring at any time.

Appropriate use reflects honesty and ethical behavior and demonstrates consideration in the consumption of shared resources.

SOFTWARE:

Software, including but not limited to Internet downloads, utilities, add-ins, programs (including shareware, freeware and Internet access software), patches, upgrades shall not be installed on any desktop, notebook personal computer (PC), or server by anyone other than a representative of the MIS/Technology Department, without notification to MIS or the Technology Department.

Software owned or licensed by DeSoto County Schools may not be copied to alternate media, distributed by e-mail, transmitted electronically, or used in its original form on other than DeSoto County Schools PCs, or any PC assigned to an employee to conduct DeSoto County School business without express written permission from designated DeSoto County Schools personnel. In no case is the license agreement or copyright to be violated.

Standard software is to be used for all internal functions. Approved nonstandard software is only to be used to interface with customer or vendor organizations when they require the non-standard software. Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the MIS Director/Systems Engineer. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.

HARDWARE:

All PCs, workstations, printers, add-in cards, memory modules, and other associated equipment are the property of DeSoto County Schools and should not be used for purposes other than business. Any PC, workstation, printer, add-in card, memory module, and other associated equipment that are assigned to an employee to conduct DeSoto County School business should not be used for any other purpose. No changes, modifications, additions, or equipment removals may be done without notification to MIS/Technology Departments.

Any equipment being transferred to another employee or to a school district must fill out a transfer form to be submitted to the Accounting Office. Except notebook PCs used in daily offsite work, no information systems equipment should be removed from DeSoto County School premises without the permission of your immediate supervisor. In the event equipment is to be off premises for some time, the employee responsible for the equipment must file a hand-written receipt with MIS/Technology Department.

PRACTICES:

No materials, including obscene, racist, sexist, harassing or offensive based on color, religion, creed, national origin, age, or disability, are to be disseminated in any manner which is derogatory to any person or group.

Downloads of streaming video and clipart/images should be limited to educationally acceptable content.

All external/removable media, e-mail attachments and executable e-mail messages should automatically be scanned for viruses using the virus detection software installed on all DeSoto County School computer workstations which have been configured by MIS/Technology Departments. If you have made any configuration changes to your workstation, even with the approval of MIS/Technology, it is your responsibility to ensure virus protection prior to opening/executing external/removal media, e-mail attachments or executable e-mail messages.

Like all DeSoto County School information systems resources, Internet access and e-mail are for work-related use. Employees shall not use electronic communications systems such as e-mail to harass others or interfere with their work. Employees shall not use the internet for personal business or for other organizations outside of DeSoto County Schools. Visits to sites and e-mail access can and may be monitored at the specific individual level.

Employees will adhere to all terms of the Employee Computer Network/Internet Acceptable Use Policy.

Employees may not use DeSoto County School information systems resources, or any information systems resources provided to an employee to conduct DeSoto County School business for soliciting, personal financial gain, partisan political activities or further disseminating “junk” e-mail such as chain letters.

It is highly recommended that all employees store data files (word documents, spreadsheets, databases, etc.) in their user's directory on the network fileserver. A second option for employees would be to save all data on external/removable media other than the PC hard drive. If the employee is unfamiliar with these options, the office of MIS/Technology will assist in setting these up on their PC. MIS/Technology is not responsible for any data lost on the PC in the process of repairing or replacing the computer.

You are expected to report policy violations, which you observe, to your supervisor, or in the event that the violation involves the supervisor, to DeSoto County Schools Associate Superintendent of Personnel. Likewise, if you are a witness to a violation, you are expected to cooperate in any investigation of the violation.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to disciplinary action up to and including termination from employment.

Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

REVISION:

This policy is subject to periodic revision. MIS/Technology will notify users of these revisions, but it is the user's responsibility to ensure that use of the MIS/Technology computing and communication resources conforms to current policy.

COMPUTER PRINTING:

Printers and printer supplies are provided for school purposes only. No personal printing for personal business or for other organizations outside of DeSoto County Schools, such as churches, political campaigns, etc.

TEACHER WEB PAGES

DeSoto County Schools must have permission to use a child's picture and/or schoolwork, or an edited selection of schoolwork on the District Website, Teacher Website, printed publications or videos produced and broadcast. Each child will be given a permission form and this information will be tagged in POWERSCHOOL.

Descriptor Title: GUEST TECHNOLOGY ACCEPTABLE USE POLICY	Descriptor Code: IIG	Adopted Date: July, 2008
	Reviewed Date: 	Revised Date: May, 2012

GUEST TECHNOLOGY ACCEPTABLE USE POLICY

Dear Guest:

DeSoto County School System is pleased to offer guests access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. DeSoto County Schools is CIPA (Child Internet Protection Act) and COPPA (Children’s On-line Privacy Protection Act) compliant. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, DCS is expected to engage in a “good faith effort” to abide by the requirements of CIPA/FERPA. CIPA/FERPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA/FERPA.

Due to the fragile nature of the equipment being used and the nature of much of the material available over the Internet, this form must be signed by you before use of the equipment will be allowed. The use of the Internet is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action. The administrator of the school and/or the school technology committee will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

As a DeSoto County School guest, I understand that I am responsible for my actions concerning the following items:

1. Guests will not use the Internet provided at their school for illegal purposes of any kind.
2. Guests will not use the Internet provided at their school to transmit, receive, or view material that is pornographic in nature.
3. Guests will not use the Internet provided at their school to transmit, receive or view material that is threatening or harassing in nature.
4. Guests will not use the Internet provided at their school in an attempt to gain access or “hack” into computer systems that they have no permission to use.
5. Guests will not use the Internet provided at their school to access any student records existing on the schools’ networks.
6. Guests will not use the Internet provided at their school to propagate computer viruses.

7. Guests will not use the Internet provided at their school for the purpose of lobbying or distributing of political information.
8. Guests will not use the Internet provided at their school for commercial ventures of purchasing, selling, taking orders or placing orders. DeSoto County Schools is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.
9. Guests will not damage, abuse or misuse the equipment provided for their use at their school.
10. Guests will not make changes to the screen or appearance of the desktop on computers provided at their school.
11. Guests will not load games or other software brought from home or downloaded from the Internet onto the computers provided for their use.
12. Guests will not attempt to bypass school internet filters by way of internet proxy sites.
13. Guests will not use the Internet provided in the district to access social networking websites.
14. Guests will not use the Internet and/or computer to violate any state or federal law (ie. Copyright law).

The above terms take into consideration the privilege of Internet access. The primary purpose of the Internet access provided by DeSoto County Schools is for research and discovery or educational media and information.

Signing below indicates the guest's agreement to follow district policy regarding computer usage and Internet usage. Inappropriate use will result in a cancellation of such privileges and/or legal action.

Guest Name

Date

Descriptor Title: STUDENT TECHNOLOGY ACCEPTABLE USE POLICY	Descriptor Code: IJP	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: May, 2012

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Dear Parent/Guardian & Student:

DeSoto County School System is pleased to offer students access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. DeSoto County Schools is CIPA (Child Internet Protection Act) and COPPA (Children’s On-line Privacy Protection Act) compliant. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, DCS is expected to engage in a “good faith effort” to abide by the requirements of CIPA/FERPA. CIPA/FERPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA/FERPA.

Due to the fragile nature of the equipment being used and the nature of much of the material available over the Internet, this form must be signed by you and your child before use of the equipment will be allowed. The use of the Internet is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action. The administrator of the school and/or the school technology committee will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

As a DeSoto County School parent, I understand that my child is enrolled in the DeSoto County School System and will need to be able to use the computers/equipment at school. I understand, as well, that my child may be involved in research projects and class activities involving the Internet. As parent or guardian, I also understand that I will be responsible for my child concerning the following items:

1. Students will not use the Internet provided at their school for illegal purposes of any kind.
2. Students will not use the Internet provided at their school to transmit, receive, or view material that is pornographic in nature.
3. Students will not use the Internet provided at their school to transmit, receive or view material that is threatening or harassing in nature.
4. Students will not use the Internet provided at their school in an attempt to gain access or “hack” into computer systems that they have no permission to use.
5. Students will not use the Internet provided at their school to access any student records existing on the schools’ networks.
6. Students will not use the Internet provided at their school to propagate computer viruses.

7. Students will not use the Internet provided at their school for the purpose of lobbying or distributing of political information.
8. Students will not use the Internet provided at their school for commercial ventures of purchasing, selling, taking orders or placing orders. DeSoto County Schools is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.
9. Students will not damage, abuse or misuse the equipment provided for their use at their school.
10. Students will not make changes to the screen or appearance of the desktop on computers provided at their school.
11. Students will not load games or other software brought from home or downloaded from the Internet onto the computers provided for their use.
12. Students will not attempt to bypass school internet filters by way of internet proxy sites.
13. Students will not use the Internet provided at their school to access social networking websites, chat rooms, instant messaging systems, etc.
14. Students will not use the Internet provided at their school to engage in Cyberbullying of any type.
15. Students will not use the Internet and/or computer to violate any state or federal law (ie. Copyright law).

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by DeSoto County Schools is for research and discovery or educational media and information.

******* PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION *******

TO BE KEPT ON FILE AT SCHOOL AND TRACKED THROUGH POWERSCHOOL

For Students and Parents/Guardians:

Please read the Acceptable Use Policy for Internet, Electronic Mail, and Equipment Responsibility that is attached. Signing below indicates the parent's/guardian's permission for the student to access the Internet and the student's agreement to follow district policy regarding computer usage and Internet usage. Inappropriate use will result in a cancellation of such privileges and/or disciplinary action. If a signed parental permission is not on file, the student will not be allowed to use on-line services. I understand my child will be educated in Cyberbullying and Internet Safety. I also understand that the district provides a "Cyber Safety Zone" on the website for access at all times.

Student's Name/Grade

Teacher's Name

Parent/Guardian Signature

Date

PUBLICATION OF PICTURE/SCHOOLWORK AGREEMENT:

We ask your permission to use your child's picture and/or schoolwork, or an edited selection of schoolwork, in the following ways without liability to the DeSoto County School District:

1. On the District's Website.
The Web Site will use student's first name and/or first name and last initial only. Personal information such as home address, phone number, social security number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used. Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.
2. In material printed by the District or printed by publishers outside the District. Printed material may include a child's full name. Printed material may include, but is not limited to, brochures, newspaper articles, and print advertisements.
3. In videos.
Videos may include videos produced and broadcast by the District or produced and broadcast by news organizations and others who receive approval from the District.

_____ **Yes**, my child's schoolwork or picture can be used on the District's Web site, in printed publications and/or videos.

_____ **No**, my child's schoolwork or picture **CANNOT** be used on the District's Web site, in printed publications or in videos.

Parent/Guardian Signature

Date

***** PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL*****

Descriptor Title: TEACHING ABOUT RELIGION	Descriptor Code: IKC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

In accordance with United States Supreme Court decisions and the United States Constitution, no religious doctrine, sectarian or denominational teaching shall be permitted in the public schools. The DeSoto County School Board allows secular teaching about religion - the history of religion and comparative religions - and the school shall promote tolerance of religious diversity, encourage a spirit of cooperation, and cultivate harmony among persons of various religious beliefs. The study and recital of patriotic and historic documents having religious references embedded in them is permitted.

The Mississippi Code has the following statements regarding laws on the state level:

Nothing in this code shall be construed to prevent any local school board, in its discretion, from allowing references to religion or references to or the use of religious literature, history, art, music or other things having a religious significance in the public schools of such school district, when such references or uses do not constitute aid to any religious sect or sectarian purpose and when such references or uses are incidental to or illustrative of matters properly included in the course of study. Ms Code § 37-13-161

1. Any teacher, administrator, school council or local school board in any public school district in this state may post in a public school building, classroom or at any school event or read from any historical document or writing relating to the founding of the United States of America or this state, or both, notwithstanding the fact that such materials may include religious quotations, references or illustrations. There shall be no content-based censorship of American or Mississippi History, heritage or culture based on any religious references contained in such documents, writings or records.
2. Principals and teachers in each public elementary and secondary school of each school district in this state shall display on an appropriately framed background with minimum dimensions of eleven (11) inches by fourteen (14) inches, the following motto of the United States of America in each classroom, school auditorium and school cafeteria under his or her supervision: "IN GOD WE TRUST." For purposes of this provision, "classroom" shall mean any room of a public school where instruction takes place. Ms Code § 37-13-163

Furthermore, this policy is not intended, nor shall it be interpreted, to interfere with the individual rights of students otherwise protected by law and the United States Constitution. For further details about religion in the schools see more details regarding the federal law found in policy "IG Prayer in Schools"

REF: Ms Code § 37-13-161 (1997)
Ms Code § 37-13-163 (2001)

Descriptor Title: ABSTINENCE-ONLY EDUCATION (HOUSE BILL 999)	Descriptor Code: IKD	Adopted Date: April, 2012
	Reviewed Date:	Revised Date:

House Bill 999

The Mississippi State Legislature passed House Bill 999, a dual option sex education bill in March of 2011. The law serves as an unprecedented sexuality education mandate for the state. Under the legislation, all school districts in Mississippi are required to teach human sexuality instruction. DeSoto County Schools seeks to affirm its commitment to creating healthy and responsible teens by complying with the state mandate, and Mississippi Code of 1972, Annotated, Section 37-13-171, by:

- Adopting educational programs designed to help students and parents take action to reduce rates of teen birth and sexually transmitted infections and integrating such programs into already established classes in grades 6-12, and
- Establishing principles, guidelines, and strategies for implementing effective sex education programs, referred to in state law as “Abstinence-Only” education programs.

The district shall utilize an age-appropriate, evidenced based, medically accurate, Abstinence-Only curriculum from the list of curricula approved and recommended by the Mississippi Department of Education.

Abstinence-Only Education

DeSoto County Schools will implement an “Abstinence-Only Education Curriculum” approved by the Mississippi Department of Education and

1. Require the implementation of such program and curriculum in the DeSoto County Schools effective at the beginning of the 2012-2013 school year,
2. Require separation by gender in classes when sex-related education is discussed or taught,
3. Prohibit any teaching that abortion can be used to prevent the birth of a baby, and
4. Prohibit instruction and demonstrations on the application and use of condoms.

Definition

Abstinence-Only education includes any type of instruction that does not contradict or exclude components specified in state law. The instruction program may include a discussion on condoms or contraceptives, but only if that discussion includes a factual presentation of the risks and failure rates of those contraceptives.

Parent’s Rights

Each school providing instruction shall be required to provide no less than one (1) week’s written notice to the parents of children in such programs of instruction. The written notice must inform the parents of their right to request the inclusion of their child for such instruction or presentation. The notice will also inform the parents of the right, and the appropriate process, to review the curriculum and all materials to be used in the lesson or

presentation. Upon the request of any parent, the school shall excuse the parent's child from such instruction or presentation, without detriment to the student.

Review of Policy

This policy will be reviewed for quality and program effectiveness in an ongoing effort to be in accordance with the Board's policy review process. This policy shall comply with all applicable provisions of the Mississippi Code of 1972, Annotated, including but not limited to 37-13-171, 37-13-173, 37-13-175, as amended and with all other applicable federal and state laws.

GUIDELINES FOR LESSON PLANS	Descriptor Code: IKI	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Lesson plans are an integral and vital component in the management of student learning. As such, the following guidelines are provided.

- I. Each teacher will have a copy of the current Mississippi Curriculum Framework or the current Curriculum Management System (CMS) for the grade level or subjects assigned.
- II. From the teacher's copy of the framework or CMS, lesson plans will be formulated to include the following components:
 - a. Topic
 - b. Objective
 - c. Procedures
 - d. Resources
 - e. Homework
 - f. Evaluation
 - g. Enrichment
 - h. Remediation
- III. On the daily lesson plan, the teacher will record the topic, the number of the objective being taught, and the resources used to teach the objective. If an objective is not listed in the framework or CMS, the objective is to be written in its entirety. The method of evaluation will be indicated and adjustments for individual differences should be written specifically. These plans must be suitable for use by a substitute teacher.
- IV. Teachers working with students on more than one grade level should request from the principal or CMS clerk a copy of the objectives addressing the skills which those students need. The copy will be placed in the teacher's CMS book or framework binder. Lesson plans will detail the teaching of all objectives taught by the teacher.
- V. Since sound planning insures student learning, great care should be taken in the formulation of daily lesson plans. The following teaching strategies will be employed by all DeSoto County teachers to insure effective delivery of instruction.
 - a. Task Analysis
 - b. Anticipatory Set/Stating Objective
 - c. Teacher Input/Explanation
 - d. Modeling Ideal Behavior
 - e. Checking for Comprehension
 - f. Guided Practice

- g. Independent Practice/Closure
- h. Motivation/Reinforcement
- i. Retention/Transfer

- VI. Lesson plans will be provided to the building principal at a designated time.
- VII. A printed copy of the teacher's lesson plans will be available at all times during school hours.

SECTION "J" STUDENTS

JAA	Equal Educational Opportunities
JBA	Compulsory School Attendance
JBC	School Admissions
JBCCA	Assignment to Schools
JBCD	Transfer of Students from one School Attendance Center to Another
JBCE	Unsafe School Choice Option
JBCF	Withdrawal from School
JBD	Absences and Excuses (K-12)
JCAB	Interrogations, Searches and Arrests
JCB	Gun Free Schools
JCC	Public Conduct Policy
JCCA	School Visitors
JCDAD	Bus Conduct
JCDB	Dress Code
JCED	Sexual Harassment of Students
JD	Code of Discipline K-12
JDA	Corporal Punishment
JDAA	Discipline Plan
JDB	Detention of Students
JDC	Bullying/Harassing Behavior
JDCA	Gang Policy
JDD	Disciplinary Procedures
JGC	Tobacco Free School Property
JGCA	Hearing, Vision, Speech Screening
JGCDB	Diabetes Medical Management
JGCDC	Medication Policy
JGCDD	Asthma/Anaphylaxis Board Policy
JGCE	Student Wellness
JGFA	Emergency Drills
JGFC	Dismissal Precautions
JGFF	Automobile Use

JGFG	Accidents and First Aid
JHA	Fees
JHD	Student Social Events
JKA	Solicitations of Students
JKB	Solicitations by Students
JLA	Hall of Fame and Who's Who
JLB	Early Release/Late Arrival
JLC	Senior Privileges
JLD	Fifth Year Seniors
JLE	Valedictorian and Salutatorian
JLF	Graduates of Distinction and Special Distinction
JO	Distribution of Materials through Students
JQE	Attendance of Pregnant Students
JQKA	Foreign Exchange Students
JQN	Admission of Homeless Students
JR	Student Records
JRA	Student Directory Information
JRB	College Recruitment Guidelines for Athletics

Descriptor Title: EQUAL EDUCATIONAL OPPORTUNITIES	Descriptor Code: JAA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Each student in the DeSoto County School District will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, or extra-curricular activities.

Further, the DeSoto County School District prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action.

REF.: Ms Code § 37-15-35 (1970)
Mississippi Public School Accountability Standards

COMPULSORY SCHOOL ATTENDANCE	Descriptor Code: JBA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

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

DeSoto County School District shall comply with the requirements of the "Mississippi Compulsory School Attendance Law" (Ms Code 37-13-91). Appropriate reports as required by law shall be provided to the Mississippi Department of Education's Office of Compulsory School Attendance Enforcement.

COMPULSORY- SCHOOL-AGE CHILD

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. However, the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to disenroll the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years. Ms Code 37-13-91 (2) (f)

Compulsory-school-age children must be enrolled in school unless the child is:

- a. Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
- b. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
- c. Being educated in a legitimate home instruction program. Ms Code 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 has accumulated five (5) unlawful absences during the school year, the superintendent shall, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the school attendance officer. The superintendent, or his designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. Ms Code 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, which 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. Ms Code 37-13-91 (4)

SCHOOL ATTENDANCE OFFICER

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

Standards 16 is as follows:

16. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {Ms Code 37-13-91 }

REF: Ms Code as cited

Descriptor Title: SCHOOL ADMISSIONS	Descriptor Code: JBC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: May, 2012

The DeSoto County School District will comply with age requirements for entry into kindergarten and grade one as prescribed by law.

I. GENERAL ELIGIBILITY

- A. Except for those students who have been legally transferred, each minor child seeking to enroll in the district shall be a resident. All students shall register at the school they are assigned to attend.
- B. Any new student enrolling in the DeSoto County School District or any continuing student whose residence has changed shall be accompanied to enrollment by the custodial parent, legal guardian, or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. At the time of enrollment, the student’s social security number will be requested. If no social security number is available to the district, the student’s Mississippi Student Information System (MSIS) number will be used to identify and track the student.
- C. No child will be allowed to enroll in any grade (K-12) or attend any school without a certified birth certificate. No child in grades K through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. Valid certificates include:
 - 1. Form 121 – Certificate of Compliance
 - 2. Form 121-A – Medical Exemption Certificate
 - 3. Form 121-T – Temporary Compliance Certificate
 The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.
- D. Subject to the provisions of Paragraph E below, any child who transfers from an out-of-state public or private school in which that state’s law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:
 - 1. The parent or legal guardian of such child was a legal resident of the state from which the child is transferring;
 - 2. The out-of-state school from which the child is transferring is duly accredited by that state’s appropriate accrediting authority;
 - 3. Such child was legally enrolled in a public or private school for a minimum of four (weeks) in the previous state; and
 - 4. The DeSoto County School District superintendent or his designee has determined that the child was making satisfactory educational progress in the previous state.

E. When any child applies for admission or enrollment, the parent, legal guardian or child (in the absence of an accompanying parent or legal guardian) shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. Students who have been expelled or suspended by another school district and who subsequently apply for admission to the DeSoto County School District shall not be eligible to enroll in any DeSoto County school until they are eligible for readmission to and have actually attended classes in their previous school or produce a document showing a reinstatement following their suspension or expulsion. If a student enrolls in the DeSoto County School District and the district learns of an expulsion from another district, the student may be immediately dropped from the school roll.

II. RESIDENCE VERIFICATION PROCEDURE: The definition of residence for school attendance purposes is: the student physically resides full time with his/her parent (must be custodial parent) or legal guardian (as ordered by a judge for other than education purposes), weekdays/nights and weekends, at a place of abode located within the limits of the DeSoto County School District year-round. Except for those students who have been legally transferred, each student identified in paragraph B above must establish residency in the following manner:

A. Students Living With Parent(s) or Legal Guardian(s)

All legal guardians must provide a certified copy of filed petition for guardianship, if pending, and final decree, when granted. (The school will contact and meet only with the legal guardian of the student) When a certified copy of the Court Decree (or petition, if pending) is received declaring the district resident to be the legal guardian of the student, such decree or petition must declare that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.

The parent(s) or legal guardian(s) of a student seeking to enroll must provide the district with two (2) of the following documents (one of which must be item number one (1) as listed below):

1. Mortgage documents or property deed, filed Homestead Exemption Application Form, a tax receipt, apartment/home lease, rental agreement, or tax display document;
2. A utility bill (water, gas, electric, dated within thirty (30) days of date of registration);
3. DeSoto County automobile registration receipt (valid on date of registration);
4. Government assistance documentation (SSI, WIC, Economic Assistance, Medicaid, TANF, or CHIPS);
5. Any other proof deemed acceptable by the school district.

In the event that the above listed requirements cannot be provided, residency may be established by submitting documentation to the Director of Residency.

Whenever necessary, the following forms of residence verification may be used to establish a thirty (30) day temporary enrollment. By the thirtieth (30th) day, additional proofs of residency must be provided. The parent(s) or legal guardian(s) of a student seeking temporary enrollment must provide the district with two (2) of the following documents:

1. Valid Driver's License;
2. Government assistance documentation;
3. Automobile registration;
4. State issued government identification;
5. Any other proof deemed acceptable by the school district.

B. Returning Students

Parents of every returning student will provide proofs of residency on a yearly basis in order to complete the registration process. Proofs required will be as follows:

1. Parents of returning students who have already provided mortgage/lease information need to provide only:
 - a. An up-to-date utility bill;
 - b. An up-to-date lease or rental agreement (only if any changes have been made on the previous presented agreement);
 - c. Any other proof deemed acceptable by the school district.
2. Parents of students living with another family will be required, where applicable, to provide:
 - a. An updated "Affidavit of Residency"

C. Homeless Children

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

D. Students Living With Adults Other Than Parents Or Legal Guardians:

1. The non-parent(s) claiming district residency must meet the same criteria of subparagraph (A), required of a parent or legal guardian.
2. The adult must provide the school with legal guardianship or custodial papers and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations. Examples of situations where guardianship authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
 - a. Death or serious illness of the child's parent(s) or guardian;
 - b. Abandonment of the child;
 - c. Child abuse or neglect;
 - d. Seriously unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a documented detrimental effect on the child;
 - e. Students enrolled in recognized exchange programs residing with host families;
 - f. Incarceration of a parent.
3. Any person who has assumed responsibility for the care and custody of the child shall be expected to begin the process of seeking legal guardianship before enrollment of the child and an approximate completion date must be given.
4. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by the DeSoto County Board of Education.

The requirements of Section II (A) above are minimum requirements and this school district may require additional documentation and verification at any time.

The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district through employment of the parent with the DeSoto County School District.

Each time a student changes schools within the district because of a move or academic progression, residency documentation will be required. The parent(s) or legal guardian(s) must provide the school with two (2) of the following documents (one of which must be item number one (1) as listed below):

1. Mortgage documents or property deed, filed Homestead Exemption Application Form, a tax receipt, apartment/home lease, rental agreement, or a tax display document;
2. A utility bill (water, gas, electric, dated within thirty (30) days of date of registration);
3. DeSoto County automobile registration receipt (valid on date of registration);
4. Government assistance documentation (SSI, WIC, Economic Assistance, Medicaid, TANF, or CHIPS);
5. Any other proof deemed acceptable by the school district.

In the event that the above listed requirements cannot be provided, residency may be established by submitting documentation to the Director of Residency.

Any court ordered procedure shall take precedence over any procedure contained herein.

III. **TEMPORARY ENROLLMENT:** Students will be allowed temporary enrollment status if the following documents are presented:

- A. A temporary immunization form from the DeSoto County Health Department;
- B. A copy of an official request for a birth certificate and a copy of the money order used to order the certificate.
- C. An official letter from a lawyer or legal agency that affirms the process for custodial or guardianship process has begun for one of the reasons listed in section II (C) (2) of this policy.
- D. Proof of temporary residence which may include automobile registration and voter precinct identification.

IV. **ATTENDANCE POLICY:** The district attendance policy is outlined in detail each year in the *Student Handbook*.

Once school has begun, students who enroll in the DeSoto County School District must provide documentation of school attendance prior to that date in accordance with the Mississippi compulsory attendance laws. If a parent cannot verify the attendance of his/her child in a recognized school program, the child will be counted absent for each day from the beginning of school in DeSoto County School District until the student's enrollment. Each absence will count as an unexcused absence, and the student will be subject to the provision of the attendance policy as outlined in the handbook. In the event of extraordinary circumstances such as a student moving into the district from out-of-state, the superintendent or his/her designated representative may excuse these absences as an

exception to the policy. However, all work must be made up during a reasonable time frame as outlined in the *Student Handbook*.

REF.: MS CODE § 37-15-1 (2007)
MS CODE § 37-15-3 (1995)
MS CODE § 37-15-9 (2003)
MS CODE § 37-15-11 (2002)
MS CODE § 37-15-13 (1994)
MS CODE § 37-15-29 (1992)
MS CODE § 37-15-33 (1988)
MS CODE § 41-23-37 (1983)
42 United States Code Sections 11431 – 11434

Descriptor Title: ASSIGNMENT TO SCHOOLS	Descriptor Code: JBCCA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County Board of Education has the power and authority to designate the particular school or attendance center of the DeSoto County School District in which a child shall be enrolled and which he shall attend. No enrollment of a child in a school shall be final or permanent until such designation shall be made by the board of education.

No child shall be entitled to attend any school except that attendance center to which he has been assigned by the school board; however, the district superintendent or a principal of a school may, in proper cases, permit a child to attend a school temporarily until a permanent assignment is made by the school board. Ms Code§ 37-15-13

All transfers will be ratified by the DeSoto County Board of Education and will follow the guidelines established by the school board policy “JBCD Transfer of Students from one School Attendance Center to Another.”

REF: Ms Code§ 37-15-13 (1994)

TRANSFER OF STUDENTS FROM ONE SCHOOL ATTENDANCE CENTER TO ANOTHER	Descriptor Code: JBCD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2012

The DeSoto County School District policy for student transfers from one attendance center to another within the district is as follows:

1. Requests for a transfer must be submitted to the DeSoto County School Board on an approved application for transfer form.
2. Transfers cannot negatively affect the racial/ethnic balance as described in the agreement with the Department of Justice.
3. The DeSoto County School District will not be responsible for providing transportation to and from the school.
4. If a change has been made in the boundaries of a high school, students who are entering 12th grade may request to continue attending at the same school.
5. Students who are entering 9th and 10th grade who have an older sibling enrolled in the school requested may apply to continue attending that school.
6. Students who are entering 8th grade with an older sibling in the 11th grade may apply to continue attending that school.
7. Special enrollment transfers will be granted to students with valid proof that a legitimate move into the attendance area will be made within ninety (90) days. A building permit, contract for construction, closing date, and proof of ownership will need to be provided. If occupancy has not taken place after ninety (90) days the request will be reviewed.
8. Hardship transfer requests will be based on medical, psychological or legal situations. Special education students will be considered to comply with their individual educational plan.
9. Academic transfer requests will be considered to enable a student to take courses that are not offered at the assigned school if the course would significantly impact the student's educational future.
10. In emergency situations, DeSoto County School District personnel may grant temporary transfers, pending board approval.
11. The DeSoto County Board of Education reserves the right to approve transfers for other reasons and in special cases not covered above. Child care concerns will not be considered a reason to request a transfer.
12. Children of full time employees of DeSoto County Schools who reside in the district may attend the school of their parent's choice.
13. Children of full time employees of DeSoto County Schools who do not reside in the district are extended the courtesy of attending the school of their parent's choice. Parents are responsible for assuring the student complies with all school and Board policies. Failure to do so may result in the revocation of the approval of the student

to attend DeSoto County Schools. The School Board has the authority to deny or rescind this courtesy if students and/or their parents have not complied with all behavioral rules and regulations which will ensure an educational environment free of mental and physical hazards to students, teachers, and staff.

14. SRO's, Crossing Guards, and any other individuals who perform regular services for the school district may apply to the School Board for a transfer.

Descriptor Title: UNSAFE SCHOOL CHOICE OPTION	Descriptor Code: JBCE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

SAFE PUBLIC SCHOOL CHOICE TRANSFER REQUESTS

In the event a district school is identified by the Mississippi Department of Education (MDE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of NCLB will be provided, subject to the following:

1. The district will provide notification to parents of all students attending a school identified as persistently dangerous of their student's right to transfer. The notice will:
 - a. Be in writing, provided within [10] school days from the time the district becomes aware that the school has been identified by MDE as persistently dangerous or from the time a parent or student has notified the district that the student has been the victim of a violent criminal offense as defined by MDE;
 - b. Inform parents that their student is eligible to attend another public school in the district due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by MDE, while in or on the grounds of a school the student attends, that their student is eligible to attend another public school in the district;
 - c. Identify each public school in the district, including public charter schools, that the parent may select;
 - d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
 - e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.
2. The transfer will be to a safe district school and to the extent possible, to a district school that is making adequate yearly progress, and that has not been identified as in need of improvement, corrective action or restructuring;
3. Requests to transfer must be in writing (standard mail, fax or E-mail) and submitted to the school office for consideration generally no later than [20] school days from the district notice. The district will confirm requests;
4. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;
5. Approved transfers will generally occur within [30] school days from the time the district learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;
6. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The district will

consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school;

7. The district may provide transportation using federal funds or through cooperative agreements with local victims assistance units.

In the event a district school is identified by MDE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

REF: P. L. 107-110 (No Child Left Behind Act of 2001)

Descriptor Title: WITHDRAWAL FROM SCHOOL	Descriptor Code: JBCF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Students who wish to withdraw from any school in the DeSoto County School District must follow the procedure outlined by the principal of each school. The school must have contact with the parent or guardian of a compulsory school age student to complete the withdrawal process. Up to twenty-four (24) hours may be required to complete all of the necessary documents. When the student starts the enrollment process in the school to which they transfer, upon the request of that school, permanent and cumulative file records must be sent within three (3) days in accordance with DeSoto County School board policy “JR Student Records”. However, withdrawal grades do not become a part of the permanent file until the end of the term and may be withheld if the withdrawal process has not been completed. To complete the withdrawal process, all textbooks, materials, library books and other items which belong to the school must be returned. Likewise, all legally assessed fines, fees, charges and reimbursements for damages must be cleared. Schools may forward withdrawal or transfer papers without final clearance if these documents are marked clearly as “incomplete” and the reason given to the school to which the student is transferring.

Descriptor Title: ABSENCES AND EXCUSES K-12	Descriptor Code: JBD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: March, 2012

Each of the following shall constitute an excused absence:

1. Illness or injury which prevents the student from being physically able to attend school.
2. When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.
3. Death or serious illness of a member of the immediate family, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters. The absences must be approved by the principal or his/her designee.
4. A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
5. 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.
6. Observance of a religious event, with prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of absence would adversely affect the student's education.)
7. Attendance at an authorized school activity with the prior approval of the principal or his/her designee.
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with prior approval of the principal or his/her designee.
9. An absence may be excused when it is demonstrated to the satisfaction of the principal or his/her designee, that conditions are sufficient to warrant the child's non-attendance. However, no absences shall be excused by the principal or his/her designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

Elementary School Students (K-5)

- Ten (10) absences may be excused by a note from a parent/guardian.
- **Any** additional absence after the ten (10) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within five (5) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.

- When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

***6th graders who are housed on an elementary campus will follow elementary guidelines.**

Middle School Students (6-8)

- Seven (7) absences may be excused by a note from a parent/guardian.
- **Any** additional absence after the seven (7) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within five (5) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

High School Students (9-12)

- Five (5) absences may be excused by a note from a parent/guardian.
- **Any** additional absence after the five (5) excused by a parent/guardian note **must** be excused by a note from a doctor or other documentation excusing said absence.
- Any documentation being given for excuse of absence(s) **must** be submitted to the principal or his/her designee within five (5) school days of returning to school, unless granted an exception by the principal for extenuating circumstances.
- When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

Make-up Work Policy

When a student is absent from school (excused or unexcused), the number of days allowed to complete any required make-up work is commensurate with the number of days missed to a maximum of five (5) days.

For example, if a student is absent from school for one (1) day, the student has one (1) day to complete the required make-up assignments. If the student is absent for five (5) days, he/she will have five (5) days to complete his/her make-up work. If the student is absent for twelve (12) days, the student has five (5) days to complete the missed work.

The principal has the discretion to allow additional time or limit the number of required assignments in extreme situations.

Exemption Policy (Grades 6-8)

Students in grades 6-8 may be exempt from final exams if the following criteria are met:

1. The student has an eighty-five (85) or above semester average in the course;
2. The student has not missed more than four (4) days/periods (excused or unexcused) prior to days designated for final exams;
3. Students assigned to an Alternative Learning Class (ALC) for more than five (5) days, students who are suspended and/or students who are placed in DeSoto County Alternative Center (DCAC) at any time during a semester will forfeit the right to exemption from final exams for the semester in which the infraction occurred.

Exemption Policy (Grades 9-12)

Students in grades 9-12 may be exempt from end of course final exams for full credit and half credit courses if the following criteria are met:

1. The student has an eighty-five (85) or above semester average in the course;
2. The student has not missed more than two (2) days/periods (excused or unexcused) prior to days designated for final exams for full credit courses;
3. The student has not missed more than one (1) day/period (excused or unexcused) prior to days designated for final exams for half credit courses;
4. Students assigned to an Alternative Learning Class (ALC) for more than five (5) days, students who are suspended and/or students who are placed in DeSoto County Alternative Center (DCAC) at any time during a semester (August-December or January-May) will forfeit the right to exemption from final exams for the semester in which the infraction occurred;
5. Students may not be exempt from the MAP assessments, Universal Screener, or Case 21 assessments.

Descriptor Title: INTERROGATIONS, SEARCHES, AND ARRESTS	Descriptor Code: JCAB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Interviews

Principals or his/her representative in the schools of the DeSoto County School District may question students regarding matters incident to school without limitation. The School Resource Officer (SRO) is an employee of either the DeSoto County Sheriff’s Department or one of the city police departments. The SRO, present at the request of the school for the continued maintenance of safety and order, may assist with the interview as necessary regarding school related issues as determined by the Principal or his/her representative and parents will be contacted if the student is subsequently taken into custody or if the student is subject to disciplinary action.

If a Department of Human Services (DHS) worker enters the campus requesting to interview a student attending the school, the Principal or his/her representative shall be notified. Access to interview shall be granted and the personnel of the DeSoto County School District shall cooperate with the investigating DHS worker. The DHS worker shall be requested to establish proper identification.

If the DHS worker or Law Enforcement Officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian(s), the school official shall comply with the request. In all other circumstances, the parents should be contacted and this contact is to be documented.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student(s) exists.

Items provided by the DeSoto County School District for storage (e.g., lockers, desks) or personal items are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers desks, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.

Disrobing of a student is overly intrusive for purposes of most student searches and is improper without gaining permission from the principal, from the parent and without gaining express concurrence from the DeSoto County School District attorney.

Arrests

When a student is subject to arrest regarding incidents unrelated to the school, the following procedure shall be followed. Based on a warrant, subpoena, or other similar document expressing the intent to take a student into custody, the Principal or his/her representative shall cooperate with the law enforcement officer in locating the child within the school. The Principal or his/her representative should attempt to contact parents and respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school to the arresting officer. The Principal may also disclose the location, if known, where the student will be held pending further action by law enforcement officials.

The Law Enforcement Officer shall be requested to establish proper identification.

Descriptor Title: GUN-FREE SCHOOLS	Descriptor Code: JCB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

According to Mississippi State Law, any student who possesses a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property as defined in Ms Code § 97-37-17, shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

FIREARMS PROHIBITED

No student is permitted to bring a firearm on school property which includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the DeSoto County School District. The school district may use video camera equipment in classrooms for the purpose of monitoring school disciplinary problems. This school board authorizes a reward of up to \$500.00 to any person who provides information that leads to the confiscation by the school district or by a law enforcement agency of any illegal firearm on school property. The name of any person who provides such information leading to the confiscation of an illegal firearm shall remain confidential. The superintendent is charged with the responsibility of insuring that procedures are in place to maintain such confidentiality. House Bill 1236 (1997); Ms Code § 37-3-84 (1997)

DISCIPLINARY ACTION

The penalty for bringing a firearm on school property according to P. L. 107-110 (No Child Left Behind Act of 2001) shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

The punishment shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with Policies adopted by the board.

READMISSION

A student who is expelled for bringing a firearm on school property must apply for readmission to the regular school program as provided by Policies. Readmission may be granted by the board upon a documented showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program.

REPORTING

Violations of the firearm prohibition stated in this policy shall be reported in accordance with *Mississippi Public School Accountability Standards*. Standard 37 mandates that the district comply with the requirements for Safe and Healthy Schools:

REF: Ms Code § 37-3-83
Ms Code § 37-3-84
Ms Code § 37-11-18
Ms Code § 97-37-17
P. L. 107-110 (No Child Left Behind Act of 2001)
Mississippi Public School Accountability Standards (2007)

Descriptor Title: PUBLIC CONDUCT POLICY	Descriptor Code: JCC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

This DeSoto County School Board, pursuant to state law, is the custodian of all real property of the school district and has the authority, power and duty to manage, control and care for same, both during the school term and during vacations and also has the authority, power and duty to prescribe and enforce rules and regulations for the use of school buildings and grounds for the holding of public meetings and gatherings of people.

Ms Code §37-7-301 (c) 1993

Parents, guardians, custodians and other individuals while attending any school-sponsored activity or while visiting any school or school grounds shall conform to the rules and regulations of the school district or be removed from the premises. School district officials are hereby authorized to bring any and all charges deemed appropriate against such individuals for the following misconduct.

1. Willful disobedience and/or disrespect to a teacher, principal, superintendent, member or employee of the local School Board.
2. Using unchaste or profane language.
3. Immoral or vicious practices.
4. Conduct or habits injurious to his/her associates.
5. Possessing, using, transmitting, or being under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.
6. Disturbing the school and habitually violating the rules.
7. Cutting, defacing, or injuring any part of the public school buildings or public school bus.
8. Writing profane or obscene language or drawing obscene pictures in or on any school material or on any public school premises, or any fence, pole, sidewalk, or building.
9. Carrying firearms, knives, or other implements which can be used as weapons except by duly authorized law enforcement officials.
10. Throwing missiles on the school grounds.
11. Instigating or participating in fights.
12. Committing any other offense which tends to interfere with the educational process.

LEGAL REF.: Ms Code §37-7-301 (c) 1993

Descriptor Title: SCHOOL VISITORS	Descriptor Code: JCCA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Visitors with legitimate reasons for coming to the school are welcome in any of the DeSoto County District Schools.

The following regulations shall be observed during the visitation:

1. All visitors must immediately report to the principal's office (including news media).
2. If the principal has any reason to question the legitimacy of the visit, the superintendent's office shall be consulted.
3. Teachers shall not be interrupted while teaching except for emergencies.
4. Pupils from other schools and pre-school children are not allowed unless specifically invited and pre-arranged through the principal's office.
5. News media must be granted permission by Community Relations before they enter a school campus or they will be considered trespassing and are subject to fines and/or arrest.

Descriptor Title: BUS CONDUCT	Descriptor Code: JCDAD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School District Transportation Department operates as an extension of the school(s) and student conduct is governed accordingly. Students who do not conduct themselves properly are subject to disciplinary action in accordance with the DeSoto County School District policies. Punishments may include but are not limited to suspension and expulsion from school or from the bus for misconduct on the bus.

1. Responsibilities:
 - a. Bus drivers and aides are responsible and authorized to maintain student order and discipline at all times.
 - b. Principals are responsible and authorized to administer any and all necessary student discipline. Principals shall also ensure that all bus rules are communicated to eligible riders.
 - c. Students have the responsibility to obey all policies and procedures established by the DeSoto County Board of Education, their respective schools and the Transportation Department while waiting for, boarding, riding or off-loading a DeSoto County School Bus.
 - d. The Transportation Department shall post rules clearly on every school bus and shall include but not be limited by the rules listed below.
2. Rules of Conduct
 - a. Be waiting at your stop 5 minutes early.
 - b. If you need to cross the street, wait for traffic to stop; driver will motion to you when it is safe to pass in front of the bus to load or unload.
 - c. Obey the bus driver.
 - d. No unauthorized items on bus. (No weapons, tobacco, combustibles, pets, large items, etc.)
 - e. Be nice and courteous.
 - f. Keep the bus clean.
 - g. No profanity and no fighting.
 - h. Keep hands and head inside of bus.
 - i. Do not throw anything, anywhere.
 - j. Stay in your seat. Driver may assign seats.
 - k. No eating or drinking.
 - l. Damage to bus interior may result in student paying for damage.
 - m. Emergency door/windows may only be opened in case of emergency.
 - n. Do not distract or bother the driver through loud talking or misbehavior.
 - o. Report any problems you may have to the bus driver as soon as possible.
 - p. School District and drivers are not responsible for articles left on the bus.
 - q. Use or possession of gang graffiti, gang drawings, gang writings, gang dress, or gang activity of any kind may result in expulsion from school.

Descriptor Title: DRESS CODE	Descriptor Code: JCDB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: June, 2011

Proper attire and grooming are deemed important to scholastic achievement and orderliness. The responsibility for the appearance of the students begins with the parents and the students themselves. Students' clothing, make-up, and hairstyles should reflect neatness, cleanliness, and self-respect so that the school is a desirable place in which to promote learning and character development.

It is virtually impossible to formulate a set of regulations that adequately covers every detail of proper grooming. Violations of the Dress Code will be dealt with in accordance with the DeSoto County Schools Code of Discipline. It will be treated as insubordination and will be handled as stated in the Code of Discipline of the DeSoto County Schools. Insubordination is a Level II violation.

First Violation: Administrator-Parent conference, home suspension, ALC, or in-school suspension.

Second Violation: School suspension (three days)

Repeated Times: Suspension from school pending a disciplinary hearing

1. Hair must be neat, clean and worn in a manner that does not interfere with vision or cause a disruption in the classroom. No combs, picks, rollers or extreme coloring will be allowed.
2. T-shirts with sleeves, white or colored, are acceptable. Shirts must be properly closed, zipped or buttoned.
3. No article of clothing that pertains to or depicts the following will be acceptable:
 - a. Substances or activities illegal by law for minors, such as, alcohol, drugs, tobacco, gambling
 - b. Profane, suggestive or violent language
 - c. Derogatory symbols; remarks directed to any ethnic group
4. Sufficient underclothes must be worn appropriately and must not be exposed.
5. Tank tops, tube tops, muscle shirts, spaghetti straps, thin straps, or tops that expose the midriff, any part of the bust, excessive part of the back, are excessively tight or are distracting in class are not permitted. No slits in shirts are to be above the waistline of pants or skirts. Shirts are to be tucked in. Blouses/tops made to be worn outside should be at least three (3) inches below the waistline and no longer than five (5) inches below the waistline.
6. Students in grades K thru 5 are allowed to wear shorts as part of their daily attire. Shorts should be walking shorts or Bermuda shorts. Students in grades 6 thru 12 may wear walking shorts or Bermuda shorts that are knee length. They should not be

- excessively tight or baggy. Athletic shorts are not permitted unless they are a part of an approved gym class or athletic class/activity.
7. Knee length dresses and skirts are allowed. No slits in these skirts or dresses above the knee caps are allowed.
 8. No spandex articles of clothing are allowed.
 9. Shoes must be worn at all times, and no house shoes are allowed. Shoes with laces should be laced and tied.
 10. No visible tattoos will be allowed. Neither male nor female students will be permitted to wear rings and/or studs in their noses, tongues, or any exposed body parts other than the ear and appropriate rings on fingers.
 11. Coaches, physical education classes or any organized athletics have the option to ban all jewelry due to safety reasons and/or violation of the Mississippi High School Activity Association regulations.
 12. Sunglasses, other than prescription, must be removed when inside the building.
 13. All pants must be worn fitted to the waist, at the waist, with or without a belt. Belts must be worn and buckled appropriately for pants that have belt loops. Pants should fit appropriately. No baggy pants are allowed. No writing is to be on the seat of the pants, even the cheerleader's uniform and dance team.
 14. Leggings are allowed when worn with a top that meets the dress length guidelines specified in #7.
 15. Pants must have no exposed skin above the knee.
 16. Hats, caps, sweatbands, or other head coverings are not to be worn in the buildings or on the grounds of the school except for medical reasons as prescribed by a physician. Head coverings as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of the religious sect. Head coverings may be worn if authorized by the faculty and/or administration, if it is part of a uniform (i.e., wearing a full baseball uniform during games or practice) or as deemed necessary.
 17. Specific outfits designated for extracurricular activities and decisions concerning any questionable clothing will be left to the discretion of the principal.
 18. Local principals or their designee have the power and discretion to make all decisions on their campus.

Descriptor Title: SEXUAL HARASSMENT OF STUDENTS	Descriptor Code: JCED	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Students in the DeSoto County School District are to be protected from sexual harassment. This protection includes any combination of relationships including student to student, staff member or teacher to student or harassment from any adult or other student. It is the intent of the DeSoto Board of Education to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

The DeSoto County School District also affirms the concept of employee protection 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, the DeSoto County 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. Any employee of the DeSoto County School District who has any inappropriate sexual behavior will not only be subject to punitive measures up to and including termination but also subject to prosecution in accordance with the Mississippi Codes referenced below.

LEGAL REF.: Ms Code § 97-5-24 (1994)
Ms Code § 97-29-3 (1980)

Descriptor Title: CODE OF DISCIPLINE K-12	Descriptor Code: JD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: September, 2011

DESOTO COUNTY SCHOOLS CODE OF DISCIPLINE

FORWARD

The Uniform Discipline Code has been developed in consultation with students, parents, teachers, and administrators so they will know and understand that firm, fair and consistent discipline policies are to be maintained in all DeSoto County public schools. Use of this Code is intended to ensure a stable learning environment in an atmosphere which encourages academic excellence. It is expected that staff members, students and parents will work together to support and enforce the code regulations with equity and consistency for all students.

A copy of this Code shall be distributed to each student and the parents, legal guardian or custodian of each such student shall sign a statement verifying that they have been given notice of the Code.

INTRODUCTION

The uniform Discipline Code of the DeSoto County Schools provides a uniform standard of conduct for all public school students. It describes inappropriate student behavior, ensures equal treatment for misconduct, and presets specific actions for remediating prohibited behaviors. The Code is based on the premise that rules must be enforced fairly, firmly and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It is also recognized that differences in age and maturity require different types of disciplinary action.

In this Code, discipline is defined as the implementation of and adherence to behavioral rules and regulations which will ensure an educational environment free of mental and physical hazards to students, teachers and staff. Such an environment is conducive to the practice of good citizenship and encourages learning. The enforcement of the Code will help ensure a safe and orderly school climate for students and staff alike.

Specific provisions of the Code include:

1. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools may be requested to appear at school by the school attendance officer or the principal, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools who refuses or willfully fails to attend such discipline conference specified in paragraph (2) 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.
4. A parent, guardian or custodian of a compulsory school age child enrolled in the DeSoto County Schools shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. 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 law shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed an amount provided by law.
6. The DeSoto County Schools shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree.
7. 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 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 this Code.

**CODE OF DISCIPLINE
GRADES K-12**

Student Conduct:

Acts of Misconduct

These acts of misconduct include those student behaviors which disrupt the orderly educational process in the classroom or on the school grounds including the following:

Level I

1 – 1 Tardiness

1 – 2 Running and/or making excessive noise in the hall or building

1 – 3 Initiating or participating in any unacceptable physical contact

1 – 4 In unauthorized area without pass (halls, etc.)

1 – 5 Dress code violation

* 1 – 6 Displaying any behavior which is disruptive to the orderly process of education

Disciplinary Action

First Violation

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference

Repeated or Flagrant Violation

Minimum: Teacher-Student-Administrator-Parent Conference (Home Suspension)

Maximum: Corporal Punishment, in-school suspension, detention, school suspension and/or assessment as provided by the Special Services Department.

* Students, who after having a student-teacher conference, a teacher-student-parent conference, home suspension, Teacher Support Team interventions, a referral for an assessment as provided by the Special Services Department, and a Functional Behavior Assessment, continue displaying behavior which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing.

Level II

- * 2 – 1 Leaving the school grounds without permission
- * 2 – 2 Skipping class
- * 2 – 3 Insubordination
- * 2 – 4 Possession and/or use of tobacco products (including smokeless tobacco)
- * 2 – 5 Exhibiting any hostile physical actions
- ** 2 – 6 Possession of electronic equipment/device (beeper, telephone, etc.,) without prior approval of the administration

Disciplinary Action

First Violation

Minimum: Administrator-Conference, ALC, home suspension, corporal punishment

Maximum: School suspension (one to three days)

Repeated or Flagrant Violation

Minimum: School suspension (three days)

Maximum: School suspension (three days) and/or ALC for up to ten (10) days and/or Assessment as provided by the Special Services Department

- * Students who, after having a student-teacher conference, a teacher-student-parent conference, home suspension, Teacher Support Team interventions, a referral for an assessment as provided by the Special Services Department, and a Functional Behavior Assessment, continue displaying behavior which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing.
- ** Additional disciplinary action for possession of electronic equipment/devices:
 - 1st Offense: School will take and keep device for 5 school days. The parent/guardian shall pay \$30 actual cost associated with the confiscation, storage, and return of the device; subject to a waiver for economic hardship
 - 2nd Offense: School will take and keep the device for 10 school days. The parent/guardian shall pay \$60 actual cost associated with the confiscation, storage, and return of the device; subject to a waiver for economic hardship. The student will receive a one-day school suspension.
 - 3rd Offense: School will take and keep device for 20 school days. The parent/guardian shall pay \$120 actual cost associated with the confiscation, storage, and return of the device; subject to a waiver for economic hardship. The student will receive a two-day school suspension.
 - 4th Offense: School will take and keep device for 20 school days. The parent/guardian shall pay \$120 actual cost associated with the confiscation, storage, and return

of the device; subject to a waiver for economic hardship. The student will be subject to a three-day school suspension and a disciplinary hearing and may be charged with a level 3-4 and 3-6 violation.

Level III

- 3 – 1 Fighting
- 3 – 2 Gambling
- ** 3 – 3 Theft of personal and/or school property
- 3 – 4 Acts which threaten the safety and well being of student and/or staff
- 3 – 5 Extortion- use of intimidation, coercion or force
- * 3 – 6 Cheating on tests or exams
- ** 3 – 7 Vandalism of personal and/or school property
- 3 – 8 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral or offensive materials

Disciplinary Action

First Violation

Minimum: School suspension from one to three days, ALC, corporal punishment

Maximum: School suspension (three days), report to authorities when applicable

Repeated or Flagrant Violation

Minimum: School suspension (three days), ALC (ten days), and/or Assessment as provided by the Special Services Department

Maximum: School suspension (three days) and disciplinary hearing

- * The grade “0” will be assigned regardless of other punishment
- ** For theft or vandalism restitution shall be made regardless of other punishment

Level IV

- *4 – 1 Possession, use or under the influence of alcohol, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia.
- 4 – 2 Aggravated assault to a student
- 4 – 3 Assault on a school employee
- 4 – 4 Using profane, obscene, indecent, immoral, or offensive language and/or gestures directly to a staff member

Any student in violation of the above shall be suspended by the principal for three days and ordered to appear for a disciplinary hearing before a District Hearing Officer.

Disciplinary Action

- * Minimum: Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities
- Maximum: Expulsion
- * Students below grade 6 may be given other punishment.

Level V

- * 5 – 1 Weapon(s) possession or use
- ** 5 – 2 Sale or distribution, or conspiring to sell counterfeit drugs, illegal drugs/alcohol, narcotics or controlled substance(s)
- ** 5 – 3 Students are prohibited from wearing, displaying, or possessing in any manner on school property or at school-sponsored events clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies.

Disciplinary Action

- * Minimum: Possession, other than gun - Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities
- Maximum: Possession of a fire arm/gun or use of other weapon will result in expulsion from school for a period of not less than one year (under certain circumstances expulsion can be from the student's assigned school to the DCAC)
- *Students below grade 6 may be given other punishment.

****Minimum:** Assignment to the DeSoto County Alternative Center and a report will be made to the appropriate law enforcement authorities.

****Maximum:** expulsion

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police.

The DeSoto County Board of Education permits individual schools to adopt additional regulations governing actions not covered by Conduct Code. However, such additional regulations may neither substitute for nor negate any of the provisions, in spirit or intent of the Conduct Code, and **must be approved in writing by the School Superintendent.**

DISCIPLINARY HEARINGS

When a student appears before a disciplinary hearing, the student will be subject to additional punishment up to and including suspension of more than three (3) days, assignment to an alternative educational setting for more than ten (10) days, or an expulsion from school.

Descriptor Title: CORPORAL PUNISHMENT	Descriptor Code: JDA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County Board of Education recognizes corporal punishment as a method that may be used in controlling student behavior. Other punishments should have been tried before corporal punishment is inflicted. This punishment may be administered to students of all ages, but it is suggested that students in grades 6-12 be given a choice of other punishment instead of corporal punishment.

Corporal punishment shall consist of no more than three (3) licks per incident on the buttocks with an appropriate instrument approved by the principal.

Even though parental permission is not required, parents may request in writing that this punishment is prohibited for their child.

Except in the case of excessive force or cruel and unusual punishment, licensed personnel, acting within the course and scope of his employment shall not be 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. A second licensed employee shall be a witness to the corporal punishment and be informed in the presence of the student of the reason the student is being punished. The local school board shall provide any necessary legal defense to licensed personnel, acting within the course and scope of his employment in any action which may be filed against them. The DeSoto County School District shall be entitled to reimbursement for legal fees and expenses from its employee if a court finds that the act of the employee was outside the course and scope of his employment, or that the employee was acting with criminal intent.

Corporal punishment administered in a reasonable manner, or any reasonable action to maintain control and discipline of students taken by a licensed employee 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 negligence or child abuse. No licensed employee acting shall 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, or the taking of action to maintain control and discipline of a student, unless the court determines that licensed employee acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety. For the purposes of this subsection, "corporal punishment" means the reasonable use of physical force or physical contact by a licensed employee 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.

Following the administration of the punishment, the school shall provide a report to parents giving the reason for the punishment, the person who administered the punishment and the name of the witness.

At all times, licensed employees must adhere strictly to the guidelines laid down by their building principal.

REF: Ms Code § 37-11-57 (1997)

Descriptor Title: DISCIPLINE PLAN	Descriptor Code: JDAA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

1. A copy of the DeSoto County 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. The school board shall have its official discipline plan and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.
2. The discipline plan of DeSoto County School Districts shall include, but not be limited to, the following:
 - a. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
 - b. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child;
 - c. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
 - d. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
3. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).
4. Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, 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 order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

REF: Ms Code § 37-11-53 (2001)

Descriptor Title: DETENTION OF STUDENTS	Descriptor Code: JDB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County Board of Education recognizes that for various reasons and purposes, students may be required to remain at school after the end of the regular school day. A licensed school employee must supervise any student or students that are detained.

Descriptor Title: BULLYING/HARASSING BEHAVIOR	Descriptor Code: JDC	Adopted Date: July, 2010
	Reviewed Date:	Revised Date:

BULLYING

The Desoto County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits. A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person’s presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The DeSoto County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. **Furthermore, the DeSoto County School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.**

COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

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

I. DEFINITIONS

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

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

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

II. PROCEDURES FOR PROCESSING A COMPLAINT

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name of the victim(s) of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to

the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties after the initial receipt of the complaint by the District.

Descriptor Title: GANG POLICY	Descriptor Code: JDCA	Adopted Date: November, 2010
	Reviewed Date:	Revised Date: January, 2012

The DeSoto County School District prohibits gang activity, defined hereinafter. Students who engage in gang activity will be subject to discipline pursuant to the District’s Code of Discipline, up to and including possible expulsion.

A “gang” is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well being of persons or property on school grounds, or at supervised school functions, or activities that are harmful to the education process.

Prohibited “gang activity” includes, but is not limited to:

- (1) Soliciting students to become gang members;
- (2) Participating in gang initiation or other gang ceremonies;
- (3) Deliberately wearing, displaying or possessing prohibited gang symbols;
- (4) Engaging in gang-related violence or threats of violence;
- (5) Threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or
- (6) Engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

Prohibited “gang symbols” may include any type of clothing decoration, jewelry, patches, bandanas, gang names, depiction of gang signs or symbols, and/or body signal/movement which is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications, including, but not limited to those appearing with the “Gang Awareness” pamphlet attached hereto as well as the additions thereto in the future. School officials will keep a booklet containing known “gang symbols” in each school office. In addition, prohibited “gang symbols” shall be published at the start of each school year in the Student Handbook. Students and parents who may have questions regarding this policy should contact the school principal for further clarification of any part of the policy.

Students may be disciplined for engaging in any activity prohibited by this policy including the prohibited “gang activity” enumerated in the third paragraph hereof. District officials will cooperate with local law enforcement to provide the school with gang information to aid in the prevention of violence, gangs, and drugs in our schools. This

information shall include, but is not limited to: gang names, colors, symbols, signals, and gestures associated with gangs (all of which are prohibited gang activity). School officials will publish notice of these prohibited names, signals, gestures, colors and symbols in the school office as made available by local police department and government authorities or otherwise made known to school officials. Amendments and updates to the list of prohibited gang symbols and gang activity and/or handbook must be submitted to the Director of Pupil Services for approval. Thereafter, the Director of Pupil Services will distribute the amended and/or updated information to the appropriate district officials. The school will continually update the information posted in the school office relating to prohibited gang symbols and gang activity. Notice of updated prohibited gang activity and/or gang symbols will be sent home with each student, said notice shall advise students that the prohibited gang activity and gang symbols has been updated with updates maintained in the school office and the District website.

Each school shall make regular announcements to the student body advising that gang activity and gang symbols are strictly prohibited.

Notwithstanding anything to the contrary contained herein, nothing herein prohibits the display of recognized religious symbols such as the Star of David or the Crescent or the Cross unless these or other religious symbols are altered or augmented in some way.

Notwithstanding anything to the contrary contained herein, wearing of clothing or particular colors in and of itself is not prohibited unless the clothing (color or otherwise) is worn in combination with other prohibited gang signs or symbols. The wearing or displaying in any manner of gang names however, is prohibited.

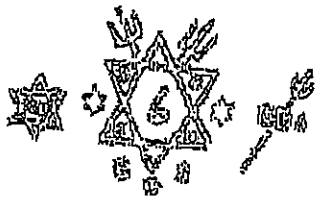
THE FOLLOWING IS A LIST OF PROHIBITED GANG SIGNS, SYMBOLS,
SIGNALS, WORDS AND CONDUCT PROHIBITED.

Notwithstanding, anything to the contrary contained herein, nothing contained herein prohibits the display of recognized religious symbols such as, the Star of David or the Crescent or the Cross unless these, or other religious symbols, are altered or augmented in some way. Further, nothing contained herein shall prohibit wearing of clothing of particular colors, in and of itself, unless the clothing (color or otherwise) is worn in combination with other prohibited gang signs or symbols. The wearing or displaying in any manner of gang names however is prohibited.

Gang names (the wearing or display of same being prohibited), includes the following:

Vice Lords
Latin Kings
Brims
Black P-Stone
Black P-Stone Rangers
P-Stone Rangers
P-Stone Nation
Bloods
Gangster Disciples
Crips
Disciples
Black Gangster Disciples
Folk Nation
Memphis Crips
Imperial Gangsters
Maniac Latin Disciples
Future Stones
MLDs
Spanish Vice Lords
Spanish Cobras
Ambrose
Orchestra Albany
Stone Freaks
4 Corner Hustlers
Latin Counts
Cobrasiones
Black Peace Stone Nation
Simon City Royals
Harvard Park Brims
6-2 Brims
Red Clover Gangsters
Doubletree Villains
Piru
American Nazi Party
Aryan Nations
The Holy Order
The Order
The Silent Brotherhood
White Aryan Resistance
Church of the Creator
Ku Klux Klan
National Socialist White Peoples Party
National Socialist White Workers Party
United White Peoples Party

The New Order
National Democratic Front
Skin Heads
Aryan Youth Movement
Deuces
Athens Park Boys
Mafia Crips
Latin Eagles
Insane Unknowns



Black Gangster Disciples

-
- Colors** Black and Blue
- Affiliation** Folks
- Symbols** The BGDs, GDS, and BOS use the upward crossed pitchfork and the six point star *
- Factions** Gangster Disciples, White Ds, Supreme Gangsters
-

Hand sign



Folk Nation Identifiers



Symbols are: Winged heart; devil's horns; dios; number 8; backwards swastika; bent ear bunny head; sword; devil's tail; SIX point star and pitch fork.

Members of Folk Nation sets use these symbols:



Pitchfork (from tattoo)



SIX-point star



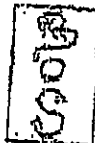
Heart or heart with wings (from tattoo)



Heart with horns and devil's tail



The number 8



BOS or BOSS (Brothers of the Struggle or Brothers of the Strong Struggle)

Folk Nation group members use right identification to distinguish themselves from the People Nation groups. Right identification is displayed by the following:

Wearing articles of clothing to the right, such as caps, bandanas, and belt buckles.
Wearing jewelry to the right.
Rolling up the right pant leg.

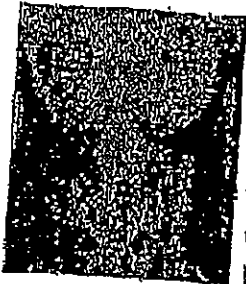


FOLK NATION SYMBOLS

SIX POINT STAR	SIX PRINCIPLES OF KING DAVID ²
PITCHFORKS (UP)	NATION'S POWER IN THE STRUGGLE TO OVERCOME OPPRESSION.
SWORD	LIFE AND DEATH WITHIN THE NATION AND THE STRUGGLE TO SURVIVE.
DEVIL'S HORNS	NATION'S DETERMINATION TO OVERCOME ALL OBSTACLES.
DEVIL'S TAIL	THE LOVE OF THE NATION
NUMBERS 7 & 8	YEAR OF THE FOUNDING OF THE SONS & DAUGHTERS.

only if altered Star of David, otherwise six-point star, enclosed as "gang sign"

CRIP FACTS:



These alignments are often communicated in their graffiti.



Crip Hand Sign

There are, however, areas of the country where Crips and Folk groups such as the Black Gangster Disciples are in competition for the drug trade and thus, are rivals. This is illustrated in their graffiti by use of the "eight ball."

Eight Ball Graffiti

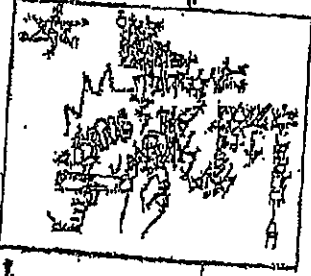


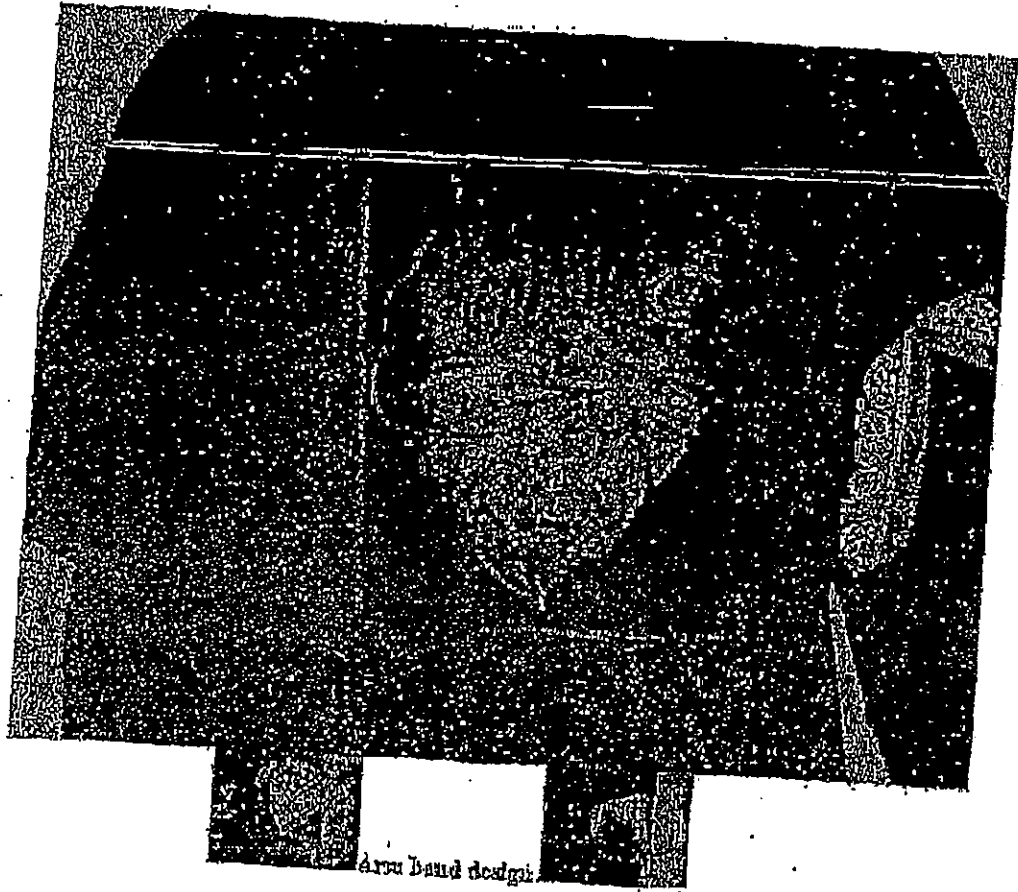
If the "eight ball" is drawn or displayed intact, then the acts are aligned. If it is cracked or drawn through, there is disension among the groups. The "eight ball" is significant because when you bring the hand sign for the Crips and the 'plichfork' hand sign together it forms an 8-ball.

Crip Hand Sign

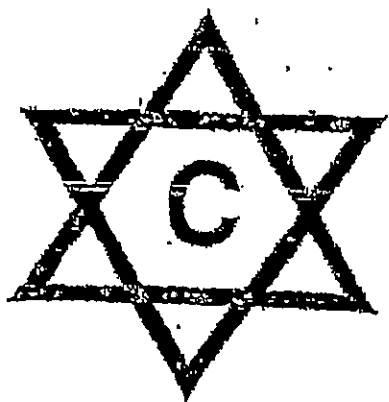
Facts - Crips

- Originated in Los Angeles in the late 60s
- Disseminated throughout the United States
- Generally align with Folk Nation sets
- Extremely violent
- Multiracial
- Identifiers/symbols:
 - the color blue
 - blue handkerchiefs and rags
 - use the letter "c" in place of "k" in writing in disrespect for Bloods calling each other "Cuzz" calling themselves "Blood Kings" (etc)
 - wearing British Knight (BK) tennis shoes





Cripbanger Shirt



CRIPS

Memphis Crip Sets

KITCHEN

GRAPE STREET

ROLLIN' 60'S 20'S

HOOVER

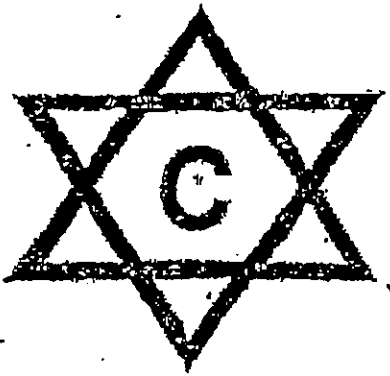
KANSAS STREET

KILLER

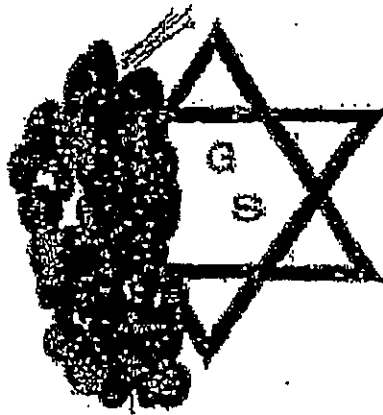
EAST CENTRAL L.A.

INSANE

CRIP SYMBOLS



6 PT STAR



GRAPE STREET

~~CUZZ~~

O. G.

~~BLOOD~~



CRIP IDENTIFIERS

COLORS:

BLUE (BLACK)

PURPLE (GRAPE STREET CRIPS)

FLAG:

BLUE BANDANA

PURPLE (GRAPE STREET CRIPS)

DRESS:

BLUE KHAKI OVERSIZED/SAGGIN'

KANSAS CITY ROYALS (KITCHEN CRIPS)

L.A. LAKERS (GRAPE STREET CRIPS)

FOLK NATION

**TILT
RIGHT**

Gangs and Sporting Team Clothing

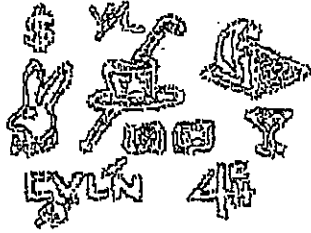
The following information details current ways in which gang members are using popular sports clothing to represent individual gangs. Both professional and college teams are represented. It should be noted that the sporting of clothing does not always signify gang affiliation. This list was compiled to make the reader aware of possible gang involvement.

<u>Team</u>	<u>Gang</u>	<u>Association</u>
Atlanta Braves	People	Initial "A" for Almighty
Boston Celtics	Spanish Cobras	Colors: Green/Black
British Knights	Crips	Initials "B" & "K" for Blood Killers
Burger King	Crips	Initials "B" & "K" for Blood Killers
Charlotte Hornets	4 Corner Hustlers	Initials "C" & "H"
Charlotte Hornets	Imperial Generators	Colors: Black/Pink
Chicago Bulls	Vice Lords	Colors: Black/Red
	Latin Courts	
	Makoy	
	Cobras/Cobraspines	
Chicago Bulls	Black Peace Stone Nation	"Bulls" stands for "Boy You Look Like Stone"
Chicago Black Hawks	Vice Lords	Colors: Black/Red; Hitchfork Scar
Chicago Cubs	Spanish Cobras	Initial "C"
Cincinnati Reds	4 Corner Hustlers	Put a "4" next to the "C" and an "H" inside of the "C"
Colorado Rockies	Simon City Royals	They place a white "S" in front of the "C"
Columbia Knights	Bloods	Initials "C" & "K" for Crip Killer
Converse AllStar Shoe	People	Five point star in the logo of label
Dallas Cowboys	People	Five point star

Denver Broncos	Black Disciples	Switch "DB" for initials "BD"
Detroit Lions	Gangster Disciples	Colors: <u>Black/Blue</u>
Detroit Tigers	Folks	Initial "T" for Disciples
Detroit Tigers	Gangster Disciples	Colors: Black/Blue
Duke	Folks	Colors: Black/Blue; "Duke" = "Disciples Utilizing Knowledge Everyday"
Duke	Folks	Crown going down - "Disrespect" to Kings
Georgetown	Folks	Initial "G" for Gangster
Georgetown Hoyas	Gangster Disciples	Colors: Black/Blue; "Hoyas" stands for "Hoover's On Your Ass"
Georgia Tech	Folks	Initial "G" for Gangster
Indiana University	Imperial Gangsters Folks	Initials "I" & "U" overlapping appear to make the shape of a pistol/bull showing "Folks" affiliation
Kansas City Royals	Folks	Colors: Black/Blue
Kansas City Royals	Simon City Royals	"Royals"
LA Dodgers	Gangster Disciples	Initial "D" for Disciples
LA Kings	Latin Kings	"Kings"
LA Kings	People	"Kings" stands for "Kill Inglewood Nasty Gangsters"
Los Angeles Raiders	Folks	"Raiders" stands for "Ruthless Are Insane Disciples Running Shit"
Los Angeles Raiders	People	"Raiders" stands for "Raggedy Ass Load"

Los Angeles Raiders	<u>Gangster Disciples</u> <u>Maniac Latin</u> <u>Disciples</u>	Donuts Everywhere Running Scared"; used to "Disrespect" Folks Colors Colors
Louis Vinton Cap	<u>Vice Lords</u>	Initials "LV" reversed
Miami Hurricanes	People	Color: Orange
Miami Hurricanes Michigan	<u>Future Stones</u> MLDs	Color: Orange Initial "M" for Maniac Latin Disciples
Minnesota Twins	MLDs	Initial "M" for Maniac Latin Disciples
NY Yankees	<u>Gangster Disciples</u>	Colors: Black/Blue/White
North Carolina Tar Heels Folks		Colors: Black/Blue
Nike	Folks	Colors: Black/Blue
Oakland A's	Ambrose	Initial "A" for Ambrose
Oakland A's	Orchestra Albany	Initials "O" & "A"
Oakland A's	<u>Spanish Cubans</u>	Color: Green
Orlando Magic	Folks	"Magic" stands for "Maniacs (MLDs) and Gangsters in Chicago"; Colors: Black/Blue represents many "Folks" gangs
Philadelphia Phillies	People	Initial "P" for "People"
Rhoxix Suns	Black Peace Stone Nation	Colors; Initials "P" & "S"
Pittsburgh Pirates	People Bloods	Initial "P"; Colors: Black/Gold for Latin Kings Initial "P" for Pirus (Bloods)
San Francisco Giants	Folks	Switch initials for "Super Gangster Folk"
San Francisco Giants	<u>Future Stones</u>	Initials "S" & "F" spelled backwards
San Francisco (Any)	Stone Froaks	Initials "S" & "F"

St. Louis Cardinals Starter Symbol	Spanish Vice Lords Folks	Basic red-colored hat Crack the five point star to disrespect the "People"
Starter Symbol	People	Five point star
Tampa Bay Lightning	Golden Disciples	Colors: Black/Blue
Texas Rangers	People	Initial "T" looks like pitchfork going down
University of Illinois	Folks	Initials "U" & "I" together appear to be a pitchfork being thrown up
"UNLV"	<u>Vice Lords</u>	Colors: Red/Black; "UNLV" backwards stands for "Vice Lords Nation United"



Vice Lords

Colors	Black and Gold
Affiliation	People
Symbols	Pyramid w/ crescent moon; initial "VL"; top hat w/ cane and gloves; pair of dice; martini glass; playboy bunny head; <u>excellent moon w/ five point star</u> ; dollar sign
Factions	Conservative Vice Lords, Imperial Insane Vice Lords, Traveling Vice Lords, Unknown Vice Lords, Renegade Vice Lords, Insane Vice Lords, Chevro Insane Vice Lords, Undertaker Vice Lords, Mafia Insane Vice Lords, Central Insane Vice Lords, Executioners, Gangster Stone Vice Lords, Ebony Vice Lords, Four Corner Riders

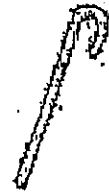
Use of Team Clothing

Chicago Bulls	Colors: Black/Red
Chicago Blackhawks	Colors: Black/Red; Pitch-Fork Scar
Louis Vuitton Cap	Initials "LV" reversed
UNLV	Colors: Red/Black; "UNLV" backward stands for "Vice Lords Nation United"

Hand signs



Vice Lords Gang Symbols



* symbol alone is religious sign and not prohibited.

Memphis Shelby County Police Gang Unit

000-000

MEMPHIS BLOOD SETS

HARVARD PARK BRIMS.

8 - 2 BRIMS

RED CLOVER GANGSTERS

DOUBLETREE VILLIANS

PIRU

BLOOD

IDENTIFIERS

COLORS:

RED & BLACK
WILL NOT WEAR BLUE

FLAG:

RED
LEADER MAY FLY WHITE

CLOTHING:

STARTER JACKETS

WORDS:

USE "B" IN LIEU OF
"C"

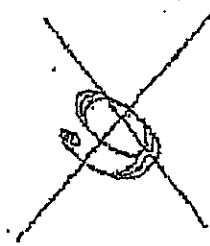
TILT:

LEFT

**BLOOD GRAFFITI
AND
TATTOOS**

² ² ²
√ √ √
BRIM
100

H.P.B.



C.K.

BOUNTY HUNTERS

CRABS

PIRU

HARVARD PARK BRIMS

6-2 BRIMS



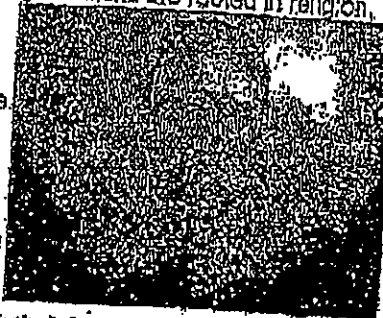
Racial Supremacy and Neo-Nazi Groups

Black supremacy groups such as the Five Percenters, Black Panther Party, and UHURU Movement have minimal membership and do not appear to be highly influential at this time. The largest, most dominant racial supremacy groups in Florida are the white supremacy groups.

Only about 25,000 Americans are hardcore ideological activists for the white supremacist movement, a tiny fraction of the white population. They are organized into approximately 500 different organizations. No two groups are exactly alike. They range from seemingly innocuous religious sects or tax protesters to openly militant, even violent, neo-Nazi skinheads and Ku Klux Klan Klaverns. The basic underpinnings of these organizations are rooted in religion,



which is combined with a paramilitary, survivalist, or anarchist operational approach. Currently, Klan groups are on the decline while more Hitler-inspired groups, like the National Alliance and the Church of the Creator (Aryan Nations), are growing in numbers and influence. Swastikas and Uzis are replacing hoods and crosses. In Florida, there is a very large representation of inmates with white supremacy or neo-Nazi beliefs.



Their members have strong feelings of white inferiority. Their philosophies tend to be neo-Nazi and racist. Their hate orientation and racial rhetoric can cause seriously disruptive undertone in the prison population and community. The major groups of interest are:

1. American Nazi Party
2. Aryan Nations
3. The Holy Order or The Order (Bruders Schweigen)
4. The Silent Brotherhood
5. White Aryan Resistance
6. Church of the Creator
7. Ku Klux Klan (many factions)
8. National Socialist White Peoples' Party
9. National Socialist White Workers' Party (NSWWP)
10. United White Peoples' Party
11. The New Order
12. National Democratic Front
13. Skinheads
14. Aryan Youth Movement

Racial Supremacy and Neo-Nazi Groups
(continued)

Identifiers/Symbols:



Celtic Cross was originally the symbol for the Celts of ancient Ireland and Scotland. A symbol/insignia similar in appearance to a Celtic Cross has been adopted by many American white supremacist groups. This identifier incorporates the white supremacist slogan "White pride world wide."



Kl Klux Klan blood drop. The drop is one of the KKK's best-known symbols. For Klan members, the drop represents the blood that Jesus Christ shed on the cross as a sacrifice for the white race.



Aryan Nations. This symbol is used by the neo-Nazi Aryan Nations, based in Heden Lake, Idaho. Aryan Nations is one of the nation's most established extremist groups.



Nazi swastika, adopted in 1935 as the official emblem of Goebbels' Nazi Party. The swastika is widely used by neo-Nazi, Skinhead, and other white supremacist groups. Dozens of variations of the swastika are common.



A Nazi symbol signifying the Schutzstaffel (SS), the elite military arm of Adolf Hitler's Third Reich. One of the SS missions was supervision of the death camp network.

Racial Supremacy and Neo-Nazi Groups
(continued)



Identifier is for the National Socialist White People's Party (NSWPP) a neo-Nazi supremacy group with roots in Germany. D.A.P. is for "German Workers Party."



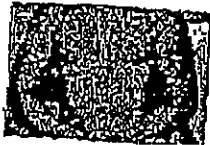
War Skins. Used by Skinhead followers of the neo-Nazi group White Aryan Resistance (WAR).



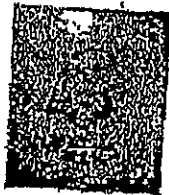
Formal symbol of Adolf Hitler's Third Reich.



Skinhead identifiers that show the skins are international.



Aryan Nation tattoos



Skinhead tattoo

Allies/Enemies:
These groups tend to be allies of each other, and their enemies are generally nonwhites, the government, and authority figures.
Propensity for Disruptive Behavior:
Any group that claims racial supremacy poses the potential to create disruption in communities as well as correctional facilities.

Gang Hand Signs



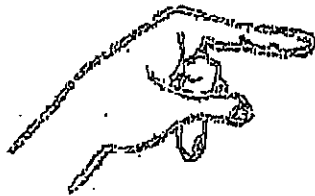
LATIN COUNTS

DEUCES



FUTURE STONES

LATIN KINGS



BLACK GANGSTER
DISCIPLES

IMPERIAL
GANGSTERS



SIMON CITY ROYALS

VICE LORDS



MANIAC LATIN
DISCIPLES

Gang Signs



"Primo" Sign



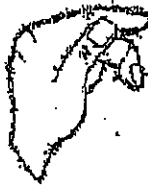
"Power"



"Victory"



Number One



Klinton Grip



Bounty Hunters



Grip: "Colista"



Riot



Rings



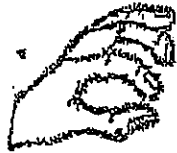
Athens Park Boys (APB)



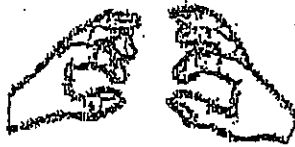
Mafia Crips



Mafia Crips



"C" Crip



"C-O" Compton Crip



"U" Underground Crip



"H" Harlem Crip



"E" East



"0" Number Zero



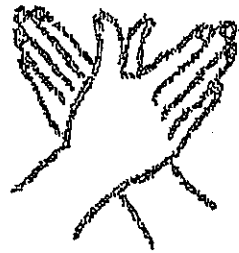
"M" Mafia Crip



"H" Hoover Crip



Black Stone



LATIN EAGLES

DISCIPLES



SPANISH COBRAS



TWO-SIX BOYS

DISCIPLES & FOLKS



VICE LORDS

INSANE UNKNOWNNS





F— You



Bloods



*Bloods
From Pro Street in Los
Angeles*



*Crip Killer
(Bloods signify this to Crip
members)*



4th Street Brothers



4th Street Brothers



*West Coast
East Coast if held to the side*



Crips



*"Double C" sign for
Crips*

Notwithstanding anything to the contrary contained herein, nothing herein prohibits the display of recognized religious symbols such as the Star of David or the Crescent or the Cross unless these, or other religious symbols are altered or augmented in some way and are being used by a gang, or as a gang sign, symbol, or identification.

Notwithstanding anything to the contrary contained herein, wearing of clothing of particular colors in and of itself is not prohibited unless the clothing (color or otherwise) is worn in combination with other prohibited gang signs or symbols. The wearing or displaying in any manner of gang names however, is prohibited.

DISCIPLINARY PROCEDURES	Descriptor Code: JDD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

I. Hearing Bodies:

Except in cases punishable by reprimand, detention, in-school suspension, etc., all cases of student discipline will be heard by one of the following.

- A. Principal or his/her designee
- B. School Disciplinary Committee or Hearing Officer
- C. District Disciplinary Committee or Hearing Officer
- D. The DeSoto County Board of Education

II. Jurisdiction:

The Principal, or his/her designee, of the respective schools have jurisdiction to hear and decide matters of student discipline and impose the necessary punishment, once guilt or innocence is determined. The categories of punishment shall consist of reprimand, in-school suspension of no more than ten (10) days, corporal punishment, school suspension of no more than three (3) days, or other punishments that do not involve removing the student from school.

Cases involving a suspension of more than three (3) days, assignment to an alternative educational setting for more than ten (10) days, or an expulsion from school will be heard by a disciplinary committee or a hearing officer. The disciplinary committee shall consist of three (3) professional staff members. This committee and/or hearing officer shall be appointed by the school superintendent or his designee. After the decision of the disciplinary committee or hearing officer has been made, appeals will be made to the district appeal officer or district appeal committee. After this appeal, the DeSoto County School Board will hear any final appeal of this case.

III. Notification of Charges:

- A. In cases where the imposition of punishment is for a suspension of three (3) days or less, the student will be orally informed of the charges lodged against him. The student shall have a right to respond and refute these charges. There may be a delay between the time that "notice" is given and the time of the hearing. A brief record will be kept on these proceedings. A parent will be notified of the suspension by telephone, if possible, and in writing.
- B. In cases where the punishment may involve removal from school for more than three (3) days, the following procedure shall be followed:
 - 1. The student will be informed of the charges and a hearing held as outlined above. The student may be suspended by for three (3) days, pending the hearing.

2. The student shall be notified in writing of the specific charge or charges and the time and place of the hearing. Such notice will be hand delivered to the student, the parent notified by telephone, if possible and a copy mailed to the parent.
3. The notification will specifically inform the student the following:
 - a. Witnesses may be produced in behalf of the student;
 - b. Student may be accompanied by a parent or guardian;
 - c. Witnesses appearing against the student may be cross-examined; and
 - d. Student may be represented by an attorney at his/her expense.

IV. Conduct of the Hearing:

- A. Hearings will not be open to the public.
- B. A record of the proceedings shall be maintained by either tape recording or a court stenographer. These records shall be kept in a locked file for a period not to exceed one (1) year or until the student graduates from high school. No one may have access to these records except those persons directly involved in the case.
- C. Hearings will be conducted in an orderly manner. Any person attempting to disrupt the proceedings shall be subject to the legal action provided for in Ms Code § 37-11-21 and Ms Code § 37-11-23.
- D. The accused will have an opportunity to make a defense in the hearing. Findings of fact shall be based upon proof that the student violated policies or rules and regulations as charged by the preponderance of the evidence in the case as a whole.
- E. The accused student will have an opportunity to hear and refute all testimony against them. The accused student may present any evidence, may reply to charges and/or present witnesses in their behalf.
- F. The burden of proof will rest upon those bringing the charge(s) and all matters pertaining to the case must be produced in the hearing. No formal rules of evidence and/or procedure are required. The hearing will be conducted in an informal and fair manner.

V. Hearing Conclusion

At the conclusion of the hearing, the disciplinary committee or the hearing officer shall make a finding and announce the decision orally. The decision shall also be reduced to writing and student and parent advised with seventy-two (72) hours after the completion of the hearing.

VI. Waiver of Hearing

A student is permitted to waive the opportunity of a hearing and accept the punishment generally associated with the offense. In this event, the student with one or both parents must confer with the appropriate discipline authority (district office administrator, principal or designee). In this conference the charges as well as the possible punishment will be explained and accepted. At that time the student and the parent may execute the waiver of the hearing and the punishment will be imposed.

REF: Ms Code § 37-11-21 (1992)
Ms Code § 37-11-23 (1970)
Ms Code § 37-11-53 (2001)
Ms Code § 37-11-57 (1997)

Descriptor Title: TOBACCO-FREE SCHOOL PROPERTY	Descriptor Code: JGC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County Board of Education bans the use of all tobacco products in all school buildings and property 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 and to school-owned or operated vehicles and facilities. The board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

The Federal code states that neither a person nor a federal agency shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person or agency for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.

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.

REF: Public Law 103-227, 20 US CODE 6083 Section 1043 (a) and (c-1) and (f-1)

Descriptor Title: HEARING, VISION, SPEECH SCREENING	Descriptor Code: JGCA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Any student who has not been successful in the regular education program may be screened for hearing/vision as a means of determining whether hearing/vision problems are the cause of the child's lack of success in the regular program.

Mass screening for hearing, vision and speech shall be done in grades determined by the school administration and/or the State Department of Education.

DIABETES MEDICAL MANAGEMENT	Descriptor Code: JGCDB	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

All students known to have diabetes should provide the school they are attending with a Diabetes Medical Management Plan and a Quick Reference Emergency Plan signed by their physician. These plans should be provided within the first week of school. The plan should include the following:

1. Name of student
2. Date of birth
3. Emergency contact information
4. Student's ability to perform self-management tasks at school
5. List of diabetic supplies and equipment
 - a. Blood glucose monitoring (times to be done and circumstances requiring testing)
 - b. Meal and snack plans
 - c. Exercise requirements or restrictions
 - d. Insulin, glucagons, and other medications to be given at school (doses, times and circumstances to be given)
 - e. Typical signs, symptoms, and prescribed treatment for hypoglycemia (low blood sugar)
 - f. Typical signs, symptoms, and prescribed treatment for hyperglycemia (high blood sugar)
 - g. Ketone testing (when to be done)
 - h. Parameters of when parent should be notified and when child should be sent home from school

If the student needs medications/treatments while at school, a medication authorization form must be completed and signed by the parent.

The Diabetes Medical Management Plan should be reviewed and updated each school year or upon a change in the student's prescribed regimen.

The Quick Reference Emergency Plan summarizes how to recognize and treat hypoglycemia and hyperglycemia. It should be distributed to all personnel who have responsibility for the student with diabetes.

The parent/guardian responsibilities include providing the school with the following:

1. All materials and equipment for diabetes care tasks, including blood glucose testing, insulin administration (if needed), and urine ketone testing. The parent/guardian is responsible for the maintenance of the blood glucose testing equipment and must provide materials necessary to ensure the proper disposal of needles.

2. Supplies to treat hypoglycemia, including a source of glucose and a glucagon emergency kit (if ordered by the physician).
3. Emergency phone numbers in case of diabetes-related questions and/or emergencies.
4. Information about the student's meal/snack schedule. The parent should work with the school to coordinate this schedule with that of the other students as closely as possible.

To be prepared in the event of natural disasters or emergencies, the parents/guardian should provide an emergency supply kit. It should contain enough supplies for 72 hours. The kit should include the following:

1. Blood glucose meter, testing strips, lancets, and batteries for the meter
2. Urine ketone strips
3. Insulin and supplies, including syringes and antiseptic wipes
4. Insulin pump supplies
5. Fast-acting source of glucose
6. Snacks containing carbohydrates
7. Glucagon emergency kit (if ordered by the physician)

DESOTO COUNTY SCHOOLS MEDICATION POLICY	Descriptor Code: JGCDC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: April, 2010

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school.
2. Medications will only be administered if:
 - a. A physician's order (a prescription label is considered an order) and a medical authorization form signed by a parent/guardian is received at school including the child's name, name of medication needed, and time of administration.
 - b. Prescription medication must be supplied in the bottle dispensed by the pharmacy with the following on the label before the school can accept it: child's name, name of medication, how often the medication is to be given, the dosage, and the date of expiration. Non-prescription medication must be in the original package and it is up to the school principal if a prescription is needed for school personnel to administer it.
3. Medications will not be accepted in household containers, envelopes, baggies, etc.
4. The first dose of any medication should be given at home in case there is an allergic reaction.
5. Medications are to be stored in a locked cabinet in a secure location. Medications requiring refrigeration will be stored in a refrigerator in a secured area (medication and food must be stored separately).
6. No medication will be administered without parental/guardian consent. The schools will provide the parents/guardians with the necessary medication authorization forms and it is the parent's/guardian's responsibility to complete the form and return it to the school. The forms must be updated every school year and anytime there is a medication or dosage change. **NO CHANGES IN THE ADMINISTRATION OF THE MEDICINE WILL BE MADE UNTIL THE FORM IS SUBMITTED** to the designated staff member in the school.
7. The designated staff member will maintain a daily log of medications administered to each individual student and will maintain these records in a secure location with the medication. The log should contain the student's name, date, medication given, time it was given, and the initials of the person who gave the medication along with a signature. If a medication dose is missed, the designated staff member is to document this on the daily log along with the reason why the medication was missed and notify the appropriate personnel. The school should keep medication logs on file for at least five (5) years.
8. Students that have asthma are allowed to keep their inhaler with them as long as they have an asthma medication permission form signed by their doctor and on

file with the school. These forms are provided by the schools and should be updated every year.

9. Diabetic students should supply a diabetic care plan from their doctor to the school. It is at the principal's (or principal designee's) discretion as to where medication and supplies are to be stored.
10. Epipens are for severe allergic reactions. An Epipen care plan should be sent to the parent/guardian for them to get their doctor to complete and send back to the school. The Epipen should be stored as close to the student as possible, since it is for emergency use. Individual consideration will be given by the principal or principal designee to determine if the student is able to carry their own medication and properly self administer or if a designated staff member needs to keep and administer the medication.
11. Emergency medications should be taken on field trips (eg. asthma inhalers, Epipens, diabetic supplies).
12. The proper disposal of unused medications is important and it is the responsibility of the parent/guardian to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another district or school. The unused medication needs to be picked up by the parent/guardian within thirty (30) days or it will be disposed of by the school nurse or delegate, with a witness present.
13. Schools will not provide medications to students.
14. Prescription drugs must be brought to the school by a parent/guardian. A medication receiving form (see page 3 of policy) must be signed by the parent/guardian and an authorized staff member indicating the number of pills received.
15. All prescription drugs will be counted on a regular basis by two designated staff members. It is at the principal's or his/her designee's discretion as to how often this is to be done.

**Desoto County Schools
Medication Receipt Form**

Student name: _____ Date: _____

Name of medication: _____

of pills received: _____ Starting date: _____

Parent/Guardian Signature: _____
(required)

Staff Member Signature: _____
(required)

**Desoto County Schools
Medication Receipt Form**

Student name: _____ Date: _____

Name of medication: _____

of pills received: _____ Starting date: _____

Parent/Guardian Signature: _____
(required)

Staff Member Signature: _____
(required)

Descriptor Title: ASTHMA/ANAPHYLAXIS BOARD POLICY	Descriptor Code: JGCDD	Adopted Date: July, 2010
	Reviewed Date:	Revised Date:

A student with asthma and/or anaphylaxis is entitled to possess and self administrate prescription asthma and/or anaphylaxis medication while on school property, on school provided transportation, or at a school related event or activity. If:

- a. The prescription has been prescribed for that student as indicated by a prescription label on the medication;
- b. The permission form for prescribed asthma medication must be completed and signed by the student’s physician and parent/guardian;
- c. All students who are on current asthma medication should provide the school they are attending with an asthma action plan signed by the physician within the first week of attendance.

A student with anaphylaxis prescribed medication will follow Board Policy JGCDC section 10.

Descriptor Title: STUDENT WELLNESS	Descriptor Code: JGCE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

GOAL

All students in DeSoto County School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the DeSoto County School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the DeSoto County School District adopts this school-wellness policy with the following commitments to nutrition, physical activity, comprehensive health education, marketing and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

COMMITMENT TO NUTRITION

DeSoto County Schools will:

- Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Encourage school staff and families to participate in school meal programs.
- Operate all Child Nutrition Programs with school food service staff who are properly qualified according to current professional standards (Mississippi Board of Education Policy, Code EE-2E).
- Establish food safety as a key component of all school food operations and ensure that the food service permit is current for the Food Service school site.
- Follow State Board of Education policies on competitive foods and extra food sales (Mississippi Board of Education Policy, Code EEH).
- Establish guidelines for all foods available on the school campus during the school day with the objectives of promoting student health and reducing childhood obesity.
- If vending machines are allowed, add nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, beef jerky, reduced-fat milk, reduced-fat yogurt, reduced-fat cheese, 100% juice, and water).
- Eliminate fast food deliveries during scheduled lunch hours.
- Encourage parents and visitors to participate in the school lunch program.

- If snacks are offered for purchase to students, the snacks should include healthy options.
- Limit drink vending machines to water, juices, and diet sodas.
- Limit vending machines to middle and high schools.
- Encourage food for parties and celebration to be healthy choices.
- Encourage schools not to use food items for fundraising.
- Encourage teachers not to use candy or food for rewards in the classroom.
- Encourage all school-based organizations to use services, contests, non-food items and/or healthful foods for fundraising programs.
- Encourage schools to either devote one PTA/PTO meeting to child nutrition or send communications home with each student on healthy eating habits.

COMMITMENT TO PHYSICAL ACTIVITY

DeSoto County Schools will:

- Provide physical education for all students (in accordance with Section 37-13-134, Mississippi Code of 1972, annotated, reference 2004 Mississippi Public Schools Accountability Standards 32, Appendix B and 33). High schools must offer physical education as an elective; kindergarten through eighth grade must have physical education as a part of the curriculum.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Implement the 2006 Mississippi Physical Education Framework.
- In elementary schools, encourage students to be active during recess periods.
- Do not punish students by limiting physical activity opportunities.
- Reward students by organizing extra physical activities (power walks with the principal, extra recess minutes, etc.) instead of food-related events.

COMMITMENT TO COMPREHENSIVE HEALTH EDUCATION

DeSoto County Schools will:

- Provide ½ Carnegie unit of comprehensive health education for graduation (2004 Mississippi Public School Accountability Standard 20, Appendix A).
- Implement the 2006 Mississippi Comprehensive Health Framework for grades 9-12 (2004 Mississippi Public School Accountability Standard 20, Appendix A).

COMMITMENT TO MARKETING A HEALTHY SCHOOL ENVIRONMENT

DeSoto County Schools will:

- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community, at school events, e.g., school registration, parent-teacher conferences, PTA/PTO meetings, open houses, health fairs, teacher in-services, and other events.
- Work with local media, like newspaper, TV and radio, to inform the community about the health problems facing Mississippi children, as well as the need for and benefits of healthy school environments

COMMITMENT TO IMPLEMENTATION

DeSoto County Schools will:

- Establish plan for implementation of the school wellness policy.
- Designate one or more persons to ensure that the school wellness policy is implemented as written.
- Establish and support a School Health Council (SHC) that addresses all aspects of a coordinated school health program.

Descriptor Title: EMERGENCY DRILLS	Descriptor Code: JGFA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Each building principal in the DeSoto County School System shall be responsible for having a sufficient number and frequency of emergency drills to ensure that students and staff are prepared to react in the face of emergencies or disasters. These possible situations include not only natural disasters such as a tornado, earthquake, flood or fire, but also training and instruction should be given on how to respond in the event of a terrorist attack, bomb threat, intruder in the building or possible exposure to hazardous biological or chemical materials. The principal may include drills, simulations, and presentations from preparedness agencies and emergency responders to the extent needed for the safety of the students and staff in his/her building.

Descriptor Title: DISMISSAL PRECAUTIONS	Descriptor Code: JGFC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

No student shall be permitted to leave school without prior approval from the principal or his/her designee.

In case of a personal illness or bona fide emergency, students must have a request from a parent or guardian in person or by phone before they will be allowed to leave school.

Students having medical appointments or for other valid reasons may check out from school as follows:

1. A parent or guardian may personally come to the school and check out a student.
2. Students may present a medical appointment card to gain permission to leave.
3. Students may present a note from a parent or guardian containing the reason for checking out, time of check out, and phone number of the parent or guardian.
4. Notes should be brought to the office before 8:00 a.m. on the day of check out.
5. If a note or appointment card cannot be verified, student may not leave school.
6. Class work must be made up for any of the reasons shown above.

Students leaving school on school-related business must first obtain written permission from his/her teacher and then personally sign out. Upon return to school, the student must personally sign in.

Descriptor Title: AUTOMOBILE USE	Descriptor Code: JGFF	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Driving on school roads and parking on school property is a courtesy offered to students and others by the DeSoto County School Board.

The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school-authorized activities which occur before or after the regular school day.

Violators may be charged with trespassing and/or vehicles may be towed at owners' expense.

School administrators obtaining suggestions from law enforcement officials, shall establish rules and regulations to assure traffic safety.

The DeSoto County School District shall not assume any responsibility for damage to vehicles.

Students shall not sit in or upon vehicles parked on the school campus.

Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.

Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school or other disciplinary action.

Student automobiles are subject to searches.

Descriptor Title: ACCIDENTS AND FIRST AID	Descriptor Code: JGFG	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Each principal shall have a planned program for handling emergencies resulting from accident or sudden sickness of students. The program of first aid for emergencies shall provide direction for giving immediate care, notifying parents, 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 any trained staff member shall administer first aid.
2. In all cases where the nature of an illness or an injury appears to be 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 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.
5. Serious accidents to students shall be reported to the central office as soon possible.

Principals shall maintain an adequate supply of standard first-aid materials which shall be made available by the board as are other school supplies.

Principals shall see that a sufficient number of the instructional staff members keep current with their first-aid certification through the American Red Cross or other recognized first-aid training program.

Descriptor Title: FEES	Descriptor Code: JHA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

The DeSoto County School Board hereby authorizes the charge of reasonable fees, but not more than the actual cost, for the following:

1. Supplemental instructional materials and supplies, excluding textbooks;
2. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
3. 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 (3) 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 (1) and (2) 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. Any family that qualifies for a free lunch shall receive a financial hardship.
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.

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

REF: Ms Code § 37-7-335 (2007)

Descriptor Title: SOCIAL EVENTS	Descriptor Code: JHD	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

All social events, including parties, whether sponsored as a class, club or organization shall be approved in advance by the principal. Even if the event or activity is designed for students within that school, groups or organizations from outside the school need to refer to the policy “Use of Facilities DFH.”

Descriptor Title: SOLICITATIONS OF STUDENTS	Descriptor Code: JKA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

No agent, solicitor, salesperson or person other than an employee of the DeSoto County School District may visit pupils or teachers without the permission of the principal.

Descriptor Title: SOLICITATIONS BY STUDENTS (FUND RAISING)	Descriptor Code: JKB	Adopted Date: July, 2008
	Reviewed Date: 	Revised Date: January, 2012

Students or staff members are not to solicit funds, supplies or materials in the name of the DeSoto County School District or individual schools unless specifically approved to do so on a project-by-project basis. A statement signifying that students are duly representing the school, signed by the principal of the school, is required of any student soliciting funds on behalf of the school.

It is the policy of the DeSoto County School Board to authorize fundraising activities that: (1) ensure the safety of students; (2) support educational and extra-curricular activities in grades K-12 and, (3) protect the operation of the school district. This policy includes fundraising by groups and organizations associated with DeSoto County Schools.

- (1) Ensure the safety of students:
 - a. Fundraising activities must be planned and authorized in such a way that the safety of students is protected.
 - b. Door-to-door solicitations by elementary age students (grades K-5) are prohibited.
 - c. Door-to-door solicitations by middle and high school students (grades 6-12) may be allowed with written parental/guardian permission.

- (2) Support educational and extra-curricular activities in grades K-12:
 - a. Fundraising activities must enhance the educational programs, activities, and goals of DeSoto County Schools.
 - b. Fundraising activities will help maintain school-sponsored extra-curricular organizations and/or groups.

- (3) Protect the operation of the school district:
 - a. Fundraising requests must be submitted to the principal for approval. This includes school, PTO/PTA/Booster and other group requests. Participation in non-approved activities shall be considered a violation of school district policy.
 - b. A Fundraiser Approval form must be maintained for review at the school level.
 - c. A chairperson shall be elected from each area to coordinate with other area principals to develop a calendar of all approved/scheduled school, PTO/PTA/Booster and/or other group fundraising activities.

- d. The chairperson shall submit a calendar by September 30 and January 31 to the Superintendent. The chairperson shall be responsible for maintaining this calendar throughout the school year (revisions, additions, etc.).
- e. Bank reconciliations and financial reports from PTO/PTA/Booster and/or other groups must be submitted by the principal and/or bookkeeper on a monthly basis along with the school's Activity Fund Report.

These procedures have been established to protect students, teachers, and school administrators from fundraising efforts that are exploitative, coercive, and disruptive to the educational process or lacking in educational merit.

Descriptor Title: HALL OF FAME AND WHO'S WHO	Descriptor Code: JLA	Adopted Date: June, 2008
	Reviewed Date:	Revised Date:

Each school will develop procedures for selecting a “Hall of Fame” and for recognizing students in Who’s Who. These procedures may include, but are not limited to, selection criteria such as grades, teacher recommendations, popular vote, and/or extracurricular participation. These procedures will be written and maintained on file at the school site.

Descriptor Title: EARLY RELEASE/LATE ARRIVAL	Descriptor Code: JLB	Adopted Date: June, 2008
	Reviewed Date:	Revised Date: July, 2010

Juniors and seniors must attend two of the four scheduled blocks. Freshman and sophomores must attend all four blocks.

If a junior or senior is released early based on grade classification and desires to return for extracurricular activities, he/she is allowed to do so.

Any student desiring early release or late arrival must have a signed parental permission form on file.

If a student is not on pace to graduate, the principal can deny a student early release or late arrival.

DESOTO COUNTY SCHOOLS
Application for Early Release/Late Arrival

Name _____ DOB _____ Grade _____

Please check the class period for which you are applying for early release/late arrival.

___ 1st Block ___ 2nd Block ___ 3rd Block ___ 4th Block

Signed Student Statement:

Upon approval, I agree to leave the school campus at the above designated period. I understand that I may only return to campus to participate in a scheduled extracurricular activity.

Signature of Student

Date

Signed Parent Statement:

I request early release/late arrival for my child and give permission for him/her to leave school.

Signature of Parent

Date

***The principal has the authority to revoke this privilege at any time.**

___ Denied Early Release/Late Arrival

___ Approved Early Release/Late Arrival

Reason for Denial: _____

OR

Early Release/Late Arrival is approved for the following dates:

_____ to _____

Signature of Principal/Asst. Principal: _____

Descriptor Title: SENIOR PRIVILEGES	Descriptor Code: JLC	Adopted Date: June, 2008
	Reviewed Date:	Revised Date: October, 2011

Seniors are allowed two (2) college visit days per semester. The visits must be pre-approved by the principal or his or her designee, and documentation of the visits must be provided. A college visit will be documented as a school activity for attendance purposes.

Seniors will also enjoy the privilege of late arrival. All seniors must attend school for two (2) periods each day.

Descriptor Title: FIFTH YEAR SENIORS	Descriptor Code: JLD	Adopted Date: June, 2008
	Reviewed Date:	Revised Date:

If a student returns to a DeSoto County High School as a fifth year senior, the student will only enroll in the needed courses. The student will not be required to attend four (4) classes.

VALEDICTORIAN AND SALUTATORIAN (entering ninth graders in 2008- 2009)	Descriptor Code: JLE	Adopted Date: June, 2008
	Reviewed Date:	Revised Date: April, 2009

The Valedictorian and/or Salutatorian of each DeSoto County High School must be enrolled in the school on or before September 1 of the student's junior year and attend the school for both the junior and senior school years.

The student must meet the Mississippi Institutions of Higher Learning entry requirements.

The Valedictorian must have the highest overall weighted numerical average based on grades from the freshman, sophomore, and junior years and the first three (3) terms of the senior year.

The Salutatorian must have the second highest overall weighted numerical average based on grades from the freshman, sophomore, and junior years and the first three (3) terms of the senior year.

GRADUATES OF DISTINCTION AND SPECIAL DISTINCTION (entering ninth graders in 2008-2009)	Descriptor Code: JLF	Adopted Date: June, 2008
	Reviewed Date:	Revised Date: April, 2009

Graduates of Distinction:

A “Graduate of Distinction” must have an overall weighted numerical average of 90-94 for the freshman, sophomore, and junior years and the first three (3) terms of the senior year. The student must meet the twenty-four (24) (2008-2009 entering freshmen) or twenty-six (26) (2009-2010 entering freshmen) credit graduation requirements.

Graduates of Special Distinction:

A “Graduate of Special Distinction” must have an overall weighted numerical average of 95 or higher for the freshman, sophomore, and junior years and the first three (3) terms of the senior year. The student must meet the twenty-four (24) (2008-2009 entering freshmen) or twenty-six (26) (2009-2010 entering freshmen) credit graduation requirements.

- If a student chooses to opt out of the twenty-four (24) or twenty-six (26) credit graduation requirements, the student will not be able to graduate as a “Graduate of Distinction” or “Graduate of Special Distinction.”

DISTRIBUTION OF MATERIALS THROUGH STUDENTS	Descriptor Code: JO	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: May, 2012

The DeSoto County Schools shall not establish a public forum in order to use the time of the schools, the pupils, and the parents for non-school purposes. The distribution of outside materials and communications to the homes through the pupils shall be kept to a minimum and confined to sources dedicated to the interests of boys and girls.

All requests from groups or individuals to distribute materials in the community through pupils, with the exception of those listed below, shall be denied.

Exceptions:

1. PTA and scouting materials
2. Educational institution materials approved by the superintendent
3. Materials pertaining to activities of the city/county recreation program
4. Public health and national defense
5. Each high school shall establish a handout table or similar area in the school where students may have access to materials provided by community organizations other than those indicated above. Said materials shall not be disruptive to the school or educational process, pervasively vulgar, or harmful to students. Included with any and all distributed materials shall be a disclaimer stating that the school does not endorse, approve, or sponsor the activities, viewpoints, or events promoted in the material.

Any group wishing to provide such materials should make a request in writing to the appropriate high school principal. The high school principal shall establish rules to insure orderly, non-coercive access to said materials. This policy shall be applied evenhandedly without regard to the content of the material. The community organization wishing to provide the materials shall be responsible for providing the materials and restocking the handout table at a time arranged with the school's administration, but may not personally distribute the materials. Requests to principals of high schools shall be made on an annual basis before the first day of the school year. Prior approval of a request does not insure a subsequent approval and will expire after one year.

This exception applies to High Schools only and shall not apply to any other school in the District.

Descriptor Title: ATTENDANCE OF PREGNANT STUDENTS	Descriptor Code: JQE	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Upon the written request of a pregnant student in the DeSoto County School District and the student's husband or parent, if the pregnant student is unmarried, a pregnant student shall be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student, as determined by the student's physician.

Although school officials shall not exclude a pregnant student from enrollment in school solely because of the student's pregnancy, school officials shall have the authority and responsibility to take appropriate disciplinary action against a pregnant student, as well as any other student, for any actions or misconduct on school grounds which are either disruptive or in violation of school regulations.

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, her attendance shall be governed by the same attendance policies, rules, and regulations that govern all other students. Although the pregnant student's school absence immediately preceding and following the delivery shall be an excused absence, the student shall be able to earn course credit only if minimum course requirements are met, as determined by the principal through consultation with the student's teachers.

The pregnant student who remains in school during the pregnancy should be under the direct care of a licensed physician. Also, the pregnant student shall be expected to fulfill the following responsibilities:

1. Notify the school principal or counselor after the pregnancy is confirmed.
2. Provide the principal with a written statement from the physician. The statement should include the physician's recommendation concerning school attendance for the pregnant student and confirmation of the expected date of delivery.
3. Participate in a joint conference with the principal and the pregnant student's husband or parent, if the pregnant student is unmarried. This required conference shall be held for the purposes of determining delivery, based upon the physician's recommendation.
4. Consult monthly with the school counselor or school nurse.

Within the limits of available resources, all secondary schools shall attempt to provide courses and instructional units in such areas as family living, family planning, and childcare. Pregnant students shall be encouraged to enroll in such courses. To be re-admitted to school during the semester of the delivery, the student should have a written statement from her physician certifying her readiness for re-admission.

Descriptor Title: FOREIGN EXCHANGE STUDENTS	Descriptor Code: JQKA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It is the intent of the DeSoto County School District to participate in the foreign exchange program whereby students from foreign countries are allowed temporary enrollment in this school district to enhance cultural exchange. In order to facilitate placement of foreign exchange students in the school district, the following criteria will be considered by the building principal upon receipt of any such application.

1. The number of foreign exchange students in a given school in the district will be no more than five (5) in a school with a student population of less than a thousand students and no more than eight (8) in a school with a student population of more than a thousand students.
2. The application for enrollment must be approved by the building principal prior to the start of the school year in which the student plans to attend, and the application must be for the entire school year. Foreign exchange students must register by September 1, and no foreign exchange student can enroll at the beginning of second semester. The individual applications will be considered for selection in the order corresponding to the dates of the applications with the earliest application considered first.
3. Only placement agencies appearing on the National Association of Secondary School Principals list will be eligible to submit applications.
4. Each student application form shall clearly indicate the English language proficiency of the student and state the number of years (hours per week and number of weeks per year) devoted to the study of the English language. In cases when the student is temporarily enrolled and is unable to understand the English language as used in the classrooms, the school district reserves the right to rescind the temporary enrollment.
5. Since the intent of the foreign exchange student program is the cultural exchange between students of the United States and students of other nations, foreign exchange students should not enroll in the schools of this district expecting to receive a graduation diploma from this district or participate in a graduation ceremony. Foreign exchange students may earn Carnegie units* for the courses taken while they are enrolled in the schools of this district if they score a passing grade in the courses.
6. All applicants and/or agencies applying for enrollment and admission will be individually responsible to ensure that all requirements of the Immigration and Naturalization Service are met.
7. All applications shall have attached a resume of the host family with whom the student will be living during the school year. The resume shall contain the names of all adult members of the host family and their addresses and telephone numbers where they may

be reached during and after school hours. The names and ages of all children in the home should also be included in the resume.

8. It is the responsibility for the foreign exchange counselor to secure, transfer, and have validated all records that are required by the foreign exchange student's home country. The school counselor will provide only a record of credits earned in DeSoto County School District.

* Carnegie Unit: A standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided. Awarding of a Carnegie unit indicates that the district has provided the equivalent of five 50-minute periods per week in regular and laboratory classes over a school year for a total of 145 hours. (Bulletin 171, Eleventh Edition, 1992, Mississippi Accreditation Requirements of the State Board of Education)

Descriptor Title: ADMISSION OF HOMELESS STUDENTS	Descriptor Code: JQN	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

Any child, (ages 5-21), who resides within the boundaries of DeSoto County is eligible to attend school in DeSoto County.

Any child of a homeless individual and each qualifying homeless youth (age 5-21) who resides within the boundaries of DeSoto County will be eligible to attend school in DeSoto County.

A homeless child or a homeless youth is defined as an individual who:

1. Lacks a fixed, regular and adequate residence or has a primary night time residence in a supervised publicly or privately-operated shelter for temporary accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
2. Is temporarily staying with relatives or friends due to caretakers' recent loss of jobs, housing or financing as opposed to living together for cultural or traditional reasons.
3. Is an agricultural migrant child who typically does not remain in one location more than two (2) weeks.
4. Is a runaway who resides in a special shelter.
5. Resides in a domestic abuse shelter.
6. Resides on the street or in a tent or vehicle.

Any individual imprisoned or otherwise detained by an Act of Congress or State Law is not homeless or a homeless individual.

The "school of origin" is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

The "place of abode" includes any of the places indicated in the text above.

- * Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, 42USC11431, it shall be the policy of this school district, to the extent practicable under requirements relating to education established by state law, that each eligible child of a homeless individual and each eligible homeless youth will have access to a free appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.

- * The placement of an eligible homeless child or youth will be made according to the Assignment to Schools Policy (JBCCA) and will take into consideration the best interests of the homeless child or youth and placement requests made by a parent.
- * The choice of placement in either the “school of origin” or the school serving the “place of abode” will take place regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parent(s).

Provided the homeless child or youth meets eligibility criteria, he/she will be provided transportation services, compensatory education programs for the disadvantaged; educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs.

Any and all records ordinarily kept by the school district, including immunization records, academic records, birth certificates, guardianship records, evaluations for special services and programs shall be kept on homeless children and youth and shall be forwarded in a timely fashion should a child or youth enter a new school or school district; and in a manner consistent with Section 1232g of Title 20.

Should this school district receive assistance under Section 11432 of the Act, it shall coordinate with local social service agencies and other agencies or programs providing services to such children or youth and their families.

Should this school district receive assistance under Section 11432 of the Act, it shall designate a homeless liaison to ensure that homeless children and youth enroll in and succeed in the schools of their district; and, homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services.

The homeless liaison shall inform school personnel, service providers and advocates working with homeless families of the duties of the liaison.

This school district has and will continue to review and revise, to the extent practicable under the requirements relating to education established by state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools selected in accordance with paragraphs with asterisks (*) of this policy.

In reviewing and revising such policies, to the extent practicable under the requirements relating to education established by state law, consideration shall be given to issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship.

Disputes which may arise regarding the assignment of a homeless child or youth, or regarding any other issues concerning compliance with the Stewart B. McKinney Act or any other matters dealing with the education of homeless children and youth, will be directed to the attention of the Superintendent or his designee for prompt resolution. A review will be

made which addresses the issues in the dispute within ten (10) days from the receipt of a written request for resolution from the parent. If the dispute cannot be resolved by the Superintendent or designee, the parent may file a written appeal to the DeSoto County School Board. In the event the dispute cannot be resolved locally, any aggrieved party may make written request for a review of the matter to the Coordinator of the Homeless Program, State Department of Education, P.O. Box 771, Jackson, MS 39205.

Legal Ref: As cited above

Descriptor Title: STUDENT RECORDS	Descriptor Code: JR	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It is the policy of the DeSoto County School District Board of Education that the principal of each school will be the legal custodian of all student records for that school. Students and parents will have access to their school records. The school will notify parents and adult students annually of the type of records kept, the procedure for inspecting and copying these records, the right for interpretation, the right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement and the right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

TRANSFER OF ENROLLMENT

A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include, but not be limited to, all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

EVIDENCE OF AGE

It shall be the responsibility of the principal of each school in the DeSoto County School District to enforce the requirement for evidence of the age of each pupil before enrollment. The evidence required shall be a birth certificate or other state-approved documentation of birth. If this evidence can not be produced, an affidavit of age sworn to by a parent, grandparent or custodian will be sufficient for temporary enrollment providing that a money order is provided showing that the birth certificate has been ordered. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance.

PERMANENT RECORDS

The permanent record provided for above shall be kept, while it is active, in the attendance center office in a fire-resistant container. The permanent record shall be considered active:

(a) if the student is enrolled in the school; or (b) if he has withdrawn or has been expelled and the students of the class of which he was a member shall not have reached the time of graduation. At the point of the student's graduation or at the time when the student would normally have graduated had he not withdrawn or been expelled from school, the student's permanent record shall become a part of the permanent binder in the central fire-resistant depository as designated and provided by the school board of the school district, or as an alternative method, the records may be maintained in fire-resistant storage at the school last attended by the student. The permanent binding and preservation of the inactive records shall be the duty of the superintendent of this school district who shall maintain a central depository of the records.

CUMULATIVE FOLDERS

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. At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board of this school district in not less than five (5) years after the permanent record of the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive permanent records on photographic film or microfilm which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district.

REF: P. L. 107-110 (No Child Left Behind Act of 2001)
Family Educational and Privacy Act (FERPA)
Ms Code § 37-15-1 (2003) [Repealed effective July 1, 2007]
Ms Code § 37-15-2 (1995)
Ms Code § 37-15-3 (1995)
Mississippi Public School Accountability Standards

Descriptor Title: STUDENT DIRECTORY INFORMATION	Descriptor Code: JRA	Adopted Date: July, 2008
	Reviewed Date:	Revised Date: March, 2011

The Family Education Rights and Privacy Act (FERPA) provides students, parents and guardians with the right to inspect educational records pertaining to the individual student.

Information from student records will only be available to authorized officials within the district with a legitimate educational interest, as defined in this policy. Information from student records is not available to any person outside the school district without the express written consent of the parents/guardians, or eligible student (18 years or older), except to comply with a court order or subpoena, or in cases where the safety of persons or property is involved.

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

I. Annual Notification:

- A. The DCSD shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights to:
 - 1. Inspect and review the student's education records within a reasonable period of time, but not more than 45 days after a request has been submitted, including the procedure for submitting a request;
 - 2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; including the procedure for requesting amendment;
 - 3. Consent to disclosures of personally identifiable information contained in the student's education records, except as provided herein; and
 - 4. File a complaint concerning alleged non-compliance of FERPA.
- B. The annual notice shall contain a list of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest when education records are disclosed to authorized school officials.

- C. The DCSD shall provide this notice by any means reasonably likely to inform the parents or eligible students of their rights.
- D. The DCSD shall effectively notify parents or eligible students who are disabled or have a primary home language other than English.
- E. If circumstances exist which prevent the parent/eligible student from exercising the right to inspect and review the student's education record, the DCSD will provide the parent/eligible student with a copy of the records requested; or make other arrangements for the parent/eligible student to inspect and review the requested records.

II. Fees for Copies of Education Record

- A. Unless the imposition of a fee prevents a parent or eligible student from exercising the right to inspect and review the student's education records, the DCSD may charge a fee for a copy of an education record which is made for the parent or eligible student. There is no fee charged to search for or to retrieve the education records of a student.

III. Procedures for Amending Education Records:

- A. If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
- B. The DCSD shall decide whether to amend the record as requested within a reasonable time after receiving the request.
- C. If the DCSD decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing.

IV. Hearings for Amendment Requests:

- A. The DCSD shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- B. If, as a result of the hearing, the DCSD decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly; and inform the parent or eligible student of the amendment in writing.

- C. If, as a result of the hearing, the DCSD decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both. The statement shall be disclosed whenever the portion of the record is disclosed to which the statement relates and will remain a part of the record for as long as the record is maintained.

V. Hearing Requirements:

- A. The DCSD shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student, and shall give notice of the date, time and place, reasonably in advance of the hearing to the parent or eligible student.
- B. The hearing may be conducted by an official of the DCSD who does not have a direct interest in the outcome of the hearing.
- C. The DCSD will give the parent or eligible student a full and fair opportunity to submit evidence relevant to the issues raised. The parent or eligible student may, at his or her expense, be assisted or represented by one or more individuals of his or her choice, including an attorney.
- D. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The hearing shall be conducted informally without formal rules of procedure or evidence. The DCSD shall make its decision in writing within a reasonable period of time after the hearing.

VI. Disclosure of Personally Identifiable Information from Education Records:

Prior consent **IS** required to disclose information from education records as follows:

- A. The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records. If a parent or eligible student so requests, the DCSD shall provide him or her with a copy of the records disclosed.
- B. The written consent must:
 - 1. Specify the records that may be disclosed;
 - 2. State the purpose of the disclosure; and

3. Identify the party or class of parties to whom the disclosure may be made.

Prior written consent **IS NOT** required to disclose information as follows:

- A. DCSD may disclose personally identifiable information from an education record of a student without consent if the disclosure is to authorized DCSD school officials, including teachers who have legitimate educational interests; or to a contractor, consultant, volunteer, or other party to whom the DCSD has outsourced institutional services or functions who may be considered a school official under this paragraph provided that the party performs an institutional service or function for which the DCSD would otherwise use employees and is under the direct control of the DCSD with respect to the use and maintenance of education records. The DCSD will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.
- B. The disclosure is to authorize representatives of State or local educational authorities.
- C. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility, amount or to enforce the terms and conditions of the aid.
- D. The disclosure is to State and local officials or authorities if the disclosure concerns the juvenile justice system and the ability to effectively serve the student whose records are released or pursuant to State Statute.
- E. The disclosure is to organizations conducting studies for, or on behalf of educational agencies or institutions provided the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; and provided that the information is destroyed when no longer needed for the purposes for which the study was conducted. The term organization includes, but is not limited to, Federal, State, and local agencies, and independent organizations.
- F. The disclosure is to accrediting organizations to carry out their accrediting functions.
- G. The disclosure is to comply with a judicial order or lawfully issued subpoena. The District will make reasonable efforts to notify the parent or eligible student of the order or subpoena in advance of disclosure, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a court order.

- H. The disclosure is in connection with a health or safety emergency.
- I. The disclosure is information the DCSD has designated as “directory information”, under the conditions described herein.

The DCSD may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

VII. Recordkeeping Requirement

The District shall maintain a record of all requests for information which includes but is not limited to the name of the student, the name of the requestor, and the legitimate interest the party had in requesting or obtaining the information.

VIII. Directory Information Disclosure

- A. The District may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance of:
 - 1. The types of personally identifiable information designated as directory information;
 - 2. A parent's or eligible student's right to refuse to be designated any or all of those types of information about the student as directory information; and
 - 3. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information.
- B. The District may disclose directory information about former students without complying with the notice and opt out conditions. However, the District will continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

The District will not disclose or confirm directory information if a student’s social security number or other non-directory information is used alone or combined with other data which would identify the student or the student’s records.

Note: Section 4155(b) of the No Child Left Behind Act of 2001, 20 U.S.C. 7165(b), requires each State to assure the Secretary of Education that it has a procedure in place to facilitate

the transfer of disciplinary records with respect to a suspension or expulsion of a student by a local educational agency to any private or public elementary or secondary school in which the student is subsequently enrolled or seeks, intends, or is instructed to enroll.

FERPA Definitions:

Authorized School Official means a DCSD school official, including teachers, who have legitimate educational interests; or to a contractor, consultant, volunteer, or other party to whom the DCSD has outsourced institutional services or functions who may be considered a school official under this paragraph provided that the party performs an institutional service or function for which the DCSD would otherwise use employees and is under the direct control of the DCSD with respect to the use and maintenance of education records. The DCSD will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

- (a) Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.
- (b) Directory information does not include a student's—
 - 1. Social security number; or
 - 2. Student identification (ID) number, except as provided in paragraph (c) of this section.
- (c) Directory information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disciplinary action or proceeding means the investigation and result of a student violating a policy of the DCSD.

Disclosure means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Education records means those records that are directly related to a student of DCSD that are maintained by the DCSD, or designee thereof.

Eligible student means a student who has reached 18 years of age or is attending an institution of postsecondary education.

Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

Personally Identifiable Information: Includes, but is not limited to:

- (a) The student's name;
- (b) The name of the student's parent or other family members;
- (c) The address of the student or student's family;
- (d) A personal identifier, such as the student's social security number, or student number;
- (e) Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; or
- (f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person to identify the student with reasonable certainty.

Record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

Student means any individual who is or has been enrolled in a school within the DCSD.

COLLEGE RECRUITMENT GUIDELINES FOR ATHLETICS	Descriptor Code: JRB	Adopted Date: August, 2009
	Reviewed Date: August, 2009	Revised Date:

All coaches, administrators, and other employees of the DeSoto County School District shall provide equal access to all coaches and/or authorized representatives of colleges and/or universities seeking to recruit student athletes. Said access shall include all access allowed by current NCAA rules and regulations.

No coach, administrator, or other employee of DeSoto County School District shall exercise, or seek to exercise, undue influence over any student athlete regarding his/her recruitment or his/her choice of college or university. Undue influence is defined as the substitution of the will of the District employee for that of the student athlete or his/her parents or guardians.

The head coach of any sport in all DeSoto County High Schools shall provide to each student athlete under their supervision a copy of the NCAA eligibility requirements as provided by the NCAA Clearing House.

The principal of each high school shall prepare a written procedure governing the recruitment of student athletes. The procedure shall include, among other things, the following:

1. All coaches and other representatives shall first check in at the school office pursuant to the visitor procedure established by district policy. After checking in, the office staff shall notify the head coach of the athlete in question.
2. All colleges or universities shall have equal access to student athletes as provided by Board policy.
3. All coaches shall forward to any student athletes any and all correspondence directed to that student athlete as received by the coach. All coaches shall make available to all student athletes all materials received regarding camps or other events being held by a college or university.
4. No academic transcript or other academic records shall be provided to any coach or other representative of a college or university without the written permission of the parents or guardian of the student.
5. All requests from a college or university for game tapes/videos or other similar information shall be forwarded to the head coach of the student athlete in question. The head coach for each sport in which videos are normally made shall maintain a written log showing the date of the request, the information requested, and the date and information provided.
6. All District employees shall follow all rules established by the MHSAA.

7. If any person has a complaint regarding this policy or implementation thereof, said complaint shall first be directed to the principal of the respective high school. No complaints of this nature will be received by the superintendent's office unless said complaint has been previously submitted to the principal of the respective high school.