

SOUTH DELTA SCHOOL DISTRICT
SHARKEY AND ISSAQUENA COUNTIES

TEACHER HANDBOOK
2007-2008



Katherine Tankson, Superintendent
Sammie Ivy, Assistant Superintendent
Constance Baldwin, Director of Curriculum
Isaac Haynes, Principal, South Delta High
James Tankson, Principal, South Delta Middle
Lucille Lovett, Principal, South Delta Elementary
Beverly Wilson, Vocational Director, Vocational Complex

SOUTH DELTA SCHOOL DISTRICT

MISSION:

**TO CREATE A SAFE AND POSITIVE LEARNING
ENVIRONMENT THAT WILL AFFORD
ALL STUDENTS OPPORTUNITIES
FOR MAXIMUM GROWTH**

VISION:

**TO AFFORD STUDENTS A QUALITY
EDUCATIONAL ENVIRONMENT THAT WILL
PRODUCE PRODUCTIVE, COMPETITIVE,
AND SUCCESSFUL STUDENTS IN THIS
GLOBAL TECHNOLOGICAL SOCIETY**

**SOUTH DELTA SCHOOL DISTRICT
ADMINISTRATION AND STAFF
2007-08
BOARD OF TRUSTEES**

Mr. Melvin Young ----- President
Mr. King T. Evans ----- Vice President
Mrs. Margaret Marshall ----- Secretary
Mr. James Carter ----- Member
Mr. Dorsey Johnson ----- Member

CENTRAL OFFICE ADMINISTRATION AND STAFF

Superintendent ----- Mrs. Katherine Tankson
662-873-4302
Office Manager/Secretary ----- Ms. Connie Green
662-873-4302
Assistant Superintendent/Federal Programs/Personnel ----- Mr. Sammie Ivy
662-873-6225
Special Education/504 Coordinator ----- Mrs. Mary Wallace
662-873-6225
Curriculum Director/Professional Development ----- Ms. Constance Baldwin
662-873-6225
Curriculum Assistant ----- Ms. Monica Jackson
662-873-6225
Curriculum Assistant ----- Ms. Barbara Lovette
662-873-6225
Technology Coordinator/Technician ----- Mr. Randy Scott
662-873-6225
Business Manager ----- Mrs. Pam Anthony
662-873-4294
Director of Food Services ----- Mrs. Diane Brown
662-873-4294
Payroll Clerk ----- Mrs. Cassandra Williams
662-873-4294
Account Payable/Fixed Assets ----- Ms. Brenda Lovette
662-873-4294
District Test Coordinator ----- Mr. Charles Stephenson
662-873-4094
Director of Transportation ----- Mr. Willie Dorsey
662-873-4223

**SOUTH DELTA SCHOOL DISTRICT CALENDAR
SCHOOL YEAR 2007 – 2008**

July	3 & 4	Fourth of July Holiday
July	27	First Day for Vocational Teachers
August	6	8:00 - 11:00 a.m. - General Session (High School Auditorium) Superintendent's Message
August	6-8	Professional Development
August	8	Teacher Preparation (12:00 p.m.–Until)
August	9	First Full Day for Students
September	3	Labor Day (Holiday)
September	12	Professional Development (Short Day-School Dismissed at 1:30 p.m.)
September	13	Mid-Term Report Card
September	21	Homecoming (School Dismissed at 1:30 p.m.)
September	24	Biology I (SATP- Online)
September	25	U.S. History from 1877 (SATP Online) (SATP Online)
September	26	Algebra 1 (SATP-Online)
September	27	English II Multiple Choice (SATP Online)
September	28	English II Writing
September	28	Make-up (English II, Biology I, U.S. History from 1877 and Algebra 1
October	1	Make-Up English II Writing
October	10-12	First Nine Weeks Exams (46 Days)
October	15	Second Nine Weeks Begins
October	19	Professional Development (8:00 a.m.-3:00 p.m. Student Holiday)

October	24	Report Card Pickup (1:30 p.m.-5:00 p.m.)
November	6	Re-test-FLE (Math Only)
November	7	Re-test-FLE-Make-up
November	7	Professional Development (Short Day-School Dismissed at 1:30 p.m.)
November	14	Mid-Term Report Card
November	19-23	Thanksgiving Holidays
December	3	Re-test – Biology I (SATP-Online)
December	4	Re-Test Make-up (Algebra I, Biology I, U.S. History from 1877 and English II Multiple-Choice)
December	5	Re-test – Algebra I (SATP-Online)
December	6	Re-test – English II Multiple Choice (SATP-Online)
December	7	English II Writing
December	7	Re-test Make-up - Algebra I, Biology I, U.S. History from 1877 and English II Multiple-Choice Make-up)
December	10	Re-test Make-up English II Writing
December	19-21	Second Nine Weeks Exams (44 Days)
December	24	Christmas Holidays (December 21 – January 4)
January	7	Second Semester Begins – Third Nine Weeks Begin
January	7	Professional Development (8:00 a.m.-3:30 p.m. Student Holiday)
January	14	State Holiday (Dr. Martin Luther King Jr.)
January	16	Report Card Pickup (1:30 p.m.-5:00 p.m.)
February	6	Mid-Term Report Card
February	13	Professional Development (Short Day-School Dismissed at 1:30 p.m.)
February	18	President Day (Holiday)

February	19	FLE Test (Math - On Line)
February	20	FLE Test (Math - Make-up)
March	5	Mississippi Science Test-Grade 5 and Grade 8
March	10-14	Spring Break
March	18-20	Third Nine Weeks Exams (46 days)
March	21-24	Easter Holiday
March	24	Fourth Nine Weeks Begins
March	27	English II Writing (SATP)
March	28	English II Writing (SATP-Make-up)
March	25-April 4	Mississippi Career Planning and Assessment System (MS-CPAS)
March	31	Re-test-(Biology I, (SATP Online)
April	1	Re-test-U.S. History from 1877 (SATP Online)
April	2	Re-test-Algebra I (SATP Online)
April	2	Report Card Pick-up (1:30 p.m.-5:00 p.m.)
April	3	Re-test- English II Multiple Choice (SATP Online)
April	9	Professional Development (Short Day-School Dismissed at 1:30 p.m.)
April	15	FLE Test (Math-Online)
April	16	FLE Test On-line (Make-Up)
April	29	Biology I (SATP)
April	30	U.S. History (SATP)
May	1	Algebra (SATP)
May	2	English II Multiple Choice (SATP)
May	5	Make-up (Algebra I, Biology I, U.S. History, and English II)

May	13	MCT2-Grades 3-8 Reading/Language Arts
May	14	MCT2-Grades 3-8 Mathematics
May	15	Make-Up MCT2 Grades 3-8 (Reading, Language Arts, and Math)
May	19-20	Seniors-Fourth Nine Weeks Exams
May	20-22	Fourth Nine Weeks Exams (44 days)
May	23	Last Day for Students
May	23	Graduation (School Dismissed at 1:30 p.m.)
May	26-27	Teachers' Workdays
June	4	Last Day for Vocational Teachers
June	4	Report Card Pick-Up

Students Days **--180**

Teachers and Assistant Teacher Days **--187**

Vocational Teachers **--200**

1st Nine Weeks Term-August through October (46 days)

2nd Nine Weeks Term- October through December (44 days)

3rd Nine Weeks Term- Januarythrough March (46 days)

4th Nine Weeks Term-March through May (44 days)

SCHOOL ADMINISTRATION

South Delta Elementary School

Principal ----- Ms. Lucille Lovette
662-873-4849
Lead Teacher -----Mrs. Celeste Hankins
662-873-2454
Counselor ----- Mr. Charles Stephenson
662-873-4094

South Delta Middle School

Principal ----- Mr. James Tankson
662-873-6535
Assistant Principal ----- Ms. Erra Kelly
662-873-6535
Athletic Director ----- Mr. Larry Thomas
662-873-6535
Counselor ----- Ms. Latisha Jones
662-873-6535

South Delta High School

Principal -----Mr. Isaac Haynes
662-873-4308
Assistant Principal -----Mr. Derrick Hooker
662-873-4308
Counselor ----- Mrs. Mildred Cash
662-873-4308

Carson T. Seale Vocational Complex

Vocational Director ----- Mrs. Beverly Wilson
662-873-2029
Secretary ----- Mrs. Linda Bolden
662-873-2029
Counselor ----- Mrs. Brenda Grant
662-873-2029

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DISTRICT POLICIES

EQUAL OPPORTUNITY EMPLOYMENT (Policy GAAA1)

It is the policy of the South Delta Public School District to provide equal opportunity without regard to race, national origin, religion, sex, age, qualified person with disabilities or Veteran, in the educational program and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Superintendent's office.

CLASSIFICATION OF EMPLOYEES

The classification of employees of the South Delta School District shall be as follows:

- A. Certified Personnel - Those employees whose duties require a license issued by the Mississippi Department of Education shall be designated as certified personnel.
- B. Non-certified Personnel - Those employees whose duties do not require a license issued by the Mississippi Department of Education shall be designated as non-certified personnel.

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

Standard 2 is as follows: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301 (p)(w); and Federal Civil Rights Act of 1964;

GOALS AND OBJECTIVES - MISSION STATEMENT – (Policy BA)

The South Delta School District has as its mission to create a safe and positive learning environment that will afford all students opportunities for maximum growth.

In order to fulfill this mission, the district has established the following goals.

- 1. To emphasize basic skills achievement by:
 - A. Allocating sufficient time to be spent on basic skills instruction.
 - B. Developing written instructional objectives, activities, and resources to be used in achieving objectives, and by providing necessary materials and methods of evaluating objectives in every subject at each grade level.

- C. Testing student mastery of specified instructional objectives.
 - D. Constantly reviewing and revising *objectives* based evaluation results.
 - E. Specifying district level, performance-based promotion, retention, grading and Requirements.
2. To provide educational programs which will offer experiences conducive to cultural, physical social and moral development of students by:
 - A. Ensuring that students have opportunities for enrichment through athletics, music, art, and foreign language.
 - B. Providing counseling services to students,
 - C. Providing opportunities for students to broaden their world awareness through the library.
 - D. Recognizing and rewarding exemplary student performance.
 3. To promote and provide training for all certified personnel by:
 - A. Providing a comprehensive staff development program which will provide time and opportunities for staff members to improve their skills.
 - B. Recognizing and rewarding exemplary staff performance.

EFFECTIVE SCHOOL RESEARCH

In keeping with its purpose, the district adopts the findings of Effective Schools' Research and in particular the following correlates:

1. Strong Leadership (Board, Superintendent, Principals)
2. Purpose (that the district will provide an opportunity for mastery of essential skills for all students).
3. High Expectations (for instructional staff and for students).
4. Climate (safe and orderly climate conducive for good instructions)
5. Measurement (data referenced to be used as feedback to make adjustments to the program).

The South Delta School District reaffirms its commitment to quality education for all students in Sharkey and Issaquena Counties.

JOB DESCRIPTIONS (Policy GBB/GCB)

Job descriptions are important tools for creating administrative structures that results in the work of the system being accomplished. The job description is the basic resource for planning the ways and means by which a job will be done. Therefore, it is the district's policy that each person employed in the South Delta School District shall be given a job description (duties and responsibilities) prior to beginning work in the district.

LESSONS PLANS (Policy IKJ)

Each teacher have lesson plans prepared in advance. A substitute teacher must have information to carry on a teacher's work during any period of absence. The principal should have a planned system for supervising the planning process and for ensuring compliance with this policy.

Effective lesson plans should reflect long range planning as well as immediate objectives of instruction. Lesson plans should provide a stimulus for effective teaching; provide for the most efficient and beneficial use of student time; establish general and specific objectives; indicate specific materials to be used in the learning process; and serve as a guide for a substitute teacher. The unit approach is encouraged in the preparation on of lesson plans, requiring closely correlated daily lesson directed toward broad objectives to be achieved over a specified time. Isolated and incidental teaching without long-range planning should be rejected by the effective teacher.

A minimum outline that should appear in all lesson plans includes a statement of the objectives, the teaching process that will be used, the test, or other items as directed by the administration, and any enrichment activities that will be used. **All lesson plans will be submitted electronically.**

INSTRUCTIONAL STRATEGIES

The Board urges that the best available strategies and methods for bringing about learning be utilized in the district's schools. The instructional staff shall be kept abreast of new innovative, instructional/ methodologies and, best practices developed in schools throughout the nation and use these exemplary best practices in the classroom daily.

INSTRUCTIONAL METHODS SHOULD INCLUDE: (ICA)

- Strategies to address the varied styles which include: auditory, visual, and tactile-kinesthetic.
- Strategies that encompass an active learning environment where students are using manipulatives, hands-on, group activities, project development, computers, internet, etc.
- Strategies allowing for difference in students capabilities and ratio of learning; and
- Multiple assessment methods used in tracking student performance.

TOBACCO USE ON EDUCATIONAL PROPERTY – SMOKE FREE BUILDINGS (Policy EBAB)

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the South Delta Board of Education (Board of Trustees) bans the use of all tobacco products in all school buildings in the district and on all school vehicles by all persons at all times.

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

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

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

No person shall use any tobacco product on any educational property as defined in this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of seventy-five dollars (\$75.00); and (c) for all subsequent convictions, a fine not to exceed one hundred fifty dollars (\$150.00) shall be imposed.

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

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

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

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

Standard 23.11 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7-301(c)(d)(j), 37-11-5 and 49, 37-17-6(20), and 4511-10}

LIABILITY INSURANCES –TEACHERS (Policy EGD)

- A. The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is wise to be aware of the possible consequences of negligence.
- B. The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:
 - 1. **Never leave students unsupervised.**
 - 2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
 - 3. Use discretion in the administration of corporal punishment. (See Discipline in Student Handbook")
 - 4. Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
 - 5. Strictly adhere to all stated policies of the district and the individual school.
- C. Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties.
- D. Teachers are advised to secure coverage under a professional liability insurance plan.

REDUCTION IN FORCE (Policy GAADA)

Recognizing that the primary purpose of schools is to afford educational opportunities for school-age youth of the school district,

- and recognizing that the Board of Trustees must ensure that the school district operates its programs within the limits of income from State, Local and Federal sources;
- and recognizing that the area of the school district is experiencing a decline in population;
- and recognizing that State and Federal Laws and Regulations and Court Rulings are placing stringent eligibility rules for certain special programs;
- and recognizing the Accreditation and Certification Standards of Mississippi;
- Therefore, the Board of Trustees of the South Delta School District does adopt the following Reduction In Force Policy, and does hereby order that such policy shall operate without regard to race, creed, color, sex, or disability, etc.

Professional Certified Staff

- Any reduction in staff shall be based on maintaining accreditation and certification standards of the State of Mississippi.
- Any reduction in staff shall be based on area(s) of endorsement listed on the certified staff member's certificate so that those staff members within that area(s) of certification who have the longer period of uninterrupted service with this school district will be given preference over staff members with less experience.
- Therefore, certified staff will be declared excess on the basis of seniority.
- Certified staff whose contracts are not renewed or reelection withheld due to excessive staff shall be given priority over new candidates for positions which may become available for the ensuing school year providing the above-mentioned certification and accreditation standards may be met by this action. This obligation shall cease after the ensuing year, or refusal by said excess staff or one week after the offer, provided an affirmative answer has not been received by the school district.

The following definition will be a part of this policy:

- Time lost during an official leave of absence does not constitute interruption in service.
- Seniority shall be determined in the following manner:
 - The date an employee started to work.
 - The date of the Board's action in hiring the employee.

- The date of the principal's recommendation.
- In the event that seniority cannot be determined by criteria listed above, the names of all eligible personnel in an area of work who have the same tenure will be drawn from a container by a third party in the presence of those concerned.

Non-Certified Staff

- Any reduction in non-certified staff will be contingent upon the following:
- The individual with more college credits will take precedence over an individual with fewer or no college credits regardless of the number of years employed with the district.
- In the event that none of the non-certified staff in a particular position (custodial, food service, secretary, maintenance, transportation, assistant teacher, etc.) has any college credits, and reduction in non-certified staff is necessary due to excessive staffing, then preference will be given to the employee who has the longer period of uninterrupted service with this school district over the non-certified staff member with less experience (seniority). See the above statement for determining seniority.
- Non-certified staff members who are released from employment with the district due to excessive staff will be given priority over new candidates for positions which may become available during the school year or the upcoming school year providing they exceed the new candidates in college credits and/or work experience.

PROFESSIONAL PERSONNEL REEMPLOYMENT (Policy GBP)

LICENSED AND NON-INSTRUCTIONAL EMPLOYEES

On or before April 15 or within ten (10) days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later, the principal of each school shall recommend to the superintendent of the local school district the licensed employees or non-instructional employees to be employed for the school involved except those licensed employees or non-instructional employees ' who have been previously employed and who have a contract valid for the ensuing scholastic year. If such recommendations meet with the approval of the superintendent, the superintendent shall recommend the employment of such licensed employees or non-instructional employees to the local school board, and, unless good reason to the contrary exists, the board shall elect the employees so recommended. If, for any reason, the local school board shall decline to elect any employee so recommended, additional recommendations for the places to be filled shall be made by the principal to the superintendent and then by the superintendent to the local school board as provided above.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified: then such individual's

contract, such individual may, if funds are available from adequate education program funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. §37-9-17 (2001)

Note: All new hire licensed and non-licensed employees after July 1, 2000, must have a state child abuse registry check and criminal records background check via fingerprint card. Please see policy GBD Professional Personnel Hiring and/or policy GCD Classified Personnel Hiring and policy GAAC – Hiring – All Employees

RELEASE FROM CONTRACT

Any licensed employee in this school district who in under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to this school board for release therefrom, in which application the reasons for such release shall be clearly stated. If this board acts favorable upon such application for release, such license 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.

STAFF COMPLAINTS AND GRIEVANCES (Policy GAE)

LICENSED STAFF

Purpose

The purpose of this procedure is to secure at the first possible administrative level, an equitable solution to any grievance.

Definitions

The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends or vacation days.

Procedure for Processing Grievances

Grievances shall be processed in accordance with the following procedures:

Level One

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within five (5) days after meeting with his/her principal or immediate supervisor, file a written statement with his/her principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.
4. Within five (5) days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his/her response to the grievant and/or his/her decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his/her written statement to the grievant.

Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his/her principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his/her principal or immediate supervisor.
2. The written statement submitted by the grievant to his/her principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit to the superintendent in writing any and all additional information on his/her behalf which he/she desires not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.

3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the School Board.
2. If the grievance is not filed with the secretary of the School Board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolve
3. Within five (5) days after receipt of the grievance, the Board secretary, in concert with the Board chairman and superintendent, shall schedule a hearing before the School Board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing

NON-LICENSED STAFF

The Board of Trustees of the South Delta School District adopts the following grievance procedures for non-certified personnel.

Employment decisions that adversely affect non-certified personnel may follow the grievance procedure as stated below.

1. Appeal to immediate administrative supervisor in writing stating the grievance. The appeal is to be received by the immediate administrative supervisor within five (5) school or work days after grievance occurred.
2. Upon receiving the written appeal the immediate administrative supervisor will schedule a conference with the person making the appeal within five (5) school or work days after receipt of appeal. After receipt of a written grievance the copy of the grievance is to be forwarded to the Superintendent of the school district.
2. Within five (5) school or work days after the conference was held the immediate supervisor will give the decision in writing as to his/her decision with a copy forwarded to the superintendent. The decision will be hand delivered to the person making the appeal.
3. If the grievance is not solved to the satisfaction of the person making the appeal an appeal may be made to the Superintendent of the School District by a request in writing within five (5) school or work days after receipt of the decision by the immediate administrative supervisor.
4. Within five (5) school or work days after receipt of appeal the superintendent will schedule a conference with the person making the appeal.
5. After a proper investigation, if necessary and within five (5) school or work days after the conference, the superintendent of the school district will issue his/her decision in writing. The written decision will be hand delivered to the person making the appeal.

STAFF PROTECTION - HARASSMENT/ABUSE (Policy GAEA)

Standard 23.11 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7-301 (c)(d)(j), 37-11-5 and 49, 37-17-6(20), and 4511-10

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. §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). §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. §25-1-47 (1971)

HARASSMENT PROHIBITED

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

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

TUITION STIPEND (Policy GAD)

The South Delta School District encourages teachers to return to school to seek advanced degrees or enroll in courses that will keep them abreast of the trends, new knowledge and/or changes in their area of endorsement.

Therefore the district will use some of its Title 11 Professional Development funds to award teachers returning to school a stipend in the amount of \$250 per successfully completed course up to a maximum of two courses annually.

Teachers interested in requesting a stipend to help defray college expenses must:

- Be employed in the South Delta School District;
- Be willing to return to the district and teach at one additional school term;
- Complete the "Request for Stipend for College Tuition" form and submit to the
- Federal Programs Coordinator for approval;
- Receive a "C" or above in the course taken;
- Submit a copy of the semester grade report to the Federal Program Coordinator;
- Complete teacher requisition for stipend.

If the teacher decides not to return to the district and teach the following school term, then he/she must reimburse the district in the full amount of the stipend received.

HEALTH INSURANCE (Policy EGAC)

Only those insurances or annuities that are approved by the School Board will be made available through payroll deduction. Employees have thirty days from the first hire date to enroll in insurance. Cancellation of insurance must be made in writing and directed to the Payroll Department.

No insurance representative will be permitted to solicit business unless they appear on the approved list from the Business Office. Solicitation of annuities on campus will be limited to distribution of literature during the enrollment period. Sales people must limit their sales presentation and/or dialogue to the product that has been approved by the Superintendent.

WORKERS' COMPENSATION (Policy EGAA)

All employees of the South Delta School District are covered for medical expenses and loss of income due to accidental injury on the job through Workers' Compensation. On the job accidents must be reported to the employee's principal or supervisor immediately so the proper claim forms can be processed.

LEAVES AND ABSENCES (Policy GARI)

All leave set forth in this policy is based on the school fiscal year, beginning July 1 of the current year and ending June 30 of the following year. Leave will be credited to employees' records at the beginning of each fiscal/school year or date of hire, with the exception of vacation leave which will be credited at the end of the fiscal year. Leave is counted only in increments of half days and whole days. The number of days of sick leave and personal business days granted will be based on the following proportioned scale:

A. CERTIFICATED EMPLOYEES

For the purpose of this section, the term 'certificated employee' shall mean any employee of a school district required to hold a valid certificate/license by the Mississippi Department of Education Office of Educator Licensure.

Number of Days of Employment Days	Sick Leave	Personal Business
185 days but less than 205 days	8	2
205 days but less than 225 days	9	2
225 days and above	10	2

After the number of leave days of this policy is used, the employee shall have \$30.00 per day for the next ten (10) days of leave time held out of the following month's check.

In the event of major illness and the employee has used up all leave time, and the above ten (10) days @ \$30.00 per day, then said employee so affected may file a written appeal to the Superintendent and School Board for up to thirty (30) more days of leave time at \$30.00 per day.

B. SALARIED EMPLOYEES

Number of Days of Employment Days	Sick Leave	Personal Business
185 days but less than 205 days	8	2
205 days but less than 225 days	9	2
225 days and above	10	2

C. HOURLY EMPLOYEES EMPLOYED AT LEAST SIX (6) HOURS PER DAY

Number of Days of Employment Days	Sick Leave	Personal Business
185 days but less than 205 days	8	2
205 days but less than 225 days	9	2
225 days and above	10	2

NOTE TO ALL EMPLOYEES: Personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a

holiday. Personal leave may be used for professional purposes, including absences caused by attendance of licensed/certificated employee at a seminar, class, training program, professional association or other functions designed for educators. "The superintendent of a school district, in his/her discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee.

D. ANNUAL LEAVE

Annual leave will be granted only to those employees who work twelve (12) months as stipulated in their contracts. Annual leave shall be based as follows:

1. Ten (10) days per year after completion of one (1) fiscal year of employment with the district.
2. Twelve (12) days per year after completion of two (2) fiscal years of employment with the district.
3. Fifteen (15) days per year after completion of fifteen (15) fiscal years of employment with the district.

Annual leave must be approved in advance by the Superintendent of Education. Any annual leave taken without prior approval will not be allowed and will be deducted from an employee's monthly salary.

E. DOCTOR'S EXCUSES

Employees' pay will be docked at their daily rate of pay for a day missed on the first day of the school term, last day of the school term, or on a day immediately previous to or after a holiday. Exceptions to this will be annual leave, death of family member, or a signed doctor's excuse for sickness.

Absent employees are to furnish a physician's or dentist's or other medical practitioner's excuse as to the illness of the absent employees, where the absence is for four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a non-school day. If this excuse is not turned in with the monthly leave report, the employee will be docked at his/her full daily rate of pay.

All doctor's excuses must be turned in with the monthly leave reports to the central office.

F. NEW EMPLOYEES

An employee hired after the beginning of the fiscal/school year for a particular job will have his/her leave prorated for his/her category of employment according to the number of days he/she will actually work. However, the district retains the right to withhold sick leave on new employees until earned or to make them reimburse the district if they leave the system early and have not earned the days given.

G. ACCUMULATION OF LEAVE

Unused leave granted each year shall be carried forward to the next school year and credited to the employee's leave record.

In accordance with state law (MS Code, §37-7-307 as amended, 2003), any unused portion of the total personal leave allowance up to five (5) days for licensed employees shall be carried over to the next school year.

Unused vacation leave will accumulate in a separate account from any other leave.

Leave will not be transferred from this school district to another, nor will this school district credit an employee's leave account for days accumulated at any other school district. Upon termination of employment, for any reason, all unused leave will be reported to the retirement agency for retirement purposes under Section 25-11-109, Mississippi Code or 1992.

H. FAMILY AND MEDICAL LEAVE

Any extended leave of absence, such as maternity leave, will be in accordance with the Family and Medical Leave Act of 1993. This Act requires covered employers to provide up to twelve (12) weeks of job protected leave to "eligible" employees for certain family and medical reasons. The leave may be paid, unpaid or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. (Check with the business director for specific requirements and responsibilities included in the Family and Medical Leave Act.)

I. MILITARY LEAVE

Section 33-1-21, Mississippi Code of 1972 will be adhered to for any employee who must be absent from work for military purposes.

J. JURY DUTY LEAVE

A copy of the official summons for jury duty must be turned in with the leave report for the month in which any absence occurs in order to be granted a day for this civic duty. If not, any day missed because of an employee being summoned for jury duty will be counted against any available leave days of the employee. If there are none available, the employee will be docked a full-day contract rate of pay for this absence.

Employees who must appear in court under subpoena or for any other court related duties may do so provided that they use their own personal leave.

K. DONATED LEAVE

Sick leave can be donated from one employee to another on a limited basis. The receiving employee must first use his/her entire allotment of sick days and he/she must be suffering from a catastrophic illness or injury (see section 37-7-307). The donating employee may donate up to one-half of his/her sick days, but must maintain a minimum of seven (7) days for personal use. Unused donated days will be returned on a pro rata basis. (Senate Bill 2572-1998)

The receiving employee should present a physician's statement to the business office before the leave is taken for the purpose of receiving donated days.

The donating employee will complete a form indicating the number of days to be donated. These forms will be notarized and kept on file in the personnel office.

LEAVE OF ABSENCE WITHOUT PAY AND RE-EMPLOYMENT (Policy GARIJ)

Leave of absence without pay and reemployment will be handled on an individual request basis if the request is outside the provisions in the leave policy.

BUS DRIVER

A bus driver will not be paid for regular or shuttle route that he/she did not drive.

TRAVEL POLICIES AND PROCEDURES (Policy DJD)

EXPENSE REIMBURSEMENT-TRAVEL

Prior approval for travel of South Delta School District employees must be obtained from the employee's immediate supervisor, the business manager and the superintendent before the travel takes place. The South Delta School District may reimburse employees for approved expenses incurred while performing duties related to their employment when such expense has been previously approved. All requests for reimbursement must be forwarded to the district business office for processing in accordance with district travel procedures.

The school district will issue purchase orders for hotels, motels, and registration fees when requested and when they are acceptable to the vendor. In the event a purchase order is not acceptable, the employee may request an advance check payable to the vendor for this expense. This advance request must appear on the monthly claims docket for board approval before the check is issued. All advance travel requests must be accompanied by supporting documentation.

Travel reimbursements are made after board approval of all the claims docket. All expenses must be supported by documentation of cost. Use of a private automobile will be reimbursed at the board approved per-mile rate. The meal allowance, for overnight stays only, will be reimbursed using actual meal tickets/receipts, not to exceed the state-approved rates, including those defined as high-cost area rates. The out-of-state travel meal allowance will be the maximum allowed by the State Fiscal Management Board or the amount reimbursable under the authority of the current Federal Register which sets the per diem rate for high-cost areas.

A meal allowance of \$5.00 per student and sponsor is allowed from activity funds, including athletics, for student trips.

The school district will not make any purchase nor will it reimburse any employee for the purchase of items of a personal nature.

In-District Travel

No employee will be reimbursed for in-district travel unless his/her assigned position requires him/her to travel between school sites. Board approval must be obtained for all employees receiving in-district travel.

Out-Of-District Travel

All out-of-district travel must be approved by the superintendent **before** the trip is made.

An outside-of-district travel request form, approved by the building administrator and the business manager, must be submitted to the superintendent at least five (5) days before the travel takes place. All anticipated expenses should be reflected on this form. Copies of registration forms, agendas, and any other information that may detail expectations and desired results of the staff training should be attached. The form should also indicate the source of funding for the travel expenses. No payment will be made without the pre-approved form.

Out-Of-State Travel

All out-of-state travel must be approved by the Board of Trustees. A letter of request must be addressed to the superintendent and the Board of Trustees.

An outside-of-district travel request form approved by the building administrator and the business manager must be submitted to the superintendent at least five (5) days before the travel takes place. The letter and proof of Board approval should also be attached. All anticipated expenses should be reflected on this form. Copies of registration forms, agendas, and any other information that may detail expectations and desired results of the staff training should be attached. The form should also indicate the source of funding for the travel expenses. No payment will be made without the pre-approved form.

Advance/Prepaid Travel Expenses

The South Delta School District will issue purchase orders for hotels, motels, and registration fees when requested and acceptable by the vendor. These requests should be made on a South Delta School District requisition form.

In the event a purchase is not acceptable, the employee may request a check made out to the applicable vendor. The requisition form should be clearly marked that a check is needed. Attached to the requisition should be documentation supporting the need for a check. These check requests will not be handled manually. They must go on the Board of Education docket for approval before issuance. The check request must be received before the cut-off for inclusion on the docket. If the cut-off is missed, a check will not be issued and it will be necessary for the employee to request reimbursement after the expense has been incurred.

The employee may also request a check made out to the employee for anticipated meal and mileage expenses for **OUT-OF-STATE TRAVEL ONLY**. Amounts of reimbursement are based on the Federal Register allowable per diem amounts. The South Delta School District will not reimburse any meal cost that has been included in the cost of another expense. For instance, meals included in airline tickets, meals included in registration fees, etc.

When the employee returns to the district, he/she has five (5) days to submit all invoices, meal tickets and travel requests to the business office. If the employee was advanced more than actual expenditures, he/she will reimburse the district the excess within five (5) days. If the actual expenditures are more than the advance, but not to exceed federal limitations, the employee will receive the difference when the next scheduled claims docket is approved by the board.

Reimbursement of Travel Expenses

Travel expense reimbursement must be requested on the South Delta School District Reimbursement Form. These forms must be received by the business office before the monthly cut-off for docket items to be included on the next occurring docket for payment. All requests for travel reimbursement will be paid on the next docket after receipt of the request. Travel requests must be made in the same month when the travel occurred.

Meal expenditures will be reimbursed only when travel requires overnight stay. Meal tickets must be attached to the reimbursement form and submitted to the business office. Meal reimbursement will not exceed the legal limits of state statute. The district will reimburse more for expenses occurred in state defined "high cost" areas. In particular, this would include travel to the Mississippi Gulf Coast. Also, out-of-state meal costs will be reimbursed not to exceed the Federal Register. A meal allowance for breakfast will not be allowed unless the travel requires leaving the employee's home before 6:00 a.m. A meal allowance for dinner will be paid if the employee reaches home after 7:00 p.m. All reimbursable meals should be accounted for on the Request For Travel Reimbursement Form.

Mileage for trips will be reimbursed at actual miles times the current mileage rate approved by the school board, which is currently thirty cents per mile. If a school vehicle is used, expenses for gas

may be reimbursed provided a receipt for the purchase is attached. Use of any public transportation will be reimbursed at actual cost provided all applicable receipts are attached.

Any registration fees paid by the employee can be included on the Request For Travel Reimbursement Form. A receipt verifying payment must be attached.

No tips or other gratuities will be reimbursed by the district.

The district will not reimburse finance charges incurred by the employee when a credit card is used to pay for travel expenses.

Parking expenses may be reimbursed as long as a receipt is provided.

Employees of the South Delta School District are encouraged to seek professional development opportunities. Following the above outlined procedures will insure that travel arrangements will be made in an efficient manner and reimbursements will be made as quickly as possible. **Planning becomes a major issue when dealing with travel.** If at any time questions arise as to the best way to handle travel situations, please call the business office for guidance if the answer does not appear in the Travel Policy and Procedures.

PURCHASE OF FOOD, DRINKS, FOOD SUPPLIES FROM PUBLIC FUNDS (Policy DJDA)

An Attorney General's opinion issued on July 30, 1999 outlined the guidelines that a School Board must approve as policy in order for a school district to be able to provide food, drinks, and food supplies at certain school meetings. The South Delta School District shall adhere to the policies stated below.

All activities for which food, drinks, and food supplies are purchased must be activities related to the goals and functions of the school district. These activities are noted in the next paragraph.

Purchase of food, drinks, and food supplies will be allowable for meetings, seminars, workshops, staff meetings, or similar events of the South Delta School District if that event will span the normal meal hour. Also, if the event extends beyond the normal working hours, and/or if breaking for a meal would be disruptive of the meeting agenda, purchase of food, drinks, and food supplies will be allowable. These events could include, but are not limited to:

1. School Board meetings.
2. Business meeting with community leaders.
3. District staff development sessions or workshops.
4. District staff meetings.
5. Community Service and Parent Education Programs funded through specific grants that have been written to include funding for meals, and
6. Any other event as determined by the Superintendent of Schools that meets the above stated requirements.

Purchases of food, drinks, and food supplies will be made by following the normal required purchasing procedures of the school district. All paperwork submitted for the purchase of the food items must have a meeting agenda attached.

In addition to the above, expenditures for athletic and other student recognition banquets are allowable from activity funds only.

Expenditures of public funds, including activity funds, for employee or teacher recognition banquets or meals are allowable if such meetings accomplish the goal of increasing teacher incentives and improving the educational setting.

Meals produced as part of the school district's instructional program can be provided or sold to the district staff or other individuals.

SUBSTITUTE TEACHERS (Policy GBRJ)

The South Delta School District has developed a register of approved persons who can perform as a substitute teacher in the absence of the regular classroom teacher. All requested substitutes must have completed the district's Substitute Orientation Training and be listed in the register.

A roster of qualified persons for substitute teaching shall be prepared annually by principals of the schools.

All substitutes will be paid \$45.00 per day.

ARRANGEMENTS FOR SUBSTITUTES

A roster of teachers approved for substitute teaching on a per diem basis shall be issued annually by the superintendent of schools, which shall contain the names of approved teachers who shall have made formal application to the office of the superintendent to serve as emergency teachers. Principals shall use the roster of approved substitute teachers in selecting teachers for emergency service as required.

Retired teachers may substitute-teach. §25-11-127 (1985)

TERMS OF EMPLOYMENT AND COMPENSATION - Substitute teachers are approved by the school board for one academic year. Substitute teacher applicants are screened. The applicants with the most educational training are selected.

Temporary service teachers are at-will employees and have no property rights in their employment, which may be terminated at any time by either the employee or the employer without notice.

PROFESSIONAL ORGANIZATIONS (Policy GBS)

Membership in a professional education association is voluntary. Professional association activities shall not interfere with a staff member's accepted responsibilities to the school system.

ATTENDANCE OF PREGNANT STUDENTS (Policy JQM)

It is the policy of the South Delta School District that no student can be denied admission to school because of pregnancy and that no student can be dismissed from school due to pregnancy. In cases where pregnancy would prevent a student from participating in the normal program provided by the South Delta School District, it shall be the responsibility of both school system and the student to work out an appropriate program for the pregnant student.

A student who becomes pregnant is responsible for notifying the school officials (principal/nurse) of this condition.

A student who becomes pregnant should obtain a statement from a licensed physician indicating present physical condition, limitations, if any, anticipated delivery date, normal recuperative time, information pertinent to the student's carrying on regular classroom duties, and any other matters related to the pregnancy that would be of benefit to school officials in maintaining the student's good health. Periodic written medical statements may be requested by school officials in determining the physical and mental health of the student. Plans will be made to continue the formal education program with as little disruption as possible.

The student, parents or legal guardian, and/or husband should be responsible for meeting with the student's counselor to discuss possible education alternatives for the continuation of her education. The following suggestions may be considered:

1. The student may continue in the regular school program provided by the South Delta School District until date of confinement.
2. The student may request information concerning a home for unwed pregnant students. Information is available through a school counselor or school nurse.
3. A written statement from the student's physician is to be brought to the counselor and/or school nurse when the student is unable to continue in the regular school program. The student, her parents, or legal guardian, and/or her husband should request and be responsible for picking up all school assignments. These assignments are to be turned in to her teachers as they are completed for grading.
4. After the student has missed ten (10) consecutive school days, as substantiated by the student's physician, on the eleventh day the absences will be voided if the assignments have been completed to the satisfaction of and within the time period specified by the teacher.

The student may return to the regular school program when school officials receive a

written statement from her physician stating that she is able to resume normal school activities.

5. Other alternatives may be discussed with the student's school principal, counselor, and/or school nurse.

SCHOOL POLICY AND PROCEDURES FOR REPORTING ABUSE OR NEGLECT **(Policy GAF)**

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides. (See JCDC.)

Child abuse shall be suspected when a student shows such physical signs as bruises, scars, burns, etc., and injuries which might have resulted from being maliciously beaten and shows other indications of cruel and abusive treatment.

Child neglect exists when a child is discovered to be in any one or a combination of the following situations:

- A. Abandoned
- B. Poorly clothed, ill fed, ill without medical attention
- C. Overworked or otherwise exploited
- D. Lacking love, care, guidance, or protection

I. THE LAW

- A. The Mississippi Code (1972 annotated) states: The following people are required by law to report suspected abuse or neglect:

1. Attorneys
2. Doctors
3. Dentists
4. Interns
5. Residents
6. Nurses
7. Psychologists
8. Teachers
9. Social Workers
10. School Principals
11. Child's Caregiver
12. Minister
13. Law Enforcement Officers

14. Or any other person having reasonable cause to suspect that a child has been neglected or abused.

B. Immunity

1. Civil Liability - Persons making reports are protected by law from civil liability if they act in good faith.
2. It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation

II. PROCEDURES FOR REPORTING ABUSE OR NEGLECT

REPORTING WITHIN THE SCHOOL SYSTEM

- A. Inform the principal of findings.
- B. Report by phone to the Department of Human Services (principal may make the report or staff member may call the counselor or nurse, who will make the report).

REPORTING TO SOCIAL SERVICES

- A. The staff member should have this information available:
 1. Name and address of child and parents or caretakers
 2. Date of birth
 3. Nature of child's injuries
 4. Identity and address of perpetrator, if known
 5. Any other information believed helpful to social worker
 6. Names and DOB's of other children in the home

LICENSED AND NON-INSTRUCTIONAL EMPLOYEES (Policy CGD)

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

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

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

CRIMINAL RECORDS BACKGROUND CHECK/CHILD ABUSE REGISTRY CHECK

State law mandates the following actions:

1. All new hire licensed and non-licensed employees after July 1, 2000, must have a state child abuse registry check and criminal records background check via fingerprint card.
2. The cards will be forwarded by the school district to the Department of Public Safety, which will in turn forward them to the FBI.
3. The district may charge the applicant up to \$50.00 or may pay the fee at its discretion.
4. Information obtained via these checks is for employment use only and cannot be disseminated.
5. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:
 - A. Possession or sale of drugs.
 - B. Murder, Manslaughter, or Armed Robbery.
 - C. Rape, Sexual Battery, or sex offense as listed in Section 45-3 (1).
 - D. Child Abuse, Arson, Grand Larceny, or Burglary.
 - E. Gratification of Lust or Aggravated Assault.
6. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract is voidable at the time of the report and the applicant's contract should so state.
7. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:
 - A. Age at commission of the crime.
 - B. Circumstances surrounding the crime.

- C. Length of time and criminal history since the crime.
- D. Work history and current employment and character.
- E. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children.

8. No school district or employee may be held liable in an employment discrimination suit involving this statute.

9. The checks are required for new hire personnel (licensed and non-licensed) after July 1, 2000. The school district may hire applicants and let them work contingent upon the successful completion of the criminal background check.

CONVICTION BASED ON ERRONEOUS INFORMATION

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

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

EMERGENCY DRILLS - FIRE DRILLS - DISASTER PLANS (Policy EBBC)

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

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

Standard 23.11 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 3⁷1 -7-301(c)(d)o), 37-11-5 and 49, 37-17-6(20), and 45-11-10}

EMERGENCY DRILLS – EARTHQUAKES

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

Each school shall have an emergency management disaster plan on file in the principal's office. A warning system and appropriate procedure shall be known and provided to all personnel in the respective schools. Periodic practice drills shall be held, at which time all pupils and personnel shall act in accordance with specific directions as set forth in that school plan. All such plans shall be on file at the central administration office.

Schools shall be dismissed only by the superintendent's office. Each school principal shall use his/her judgment in putting the appropriate disaster plan into effect. The superintendent's office shall provide all possible information and subsequent directions to the school principal. Principals should refer to adopted policies and procedures on natural and nuclear disasters. Each principal shall acquire and maintain a battery operated radio for his/her office.

The emergency management plan shall include, but not be limited to, bomb threat, earthquake, fire, flood, hazardous waste spill, hurricane, shootings; weapons, tornado, and nuclear attack.

EMERGENCY CLOSINGS (Policy EBBD)

Upon application from the school board, the superintendent of schools may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers or because of any other emergency necessitating the closing of the school. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year. §37-13-65 (1987)

It is understood that the superintendent will take such action only after consultation with appropriate authorities, such as transportation, emergency management, and weather agencies. Parents, students and staff members shall be informed early in each school year how they shall be

notified in the event of emergency closings or early dismissals.

EXTREME WEATHER CONDITIONS

Our area is noted for severe unpredictable weather conditions. If a severe weather warning, such as a tornado warning, is issued by the United States Weather Bureau, local civil defense officials notify the superintendent of schools and each principal. Children will be retained in tornado drill until it is deemed safe to dismiss them, unless they are picked up by their parents. Pupils will not be allowed to use the telephone during severe weather warnings except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions.

Each school in the district presently, has or will have installed before July 1, 1997, a weather radio. §37-11-6(1996)

EMPLOYEE ARREST (Policy GAHD)

An employee who is arrested or charged with a felony or misdemeanor is required to notify his or her immediate supervisor and the superintendent as soon as possible but not later than within 24 hours. Failure to report incidents may result in disciplinary action up to and including termination.

ARREST OF TEACHER (Policy GAHDA)

1. Except as provided in subsection (2) of this section, before an arrest warrant shall be issued against any teacher who is a licensed public school employee as defined in Section 37-9-1 for a criminal act, whether misdemeanor or felony, which is alleged to have occurred while the teacher was in the performance of the teacher's official duties, a probable cause hearing shall be held before a circuit court judge. The purpose of the hearing shall be to determine if adequate probable cause exists for the issuance of a warrant. All parties testifying in these proceedings shall do so under oath. The accused shall have the right to enter an appearance at the hearing, represented by legal counsel at his/her own expense, to hear the accusations and evidence against him/her; he may present evidence or testify in his/her own behalf.

The authority, receiving any such charge or complaint against a teacher shall immediately present same to this county prosecuting attorney having jurisdiction who shall immediately present the charge or complaint to a circuit judge in the judicial district where the action arose for disposition pursuant to this section.

2. Nothing in this section shall prohibit the issuance of an arrest warrant by a circuit court judge upon presentation of probable cause, without the holding of a probable cause hearing, if adequate evidence is presented to satisfy the court that there is a significant risk that the accused will flee the court's jurisdiction or that the accused poses a threat to the safety or well-being of the public.

This act shall take effect and be in force from and after July 1, 2001.

PERSONNEL RECORDS (Policy GAK)

The superintendent shall develop and implement a comprehensive system of personnel records to include:

1. A personnel folder for each employee, licensed and non-licensed, is to be maintained in perpetuity in the district administration office. Each folder shall contain the application for employment as well as information relative to compensation, payroll deductions, evaluations, and other pertinent material to include:
 - A. Up-to-date and valid copy of Mississippi Educator's License. (Any changes are to be reported immediately by the person concerned). (Licensed personnel only)
 - B. Complete and up-to-date transcripts (these must also be on file in the principal's office). (Licensed personnel only)
 - C. Current and correct name, home address, withholding tax status and other vital information (staff should report any changes immediately).
2. Performance ratings shall be considered confidential. Personnel folders shall not be open for public inspection, and information shall not be transmitted to other persons or agencies without written approval by the employee or as subpoenaed by competent authority.
3. Each employee shall have the right, upon written request, to review his/her own personnel file.

Personnel records and applications for employment in the possession of a 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.

Each staff member of the School District must have on file with the building principal/immediate supervisor and the Superintendent of Schools his/her current home telephone number, an emergency telephone number, and current home address. Any change must be reported immediately.

School telephones are to be used for school business. Any long distance calls made from school telephones shall be charged to the caller's home telephone. Further, any long distance calls not certified as school business shall be paid for by the person responsible for the telephone call.

BEGINNING TEACHER SUPPORT PROGRAM (Policy GBFB)

- a. "Beginning teacher" means a teacher who:
 - (i) Possesses a teaching license issued by the Commission on Teacher and Administrator Education, Certification and Licensure and Development;
 - (ii) Is employed at least half-time, primarily as a classroom teacher, by a school district: and
 - (iii) Has taught fewer than ninety (90) consecutive days, or one hundred eighty (180) days total, as a licensed teacher in any public school.
- b. "District" means any local school district.
- c. "Formal Assistance" means a program provided by a mentor teacher to a beginning teacher that includes, but is not limited to, direct classroom observation and consultation; assistance in instructional planning and preparation; support in implementation and delivery of classroom instruction; and other assistance intended to enhance the professional performance and development of the beginning teacher.
- d. "Mentor teacher" means a teacher who:
 - (i) Possesses a standard teaching personnel service or administrative license issued by the Commission on Teacher and Administrator Education, Certification and Licensure and Development;
 - (ii) Is employed at the time of selection under contract primarily as a classroom teacher by a school district in this state;
 - (iii) Has successfully taught for three (3) or more years as a licensed teacher in any public school;
 - (iv) Has been selected and trained as described in Section 37-9-211; and
 - (v) Has demonstrated mastery of effective teaching skills and subject matter knowledge.
- e. "Teacher" means a licensed employee of a local school district who has direct responsibility for instruction, coordination of educational programs or supervision of teachers and who is compensated for services from public funds. (37-9-201) 1997

COURSE PREPARATIONS (Policy GBRC D)

It shall be the policy of this district that no individual teacher in grades nine through twelve are limited to three (3) course preparations per scheduling cycle or five in the same subject/content area.

The classroom teacher shall be provided with a period of time during the school day which is unencumbered by instructional or supervisory responsibilities. This time will be used for instructional planning, either individual or departmental. This time will be exclusive of time allocated for lunch and will be no less than 150 minutes per week.

TEACHER PLANNING AND PREPARATION (Policy GBRC E)

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

Instructional planning time for the secondary school teacher is either 50 or 55 minutes per day or an equivalent portion of planning time per week or per instructional cycle.

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

STAFF MEETINGS (Policy GBRC D)

This board recognizes the need to conduct periodic and regular staff meetings on varying levels involving all and special members of the staff. Such meetings should be scheduled to cause as little inconvenience to the staff members as possible. Faculty members shall meet at least once a year at a time other than scheduled instructional time to review and revise the district level planned instructional program.

The school principal shall provide specific training activities to help classroom teachers and support staff improve inadequate instructional practice and provide specific training activities to help teachers handle recurring school disciplinary problems.

The school principal shall provide formal opportunities for teachers to set school performance goals and to develop academic incentives.

The administrative staff, as well as the instructional and support staff, shall participate in staff meetings and staff development activities to enhance professional skills in improving the instructional program for students.

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

Standard 16 is as follows: The school district engages in planning to review the educational status

of the district and to address specific actions relative to accreditation and performance separately.

REFERENCE: Mississippi Public School Accountability Standards (2001) CROSS
REF.: Policy GAC- Staff Decision Making/Staff Community Relations

PROFESSIONAL/LICENSED PERSONNEL EXTRA DUTY (Policy GBRE)

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

No coach who drives a bus will be docked for missing his/her regular route while performing duties for the district.

No coach will be paid extra for driving students to an athletic event.

CLASSIFIED/NON-LICENSED STAFF SECTION (Policy GC)

Classified non-instructional personnel are "at will" employees whose duties do not require a certificate (or license) issued by the State Department of Education. Classified employees have no property rights in their employment, which may be terminated without notice at any time by either the employee or the employer.

The superintendent has the power, authority and duty to make assignments to the various schools in the district of all non-instructional and non-licensed employees, as provided in Section 37-9-17, and to make reassignments of such employees from time to time. § 37-9-14 (2) (s)

The superintendent has the power, authority and duty to employ and dismiss non-instructional and non-licensed employees as provided by law. § 37-9-14 (2) (y)

Within the limits of the available funds, the Superintendent of Schools shall recommend to this School Board all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. § 37-9-3

This Board has the power, authority and duty to employ all non-instructional and non-licensed employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the Superintendent of Schools. § 37-7-301 (w)

The Board considers its classified personnel who serve as secretaries, cafeteria workers, public relations consultants, custodians, maintenance workers, bus drivers, and other non-licensed and non-instructional positions to be vital to the smooth functioning of the school system.

Licensed and non-licensed personnel are to work together as partners to provide the best possible

learning situations for the students of this school district.

NOTE: All new hire licensed and non-licensed employees after July 1, 2000, must have a state child abuse registry check and criminal records background check via fingerprint card. See policy GCD - Classified Personnel Hiring.

CLASSIFIED/NON-LICENSED PERSONNEL ORIENTATION (Policy GCF)

Employees new to the school system will participate in an orientation session for new employees scheduled annually prior to the opening of the school year. All employees will participate in a pre-school orientation session scheduled annually prior to the opening of the school year.

CLASSIFIED/NON-LICENSED STAFF/STAFF DEVELOPMENT (Policy GCFA)

All classified/non-licensed staff members will participate annually in the staff development program approved by the District School Board.

CLASSIFIED/NON-LICENSED PERSONNEL SUPERVISION (Policy GCH)

The Superintendent will be responsible for designing and implementing an effective personnel supervision program. Each program is to have as its basic interest the improvement and development of the classified staff.

EVALUATIONS - CLASSIFIED/NON-LICENSED EMPLOYEES (Policy GCI)

The School Board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every classified employee.

PROMOTION - CLASSIFIED/NON-LICENSED EMPLOYEES (Policy GCJ)

The school district shall encourage growth by following the policy of allowing staff members to receive first consideration for job responsibility assignment change. Personnel will be notified of existing vacancies.

Request shall be made in writing to the Assistant Superintendent for Personnel/Operations. It shall be the policy of the Board to select the best qualified applicant without regard to race, color, creed, sex, or national origin, nor shall any staff member be denied consideration for promotion because of age, marital status or disability.

TRANSFERS – CLASSIFIED/NON LICENSED EMPLOYEES (Policy GCM)

The superintendent or designated representative may transfer personnel within the school system. Staff members desiring a transfer to another campus shall submit the request in writing to the assistant superintendent for personnel/operations. The request for transfer will not be granted automatically. There are circumstances that will have to be taken into consideration such as complying with court order and the present principal's approval of the transfer and the recommending principal making the recommendation for transfer to his/her school.

HAND PUNCH SYSTEM (Policy GCRA)

The district will use the hand punch time clock system in each building. Only bus drivers starting route from a location other than the bus shop will use a time sheet. (See procedures for hand punch system made available to employees as official statements of Board policy.)

All hourly employees must adhere to regulations and procedures regarding the hand punch system used by the district.

SCHOOL VISITORS (Policy IHAD)

1. Upon entering the campus all visitors must report to the principal's office.
2. If there is any doubt about the legitimacy of the mission, the principal shall consult the superintendent's office for instruction.
3. Only in a rare emergency is the teacher to be interrupted while teaching.
4. Student visitors from other schools and ore-school children are not allowed unless invited under the auspices of the school. Teaching force and room space are not sufficient to care for visitors.
5. Unauthorized visitors may not board the school bus.
6. Unauthorized visitors will be charged with trespassing and be picked up by proper authorities.

HOMEWORK (Policy IHB)

Homework shall be viewed as an integral part of the school program. Teachers may give homework to students to aid in their development and to assess student's understanding of the information taught. The type, frequency and quantity of homework should be assigned according

to the needs of the individual student and should not require additional instruction beyond class period, thereby requiring parents to supplement instruction.

Homework should be an application or adaptation of a classroom experience. It should not be used for disciplinary purposes. Assignments before vacations should be avoided.

FIELD TRIPS (Policy IFCB)

The Board of Education for the South Delta School District recognizes that the learning experiences provided by field trips are most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administration procedures shall be developed to ensure that all reasonable steps are taken for the safety of the participants.

GUN-FREE SCHOOLS – WEAPONS (Policy JCBH)

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

A. GUNS

Any student who has in his/her possession any type of gun, operable or inoperable, while he/she is in school, on school property, on the school bus, on the way to and from school, or at any school function or activity will immediately be suspended and recommended for expulsion by the superintendent or principal of the school where the offending student is assigned. §§97-37-17, MS CODE.

B. OTHER WEAPONS - USE OF

Any student who uses or threatens to use any hard or sharp object, regardless of its original purpose, for a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity will immediately be suspended and recommended for expulsion. Examples of such weapons, but not limited to, include knife, bully club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razors, box cutters, etc.

Weapons used by students shall be seized and turned over to the school superintendent or designee. Principals shall exercise their own discretion in each instance concerning the necessity of the notification of the appropriate law enforcement authorities.

C. OTHER WEAPONS - POSSESSION OF

Possession by a student of any hard or sharp object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, on the

school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy. Suspensions or other punishment for violation of this section of the policy shall be awarded by the principal who shall deal with each individual case based on the circumstances.

The superintendent is hereby authorized to purchase, install and utilize metal detecting devices to enforce this policy.

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

The school district may use video camera equipment in classrooms for the purpose of monitoring school disciplinary 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, §37-3-84 (1997)

NOTE: MS Code, Section 97-3-1.9 has been amended to include in the definition of capital murder "Murder which is perpetrated on educational property as defined in Section 97-37-17." (Senate Bill 2868, 1998 Regular Session)

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

Any student who is charged with bringing a firearm on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion.

The superintendent who receives a recommendation for expulsion may determine based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.

READMISSION

A student who is expelled for bringing a firearm on school property must apply for readmission to the regular school program. Readmission may be granted by the board upon a documented showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program.

REPORTING

Violations of the firearm prohibition stated in this policy shall be reported in accordance with Policies JCBF, JCBFA and JCBBF.

Standard 23.11 is as follows: The school district is in compliance with state and/or federal requirements for a School Safety Plan, including facilities that are clean, safe, and equipped to meet the instructional needs of students and staff. {MS Code 37-3-81, 37-7-301 (c)(d)(j), 37-11-5 and 49, 37-6(20), and 45-1110

No student, employee or visitor may possess a weapon on, in, or about school buildings, grounds, athletic fields, or any other property used for school-related purposes, except as permitted by law. No student, employee or visitor may possess or carry any weapon within a vehicle brought onto school property. No employee or visitor may possess or carry any other type of weapon within a vehicle brought onto school property.

I. DEFINITION OF PROHIBITED WEAPONS

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

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

II. PERMITTED USES

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

1. Students and employees may possess weapons on school grounds only when the weapons are used for valid educational purposes or school-sanctioned ceremonies.
2. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law.

III. PENALTIES FOR VIOLATIONS

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

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

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

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

ALCOHOL OR ILLEGAL DRUGS

Any unlawful act taking place on school grounds or buses not only makes a student subject to suspension or dismissal from school, but also to penalties which the court prescribes. Areas in which actions may be considered will include the following:

Alcohol or illegal drugs:

Any student found to be in possession or under the influence of alcohol or controlled substances, as defined by Mississippi Code 1972 as amended, §41-29-113 (not prescribed by a licensed medical doctor for that person) on any campus of the South Delta School District or at any school-sponsored activity, function, or event, or on the school bus shall be expelled for the remainder of the school year.

Furthermore, any testimony given by any person to the principal, superintendent, or Board of Trustees regarding possession of alcohol or controlled substances can be used against that person in a court of law. Any person testifying as to his or her ownership of alcohol or controlled substances possessed by a student shall be required to divulge ownership of any alcohol or controlled substance to law enforcement authorities prior to testifying to school authorities in a hearing for expulsion of any student.

DRUG USE/ALCOHOL – CURRICULUM (Policy JCBJA)

The Board of Education in recognizing the potential for increased use of alcohol and drugs by students approves the administrative inclusion of information in the school curriculum which will make students aware of the physical and psychological dangers incurred through the improper use of alcohol and drugs.

The administration has authorization to make arrangements to cooperate with the local, state, and federal agencies in the detection, prevention, and prosecution of any and all possible violations.

TRANSFER OF CONFISCATED DRUGS (Policy JCBJB)

When drugs or suspected drugs and/or related paraphernalia are found on any person on school property, the principal will immediately notify the police. All confiscated materials will be secured in a sealed envelope marked for identification purposes and immediately surrendered to the responding officer. A written record of the date and manner of transfer must be retained in the principal's office with a copy of the written record sent to the Superintendent of Schools.

POSSESSION OR USE OF TOBACCO (Policy JCBK)

District policies prohibiting possession or use of tobacco are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

FIREWORKS (Policy JCBN)

Fireworks of any kind are strictly forbidden on the school campus, in the school buildings, or near the campus. Failure to comply may result in suspension.

DEMONSTRATIONS AND STRIKES (Policy JCBO)

The Board is responsible for providing an appropriate educational program for the children of school age in the district.

The right of a child to attend school and receive a suitable education is determined under state law. The Board will not tolerate any disruption or interference through violence, vandalism, seizure of any area of school property, sit-ins, walk-outs, or other methods of disruption that violate this right.

Any student who starts or participates in a student protest will be suspended from school immediately and will be able to reenter only after satisfactory assurances have been given in writing to the principal by the pupil and by his/her parents or guardians that there will not be a reoccurrence of this behavior.

DRESS CODE (Policy JCE)

District policies governing dress code/personal grooming are adopted *by* the School Board and published annually in student handbooks as official policy statements of the School District.

The school district annually publishes in student handbooks the policy governing book bags as an official policy statement of the school district.

STUDENT RECORDS/GUIDELINES FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (Policy Lddb)

The South Delta School District through action by the Board of Trustees will implement the

following policy concerning the "Family Educational Rights and Privacy Act of 1974":

1. Parents have the right to inspect and review the educational records of their children to insure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Parents are also provided with the privilege of requesting correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
2. The Board of Trustees is following the policy of allowing parents, upon request, rapid access to student records.
3. The law allows "directory information" about students to be made public without specific permission. Parents may, however, request that certain information about their child be deleted from publications. During the coming year the schools within the South Delta School District will publish, or sponsor the publication of yearbooks, student directories, honor society rosters, athletic contest programs, and graduation programs. The Board is allowing the following directory information to be made public through one or more of these publications: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and awards received.
4. The South Delta School District will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:
 - A. School officials, including teachers, who have legitimate educational interests.
 - B. State or federal officials for audit purposes or for reporting information required by state statute.
 - C. Financial aid officials in connection with a student's application for aid.
 - D. Educational agencies for developing, validating and administering predictive tests if such information will not permit identification of individual students.
 - E. Accreditation organizations in order to carry out their function.
 - F. Parents of dependent students who are over age seventeen.
 - G. Appropriate persons who need information to protect the health or safety of students.
5. The South Delta Schools will maintain a record of individuals having access to the cumulative folders of each student. With the exception of category 4-A above, this record will contain the signature, the date, and the reason for needing access. This record will be available to parents.
6. The law states that whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education, the permission or consent required

and accorded to the parents shall be required and accorded only to the students.

In the South Delta Schools each principal will be custodian of the students' records. Parents who have legitimate interest are welcome to make inquiries about such records.

PARENT-TEACHER ASSOCIATIONS (Policy LEB)

This Board recognizes the constructive role which the parent-teacher groups can play in the school system. The effective leadership provided by these organizations is valuable to the improvement of educational programs and community support of the schools. The Board shall offer these groups its full cooperation.

The parent-teacher groups in our schools are viewed by this Board as sincerely interested in and staunch supporters of public education.

The purposes of the P.T.A. are endorsed by the School Board:

- to promote the welfare of children and youth in home, school, church and community; to raise the standards of home life;
- to secure adequate laws for the care and protection of children and youth;
- to bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child;
- to develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.

Staff members shall be encouraged to join the Associations and to participate actively in their programs.

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

CORPORAL PUNISHMENT

Corporal punishment administered in a reasonable manner by a teacher, principal or assistant principal acting within the scope of his, her employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local School Board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse.

No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose

or in a manner exhibiting a wanton and willful disregard of human rights or safety.

"Corporal punishment" means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if [possible by](#) a school employee. §337-11-57 (1997)

CORPORAL PUNISHMENT

JDB

The board recognizes that schools without discipline soon cease to function as educational institutions. Teachers, principals, and parents shall maintain discipline. Reasonable and proper use of corporal punishment is recognized by the Board of Trustees as one method of discipline. For the welfare of all concerned, i.e., all students, teachers, parents, and principals, the following guidelines for corporal punishment are adopted as a part of the discipline policy of the school district:

Corporal punishment shall be administered for discipline reasons only. Corporal punishment shall not be administered because a student does not turn in an assignment or makes a failing grade. Except for those acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience. Corporal punishment may never be used unless the student was informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment.

Paddling shall be the only form of corporal punishment. No student shall receive more than a maximum of five (5) licks of the paddle and only to the fleshy part of the buttocks. A teacher or principal must punish corporally in the presence of a second school official (teacher or administrator) who must be informed beforehand, and in the student's presence. of the reason(s) for the punishment.

Punishment must not be inflicted with such force, or in such manner as to be considered cruel and excessive. Therefore, reasonable and proper application of corporal punishment should be based on such factors as ability of the student to bear it, age of student, size, sex and observed physical strength, and gravity of the offense. Paddles shall not be on public display in the classrooms or halls.

Legal procedural due process safeguards mandate that, in cases where a student protests ignorance of the rule or innocence of the offense, a brief but adequate opportunity should be provided for the student to explain his/her side of the situation. School officials who have administered corporal punishment must provide the student's parents or guardians, upon request, a written explanation of the reasons, and the name of the school official who was present as a witness.

CONDUCT - DISRUPTIVE BEHAVIOR (JCB)

The superintendent shall establish and the board shall adopt a code of student conduct that shall be provided to all teachers, school personnel, students and parents, legal guardians or custodians at the beginning of each school year. The superintendent shall develop the code of conduct in consultation with principals, teachers, school personnel, students and parents, legal guardians or custodians.

The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The Superintendent is authorized to more fully develop and implement the following procedures in the school district. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.

- The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.
- Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute "disruptive behavior" as defined in the School Safety Act of 2001 ("*Act*"). In accordance with the Act and the Attorney General opinion dated June 25, 2001, this District designates the building principal or assistant principal of each school to make the determination as to whether a student's behavior seriously interferes with the school environment. Not every removal from the classroom constitutes an instance of "disruptive behavior" as defined by the Act.
- "Disruptive Behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher. (See Policy JD.)
- "Habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property, or on vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption. (See Policy JD.)
- Should a student be removed from the classroom by a teacher because a teacher, in his

or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student's behavior in the information provided to the principal or assistant principal. If the principal or assistant principal disagrees with the teacher's decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal or assistant principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Ann. §37-11-54 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district's discipline plan.

- Should the principal or assistant principal determine that the student's conduct does rise to the level of "disruptive behavior" required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/ guardian will be contacted and a conference held with the parent/[guardian by](#) the most effective and/or efficient means available including but not limited to, telephone, e-mail, written notice, via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.
- After the second incident of disruptive behavior as determined by the principal or assistant principal, the principal or assistant principal, the student's parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent or guardian does not respond or refuses to participate, the teacher(s) and the principal or assistant principal shall prepare the plan and mail a copy to the parent/ guardian.
- Once determination has been made by the principal or assistant principal that the student has not complied with the behavior modification plan then the principal or assistant principal shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include expulsion to the alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under board policy and other discipline procedures, expulsion may also apply to students under age 13.

DISCIPLINE PLAN

1. A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The school board shall have its official discipline plan and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001. The provisions of this section, Section 37-11-55 and Section 6 of Senate Bill no. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.

CODE OF STUDENT CONDUCT/THE SCHOOL SAFETY ACT OF 2001

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal or assistant principal in any action which may be filed against such school personnel.

Corporal punishment administered in a reasonable manner by a teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

"Corporal punishment" means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee. and all other acts of corporal punishment. as defined herein, shall be witnessed at all times. if possible, by a school employee. §37-11-57 (1997)

DRUG FREE WORKPLACE - DRUGS AND ALCOHOL - SMOKING -

GAX TOBACCO USE

SECTION I

ALCOHOL AND OTHER DRUG-FREE WORKPLACE CONTROLLED SUBSTANCES - ALL EMPLOYEES

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690) the South Delta School District prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance by school district personnel while on school grounds and/or property, during, before, or after working hours. (Controlled substances are defined in Schedules I through V of Section 202 of the Controlled Substances Act 21 U.S.C. 812). In addition, the use of alcohol by school district personnel while on school grounds and/or property is prohibited. Also prohibited is the misuse of prescription drugs or being under the influence of such misuse during working hours, at school functions, and/or on school property.

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

An employee found to be in violation of this policy shall be immediately suspended from his/her assigned duties by the Superintendent of Education, with a recommendation to the Board of Trustees for termination of employment. If the employee, in writing, requests a hearing before the Board of Trustees, a hearing shall be granted and shall be held within thirty (30) days of being suspended. The request for a hearing must be made within five (5) work days following the suspension and shall be made to the superintendent.

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

DENIAL OF LICENSE

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

SUSPENSION OF LICENSE

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

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

As a condition of employment, all employees will abide by the terms of this policy and will notify the superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The South Delta School District shall require that this written policy be provided to all employees to inform them of the district's intent to maintain a drug-free workplace.

1. All employees are prohibited from being under the influence of drugs and alcohol while on duty or on school premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.

2. The sale, possession, transfer, or purchase of illegal drugs on school property or while performing school business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
3. The use, sale, possession of an illegal or non-prescribed drug or controlled substance while on duty is cause for immediate termination.
4. No alcoholic beverage will be brought on or consumed on school premises.
5. No prescription drug will be brought on school premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
6. Any employee whose use of alcohol or illegal use of non-prescribed drugs results in absenteeism, tardiness, poor work or an accident will be subject to discipline, including termination.
7. For the purpose of this policy, any employee testing positive for any illegal drugs or prescription medication for which he/she does not have a proper prescription shall be deemed to be using such drugs as prohibited by paragraph numbered "1" above.
8. It shall be the policy of this school district that individuals being recommended for employment in safety sensitive positions of the district may be required to undergo drug screening testing prior to being submitted to the School Board for employment approval.
9. It shall be the policy of this school district to require tests for drugs and alcohol if there is suspicion that an employee while on duty or on school property is under the influence of these substances. This employee will be allowed to provide notice to the district of currently or recently having used prescription drugs prior to the time of the test.
10. Suspicion is defined under this policy as the belief by the district that an employee is using or has used drugs or alcohol in violation of the district's policy. Suspicion may be based upon the following, among other things:
 - a. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;
 - b. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness or deterioration in work performance;
 - c. A report of drug or alcohol use provided by reliable and credible sources which can be independently corroborated;
 - d. Evidence that an individual has tampered with a drug and/or alcohol test during his/her employment with the current company;

- e. Information that an employee has caused or contributed to an accident while at work; and
- f. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs or alcohol while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.

If there is suspicion, that an employee is using or has used drugs or consumed alcohol in violation of the school district's policy, that employee will be required to submit to an alcohol and/or drug test. The superintendent (or his/her designee) must approve in advance all suspicion testing.

Safety sensitive positions shall include those positions which involve the transportation of students; the preparation of food for consumption by students and employees; the construction, modification, and/or repair of facilities which involve the installation, repair, or removal of electrical components; the operation of school district service vehicles; and/or the operation of equipment of which the inappropriate operation would cause probable injury to the operator and/or person or persons in the immediate vicinity.

Drug testing required by this policy shall be provided by the school district, shall be of the extent normally considered appropriate for drug screening, and shall be conducted by qualified medical personnel using the services of a laboratory following guidelines approved for drug testing.

Any applicant whose drug screening test registers positive shall be provided the options below:

1. Withdraw the application for employment;
2. Produce doctor-verified proof of personal medical prescription for the drug in question, if the positive reading relates to a prescription drug of which the prescribed use would not impair the applicant's safe performance of duties on the job for which he/she is being considered;
3. Submit to a retest.

Any person whose drug screening test proves positive and who refuses to comply with an appropriate option among options 1, 2, and 3 from the section above or whose retest results prove positive, shall, if presently employed, be dismissed from employment, or, if being considered for employment or reemployment, be dismissed from further consideration for same.

Certified personnel suspended, removed from employment, or not recommended for reemployment shall be afforded the provisions of Policy GBN (Nonrenewal of Licensed Employees- Education Employment Procedures Law of 2001) and GBNA (Rules of Procedure

Under the Education Employment Procedures Law of 2001). Any personnel suspended, removed from employment, or not recommended for employment shall be afforded the provisions of Policy GAE (Staff Grievances for All Employees).

SECTION II

ALCOHOL AND OTHER DRUG TESTING OF EMPLOYEES COVERED UNDER THE ONLNIBUS TRANSPORTATION EMPLOYEE ACT AND EMPLOYEES IN SAFETY-SENSITIVE POSITIONS AS DESCRIBED IN SECTION I

The South Delta School District, in accordance with the Omnibus Transportation Employee Act of 1991, and with the Laws of the State of Mississippi codified as Mississippi Code 1972, section 171-7-1 et seq., hereby establishes a policy for the testing of employees for alcohol and other drugs for all employees covered by Department of Transportation Regulations.

The purposes of this policy are as follows:

1. To maintain a safe, healthy working environment for all employees;
2. To maintain the highest quality educational program for our students by ensuring that no personnel of the district are users of illegal drugs or under the influence of alcohol or other drugs;
3. To reduce the number of accidental injuries to persons or property; and
4. To reduce absenteeism and tardiness and improve the quality of educational services.

All Commercial Driver License holders who drive school buses on a regular or substitute basis will be tested in accordance with the regulations of the Omnibus Transportation Act, including pre-employment and random alcohol and drug testing when required. Suspicion testing will be conducted when a supervisor observes an employee's action, behavior, or appearance that is characteristic of alcohol or drug misuse or when a suspicion exists as described in Section I of GAY. Post-accident testing will be conducted when a safety-sensitive employee is involved in an accident when there is suspicion that an employee is using or has used drugs or has consumed alcohol in violation of district policy.

Notice To Employees

1. You are hereby advised that the South Delta School district has implemented an alcohol and other drugs policy and conducts a testing program pursuant to the Omnibus Transportation Employee Testing Act and the Mississippi
2. All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the district through its alcohol and other drugs testing program are confidential communications except under certain circumstances as allowed by the statutes.
3. An employee or job applicant shall be allowed to provide notice to the district of currently or recently used prescription or non-prescription drugs at the time of the taking

of the specimen to be tested, and such information shall be placed in writing upon the employee's alcohol and other drugs testing custody and control form prior to initial testing.

4. All covered employees are required to have on file a signed "Consent Form" for Drug and Alcohol Testing. All regular and substitute bus drivers will receive information about the alcohol and other drugs testing program and the effects of alcohol and other drug abuse on health, safety and the work environment.

All employees shall be so notified.

GRADING, PROMOTION, RETENTION, AND GRADUATION

I. OBJECTIVES

- ◆ To monitor each student's progress mastering the district and state competencies
- ◆ To evaluate student performance
- ◆ To report student progress to parents
- ◆ To identify the basis for student promotion, retention and graduation

II. EVALUATION OF STUDENT PERFORMANCE

- ◆ Evaluation of student performance is based upon demonstrated mastery of the objectives set forth in the district's Instructional Management Plans which include the Mississippi Curriculum Frameworks.

III. GRADING PROCEDURES

Pre-K-Kindergarten

In reporting progress to parents of the students in the Kindergarten program, a **Report Card Checklist** will be used. A **Slash (/)** will be used to indicate those skills that have been introduced and an **"X"** for those skills in which the student has demonstrated mastery during the nine weeks grading period in language arts and math. An **"S"** will be given for **Satisfactory** work and a **"U"** for **Unsatisfactory** work in social studies and science courses. The student will be expected to master a minimum of **80 percent** of the skills identified in the language arts, social studies, science, reading/spelling, music, physical and math curriculums.

Grades 1 Through 6

Numerical grades will be given for all core courses - language arts, math, science, social studies. Grades for reading, writing, listening, and spelling will be incorporated into the language arts grade. Students are expected to master a minimum of **80 percent** of the skills in all core courses.

Grades 7 Through 12

- ◆ Numerical grades will be given for all standard courses listed in the Approved Courses for Secondary Schools of Mississippi in grades 7-12 as well as for remedial/special courses so designated by the Board of Trustees. Students are expected to master a minimum of **80 percent** of the skills taught in each course.

NINE WEEKS GRADE:

The letter grade and the numerical grade will be tabulated based upon the **MASTERY TEST** (nine weeks test) scores, an average of the major works (unit tests, chapter tests, weekly tests, reports, research papers, and projects), and an average of class activities and homework (pop quizzes, worksheets, class activities and home assignments) during the nine weeks grading period.

The average score on the major work will be given a weight of 60 percent, class activities and homework, 5 percent, and the nine weeks mastery test, 35 percent.

A Computerized Tracking Record of Performance will be kept on each student that will identify mastery and non-mastery of all skills tested.

GRADING, PROMOTION, RETENTION, AND GRADUATION continued

Numerical grades for grades 1 through 12 will be recorded on the **Report Card** for each grading period. **Report Cards** in grades 1 through 12 will be generated through the use of technology.

The following numerical values shall be used in determining letter grades:

93 - 100 - A	(Superior)
92 - 85 - B	(Above Average)
84 - 75 - C	(Average)
74 - 70 - D	(Below Average)
0 - 69 - F	(Failure)

SIX POINTS (6) will be added to the nine weeks grade for students enrolled in **ADVANCED LEVEL COURSES** (Advanced Algebra, Discrete Math, Chemistry II, Pre-calculus, Trigonometry, and Physics I.)

An "I" for incomplete will be given the student at the end of the grading period if he or she has not met the requirement(s) of submitting a research paper, project, report, or has an excused absence for the day of test administration, or records have not been received from the school in which the child transferred. Three (3) weeks following exam week will be allowed for the clearing of the "I." Scheduling for clearing an "I" for incomplete shall be the responsibility of the student.

ALL reteaching and retesting will take place during the nine weeks grading period and following summative testing for students who do not demonstrate mastery of desired skills.. The highest score a student can receive on a retest is 77. Only the student scoring 76 or below will be administered a retest. The retest - a different test covering the skills tested on the first test - will be administered within three to five working days following the first test. If the student scores lower on the second test than he/she scored on the first

test, then the student keeps his/her original (first test) test score. It is the responsibility of the student to contact the teacher to schedule a retest. No reteaching and retesting are required following the mastery test.

No points will be **deducted** from a student's grade for **disciplinary problems**, **nor** will any **points** be given for **"good" conduct**. **"Zeros"** may not be given as a means of disciplining a student except for cheating.

- ◆ **Cheating:** A student who is caught cheating on tests or assignments will receive a zero (0) for that test or assignment. He/she will not be allowed to make up the work in question. A parent conference will be requested following such student action.
- ◆ **Excused and Unexcused Absences:** Any student who is absent for whatever reason(s) must make up any missed work or tests. The student has three to five days, depending on the simplicity or complexity of the task missed, to make up any work and/or tests missed. Students suspended due to disciplinary problems will be given an opportunity to make up any missed work or tests. Scheduling for Missed work or tests will be the responsibility of the student.

GRADING, PROMOTION, RETENTION, AND GRADUATION continued

- ◆ The **semester average** grade for the **first semester** will be determined by computing an average of the first nine weeks and the second nine weeks grades. See Appendix B
- ◆ **semester average** grade for the **second semester** will be determined by computing an average of the **third nine weeks** and the **fourth nine weeks** grades. See Appendix B
- ◆ The **year's average** will be determined by computing an average of the **first semester average** and the **second semester average**. See Appendix B.

IV. REPORT CARDS

- ◆ **Report Cards** will be computer generated for grades K-12 with non-academic information provided.
- ◆ **ALL** report cards will be disseminated **WEDNESDAY** of the second week following the nine weeks exam week. Teachers will be given sufficient time for scoring all tests. The principal will develop a schedule for the submission of tests reports from each teacher. A Mid-Term Progress Report will be provided to parents the fifth week of each grading period to keep them informed of the child's academic and non-academic progress.
- ◆ A **Checklist** of skills reinforced each nine weeks grading period will be provided to the parents of students participating in Title I lab instruction.

V. POOR PERFORMANCE

- ◆ Teachers will constantly communicate with parents during the nine weeks grading period through conferences, telephone calls, notes, etc., about students who are performing poorly in class.

It will be the responsibility of the teacher to communicate verbally to the parent that the child is not performing up to potential. The teacher cannot fail the student without having conducted conferences with parent(s) during the school year, or several unsuccessful attempts were made to contact parents for conferences. All documentation of conferences or attempted conferences will be kept on file in the teacher's classroom and the principal's office.

VI. PROMOTION AND RETENTION

- ◆ No kindergarten student will be retained in the Kindergarten Program without parents consent.
- ◆ A pupil in Grades 1 through 8 shall be promoted under the following conditions: The student receives a year's average of 70 or above in all core courses- language arts/English, math, science, social studies, and remedial/special courses and is expected to master at least 75 percent of the skills.
- ◆ A Student that passes the end of the course test in Algebra I, Biology I, English II or U. S. History, but failed the course for the year will have his or her work reviewed by an external review team to recommend whether the student will be promoted or retained.
- ◆ A student passing the Mississippi Curriculum Test, MCT, but failed the grade for the year will have his or her work reviewed by an external review team to recommend whether the student will be promoted or retained.
- ◆ A student failing the MCT the second time will have his or her portfolio of work and test scores on the MCT reviewed by an external review team to recommend whether the student will be promoted or retained.