

**COAHOMA AGRICULTURAL HIGH SCHOOL
DISTRICT**

**POLICY MANUAL
(Adopted 1999)**

School Emblem

POLICIES AND PROCEDURES

COAHOMA AHS DISTRICT

**COAHOMA COMMUNITY COLLEGE AND AGRICULTURAL
HIGH SCHOOL**

BOARD OF TRUSTEES

Mr. Ned Gathwright, President

Ms. Rena Butler, Secretary

Mr. Sherard R. Shaw, Assistant Secretary

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Mr. Robert G. Mason

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Mrs. Pauline Rhodes

Mr. Valmadge Towner

Mr. David Williams

ADMINISTRATION

Dr. Vivian M. Presley, President/Superintendent

Mr. William R. Bradley, Legal Advisor

INTRODUCTION

Coahoma Agricultural High School (Coahoma AHS) District is located on the campus of Coahoma Community College, and serve grades 9-12. Agricultural High Schools operate under the control of the President and the Board of Trustees of the Community College district. The law states that the President of the Community College also serves as the Superintendent of the high school (refer to section 37-29-269).

The Board of Trustees of Coahoma Community College and Agricultural High School district endorses and supports the Mission Statement, Philosophy and Student Learning Goals that are the foundation of the total instructional programs and the plans for the future operation of the district.

MISSION STATEMENT

The Coahoma Agricultural High School District is committed to providing a quality education for students through the collaboration effort of the school, the parents, and the community; to offer a variety of programs and experiences; encourage and empower every student to develop individual creative abilities and to acquire the knowledge and skills necessary to compete and make sound choices in the workforce in their personal, social and academic lives.

STUDENT LEARNING GOALS

To assure that students will have the knowledge and skills to be lifelong learners, to compete in a technically advancing job market, to exercise the rights and responsibilities of citizenship and to maintain a healthy and productive lifestyle in a global society.

For students to achieve these goals, they should:

- Achieve the maximum level of reading and mathematics skills based on their individual abilities.
- Demonstrate effective writing and oral communication skills.
- Display critical thinking skills applied across the curriculum.
- Acquire the scientific skills that will enable them to compete in a technological society.
- Possess a knowledge of social studies that will enable them to function in a global society.
- Obtain the information needed to make knowledgeable career decisions.
- Exhibit the skills that will enable them to demonstrate acceptable social behavior.

FOREWARD

This personnel handbook contains the policies which govern the operations of the Coahoma Agricultural High School District, together with procedures that are required in carrying out specific policies. These statements, whether developed in response to state or federal statutes or to new problems or changes in the system, are intended to give direction to the educational process of the Coahoma Agricultural High School, to provide guidance to certified and classified employees as they carry out their responsibilities, to foster stability and continuity, and to contribute to the efficiency of the Board of Trustees and the school.

The manual is organized according to the classification system developed by the National School Boards Association (NSBA). The alphabetical sequence established by the NSBA was followed, with changes where ever necessary to include certain identifying terms or descriptors that were not included in the original NSBA code-finder or to add policy subjects that were not in the original list.

At first glance, it may appear confusing to deal with alphabetical coding, rather than coding by number, but coding or tracking by letter is simply a matter of understanding that the alphabet rules, and it takes little time to appreciate the logic and simplicity of alphabet coding.

The NSBA Policy Classification System includes the following separate sections:

<u>Sections</u>	<u>Full Titles</u>
A	SCHOOL DISTRICT ORGANIZATION
B	SCHOOL BOARD OPERATIONS
C	GENERAL SCHOOL ADMINISTRATION
D	FISCAL MANAGEMENT
E	BUSINESS MANAGEMENT (Excludes Fiscal Management)
F	FACILITY EXPANSION PROGRAM
G	PERSONNEL
I	INSTRUCTIONAL PROGRAM
J	STUDENTS
K	GENERAL SCHOOL-COMMUNITY RELATIONS
L	INTERORGANIZATIONAL RELATIONS
M	EDUCATIONAL AGENCY RELATIONS

An index has been prepared and placed at the beginning of this manual. Alphabetically arranged according to subject, the index lists the page numbers indicating where policy statements related to the subject may be found. A person looking for information about staff absences, for example, will find the policy GARI with little effort by checking the index; on the other hand, many topics may appear under broader headings, such as School Board or Certified Personnel, and the indexes include a large number of topics under these general headings. The manual include break pages separating the various sections of the book, with a section index preceding the policy statements for that segment. In addition, an effort has been made to provide cross-references through adding other alphabetical codes to a sequence, and readers of the manual should check related cross-references for additional information about a particular policy or procedure.

All individual policies shall be interpreted in conjunction with all other policies and provisions of this manual and shall not be considered in isolation. Efforts will be made to continue to update materials, inserting new policy statements and procedural guidelines and removing outdated materials as necessary. Copies of the manual will be made available to staff members through placement in district locations as determined appropriate and necessary.

SCHOOL DISTRICT ORGANIZATION

SECTION A

AA	LEGAL NAMES AND STATUS OF SCHOOL DISTRICT
AB	LEGAL STATUS OF BOARD OF TRUSTEES
ABA	AUTHORITY OF THE BOARD OF TRUSTEES
ABB	BOARD POWERS AND DUTIES
ABCB/ABCC/ABCD	QUALIFICATIONS, TERM OF OFFICE, AND METHODS OF SELECTION
ABCF	REMOVAL OF OFFICERS
ABD	SUPERINTENDENT LEGAL STATUS
AD	SCHOOL ATTENDANCE AREAS/SCHOOL BOUNDARIES
ADB	AVERAGE DAILY ATTENDANCE
AE	THE SCHOOL SESSION
AEA	SCHOOL CALENDAR
AEB/AEBA	EXTENDED SCHOOL YEAR/SUMMER SCHOOL
AF	LENGTH OF SCHOOL DAY AND TERM

SCHOOL DISTRICT ORGANIZATION

LEGAL NAME AND STATUS OF SCHOOL DISTRICT	AA
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The official name of the school system shall be the Coahoma Agricultural High School (Coahoma AHS). The title shall be used in all official documents.

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

LEGAL STATUS OF BOARD OF TRUSTEES	AB
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The Coahoma Community College and Agricultural High School Board of Trustees derives its legal status from the State Legislature, which is subject to the Constitution of the State of Mississippi and the Constitution of the United States. Accordingly, education is a state function. The Board of Trustees is subject to legislative action and acts as an agent for the State of Mississippi.

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

AUTHORITY OF THE BOARD OF TRUSTEES	ABA
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As a body created in the law by the State of Mississippi, the Coahoma Community College and Agricultural High School Board of Trustees has authority within the limitations and interpretations of the federal and state laws.

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

The legal authority of the Board of Trustees is set forth in the Mississippi Code of 1972 Annotated.

BOARD POWERS AND DUTIES

ABB

The Board of Trustees, under authority of the statutes of the State of Mississippi and the regulations of the State Department of Education, and its own policies, is the basic policy-making authority for the Coahoma Agricultural High School District.

The Mississippi Code of 1972 Annotated specifies duties and powers for the Board of Trustees including establishing schools and attendance areas; reviewing, revising, and approving budget estimates; determining the number of teachers and other employees in the school district; approving, promoting, retiring, removing, and determining other personnel actions; initiating, revising, reviewing, and approving plans for erection or improvement of buildings and facilities; purchasing or otherwise acquiring land for school buildings, initiating questions of policy; cooperating with local governing bodies, and elected/appointed officials of other governmental jurisdictions, and identified community leaders.

The Board of Trustees will also exercise any and all powers not specifically stated in Chapter 37, Mississippi Code of 1972 Annotated, inclusive of this title but given to boards of trustees by general law, state as well as federal.

The Board of Trustees shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the President/Superintendent and his/her staff, who shall be responsible for effective administration and supervision of the entire school system.

LEGAL REF.: Mississippi Code, Section 37-7-301 (1993).

BOARD MEMBER QUALIFICATIONS, TERM OF OFFICE, AND METHODS OF SELECTION
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ABCB/ABCC/ABCD

All members of the Coahoma Community College and Agricultural High School Board except the Superintendents of Education in their respective counties (who are exofficio members) are appointed for five year terms by their respective Board of Supervisors.

Terms are staggered so as to prevent the retirement of more than one member of any county in any one year.

The respective Boards of Supervisors fill vacancies annually, if any occur. If a vacancy occur among one of the members who serve as a County Superintendent, such vacancy shall be filled by appointment of the Board of Education or by election as provided by law. Statutory – (Legal Ref.: 37-29-65)

COAHOMA AHS DISTRICT PERSONNEL

FOREWARD

This personnel handbook contains the policies which govern the operations of the Coahoma Agricultural High School District, together with procedures that are required in carrying out specific policies. These statements, whether developed in response to state or federal statutes or to new problems or changes in the system, are intended to give direction to the educational process of the Coahoma Agricultural High School, to provide guidance to certified and classified employees as they carry out their responsibilities, to foster stability and continuity, and to contribute to the efficiency of the Board of Trustees and the school.

All individual policies shall be interpreted in conjunction with all other policies and provisions of this handbook and shall not be considered in isolation. Efforts will be made to continue to update materials, inserting new policy statements and procedural guidelines and removing outdated materials as necessary.

REMOVAL OF OFFICERS

ABCF

Any officer of the Board may be removed for cause by majority of the members under such procedures as the Board may direct for the specific occasions.

SUPERINTENDENT LEGAL STATUS

ABD

In accordance with Law: "The term 'Superintendent' shall mean the head of a school district" (Section 37-19-1)

Agricultural High Schools operate under the control of the President and the Board of Trustees of the Community College Districts. The law states that the President of the Community College also serves as the Superintendent of the High School. (Section 37-29-269)

It shall be the duty of the Superintendent to administer the school and to implement the decisions of the Board of Trustees. In addition to all other powers, authority, and duties imposed or granted by the law. The Superintendent shall have the powers, authority, and duties set forth in Section 37-9-14 (1991) and other such statutes.

Legal Ref.: Mississippi Code, Annotated (1988 & 1991)

SCHOOL ATTENDANCE AREAS/SCHOOL BOUNDARIES
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AD

The Coahoma Agricultural School District will operate in accordance with the court order of the United States District Court, and the District of Mississippi, requiring all students who reside in the Coahoma AHS District/zone to attend this school.

AVERAGE DAILY ATTENDANCE**ADB**

The Board of Trustees of the Coahoma Community College and Agricultural School recognizes the importance of regular student attendance both to the student and to the school district. The superintendent and his/her staff are directed to encourage regular student attendance through a program designed to accomplish maximum ADA for the school district.

THE SCHOOL SESSION**AE**

Each school year will vary in length according to the adopted school calendar but shall never be less than the number of days required by state law unless approved by state law. Professional development activities will be held at the beginning of the school year and during the school year as scheduled by the Professional Development Coordinator and the Superintendent. Professional development is considered a part of the teacher's contractual responsibilities. A school calendar will be issued to each teacher prior to the opening of school.

SCHOOL CALENDAR**AEA**

Upon the recommendation of the Superintendent, the Board of Trustees shall establish a yearly school calendar in compliance with state law, rules and regulations. Consideration shall be given to all parties concerned. The school calendar will include a schedule of dates for the opening and closing of school.

The school shall have a uniform term of not less than the total number of days established by the State Board of Education as a minimum number of days for instructing pupils.

**EXTENDED
AEB/AEBA****SCHOOL****YEAR/SUMMER****SCHOOL**

The School Board may choose to operate the school under their control for extended year programs for such length of time during the year as may be required under accreditation standards. Such extended school year programs shall be in compliance with accreditation regulations and any other such state requirement.

LENGTH OF SCHOOL DAY AND TERM**AF**

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

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

SCHOOL BOARD OPERATIONS

SECTION B

BBA	OFFICERS OF BOARD OF TRUSTEES AND TERMS OF OFFICE
BBAB	BOARD POWERS AND DUTIES
BBBD	BONDED MEMBERS
BBBE	COMPENSATION OF BOARD MEMBERS
BBC	BOARD COMMITTEES
BBD	BOARD/SUPERINTENDENT RELATIONS – RECOMMENDATIONS OF PERSONNEL
BBD/CEB	SUPERINTENDENT AND BOARD OF TRUSTEES - ROLES, RESPONSIBILITIES, AND RELATIONSHIPS
BBDB	BOARD-SUPERINTENDENT RELATIONS -- DISCIPLINE
BBE	SCHOOL BOARD ATTORNEY
BBH	AWARDS, RECOGNITIONS, CERTIFICATES
BBI	BOARD/STAFF RELATIONS
BC	INTERNAL ORGANIZATION/MEETINGS/MINUTES
BCAE	PUBLIC HEARINGS
BCBD	AGENDA FOR MEETINGS
BCBDA	ITEMS IN SUPERINTENDENT'S REPORT REQUIRING ACTION
BCBFA	QUORUM
BCBFB	AMENDMENT AND SUSPENSION OF RULES OF PROCEDURE- SUSPENSION OF POLICIES
BCBFC	AMENDMENTS TO POLICIES/POLICY REVISIONS
BCBG	VOTING PROCEDURES
BCBH/KL/LDDB/JR	MINUTES OF MEETINGS
BCBI	SCHOOL BOARD - MEETINGS/PUBLIC PARTICIPATION/EXECUTIVE SESSIONS
BCBLAJBCBDB/KCB	MEETINGS WITH INDIVIDUALS, CITIZENS, GROUPS, OR ORGANIZATIONS

BCBK	EXECUTIVE SESSIONS
BCBJ/KBCB	NEWS MEDIA COVERAGE
BDA	POLICY DEVELOPMENT SYSTEM
BDG/CMB	ADMINISTRATION IN ABSENCE OF POLICY
BDH	SUSPENSION OF POLICIES
BE/BCBH/KL/LDDB/JR	SCHOOL BOARD RECORDS
BF/CO	ANNUAL REPORT/ANNUAL AUDIT
BH	CODE OF ETHICS
BHA	CONFLICTS OF INTEREST

SCHOOL BOARD OPERATIONS

OFFICERS OF BOARD OF TRUSTEES AND TERMS OF OFFICE	BBA
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The officers of the Board of Trustees shall be president, vice-president, secretary, and assistant secretary.

The President, Vice-President, Secretary, and Assistant Secretary shall be elected by its Board membership. The officers shall be elected by the majority vote of those members present at the expiration of each officer's term.

Terms of office shall be their regularly appointed term.

Board officer vacancies shall be filled at the next regular meeting after they occur.

The official duties of the officers of the Board shall be as follows:

- A. **PRESIDENT**- The president of the Board of Trustees shall have the following duties:
 - 1. Provide input to the President/Superintendent in planning the agenda for meetings of the Board of Trustees.
 - 2. Certify the official copy of approved minutes for each regular and special meeting of the Board.
 - 3. Sign contracts and other official documents authorized by the Board.
 - 4. Transact other business authorized by the Board.
- B. **VICE-PRESIDENT** - The vice-president shall perform the duties of the president in case of the president absence or inability to act.
- C. **SECRETARY** - As prescribed by the Board policy, the secretary shall be responsible for keeping the minutes of meetings of the Board and making official certifications of minutes as required. Also responsible for keeping record of attendance.
- D. **ASSISTANT SECRETARY** - The assistant secretary shall perform the duties of the secretary in his/her absence.

BOARD POWERS AND DUTIES	BBAB
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The Board of Trustees of the Coahoma Community College and Agricultural High School shall actively monitor the policies which require the implementation of performance-based education. The Board shall adopt performance based educational policies and provide appropriate leadership through actions described in School Board minutes.

The Board of Trustees shall meet the following standards:

- 1. The school district is governed by a policy-making board (hereafter called the school board) which holds regular monthly meetings.

2. The school board maintains, in perpetuity, records of all official actions in minutes dated and signed by the board's chairperson and the board's secretary.
3. Current copies of the board policies, which follow State Board of Education policies and state and federal laws and regulations, are published and are available for public review in the President/Superintendent office (Administration Building).
4. School board policy follows state board policies and state and federal laws related to nondiscriminatory practices in the operation of the school.
5. School board policy follows state and federal laws and related regulations and procedures for employment, retention, and dismissal of all personnel.
6. The school board has adopted and implemented a formal personnel appraisal system for certified staff which includes assessment of employees' on-the-job performance.
7. The school board assigns all executive and administrative duties to the President/Superintendent
8. The school board has adopted a salary schedule, which provides, at a minimum, equal pay for equal preparation, experience, and responsibility for all personnel.
9. The salary schedule ensures that the principal is the highest monthly and annually paid school board employee in the school.
10. The school board adopts the objectives which form the core curriculum which is systematically delivered throughout the district. (MS Code 37-3-49)
11. School board policy establishes criteria for promotion and retention decisions.
12. Board policy ensures that the district has a five-year educational plan which serves as the basis of operation and which addresses actions to improve district performance on accreditation standards.
13. Board policy addresses the development of guidelines for: 1) programs to lower student dropout rates and 2) district-wide student disciplinary practices.
14. The school board adopts policies to limit and reduce the number and length of written reports that classroom teachers are required to prepare.
15. The school board reviews all adopted policies and takes appropriate action concerning their revision, maintenance, and/or repeal.

BONDED MEMBERS	BBBD
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School board members are bonded in accordance with state law.

COMPENSATION OF BOARD MEMBERS	BBBE
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Members of the Board shall receive compensation for attendance at regularly scheduled and called meetings.

Members of the Board shall be paid for transportation, lodging, meals, and other pertinent expenses when traveling on business for the Board. The rate of payment shall be the same as that established by the Board for employees professional travel. Board members will be reimbursed for expenses incurred for national and state meetings which would necessitate their attendance.

BOARD COMMITTEES

BBC

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

Such committees may be dissolved upon completion of assignment or by a majority vote of the board.

**BOARD PRESIDENT/SUPERINTENDENT RELATIONS –
RECOMMENDATIONS OF PERSONNEL**

BBD

It is the duty of the President/Superintendent to recommend personnel for appointment, and it is the duty of the Board of Trustees either to accept or to reject the nominations.

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

**PRESIDENT/SUPERINTENDENT AND BOARD OF TRUSTEES –
ROLES, RESPONSIBILITIES, AND RELATIONSHIPS**

BBD/CEB

The Board believes that the legislation of policies is its most important function, and that the execution of the policies should be the function of the President/Superintendent.

Delegation of executive powers to the President/Superintendent by the Board provides freedom for the President/Superintendent to manage the school within the Board's policies and frees the Board to devote its time to policy making and appraisal functions.

The Board holds the President/Superintendent responsible for carrying out its policies within the established guidelines for keeping the Board informed about school operation.

While it is impossible to cover every area of school operations, the following information endeavors to outline the functions of the Superintendent and Board of Trustees in various specific areas of mutual concern.

GENERAL FUNCTIONS

NOTE: While the Board of Trustees and the President/Superintendent serve dual responsibilities, these are the functions of the Superintendent and the Board of Trustees dealing with the High School area only.

BOARD OF TRUSTEES

Establishes general policy and rules and regulations regarding:

- Employee personnel functions
- Instructional programs
- Pupil personnel functions
- School plant functions
- Public relations functions

SUPERINTENDENT

- Assumes charge of school system as the executive officer of the Board of Trustees
- Coordinates the work of the school and the departments
- Recommends policies to the Board, providing data which will permit the Board to formulate policy
- Executes policies of Board and supervises the work of those who are responsible for the administrative activities of the school or the departments
- Reports to the Board relative to the execution of its policies and general administration of the school

PERSONNEL FUNCTIONS

BOARD OF TRUSTEES

- Employs all professional personnel
- Determines the number of teachers and other employees in the school system after considering recommendations of the Superintendent
- Determines all policies relating to personnel, including sick leave, leaves of absence, and special benefits
- Determines the policies of general Personnel

SUPERINTENDENT

- Recommends to the Board of Trustees the appointment, promotion, retirement, or removal of all employees in the school, and takes any other established personnel action consistent with the Mississippi law and Board policy
- Supervises the work of all employees of the school district
- Recommends salaries for district personnel
- Recommends all personnel policies for Board action
- Executes all personnel policies adopted by the Board

INSTRUCTIONAL PROGRAM FUNCTIONS

BOARD OF TRUSTEES

- Determines the general scope of the instructional program in accordance with state laws and regulations
- Discusses and evaluates reports instructional areas presented to it by the professional staff members relative to the instructional program
- Recommends areas requiring additional evaluation for study by the staff

SUPERINTENDENT

- Makes recommendations relative to the scope of the instructional program
- Assigns instructors for the various instructional areas
- Develops professional development programs for the improvement of instruction
- Develops testing programs and other procedures for evaluation of the effectiveness of the instructional program
- Develops procedures for the selection and evaluation of textbooks, audio-visual aids, and other instructional materials
- Gives leadership to the program for the constant evaluation and revision of the program of studies
- Provides leadership for the study of the adequacy of the program of studies and the needs for additions or amendments to it, freely using expert consultants

FINANCIAL FUNCTIONS

BOARD OF TRUSTEES

- Approves and adopts an annual budget which determines necessary local tax levies
- Adopts regulations for purchasing supplies and equipment
- Adopts standards and passes upon the procedures of financial accounting
- Reviews all invoices and bids
- Reviews an annual audit of the school district accounts and business procedures
- Employs auditing firm to conduct audit of school district's financial records

SUPERINTENDENT

- Presents and interprets to the Board an annual budget proposal
- Analyzes and interprets to the Board long range financial needs and proposals
- Administers the budget and keeps, insofar as possible, all expenditures within its limits
- Directs the system of financial accounting and the activities of those involved in the business department
- Supervises the program for the purchasing of supplies and equipment
- Makes regular periodic reports to the Board relative to financial condition of the school district

SCHOOL PLANT FUNCTIONS

BOARD OF TRUSTEES

- Decides what construction should be undertaken
- Decides upon major building renovations, maintenance policies, and additions after considering recommendations from the Superintendent
- Purchases school sites
- Employs school architects as needed
- Employs consultants to advise on plant needs

SUPERINTENDENT

- Analyzes and recommends to the Board on school plant needs, using consultants as needed
- Develops educational specifications for school buildings
- Work with the architect in the planning of school buildings
- Makes recommendations regarding maintenance needs

PUPIL PERSONNEL FUNCTIONS

BOARD OF TRUSTEES

- Determines general policies affecting state law and the federal court order of the Fifth Circuit Court of Appeals
- Authorizes the establishment of special classes for atypical children with special needs
- Determines general requirements for graduation in accordance with the law
- Provides for the protection of health through school lunch programs, medical examinations, employment of nurse and medical advisors system
- Makes regulations regarding corporal punishment, truancy, vandalism, attendance, etc.

SUPERINTENDENT

- Administers the activities of all instructional and guidance personnel
- Directs the policies for pupil discipline
- Directs the classification, promotion, and graduation of pupils
- Directs research programs to determine achievements and needs
- Develops a program for providing for the needs of atypical children
- Develops and directs an adequate pupil record system
- Reports to the Board relative to the effectiveness of pupil personnel policies

PUBLIC RELATIONS FUNCTIONS

BOARD OF TRUSTEES

- Represents community attitudes and planning and the community policy development
- Supports the school administration before critical groups in the community and reserves evaluation of the Superintendent as required by contract
- Represents the school in various community functions
- Evaluates periodically, with the Superintendent, the work of the Superintendent
- Evaluates all other programs of the school system based upon the Superintendent's reports and recommendations of other staff members

SUPERINTENDENT

- Directs a program for keeping the citizens of the community adequately informed of school developments and problems
- Interprets the programs and activities of the school before various community groups
- Works with parent groups and other organizations interested in and concerned for the welfare of the school
- Makes an annual report on the school program and policies for the Board of Trustees and the community
- Meets with representatives of the news media to provide information needed for keeping the people of the community informed
- Evaluates the work of all personnel
- Evaluates the instructional program, finances, and budgeting, and all other aspects of the school program

BOARD-SUPERINTENDENT RELATIONS – DISCIPLINE

BBDB

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

SCHOOL BOARD ATTORNEY

BBE

The Board of Trustees shall retain an attorney for legal counsel and service in the affairs of the Coahoma Agricultural High School District. The attorney shall serve at the pleasure of the School Board and will be compensated as determined by the Board.

The attorney will be required to attend such Board meetings or other meetings where his/her services may be needed. His/Her services will also be available to the President/Superintendent and his/her staff and school business, including questions directed to the Board attorney by the President/Superintendent. Staff members who desire legal advice on school problems shall make their requests directly to the President/Superintendent of the school.

AWARDS, RECOGNITIONS, CERTIFICATES

BBH

This board, when it deems it to be appropriate, may recognize outstanding achievement and service to the educational community with the award of certificates of appreciation or other expressions of gratitude as may be permitted by law.

BOARD/STAFF RELATIONS

BBI

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

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

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

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

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

- A. The Board will hold regular monthly meetings.
- B. The Board will maintain current and complete minutes of all official actions.
 - 1. The minutes will bear the date of the meetings and the signature of appropriate official(s). Minutes shall be approved in a timely manner as specified by state law.
 - 2. The minutes will be on file in the office of the President/Superintendent (Administration Building).
 - 3. Board policies and minutes will be accessible to public review in compliance with statutory requirements.

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

PUBLIC HEARINGS

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

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

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

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

AGENDA FOR MEETINGS

BCBD

A. Regular Meetings

Business for the regular monthly meetings of the Board of Trustees will include the following:

- Call to Order
- Adoption of agenda
- Approval of minutes
- Superintendent's report
- Financial report
- Items for action
- Items for information
- Unfinished business
- New business
- Executive session (if needed)
- Adjournment

B. Special Called Meetings

Business for special meetings of the Board of Trustees will include the following:

- Call to order
- Adoption of agenda
- Topics to be discussed
- Adjournment

C. Procedure for Placing Items on the Agenda

See Policy BCBJ/BCBDB/KCB (Meetings with Individuals, Citizens' Groups, or Organizations) for procedures for placing items on the Board agenda.

D. Record of Attendance

The secretary of the Board will take a roll of all Board members in attendance.

E. Items in Superintendent's Report Requiring Action - see BCBDA.

Items of business may not be suggested from the floor for discussion or action at the same meeting except at the discretion of the President or the majority of the Board members present.

ITEMS IN SUPERINTENDENT'S REPORT REQUIRING ACTION

BCBDA

Board action required on items in the Superintendent's report shall be taken during the report as the items are presented.

QUORAM

BCBFA

Eight members of the Board of Trustees shall be necessary to constitute a quorum for the transaction of business.

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

BCBFB

Rules of procedure for the Board of Trustees meetings may be suspended or amended by a majority vote of the Board members present. The operation of any section or sections of Board policies and procedures not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

AMENDMENTS TO POLICIES/POLICY REVISIONS

BCBFC

These policies may be amended by a majority vote of the members. Proposed policy revisions should be submitted to Board members prior to Board consideration.

VOTING PROCEDURES

BCBG

The usual method of taking a vote shall be by voice vote. The President may require a show of hands. Any member has a right to require a vote by roll call. The minutes shall show the names of those abstaining and those voting for and voting against every motion. No vote shall be taken by secret ballot except for the election or removal of officers.

MINUTES OF MEETINGS

BCBH/KL/LDDB/JR

Compiling Minutes

The official minutes of the meetings of the Coahoma Community College and Agricultural High School Board of Trustees shall include entries of actions taken by the Board, plus a listing of items of information officially received by the Board.

For each action taken, the name of the person making the motion, the content of the motion, the name of the person seconding the motion, and the result of the vote on the motion shall be recorded, with each person's vote recorded by name.

Preparation of the Minutes

A permanent record of the minutes of the Board of Trustees shall be kept in the office of the President/Superintendent. (Administration Building)

Distribution of Minutes

Copies of the minutes shall be sent to all members of the Board of Trustees and to other persons as may be designated by the president of the Board and/or the President/Superintendent. Minutes shall be made available to the public on request in compliance with Policy KL.

SCHOOL BOARD – MEETINGS/PUBLIC PARTICIPATION/ EXECUTIVE SESSIONS

BCBI

All Board meetings shall be open to any interested person; however, the Board reserves the right to discuss in an executive, closed session, any items of business which if discussed in public, might result in unwarranted embarrassment or unfair advantage to anyone.

The Board may enter into executive session following the procedures established under recent court decisions.

All meetings of the Board shall commence as open meetings.

MEETINGS WITH INDIVIDUALS, CITIZENS 'GROUPS, OR ORGANIZATIONS
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BCBIA/BCBDB/KCB

Individuals or groups desiring to bring a matter before the Board of Trustees shall present a written request to the President/Superintendent, with a copy to the president of the Board of Trustees, at least ten (10) school days in advance of the Board meeting.

The administration and/or the Board of Trustees may request that copies of any statement or prepared questions or comments accompany the request to be heard at the Board meeting so that the Board may be fully apprised in advance regarding the matters(s) to be addressed.

Failure to comply with the requirements established under this policy may result in denial of the request for placement on the Board agenda until such time as the policy has been followed in its entirety.

1. Statements, issues, complaints, or grievances presented to the Board of Trustees must include specific information substantiating all facts therein.
2. Issues, complaints, statements, or grievances presented by letter or petition will be investigated by the President/Superintendent; and his/her findings, along with the request for a hearing, will be submitted to the Board of Trustees. Individuals, citizens' groups, or organizations should be notified either orally or by letter if the Board of Trustees will grant the request.
3. One representative, who should be a legal resident of the area served by the Coahoma Community College and Agricultural High School, will be permitted to appear on behalf of a group, individual, or organization, unless the Board determines that additional information is necessary.
4. Patrons may offer comments on school operations and programs that concern them. But in the regular monthly meeting, the Board of Trustees will not hear personal complaints of the school personnel nor complaints against any person connected with the school system. Grievance procedures (GAE) and/or administrative review provide for consideration and disposition of legitimate complaints involving individuals.

5. At the Board hearing, the president shall recognize a person to present any statement, complaint, or grievance and may limit the amount of time for the presentation. The presenter must address the president of the Board and may direct questions or comments to other Board members or district employees at the meeting only upon the approval of the president. Members of the School Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board. Board members and the President/Superintendent have the privilege of asking questions of any person addressing the Board of Trustees. The speaker for a group should be designated prior to the Board meeting and authorized to speak for the group. A maximum of ten (10) minutes will be allowed for presentation of any statement, complaint, or grievance.

6. The Board of Trustees, after full discussion and analysis of the presentation, shall render a decision as soon as practical. Notification of the decision shall be in writing to the individual or the person representing the groups or organization. If any person shall willfully disturb any public school meeting, such person shall be in violation of the law.

EXECUTIVE SESSIONS	BCBK
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The Board of Trustees of Coahoma Community College and Agricultural High School may enter into executive session in accordance with state law.

NEWS MEDIA COVERAGE	BCBJ/KBCB
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News media representatives are welcome to attend all regular and special meetings of the Board of Trustees. If notified in advance, the President/Superintendent will provide copies of the agenda.

POLICY DEVELOPMENT SYSTEM	BDA
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A Policy Research and Development Council will develop and make recommendations concerning policies and procedures of the Coahoma Agricultural High School District for consideration by the President/Superintendent.

The Council shall be composed of representatives from the school, chosen by vote of the school faculty, one member of the central office staff to serve as coordinator, a policy draft writer, and one representative of support services personnel named by the coordinator. Members shall be elected to serve one year and may be reelected to serve one additional one-year term but may not serve on the council for more than two consecutive years. The President/Superintendent shall at his discretion appoint up to two representatives at large as members of the Council.

Action by the Council shall be through consensus only; no votes will be taken at any time.

The Council may make recommendations concerning policies and procedures of the Coahoma Agricultural High School, with such recommendations to be submitted to the President/Superintendent for review and approval or disapproval. Recommendations may be resubmitted to the Council for review before submission to the School Board after initial administrative consideration. The President/Superintendent will, through his/her representative on the Council, report action that has been taken regarding specific Council recommendations.

ADMINISTRATION IN ABSENCE OF POLICY**BDG/CMB**

In cases where action must be taken within the school -system where the Board has provided no guide for administrative action, the President/Superintendent and/or his/her designee shall have the power to act. It shall be the duty of the President/Superintendent to inform the Board of such action.

SUSPENSION OF POLICIES**BDH**

The operation of any section or sections of School Board policies and procedures not regulated by statutes of the state of Mississippi or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

SCHOOL BOARD RECORDS**BE/BCBH/KL/LDDB/JR**

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

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

The administrative head of this school shall have the authority, with the approval of the School Board of this school district spread upon its minutes, to dispose of the following records:

a. After five (5) years:

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

b. After three (3) years:

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

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

Notwithstanding any of the above provisions, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation.

ANNUAL REPORT/ANNUAL AUDIT

BF/CO

All records, invoices, checks, and receipts must be kept in such a manner that they may be audited by the Business Office Accounting staff or Certified Public Accountants approved by the Board. Upon the resignation or retirement of the President/Superintendent, Chief Fiscal Officer, or a school principal, an audit of the school funds for which the terminating person or persons are responsible may be carried out by a Certified Public Accountant. The Board of Trustees shall approve the audit firm and report or annual audit of preceding fiscal year in all years when a state audit is not required.

CODE OF ETHICS

BH

The Board of Trustees of Coahoma Community College and Agricultural High School endorses the Code of Ethics of the Mississippi School Board Association and the National School Board Association.

As a member of the Board of Trustees of Coahoma Community College and Agricultural High School, a member should strive to improve public education, and to that end he/she will:

Attend all regular scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that he/she should endeavor to make policy decisions only after full discussions at official Board meetings;

Render all decisions based on the available facts and his/her independent judgment and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the President/Superintendent;

Communicate to other Board members and the President/Superintendent expressions of public reaction to Board policies and school programs;

Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff,

Avoid being placed in a position of conflict of interest and refrain from using his/her Board position for personal or partisan gain;

Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law; and

Remember always that his/her first and greatest concern must be the educational welfare of the students attending the school.

CONFLICTS OF INTEREST

BHA

It shall be unlawful for any member of the Board to have or own any direct or indirect interest, individually or as an agent or employee of any person, partnership, firm, or corporation, in any contract let by the Board for construction, repair, or improvement of any school facility; to furnish any supplies, materials, and other articles; the doing of any public work for the transportation of children; or any subcontract indirectly connected with the above stated activities. Said policy is set forth in Mississippi Code of 1972 Annotated.

In the employment of personnel in the Coahoma Community College and Agricultural High School District, the Board of Trustees recognizes and complies with state law governing such employment, which prohibits employment of personnel related within the third degree by blood or marriage to a majority of the members of the Board of Trustees. Further, the code prohibits any Board member from voting for the election of such relative or for any person who is dependent upon him/her in a financial way.

GENERAL SCHOOL ADMINISTRATION

SECTION C

CA	GOALS AND OBJECTIVES - ADMINISTRATIVE TEAM
CD	LINE AND STAFF RELATIONS
CE	SUPERINTENDENT OF EDUCATION – DUTIES
CEBA	AUTHORIZED REPRESENTATIVE TO SECURE FEDERAL SURPLUS PROPERTY
CGE	ADMINISTRATIVE PERSONNEL ASSIGNMENT
CGI	ADMINISTRATIVE PERSONNEL EVALUATION
CGL	ADMINISTRATIVE PERSONNEL REASSIGNMENT
CGPD	EXPENSES – TRAVEL OF ADMINISTRATIVE PERSONNEL

GENERAL SCHOOL ADMINISTRATION

GOALS AND OBJECTIVES – ADMINISTRATIVE TEAM

CA

All staff members, both certified and classified, of the Coahoma Agricultural High School have a responsibility for administration of the school system. Effective decisions made in daily school operations and effective participation in planning groups of the school are essential to the fulfillment of the total staff responsibility for administration.

The following philosophy of administration is adopted by the Board of Trustees and adhered to:

Effective operation of the Coahoma Agricultural High School District requires an organizational structure, effective administrative leadership at every level of responsibility, and decision-making at the point in the structure where the decision can most effectively be made.

The function of leadership at every level is to examine relevant facts and alternatives and to involve appropriate individuals in the process of reaching a decision. The responsibility of leadership is to provide machinery and/or measures that provide for effective communication. Once the decision is made, it is the function of administration and the persons affected by such decisions not only to follow through to see that they are implemented, but to evaluate continuously these decisions and to recommend revisions that they feel should be made.

The Board of Trustees supports the administrative team in further charging it with the responsibility to accomplish the following objectives:

1. To develop and implement plans which will achieve cooperation with community leaders in solving common concerns.
2. To develop and implement guidelines for involving students, teachers, parents, and community leaders in the operation of the school program.
3. To use existing structures and/or implement new ones to involve the business community to assist students in developing employability skills.
4. To develop and implement guidelines which will encourage the school to use volunteers and utilize their services effectively.

In order to effectively implement this philosophy, the school system must be organized and operated in such a way as to designate administrative services and establish positive action primarily to implement these services. The Board of Trustees recognizes and supports the administrative team as the major decision-making body in the Coahoma Agricultural High School, and further recognizes that the team includes all levels of administration, with its primary responsibility to accomplish the following objectives:

1. To identify processes which will facilitate or problems which may inhibit the effective delivery of educational programs and services.
2. To develop and implement plans which will achieve desired results in the delivery of these programs and services.
3. To initiate better ways and/or means to improve current procedures in the attainment of educational programs and services.

4. To involve all levels of administration in making those decisions which will ultimately lead to recommendations of major policy changes by the Superintendent to the Board of Trustees.

LINE AND STAFF RELATIONS

CD

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

Lines of direct authority shall be those approved by the Board and shown on the district organization charts.

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

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

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

SUPERINTENDENT OF EDUCATION - DUTIES

CE

Subject to review by the Board of Trustees, administrative control and direction of the Coahoma Agricultural High School shall be vested in the President/Superintendent, who serves as the leader of the administrative team. he/she shall have authority to take the necessary actions to secure effective and efficient operation of the school system, consistent with the policies of the Board of Trustees, provisions of the school laws and regulations of the State of Mississippi and applicable federal legislation.

As executive officer of the Board of Trustees, the President/Superintendent shall interpret the policies of the Board of Trustees, shall establish administrative procedures and regulations for implementation of the policies, and shall serve as fiscal agent for Coahoma Agricultural High School.

A. Duties of the Superintendent

As the chief executive officer of the school system, the President/Superintendent is responsible for the overall administration of the school, within the framework of policies and regulations established by the State Department of Education, by federal court order of the Fifth Circuit Court of Appeals, and the local Board of Trustees. In the performance of his/her duties, he/she is responsible to the Board of Trustees.

The Mississippi Code of 1972 Annotated and policies of the Board of Trustees establish the following powers and duties of the Superintendent:

1. To be chief executive administrative officer and professional advisor to the Board of Trustees.
2. To manage and direct the Coahoma Agricultural High School in accordance with the policies and programs of the Board of Trustees.

3. To recommend for appointment, promotion, transfer, retirement, probation, and removal, or other personnel action required by law with regard to all teachers and other employees in the school system, consistent with state law and the policies and programs adopted by the Board of Trustees. It is further the responsibility of the Superintendent to annually evaluate all personnel in the school district, consistent with policies of the Board of Trustees.
4. To prescribe, control, and correlate the courses of study, textbooks, other educational apparatus, and equipment, consistent with school laws of the state and policies and programs adopted by the Board of Trustees.
5. To prepare and issue rules and regulations for administration and execution of the policies, plans, and programs adopted by the Board of Trustees.
6. To prepare the annual budget and revisions thereto for approval by the Board of Trustees as well as approve and direct all expenditures within the appropriations adopted by the Board of Trustees.
7. To make purchases and prepare contracts, subject to the limitations of state law and such policies as may be prescribed by the Board of Trustees.
8. To prepare for approval of the Board of Trustees salary schedules for teachers and other employees of the school district.
9. To prepare, with the assistance of an architect, for approval by the Board of Trustees, plans for constructing or renovating school buildings and other school facilities.
10. To prepare for approval by the Board of Trustees the annual school calendar.
11. To develop and operate the school district on the basis of strategic planning as required under accreditation procedures.
12. To develop and implement a public relations program designed to interpret the mission of the school district to the citizens of Clarksdale and other surrounding towns in the district.
13. To exercise such other powers and to perform such other duties not inconsistent with other general laws as may be prescribed by the Board of Trustees.
14. To establish standards for promotion, retention, and graduation of students consistent with the state and Board Policy.
15. To coordinate performance-base instructional programs.
16. To supervise and evaluate the extent to which the principal lead the school instructional programs
17. To establish uniform disciplinary policies for the school.

AUTHORIZED REPRESENTATIVE TO SECURE FEDERAL SURPLUS PROPERTY

CEBA

The Superintendent shall be authorized to act for the Coahoma Agricultural High School in acquiring federal surplus property through the Mississippi educational agency for surplus property, and in entering into agreements, certifications, and covenants of compliance concerning the use of federal surplus property, and shall be authorized to delegate this authority to employees of Coahoma Agricultural High School.

ADMINISTRATIVE PERSONNEL ASSIGNMENT

CGE

The Superintendent of this school shall have the power and authority to make assignments of all certified employees as provided in Section 37-9-15 and Section 37-9-17 and to make reassignments of such employees from time to time to any area in which said employee has a valid certificate issued by the State Department of Education; provided, however, that upon request from the employee so transferred, such assignments shall be subject to review by the Board.

The school district employs an appropriately certified principal for the school.

LEGAL REF.: Mississippi Code, Section 37-9-14 (s) (1992)

ADMINISTRATIVE PERSONNEL EVALUATION

CGI

Administrative personnel shall be evaluated annually. The school district shall adopt and implement a formal personnel appraisal system for certified staff which includes assessment of employees' on-the-job performance.

ADMINISTRATIVE PERSONNEL REASSIGNMENT

CGL

Personnel shall be reassigned on the basis of qualifications, the needs of the institution, lack of funds, and personal desires. When it is not possible to meet all three conditions administrators shall be assigned (1) in accordance with the needs of the institution, (2) where the President/Superintendent feels the employee is most qualified to serve, (3) where there are limited funds available, and (4) as to the expressed preference of employees.

The reassignment of administrative personnel shall be made by the Superintendent subject to review by the Board.

The Superintendent shall have the power and authority to make assignments of all certified employees as provided in Sections 37-9-15 and 37-9-17 and to make reassignments of such employees from time to time to any area in which said employee has a valid certificate issued by the State Department of Education; provided, however, that the employee so transferred, such assignment shall be subject to review by the school board.

LEGAL REF.: Mississippi Code, Section 37-9-14 (s) (1991).

EXPENSES – TRAVEL OF ADMINISTRATIVE PERSONNEL CGPD

The Board recognizes the importance of developing, improving, and extending administrative skills. The Superintendent shall be encouraged to attend national, state, regional, and local professional school meetings or conferences, i.e. AASA, MA.SA, SACS, MASS, superintendent forum, etc., consistent with the needs and welfare of the school system and available funds. Other administrators are also encouraged to take advantage of professional growth opportunities that are of value to the district.

Consistent with the policies listed below, the Superintendent shall develop administrative procedures for administrative staff to follow in requesting travel for professional growth:

1. Reimbursement for travel, lodging, meals, registration, and other major items related to the meetings will be made only for personnel who attend such meetings with prior approval of the Superintendent. Receipts for expenses should be attached to the travel expense requisition. Reimbursement is limited to actual expense, not to exceed the current rate established by the State Fiscal Management Board or the local Board of Trustees.
2. All requests to attend a professional meetings shall be submitted on the district Pre-Travel Form to the Principal or the immediate supervisor, Business Manager and Superintendent for approval no later than ten (10) school days prior to the actual trip. The district Pre-Travel Form for request for professional school business leave is to be used in making the request at all times.
3. Meal per diem or reimbursement will not be allowed for trips that do not require an overnight stay; mileage reimbursement will be made according to district policy.
4. Per diem or other reimbursements shall be in amounts not to exceed those prescribed by the state or the district.
4. Because of budget limitations or other reasons, personnel on occasion may be approved for travel, but at their own full expense. In such cases, professional school business leave days will be granted.

FISCAL MANAGEMENT

SECTION D

DC	PREPARATION OF BUDGET
DFC	FEDERAL FINANCIAL ASSISTANCE PROGRAMS
DFE	GRANTS, AWARDS, SCHOLARSHIPS AND PROGRAMS INVOLVING FINANCIAL ASSISTANCE
DFK	GIFTS BEQUEATHED TO PUBLIC SCHOOLS
DFKA/KHE/KJ	GIFTS TO THE SCHOOLS/ADVERTISING
DFL	INVESTMENTS/EARNINGS
DFO	CAPITALIZATION OF FIXED ASSETS
DG/DL/JHB	RECEIPTING AND DEPOSITING OF FUNDS
DH	BONDED EMPLOYEES – FIDELITY BOND
DJAA	AUTHORIZED SIGNATURES
DJC	PROCEDURES FOR PAYMENT
DJCA	PAYROLL PROCEDURES- REQUIRED FORMS
DJCB	SALARY DEDUCTIONS
DJCBA/GALA	SALARY DEDUCTIONS - SOCIAL SECURITY COVERAGE
DJCBB/GAN	SALARY DEDUCTIONS - RETIREMENT BENEFITS
DJCBC/GAP	GROUP INSURANCE
DJCBE/GAQ	TAX-SHELTERED ANNUITY PROGRAMS
DJCBF/GALC	GARNISHMENT OR LEVY
DJD/CGPD	EXPENSE REIMBURSEMENTS - PROFESSIONAL ACTIVITIES, MEETINGS
DJE	PURCHASES
DJEA/DG/DK/JHB	PROCEDURES FOR CONTRACTS AND PURCHASING
DJEEA	PURCHASING - PROCEDURES FOR PAYMENT
DJEAB	PURCHASE OF SCHOOL EQUIPMENT
DJED	PURCHASING - BIDS AND QUOTATIONS

DKI	STUDENT ACTIVITIES FUND
DK/DKB/DJEA/DJEAA	STUDENT ACTIVITIES FUND MANAGEMENT
DL	CASH IN SCHOOL BUILDINGS - RESPONSIBILITY FOR LOSS OF FUNDS – HANDLING CASH
DO	SCHOOL PROPERTIES DISPOSAL - DISPOSAL OF OBSOLETE OR SURPLUS PROPERTY

FISCAL MANAGEMENT

PREPARATION OF BUDGET

DC

The Superintendent is responsible for preparing an annual budget for adoption by the Board of Trustees. (See procedures following.)

1. BUDGET DEVELOPMENT PROCEDURE

The school budget is a statement of policy when adopted annually by the Board of Trustees. Anticipated income is based on stated allocations from the federal government, the state, and local ad valorem tax within the limits prescribed by state law.

On or before July 15 of each year, the Board, with the assistance of the Superintendent, shall prepare and file with the levying authority for the school district, as defined in Section 37-47-1, two (2) copies of a budget of estimated expenditures for the support, maintenance and operation of the school for the fiscal year commencing July 1 of such year.

In addition, on or before July 15 of each year, the Board, with the assistance of the Superintendent, shall prepare and file with the State Department of Education such budgetary information as the State Board of Education may require.

Prior to the adoption of a budget, the Board shall hold at least one (1) public hearing to provide the general public with an opportunity to comment on the taxing and spending plan incorporated in the proposed budget. The public hearing shall be held with advance notice at least one (1) week prior to the adoption of the budget. After final adoption of the budget, a synopsis of such budget in a form prescribed by the State Department of Audit shall be published in the local newspaper on a date different from the date on which the county or municipality may publish its budget.

The Superintendent with the approval of the Board may revise the budget at any time during the fiscal year. The Superintendent with approval of the Board may transfer funds to and from functions within the budget when and where needed; however, no such transfer will be made from fund to fund or from function to function which will result in the expenditures of any money for any purpose different from that for which the money was appropriated, allotted, collected or otherwise made available or for a purpose which is not authorized by law. No revision of any budget under the provisions hereof shall be made which will permit a functional expenditure in excess of the amounts available for such purpose.

The Board shall approve all transfers between individual funds except those approved as part of the budget. Transfers approved as part of the budget already have Board approval and a second approval of the actual transaction is unnecessary unless different from the budget.

Since it is impossible to change the income during the school year, expenditures must be kept within the allocations of the adopted budget. Items within the budget are determined as follows:

- A. Salaries - On schedule as adopted by the Board of Trustees.

B. Equipment and Furniture - Based on school needs as expressed by requisition from the principal and in accordance with the purchasing schedule each year. When these requests are approved by appropriate administrative members, they are allowed insofar as funds permit.

C. Instructional Materials and Supplies - Allocations are made based on the projected enrollment of pupils for the next school year in accordance with past experiences and accreditation standards.

Classroom teachers should continuously evaluate materials and supplies to determine the most effective teaching aids. They should discuss these materials with the principal before preparing requisitions. The principal will evaluate the requisitions submitted as to the needs of the school in keeping with available funds.

D. Building Repairs and Upkeep - This is based on an annual survey of needs as determined by the principal and plant supervisor, within available funds.

2. BUDGET ALLOCATIONS

The allocation of the monies to the various departments within a school is the responsibility of the principal and/or the administrative officer of a particular division of a school and shall not exceed the total annual allocation for the school. Accreditation standards should be followed in making allocations.

3. BUDGET REQUISITIONS

Instructional supplies and equipment shall be requisitioned according to the institution purchasing cycle.

FEDERAL FINANCIAL ASSISTANCE PROGRAMS
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DFC

Coahoma Agricultural High School shall be in compliance with applicable laws and regulations governing the use of federal assistance funds and the operation of federal assistance programs.

Internal control systems shall be in place to provide reasonable assurances that laws and regulations are being followed.

No federal assistance programs funds shall be used in any way for partisan political activity. (Also see GAHB.)

The school district shall use all federal assistance funds designated for specific programs to supplement, not supplant, state and local funds. After federal funds are discontinued, the programs shall be maintained as needed and as determined by the administration.

The school district shall treat all children in an equitable manner by seeing that all regular programs are available to all students.

**GRANTS, AWARDS, AND PROGRAMS
INVOLVING FINANCIAL ASSISTANCE**

DFP

Any employee of Coahoma Agricultural High School who wishes to apply for or accept any grant or award or participate in any program involving financial assistance to the employee for use in the school district itself must receive Board approval prior to writing proposals for submission to grant agencies, organizations, or individuals.

A written description shall be submitted to the Superintendent for approval, including the following:

1. Purpose (goals, objectives); nature of program
2. Source
3. Project or program timelines
4. Educational justification
5. Amount requested; total amount required to implement program/project
6. Subsequent cost to the district to maintain program, if applicable
7. Reports required

The Superintendent shall make a recommendation to the Board for approval or disapproval.

All grants must be accepted by the Board prior to implementation, and salaries identified in grants must be in conformance with the district salary schedule.

All funds received in the form of grants, awards, or program support must be turned in to the business office to be deposited to a special account for each program or project. Requests for expenditure of funds will be made through requisitions as required in the handling of all other such requests for expenditures.

Grant recipients and/or supervisors of programs receiving financial assistance shall be required to keep a running account of grant expenses and maintain a working knowledge of budgetary considerations during implementation of the program or project. Grant recipients and/or supervisors of programs receiving financial assistance shall also be responsible for making all reports required in connection with receipt of such financial assistance, including final reports made to grant agencies or organizations.

The superintendent or his/her designee may approve the submission of any grant proposals which do not exceed \$25,000, with the stipulation that if funding is approved, the proposal will be brought to the Board for acceptance prior to obligating the district in any way. All proposals exceeding \$25,000 must receive administrative and Board approval prior to submission.

When gifts are offered to the Coahoma Agricultural High School by citizens, companies, etc., the Superintendent will make a recommendation to the Board of Trustees with regard to the gift, the nature of the gift, etc. Upon the Superintendent's recommendation, the acceptance of the gift would be approved by the Board of Trustees. Such gifts will become the property of the school district. Gifts to the school district must be recorded on a form to be provided by the school.

Gifts to the school, which meet the following criteria, must be considered for approval by the Superintendent. A full description of the proposed gift and a statement of its educational benefits shall be submitted prior to the acceptance of the gift to the school.

The criteria for a gift to be acceptable shall include the following:

1. Must become the property of the Board of Trustees of the Coahoma Community College and Agricultural High School .
2. Must be compatible with the school's goals, objectives, and standards.
3. Must have a legitimate school use.
4. Must not create an imbalance in educational programming
5. Must not incur a district responsibility to replace when lost, stolen, or outmoded unless the loss of the item(s) results in a negative quantity of the item for the school when compared to the district standard.
6. Must be paid for in full by the donor with no outstanding liens.
7. Must be recommended by the administration.

If the school principal is considering acceptance of a gift on behalf of the school, he/she shall follow district policies and procedures involving gifts.

The principal shall obtain the Superintendent's approval of the gift prior to proceeding with any binding commitments or contract initiation. Any cost related to installation shall be borne by the donor. Approval of the gift by the Superintendent must be in writing and must be received by the principal before any action is taken to indicate acceptance of the gift by the school.

GIFTS TO THE SCHOOL/ADVERTISING**DFKA/KHE/KJ**

Any equipment, property, etc., purchased for or donated to the Coahoma Agricultural High School must be formally accepted by the Board pursuant to DFIVJHB. Such gifts and bequests will become the property of the school district.

The Board specifically prohibits acceptance of items donated for display or distribution to students or staff which are promotional and/or which include advertising, logos, commercial, business, or organizational identification without the express written consent of the superintendent or his/her designee.

INVESTMENTS/EARNINGS

DFL

The Superintendent is authorized and directed by the Board of Trustees to invest excess funds in interest bearing accounts, money market certificates, certificates of deposit or U.S. Treasury notes. Said investments are to be made through local banks or savings and loan associations approved by the State for such deposits. The selection of the investments will be based on the one paying the greatest return quoted on the day of the investment. Quotes will be requested from institutions having other capital pledged as security as required by state law.

All earnings from funds other than bond funds or bond sinking funds, in excess of one hundred dollars (\$100) in a fiscal year, invested according to the provisions of this policy shall be credited to the district fund from which the investment was made. Earnings from such school district funds which are less than one hundred dollars (\$100) in a fiscal year may be credited to the district maintenance fund. Earnings from funds invested out of the bond funds or bond sinking funds together with the principal thereof shall be deposited in the fund from which the investment was made.

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

Separate bank accounts will be maintained on all debt service, capital project, and trust funds. The only bank accounts to be pooled with general funds are special revenue or agency funds, except for the food services special revenue funds which are to be maintained in a separate bank account.

The method to be employed to determine amounts of interest from pooled cash or pooled investment accounts is as follows: At the end of each month, the year-to-date expenses will be compared to the year-to-date revenue for each special revenue fund being pooled. For all such funds having a positive balance, a pro rata share of that month's interest will be the sum of that fund's positive balance divided by the total of positive balances, multiplied by the interest earned or received that month.

The interest allocated to individual special revenue funds will be credited to that fund's appropriate revenue account and debited to the appropriate district maintenance revenue account.

At the end of each month, the balances of interest accumulated in individual special revenue funds, in excess of the individual fund's needs, will be transferred to the district maintenance fund, accounted for as a transfer.

CAPITALIZATION AND FIXED ASSETS

DFO

The Coahoma Agricultural High School District will maintain detailed subsidiary records documenting the valuation (cost of fair market value at the date of purchase or donation) of buildings and equipment under the General Fixed Assets Account Group for any item that costs over \$500.00. Items under \$500.00 will not be capitalized. A financial accounting will be made for all items over \$500.00 and items under \$500.00. Expenditures made for the renovation of buildings and major repairs to buildings that add square footage to the building will also be capitalized.

Legal REF: Public School District's Financial Accounting Manual, July 1985, State of Mississippi, Department of Audit, Page 7

RECEIPTING AND DEPOSITING OF FUNDS

DG/DL/JHB

All persons in the various offices that collect and deposit funds must issue a receipt, using a bound, pre-numbered receipt book, for all monies received by him/her. When deposits are made they are to be for all receipts written since the last deposit made and so indicated on the deposit slip. Deposits are to be made daily to the Business Office as money is collected so that funds are not left in the building overnight. Where a heavy-duty safe is provided, change funds and late receipts may be locked in same, provided it does not exceed limits allowed by the insurance company writing theft coverage for the school (\$500). All monies disbursed will be in accordance with the policies as set forth elsewhere in these policies.

BONDED EMPLOYEES - FIDELITY BOND

DH

A fidelity bond is in effect for all school employees as required by state law to be bonded.

AUTHORIZED SIGNATURES

DJAA

The Board shall authorize institution employees in the Business Office to sign checks on all school district accounts. If mechanical check signers are utilized, written policies and procedures shall be developed to safeguard such mechanical check signers.

PROCEDURES FOR PAYMENT

DJC

Personnel are to be paid on the last day of the calendar month in accordance with the terms of their contract. Deductions authorized or required by law are made each month. Other deductions will be made when requested by the employee for those items approved by the Board of Trustees. All requests for deductions by employees shall be in writing to the Payroll Office.

Salaries shall be paid in 12 equal installments except for certain employees working less than fulltime. Those employees will be paid in accordance with the terms of the salary schedule for their job descriptions.

Before the first payment is made for each contract period, all personnel shall have on file in the Personnel Office the following:

- A. All forms needed by the payroll office
- B. Membership application to the Public Employees' Retirement System of Mississippi
- C. Copy of certified birth record or other acceptable proof of age
- D. Social Security card (photostat)

In addition to the above, certified employees must also have on file:

- A. A signed contract for the current school year
- B. Complete application, together with reference evaluations
- C. Valid/appropriate teaching certificate or notification of approval from Office of Teacher Licensure
- D. Verification of prior teaching experience (if applicable)
- E. Official college transcripts for all degrees earned
- F. Verification of National Teacher's Examination
- G. Health certificate (if applicable)

In accordance with state law, the first payment of said contract for teachers shall be on the last day of the month in which students first begin attendance.

PAYROLL PROCEDURES - REQUIRED FORMS	DJCA
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A Mississippi State Retirement Application and all required payroll forms, including a withholding statement, must be on file in the Payroll Office of the Coahoma Community College and Agricultural High School District before the employee reports for the first working day of the contract period. The district has adopted a payroll administrator system of internal control that is managed under supervisory assignments established by the district.

SALARY DEDUCTIONS	DJCB
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Each payroll deduction not required by law must be approved by the Board prior to implementation.

No solicitation for sales which would necessitate salary deductions will be allowed without prior approval by the administration.

Requests for payroll deductions must be made to the Superintendent or his/her designated representative.

The Superintendent will recommend approval or disapproval of the company and of each payroll deduction.

SALARY DEDUCTIONS – SOCIAL SECURITY COVERAGE	DJCBA/GALA
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On July 1, 1954, all employees became eligible for Social Security coverage through a contract with the State Public Employees Retirement System. In accordance with this contract, employee participation is mandatory.

SALARY DEDUCTIONS - RETIREMENT BENEFITS	DJCBB/ N
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On July 1, 1958, retirement benefits became available to all employees of Coahoma Agricultural High School in addition to teachers who were previously covered, through a contract with the Public Employees Retirement System. Employee participation is mandatory for all employees--with certain exceptions. These exceptions and the benefits available are specified in the retirement brochure which can be obtained through the Personnel Office in the Addison Administration Building.

GROUP INSURANCE	DJCBC/GAP
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In accordance with state law, the Coahoma Agricultural High School District participates in group insurance programs. Payroll deductions for premiums or portions of premiums may be made upon request of the employee and with permission from the Superintendent.

Consideration may be given to additional companies requesting permission to offer insurance to Coahoma Agricultural High Schools' employees only under the following condition: (1) the company must agree in writing to offer full insurance coverage at the same group rate regardless of previous or existing physical, mental, or emotional condition. If the above requirement is met and written permission is granted, then the company must have a minimum of twenty-five (25) employees who wish to enroll in the company insurance program.

TAX-SHELTERED ANNUITY PROGRAMS

DJCBE/GAQ

1. Any regular full-time employee of the Coahoma Agricultural High School District, working at least 17-1/2 hours per week, is eligible to participate in an approved tax-sheltered annuity, voluntary insurance program, or the district's cafeteria plan.
2. There will be one (1) period each year for persons applying for payroll deductions for these purposes; that period will be set by the Superintendent.
3. A tax-sheltered annuity contract, in order to satisfy tax requirements, shall be subject to prevailing IRS requirements.
4. Employee requests for termination of tax-sheltered annuity and other non-cafeteria voluntary insurance programs must be made in writing to the payroll office at least one (1) month prior to effective date.

Tax-sheltered annuity and voluntary insurance programs have been approved for employee participation through payroll deduction. Information about these plans is available to all employees. The Board of Trustees does not endorse in any manner either the representatives of the companies or the programs themselves.

Annually, prior to the beginning of the school year, insurance companies will provide the school Business Office with a sufficient supply of brochures.

Insurance companies will not be permitted to visit the schools without prior written approval of the Superintendent.

GARNISHMENT OR LEVY

DJCBF/GALC

Each employee of the school system is expected to attend to his/her own personal business affairs. It shall be the responsibility of the employee to notify, in writing, the Business Manager immediately upon receipt of notification of garnishment or possible garnishment of the employee's salary. When a garnishment or levy is received in the Payroll Office, the employee, unless otherwise informed in writing, will be notified. The employee is then expected to secure a release before the next paycheck is issued. Failure to do so will result in such garnishments or levies being attached to the release for same and placed in that employee's personnel file.

EXPENSE REIMBURSEMENTS - PROFESSIONAL ACTIVITIES, MEETINGS

DJD/CGPD

The Board of Trustees and the administration recognize that professional personnel frequently have opportunities to participate in worthwhile educational meetings of much value to the district or to make out-of-town trips on required school business.

Participation in and reimbursement for expenses connected with such activities/meetings shall be under the following conditions:

1. All requests to attend professional meetings shall be submitted in writing on the institution Pre-Travel Form to the principal or immediate supervisor and/or Business Manager no later than ten (10) school days prior to the meeting/activity. Requests in connection with field trips must be in accordance with the policy governing field trips as presented in handbooks as official district policy.

2. Reimbursement for travel, lodging, meals, registration, and other items related to these meetings or activities will be made only for personnel who attend with prior approval and at the request of the administration.
3. Meal per diem or reimbursement will not be allowed for trips that do not require an overnight stay.
4. Per diem or other reimbursements shall be in amounts not to exceed those prescribed by the state/district.
5. Payment for expenses will be made upon submission of the Post-Travel requisition provided by the district; receipts for expenses and a copy of the program or agenda must accompany requisition. Reimbursement is limited to actual expenses, not to exceed the current rate(s) established by the state/district.
6. Because of budget limitations or other reasons, personnel on occasion may be approved for travel at their own expense.

PURCHASES

DJE

All purchases will be made under provisions of appropriate sections of the Mississippi Code, 1972 as amended.

The Board has designated the Superintendent to determine emergency situation and to act as required by the state law in carrying out all emergency purchasing.

It is required that school personnel do not make unauthorized purchases to be charged to the school.

All staff members are required not to purchase items or materials for the school without first obtaining approval from the Superintendent or the Business Manager. No items are ever to be charged to the school except by the use of purchase orders secured through the Business Office. Items charged by school personnel without approval will be the responsibility of the person charging the items/materials.

PROCEDURES FOR CONTRACTS AND PURCHASING
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DJEA/DG/DK/JHB

1. Purchasing

Purchasing should be based on careful planning for both short and long range needs for materials, equipment, supplies and services.

2. Requisitions

Purchase orders will be issued only upon receipt of a completed requisition.

Using the District Requisition Form:

- A. Type or print legibly requisitions; include quantities, a clear concise description of items requested, catalog number of items, and cost per item.
- B. Indicate vendor name, address and phone number. Fill in the following: phone number, date, department, deliver to, to be used for, signature of the person requesting; submit the original to the principal/supervisor.

- C. The principal must, after careful analysis of needs, sign and forward approved requisition to the Assistant Superintendent for approval.
- D. Assistant Superintendent office, after careful analysis of needs and budget availability, code budget account , sign and submit to Business Office/Superintendent for approval.
- E. NO price quotes are required for purchases under \$500.00.
- F. If a requisition is \$500.00 or more, three (3) price quotes are needed on company letter head; attach to Requisition.
- G. Requisitions should list items of a like nature which can be purchased from a single vendor and charged to the same account Do Not mix supplies and equipment on the same requisition which are to be purchased from two vendors or charged to TWO accounts.
- H. The Assistant Superintendent office must maintain a file on all requisitions.
- I. Disapproved requisitions will be returned to the originating source.
- J. The final disposition of each requisition:

When properly prepared and approved by the Assistant Superintendent, the Superintendent/Business Manager in accordance with public purchasing laws; a purchase order shall be issued.

- (1) White Copy - Vendor
- (2) Yellow Copy - Shipping and Receiving
- (3) Pink Copy - Account Payable
- (4) Green Copy – Department/Assistant Superintendent

3. How the purchase is made

- A. Principal and other administrators having budgetary responsibility must deduct all purchase requisitions from that account's budget balance. Over-budget situations will not be acceptable.
- B. Purchase orders totaling from \$500 to \$5000 may be made only after written competitive price quotes are secured.
- C. Purchase orders of \$5,000 or more may be made only after advertising for competitive sealed bids for (2) weeks. The bid opening must be at least seven (7) working days after the last published notice. Bids on construction projects in which the estimated cost is in excess of \$10,000 shall not be opened less than fifteen (15) working days after the last notice published and the notice for the purchase of such construction shall be published once each week for three (3) consecutive weeks. The awarding of contracts will meet specifications and other requirements as stated by state purchasing laws and Board policies.
- D. Bids and quotes are officially received by the individual advertising. Recommendations to the Board will be based on lowest price, consistent with quality and service. The best interest of Coahoma Agricultural High School shall be given first consideration. The lowest and best bid is the lowest bid meeting specifications. When the best bid is not the lowest bid received, a reason for recommending rejection must be presented to the Board during the formal bid approval process.
- E. Upon approval by the Board, when Board action is required, a purchase order is typed and mailed to the successful bidder.

- F. The district, as a whole, including maintenance, food service, transportation, and general activity funds, is authorized to purchase goods and services costing under \$500 whenever possible without having to submit a purchase requisition in advance of the purchase -- provided special procedures contained herein are followed.
 - G. The food service department may actively participate in the state food purchasing program.
4. Authority to issue purchase orders
- A. Official purchase order, properly approved and executed, must be used EXCEPT in the following instances:
 - 1. Emergencies - The Superintendent has authority to determine that an emergency condition exists such that a delay for competitive bidding would be detrimental to the interest of the Board of Trustees. In such cases, the provisions for competitive bidding shall not apply and the Board shall approve payment for such emergency purchase or repair evidenced by a written description of the event in the next Board minutes.
 - 2. Repairs to equipment do not require purchase orders and competitive bidding provided that invoices identify:
 - (a) the equipment is identified specifically (and serial numbers are provided where possible;
 - (b) parts used identified by number and/or name;
 - (c) supplies used;
 - (d) the number of hours of labor;
 - (e) the labor charges.
 - 3. Perishable supplies or foods purchased for use in connection with the school lunch programs.
 - 4. Noncompetitive items available from one (1) source only. The Board will authorize single purchase/payments.
 - 5. Purchases secured through the state contract program and/or office of CDPA, pending Board approval.
 - 6. Purchases of all types of insurance and bonds.
 - 7. Purchases of gas, diesel fuel, oils and other petroleum products, provided the purchasing office documents the solicitation of quotes/bids to secure the lowest and best price.
 - 8. Any and all payments in connection with employee payrolls.
 - 9. Utilities.
 - 10. Emergency travel reimbursements.
 - 11. Waste pick-up services and recycling services.
 - 12. Auditing services.
 - 13. Other defined services authorized by the Superintendent.

5. Food Service

The food service program is to follow procedures contained in the Food Service Procurement Plan approved by the Board of Trustees. Among other items contained in this plan is a separate provision for making emergency purchases.

6. Special purchase orders

- A. The maintenance, transportation, office of machine repair and food service departments are authorized to obtain special purchase orders in sufficient quantity on a monthly basis.
- B. Each special purchase order is to be typed and sent to Business Office with invoices properly signed and attached.
- C. All special purchase order transactions are to comply fully with the public purchases law of the State.

7. Activity fund purchases

- A. Purchases made from school activity funds which are financed in total with public funds must comply with State purchasing laws.
- B. Purchases made from school activity funds which are financed in total with privately generated funds, whether or not accounted for in the school district's financial accounting system, are not required to be made pursuant to the State purchasing laws.
- C. Purchases made from school activity funds which are financed in part with privately generated funds (e.g., student assessments, advertising revenue) and in part from public funds must comply with the State purchasing laws.
- D. A purchase involving public funds should be initiated with a requisition and required in advance for activity fund purchases. Purchases of \$500 or more from any fund account must comply with State purchasing laws and have prior approval of the Superintendent.
- E. Activity funds must follow the procedures of Section 8 below.

8. Receiving procedures/Timely Payments Law

- A. The public purchases law, as amended by House Bill 999 of the 1986 legislature (known as the Timely Payments Law) specifically requires keeping a record of the dates of receipt, inspection, and approval of the goods or services purchased. Payments are required to be made not later than forty-five (45) days after receipt of the invoice and receipt, inspection and approval of the goods or services; but in the event of a bona fide dispute, only the amount not disputed is to be paid, with settlement of the dispute within thirty (30) additional days.
- B. Acceptance: Each delivery received at the school Shipping and Receiving Building must be inspected and approved within two (2) calendar weeks from its arrival.

- C. Receiving copy of purchase orders: Immediately following receipt and inspection, Shipping and Receiving clerk must forward to accounts payable either 1) the receiving copy of the purchase order indicating the date received and signature of approval, or 2) a letter or memo to accounts payable explaining why the shipment is not approved for payment. Since partial shipments must now be paid for rather than waiting for back-orders to clear, the school may request cancellation of back-orders. Valid reasons for not paying an invoice in its entirety include:
the quantity shown as shipped was not received; and items were substituted from the original order and are not acceptable.
- D. If everything is in order, Shipping and Receiving will deliver packages to original requestor.

9. Purchase and repairs

- A. All requisitions for purchases amounting to \$500 or more must be approved by the Superintendent without exception.
- B. Calls for routine repairs must be placed by the Superintendent’s office or his/her designee for the purpose of maintaining a repair log, and where applicable, obtaining an estimate of the cost involved.
- C. Calls for service for pest control and fire extinguisher work should be directed to the Superintendent’s office or his/her designee, where a repair/service log is to be maintained.
- D. Calls for telephone repair service should be directed to the District Telecommunications office.

10. Publications/Printing

- A. Publications and printing will be requested in the same manner as other purchase requests, using the purchase requisition procedure.

PURCHASING – PROCEDURS FOR PAYMENT
DJEAA

Before payment is made by the Coahoma Agricultural High School Accounts Payable office in connection with any purchase order, the vendor must complete the purchase order to the extent that in the interpretation of school personnel it is substantially complete; i.e., it fulfills and meets the requirements of the school district as determined by the purchasing agent and/or other district officials. The vendor will send the invoice to the district only upon such completion.

PURCHASE OF SCHOOL EQUIPMENT **DJEAB**

The purchase of equipment costing more than \$500, including equipment purchased by groups or organizations, intended for school use must have approval by the Board of Education. The equipment, when purchased for school use, will become the property of the Coahoma Agricultural High School .

PURCHASING - BIDS AND QUOTATIONS **DJED**

All bids in excess of \$10,000.00 must be accompanied by a bid bond in the amount of five (5) percent of the total cost of the bid items. A certified check may be substituted in lieu of a bid bond. Such bid bond must be issued by a licensed Mississippi agent, and all bids must comply with any and all other provisions of Mississippi State Law and any other regulations which may be specified by the Board.

A performance bond is required when determined appropriate by the Board. A certified check may be substituted in lieu of a performance bond.

The procedure regarding bids and quotations must include the following:

1. The notice should include the following information: The Coahoma Agricultural High School District, 3240 Friars Point Road, Clarksdale, MS 38614, will receive sealed bids for (put a general description of the items) until (put in the date and time). The bids will be opened publicly at (put in date and time) at the Administration Office. The Board of the Coahoma Community College and Agricultural High School District reserves the right to reject any and all bids and to waive informalities.
2. The bids will be received and logged. The Superintendent or designee will appoint at least three staff members as a Review Committee to open up the bids.
3. The individual who is responsible for these bids will develop a form to be used during the opening process.
4. The bids will be opened and publicly read. If there are vendors present, they will only be allowed to hear the reading of the bids; review of the documents by anyone other than the committee is not permitted, unless approved by the Superintendent. The information on the form (#3 above) will be compiled and the opening will be declared to be over. If vendors are present, they should be informed that recommendation to the Board will be handled at their next meeting (the date should be announced).
5. The individual who is responsible for the bids will study them further to finalize a recommendation as to which of the bids is the lowest and best bid. At no time during the review process will additional information be received from vendors and considered in the decision of lowest and best bid. A folder containing specifications, all bid documents and recommendations will be completed. That information will be discussed with the Superintendent and, if approved, placed on the agenda for the next Board meeting.
6. Upon approval by the Board, the items will be requisitioned using the regular purchasing process.

STUDENT ACTIVITIES FUND

DK1

Activity funds shall be spent in accordance with Section 37-7-301(s), Miss. Annotated (1973), "for any necessary expenses or travel costs, including advances, incurred by students and their chaperons in attending any in-state or out-of-state school related programs, conventions or seminars and/or any commodities, equipment, travel expenses, contractual services, or school supplies which the school board deems beneficial to the official or extracurricular programs of the district.

All activity funds received by the school must be deposited in the Business Office into its account by the principal/director. The principal/director must maintain a permanent receipt book, containing such information as prescribed by the State Auditor's office, to record all receipts. A person transmitting this money to the principal/director for deposit will be given the original receipt, the second copy will be attached to the transmittal report to the Business office, and the third copy will be kept in the book and on permanent file in the principal's office. The principal/director will receive a receipt from the Business office for file upon deposit. All deposits must be made in a timely manner. Any disbursements of activity funds must be made from the account that the monies were deposited and all purchases made with activity funds must comply with the state purchasing laws.

It is the desire and express intent of the school administrative staff to comply with the state laws and inherent moral and public responsibility regarding purchasing, payment, and accounting for student activity and/or club funds.

Funds raised by PTAs are not public funds which the school system is responsible.

The following is a group of policies and procedures to be employed in the utilization of any class, club, or activity fund:

A. Petty cash purchases

1. Principal/supervisor and club or activity sponsor's approval before the fact is required.
2. An itemized cash ticket or a signed statement from the club sponsor shall be presented to the principal/supervisor for reimbursement from his/her Petty Cash Fund.

B. Purchases for planned activities where supplies can be determined well in advance:

A requisition should be prepared, itemizing the needed supplies and bearing the club sponsor's and the Principal's/supervisor's signature.

C. Purchases of supplies and goods for resale (these purchases shall be considered as one-source items):

1. Club sponsor shall obtain prior approval from the principal, and the Superintendent must approve in writing the fund-raising activity prior to arrangement for the purchase of the supplies for resale.
2. A requisition for purchase of supplies for resale shall be prepared and processed. Target purchase order issuance time is 21 work days.

In accordance with State Sales and Use Tax Laws, any item purchased for resale to students is taxable at a rate of seven (7) percent. The vendor is required to bill the individual school for this tax and pay the tax to the State Tax Commission. Sponsors of student activities involving purchase of items for resale to students must consider this charge and require the inclusion of the tax in any agreement with the vendor for such items.

D. Cash Collections:

Any cash collection from a student or for any club or activity will be receipted through the principal's office daily, where in turn it will be receipted and deposited daily in the Business Office into the proper fund. Collections for any item which will be used in the regular classroom instruction (i.e., workbooks, SRA, etc.), will not be charged, nor will the funds be deposited into an activity fund.

E. Receiving of goods and services:

When goods are received by a teacher, the following procedures should be followed:

1. Before signing the freight bill, check contents to assure that there is no damage which occurred in transit. Verify quantities received against the vendor's packing list or delivery ticket. If there are any exceptions, write these on the face of the freight bill and have driver sign the bill on its face. Then sign as to receipt of the goods with exception noted. If contents are damaged beyond use, refuse shipment for return to vendor and notify the purchasing agent.
2. After receiving goods and sending receiving copy of purchase order to accounting, if goods are found to be defective or if there is any other exception, notify purchasing agent.
3. When delivery is received from the school Shipping and Receiving, verify quantities before signing for delivery.

F. Activity Transportation, Travel, Meals, and Lodging:

Transportation - School buses can be used for field trips where scheduling permits.

1. Any cost incurred shall be charged to the school's activity or respective club account.
2. The Transportation Director shall invoice each club or activity for use of District-owned school buses.
3. The Superintendent, at his/her discretion, may approve additional expenditures.

**CASH IN SCHOOL BUILDINGS - RESPONSIBILITY FOR
LOSS OF FUNDS - HANDLING OF CASH**

DL

All funds collected within the school must be remitted to and accounted for through the Business office. This includes vending machine funds, and any other funds not previously sent to the business office. Funds collected for the PTA will also be remitted to the business office.

Disbursements of these funds, including remittances to the PTA, will be made through requisitions. The business office will account for these funds by establishing a separate 'general fund' account in the name of each fund.

Money collected within the school must be turned in daily. It is the responsibility of the principal and/or those staff members designated by him/her to see that money collected is turned in on the day of receipt. No exceptions will be made to this policy. The cashing of checks from school funds is prohibited.

**SCHOOL PROPERTIES DISPOSAL - DISPOSAL OF
OBSOLETE OR SURPLUS PROPERTY**

DO

Equipment and supplies belonging to the Coahoma Agricultural High School which are outdated and depreciated to the point that they have no further useful value or which are in excess of current and foreseeable needs shall be disposed of. The Superintendent shall annually inform the Board of Trustees concerning the disposal of surplus or obsolete property, in accordance with procedures outlined in state law, Section 37-7-455, Mississippi Code 1972, Annotated.

Any and all properties purchased by the Coahoma Agricultural High School become the property of the school district and are administered by the Board of Trustees. In accordance with state law, when the Board of Trustees shall desire to sell such property, it shall pass a resolution that same be advertised for sale upon competitive bids in a manner provided by Section 37-7-455 of the Mississippi Code 1972 Annotated restated herein.

A sample of the resolution to be passed by the Board of Trustees is as follows:

WHEREAS, the Board of Trustees of the Coahoma Community College and Agricultural High School owns the following described property which is no longer needed or used for school purposes, to wit:

NOW, THEREFORE, be it RESOLVED that the President/Superintendent is authorized and directed to advertise for sale to the highest bidder for cash, the above described property, in the manner prescribed by Section 37-7-455 of the Mississippi Code 1972 Annotated.

37-7-433, Advertising of Sale; conduct of sale.

Such land, buildings, or other property shall be sold only after the receipt of sealed bids therefor after the time and place of making such sale shall have been duly advertised in some newspaper having a general circulation in the county in which the property is located once each week for three consecutive weeks with the first publication to be made not less than fifteen (15) days prior to the date upon which such bids are to be received and opened. The property shall be sold to the highest and best bidder for cash, but the Board of Trustees shall have the right to reject any and all bids. If the property be not sold pursuant to such advertisement, the Board of Trustees may, by resolution, set a date for an open meeting of said Board of Trustees to be held within sixty (60) days after the date upon which the bids were opened. At the meeting held pursuant to such resolution the Board of Trustees may sell by auction the said property for a consideration not less than the highest sealed bid previously received pursuant to said advertisement. At the meeting called pursuant to said resolution any interested party may bid for cash and the property shall be sold to the highest and best bidder for cash but the Board of Trustees shall have the right to reject any and all bids. The Board of Trustees may require a written confirmation of bids received at such called meeting before selling the property at auction, but it shall not be necessary that sealed bids be received before conducting the auction.

When the sale of such property shall be authorized and approved by the Board of Trustees, the president of the Board of Trustees shall be authorized and empowered to execute a conveyance of said property upon the terms and for the consideration fixed by the Board. Said Board of Trustees shall reserve unto said district at least an undivided one-half nonparticipating royalty interest in all oil, gas and minerals in, on or under said land, and all proceeds derived from royalties upon said reserved mineral interests shall be used as provided by Section 37-7-457; if the mineral interests of the district shall be less than the full and undivided ownership, the undivided royalty interest reserved by said district shall be reduced proportionately.

All sales of disposable property shall be for cash and the proceeds of such sale are to be placed in the maintenance fund of the school district.

An alternative to the above sale for the disposition of property not needed for school purposes is stated below, taken from Section 37-7-471 of the Mississippi Code 1972 Annotated.

37-7-471; disposition of property not used for school purposes authorized; terms, conditions and consideration of sale.

Whenever the Board of Trustees of any school district shall find and determine, by resolution duly and lawfully adopted and spread upon its minutes (a) that any school building, land, property or other school facility is no longer needed for school or related purposes and is not to be used in the operation of the schools of the district, (b) that the sale of property in the manner otherwise provided by law is not necessary or desirable for the financial welfare of the school district, and (c) that the use of the school building, land, property or other school facility for the purpose for which it is to be sold, conveyed or leased will promote and foster the development and improvement of the community in which it is located and the civic, social, educational, cultural, moral, economic or industrial welfare thereof, the Board of Trustees of such school district shall be authorized and empowered, in its discretion, and upon the terms and conditions set forth in Section 37-7-477, to sell, convey, lease **or** otherwise dispose of same for any of the purposes set forth herein. Such sale, conveyance, lease or other disposition shall be made upon such terms and conditions and for such consideration, nominal or otherwise, as the Board of Trustees may, in its discretion, deem proper in consideration of the benefits which will insure to the school district or the community in which the school building, property or other facility is located by the use thereof for the purpose for which it is to be sold, conveyed, leased or otherwise disposed of.

SOURCES: Codes, 1942, #6328-103; Laws, 1958, ch. 596, #3 eff from and after passage (approved May 6, 1958).

37-7-473; persons to whom property may be disposed, authorized uses.

School buildings, land, property and related facilities may be sold, conveyed, leased or otherwise disposed of under Sections 37-7-471 to 37-7-483, to any group of persons, to any association, club or corporation, or to any county, municipality or other political subdivision, to be used as a civic, community, recreational or youth center, or to be used by any county or district fair association in connection with its activities, or to be used for church purposes, or to be used as a library or other public building, or to be used as a factory or otherwise in connection with an industrial enterprise, or to be used for any similar or related purpose or activity.

37-7-475; authority of president and secretary of Board.

Upon being authorized by a resolution of the Board of Trustees as is provided by Section 37-7-471, the president and secretary shall be authorized and empowered to execute, for and on behalf of the school district, a conveyance or lease of the property for the purposes, upon the terms and conditions, and for the consideration provided and specified by the Board of Trustees. It shall not be necessary or requisite that competitive bids be advertised for or received in connection with such sale, conveyance, leasing or other disposition of property.

37-7-479; conditions under which disposed of property may later be sold; disposition of proceeds of sale.

Any group of persons, any association, club or corporation, or any county, municipality, or other political subdivision having acquired school buildings, land, property or related facilities under the provisions of Sections 37-7-471 to 37-7-483, may by resolution, duly adopted at a regular or special meeting called and convened for such purpose, determine that such school buildings, land, property or related facilities, or any portion thereof, are no longer needed or used for the purpose for which

Such was acquired, and may by such resolution provide for the sale of such school buildings, land, property, or related facilities, or any portion thereof. Said resolution shall be forwarded to the Board of Trustees of the school district involved, and if the said trustees shall adopt a resolution determining that such school buildings, land, property or related facilities, or such portion thereof as is sought to be sold is no longer needed or used by the school district involved, then such school buildings, land, property or related facilities, or any portion thereof, may be sold in accordance with the procedures set forth in Section 37-7-455.

The Board of Trustees of such district shall by order entered on its minutes, provide for the distribution of the proceeds received from the sale of such property in such proportions as the said Board of Trustees may, in its discretion, determine reasonable as the interests may appear between the district and the group of persons, association, club, corporation, county, municipality or other political subdivision having an interest in such property at the time of such sale. The authority to dispose of property not needed or used by the Coahoma Agricultural High School is vested in the Board of Trustees of the district.

Disposition of-

School buses not needed or used by the Coahoma Agricultural High School District shall be considered as disposable or obsolete property and shall be treated as stated above; the following additional procedure must be followed, however, in such disposition.

The Board of Trustees must submit in writing to the State Department of Education/Department of Transportation, a request for permission to dispose of such school buses and other vehicles purchased with State funds. Upon receipt of written permission, disposal of such property shall proceed in accordance with Sections 37-7-453 through 37-7-479 of the Mississippi Code 1972 Annotated.

Disposition of property of the Coahoma Agricultural High School District acting as a school food authority, when acquired in whole or in part with federal non-food assistance funds or with food service funds, requires notification to the state office requesting instructions for the disposition of such property. Title to such property is vested in the Board of Trustees of the Coahoma Agricultural High School District, acting as the school food authority. Procedures for disposal of such property and equipment will correspond to those outlined above, in accordance with Section 37-7-455 through Section 37-7-479 Mississippi Code 1972 Annotated.

Proceeds of the sale of such property and equipment are to be placed in the School Food Authority Fund.

Property and equipment purchased with funds from special grants or categorical aide programs from federal, state, or other sources will be titled to and be controlled by the Board of Trustees of the Coahoma Agricultural High School District. Disposition of such property and equipment, when no longer needed or used by the school district, will be considered as disposable or obsolete property or equipment and shall be treated in accordance with the methods stated supra, unless published regulations from such grantee has established rules to the contrary.

In general, property and equipment acquired with federal project funds operate under a common set of guidelines, rules and regulations. These are as follows:

1. Any item no longer needed in any federally assisted program which had an acquisition cost of less than \$1,000 and has been used four years or more may be used by the recipient without reimbursement to the federal government or sell the property and retain the proceeds.
2. Before disposition of any item costing in excess of \$1,000 is made, the Coahoma Agricultural High School District must request instructions from the appropriate State Education Agency, with an intent to reimburse the federal government for a pro rata share of the proceeds. In such sale, the school district may retain \$100 or 10% of the proceeds, whichever is greater, for selling and handling expenses.

BUSINESS MANAGEMENT

SECTION E

EA	BUILDING AND GROUNDS MANAGEMENT
EB/KG	COMMUNITY USE OF SCHOOL FACILITIES/ REGULATIONS /APPLICATION AND CHARGES
EBA	PUBLIC CONDUCT POLICY - PARENTS/LEGAL GUARDIANS/ OTHERS
EBB	BUILDINGS AND GROUNDS SAFETY/SECURITY
EBBD/AFC	EMERGENCY OPERATIONS - CIVIL DEFENSE
EBCA	VANDALISM PROTECTION
EBK	FACULTY MAIL BOXES
EC	EQUIPMENT AND SUPPLIES - MANAGEMENT – PROTECTION OF SCHOOL PROPERTY
ECH	EQUIPMENT AND SUPPLIES - AUTHORIZED USES
ECHA	USE OF SCHOOL EQUIPMENT
ECHB	SCHOOL EQUIPMENT AND PROPERTY - OPERATION AND AUTHORIZED USE
ED	TRANSPORTATION/MANAGEMENT
EDC	TRANSPORTATION SAFETY
EDCB/JCDH/JGG	SCHOOL BUS CONDUCT - BUS DISCIPLINE
EDDA	USE OF SCHOOL BUSES
EDDC	TRANSPORTING HANDICAPPED CHILDREN - STUDENT TRANSPORTATION MANAGEMENT
EDDCA	VEHICLE OPERATOR’S LICENSE VERIFICATION
EE	FOOD SERVICES MANAGEMENT
EEA	FREE AND/OR REDUCED PRICE LUNCH
EGB/JGA	STUDENT INSURANCE PROGRAM - SCHOOL ACCIDENT INSURANCE

BUSINESS MANAGEMENT

BUILDING AND GROUNDS MANAGEMENT	EA
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The Board of Trustees of the Coahoma Agricultural High School District recognizes that the school plant serves as a vehicle in the implementation of the total educational program, providing necessary facilities for delivering planned instructional programs and services within a safe, comfortable, physical environment.

The administrative staff is charged with keeping each school plant clean, attractive, and in good repair. Rooms and specialized areas are to be provided for scheduled activities. Appropriate furniture and storage areas are to be made available for the support of said instructional programs.

When adequate space, furniture, etc., are not available for implementation of the approved instructional and/or ancillary programs of the district, it shall be the responsibility of the Superintendent and his/her staff to report said deficiencies to the Board and to work cooperatively with the Board in remediating said deficiencies.

COMMUNITY USE OF SCHOOL FACILITIES/ REGULATIONS/APPLICATION AND CHARGES	EB/KG
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The buildings and grounds of Coahoma Community College and Agricultural High School may be used by recognized community groups, provided such activities do not interfere with school use.

Detailed policies and procedures for community use of school facilities shall be developed by the President/Superintendent and approved by the Board of Trustees. The use of facilities where a fee is required shall be approved by the Board of Trustees, upon recommendation of the President/Superintendent. Appropriate charges shall be made for the community use. The Superintendent shall have the authority to approve the use of school facilities after Board approval.

The Board of Trustees of the Coahoma Community College and Agricultural High School considers the school buildings and grounds as public property and desires to make them available for public use, but must, at the same time, protect the public's investment against deterioration and damage through such use. In attempting to achieve these purposes, the following regulations and charges are approved:

1. Regulations

- A. No school facility may be utilized by others when such would conflict with the normal schedule of school activities whether for day, night, weekend, or when such use would cause excessive custodial and janitorial overtime. The term 'school facility' is interpreted to mean buildings or grounds.
- B. School facilities are available to organizations or businesses at the discretion of the Board of Trustees and President/Superintendent.
- C. If animals will be involved in the proposed use, prior written approval of the Coahoma County Health Officer must accompany the application for such use. No animals will be allowed on the playing field of the institution.
- D. The organization using school facilities shall assume full responsibility for any state or federal and fire regulations

- E. The loan of chairs, equipment, or other items easily damaged is disapproved. In exceptional community need, the administration will consider specific requests.
 - F. Organizations using the school facilities will be expected to request of the school such services or arrangements as needed. Major alterations to stage equipment or movement of furniture cannot be accommodated. **CUSTODIAL AND JANITORIAL SERVICES CANNOT BE PROVIDED DURING REGULAR SCHOOL HOURS.** The Building Manager or his/her custodial designee will be responsible for opening the building, providing the heat, lights and other services, and shall close the building.
 - G. It will be the responsibility of the organization and/or individual using the school facility to be aware of and carry out plans for evacuation of the facility in emergency situations.
 - H. Adequate police and/or security personnel, and parking supervision, as determined by the district, will be required, the cost of which is to be paid directly to the individuals by the organization renting the facility.
2. Application
- A. Application for use of school facilities shall be made directly to the President/ Superintendent or his/her designee.
 - B. The application form for use of school facilities must be completed and turned in to the President/Superintendent or designee for approval prior to the event. The requesting organization and the appropriate staff will be notified by the President/Superintendent or designee of approval or disapproval of the request.

3. Charges

Charges for use of school facilities shall be assessed and charged to and collected from the entity persons or group using the school facilities. Failure on the part of any organization to pay the cost of the use of any school facilities will result in that organization being denied use of school facilities any time thereafter.

**PUBLIC CONDUCT POLICY - PARENTS/LEGAL GUARDIANS/OTHERS
EBA**

The Board of Trustees of the Coahoma Community College and Agricultural High School pursuant to Section 37-7-301 (c) (1990), is the custodian of all real property of the school district and has the authority, power and duty to manage, control and care for same, both during the school term and during vacations and also has the authority, power and duty to prescribe and enforce rules and regulations for the use of school buildings and grounds for the holding of public meetings and gatherings of people.

Parents, guardians, custodians and other individuals while attending any school sponsored activity or visiting any school or school grounds shall conform to the rules and regulations of the school district or be removed from the premises. School officials are hereby authorized to bring any and all charges deemed appropriate against such individuals for the following misconduct.

- 1. Willful disobedience and/or disrespect to a teacher, principal, president/superintendent, member or employee of the local school board.
- 2. Using unchaste or profane language
- 3. Immoral or vicious practices

4. Conduct or habits injurious to his/her associates
5. Possessing, using, transmitting, or being under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind
6. Disturbing the school and habitually violating the rules
7. Cutting, defacing, or injuring any part of the public school buildings or public school bus
8. Writing profane or obscene language or drawing obscene pictures in or on any school material or on any public school premises, or any fence, pole, sidewalk, or building
9. Carrying firearms, knives, or other implements which can be used as weapons except by duly authorized law enforcement officials
10. Throwing missiles on the school grounds
11. Instigating or participating in fights
12. Committing any other offense which tends to interfere with the educational process.

SECURITY OF BUILDING AND GROUNDS	EBB
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1. All district employees should check in and out with the principal's office when entering or leaving school.
2. All entrances to school buildings should have signs directing all visitors to report directly to the principal's office.
3. All school personnel should be instructed to help the principal see that all visitors are identified and asked to report directly to the principal's office.

All school personnel shall be familiar with policy requirements under Policy EBBB in regard to handling critical situations requiring emergency action by school personnel and shall adhere to the policy as required.

A staff member who becomes aware of a situation that may later result in potentially dangerous problems at the school shall be responsible for alerting the school administration to the situation immediately.

EMERGENCY OPERATIONS - CIVIL DEFENSE	EBBD/AFC
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In the event of an emergency in the school which involves a critical situation demanding immediate action, the principal and staff will follow the procedures in the Coahoma Community College and Agricultural High School Emergency Management Handbook Plan and these procedures:

1. Deal with the crisis in the most reasonable and effective manner to meet immediate needs of students and staff involved.
2. Call the President/Superintendent and/or Security Officers and give the best available accurate information regarding the situation. In the absence of the President/Superintendent, notify the designated administrator, who will inform the other administrators.
3. Stay as calm as possible and retain control of the situation.

4. Take no action beyond immediate emergency action required to keep the school operating effectively, to defuse a potentially disastrous confrontation, to take measures required to save a life or to administer necessary assistance, or to do whatever is absolutely essential in the immediate crisis, including, if deemed necessary, calling campus security, appropriate law enforcement, fire department, or medical support personnel such as ambulance services.
5. Only the President/Superintendent's office will notify School Board members and/or the press. The School Board will be kept properly informed of emergency situations.
6. The emergency policy shall be posted in each school and each staff member shall be provided a copy of the Coahoma Community College and Agricultural High School Emergency management Handbook. .

For specific procedures to be followed under emergency conditions, please refer to the handbook detailing emergency operations/civil defense plans.

VANDALISM PROTECTION

EBCA |

If any pupil shall wilfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he/she shall be liable to suspension or expulsion and his/her parents or person or persons *in loco parentis* shall be liable for all damages.

This school board has the power, authority and duty to suspend or expel a pupil for misconduct in the school, and to delegate such authority to the appropriate officials of the school district.

Citizens, students and law enforcement are urged by this school board to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of this district shall report to the every incident of vandalism known to him or her, and, if known, the names of those responsible.

School officials are hereby authorized to sign complaints and to make charges against perpetrators of vandalism against school property, and are further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

All discipline plans of the school shall include, but not be limited to, the following:

- a. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
- b. A parent, guardian or custodian or a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection; and
- C. A parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference specified in paragraph (b) of this subsection.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined as provided under state law.

Any public school district shall be entitled to recover damages as provided under applicable state law, plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

FACULTY MAIL BOXES	EBK
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Faculty mail boxes are intended to be used for the distribution of school mail only. Prior to the distribution of any mail by any organization, either affiliated with the school system or unrelated to the schools, approval must be secured from the Superintendent or principal

EQUIPMENT AND SUPPLIES – MANAGEMENT – PROTECTION OF SCHOOL PROPERTY	EC
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It is the duty of each school employee and student to safeguard school property. Care should be taken by teachers to see that windows and doors are properly secured at the close of the school day. Students in each class should be instructed in regard to the proper use and care of textbooks, supplies and equipment, and other school property. No piece of school equipment shall be used by a student until after he/she has been properly instructed in its use and in safety precautions.

EQUIPMENT AND SUPPLIES – AUTHORIZED USES	ECH
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The Superintendent has the authority to approve use of school equipment and supplies for community non-profit groups.

USE OF SCHOOL EQUIPMENT	ECHA
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Use of school equipment outside the school facilities must have the prior written approval of the Superintendent. Requests for such use must be submitted in writing to the Superintendent and must include purpose, date(s), and name of the person responsible if damages occur.

SCHOOL EQUIPMENT AND PROPERTY – OPERATION AND AUTHORIZED USE	ECHB
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1. The Coahoma Agricultural High School District owns vehicles for transporting passengers. It also owns some special-purpose motorized equipment, such as tractors, and riding grass cutters. This policy relates to the operation of these vehicles to prevent abuse, unlawful operation, accidents, and unauthorized uses. This policy is applicable to all employees of the Coahoma Agricultural High School who operate district vehicles, and any violation will subject the employee to disciplinary measures.
 - A. General - School-owned highway vehicles will be driven only by employees possessing a commercial driver's license for the type/class vehicle they are operating. School buses which are being operated for the transportation of students will be driven only by employees who are currently certified and licensed by the State of Mississippi.

It is the responsibility of the operator to become thoroughly familiar with the special purpose motorized equipment before using it. Requests for assistance in the proper operation of such equipment should be made to the employee's immediate supervisor.

- B. Alcohol/Drug Use - An employee will NOT operate any vehicle/equipment while under the influence of alcohol or drugs. This includes prescription drugs that may impair driving ability. (Also see GAX.)
 - C. Vehicle/Equipment Abuse - No employee shall abuse or damage any vehicle or equipment by negligent operation or failure to perform routine driver maintenance checks and services.
 - D. Unlawful Operation - All school-owned vehicles must be operated in accordance with all state, county, and municipal laws. An employee who receives a traffic citation while operating a school-owned vehicle may be subject to disciplinary action by the school system, in addition to the fine or punishment which may result from the traffic citation. Any citation received for any traffic violation must be reported by the employee to his/her immediate supervisor (this includes traffic citations for both school-owned and private vehicles).
 - E. Unauthorized Use - School-owned vehicles will be operated solely for school business or approved school-related activities. Employees will not operate school-owned vehicles for personal use.
 - F. Accidents - Employees will operate all school-owned vehicles in a manner designed to avoid hazards. An employee who is at fault in a traffic accident will be subject to disciplinary action by the school system. Accidents will be properly reported in conformity with both state and local requirements.
2. Disciplinary action may be taken against an employee according to the severity of the infraction and may include the following consequences:
- A. Counseling
 - B. Letter of reprimand/warning
 - C. Suspension from work without pay
 - D. Suspension from driving school-owned vehicles
 - E. Termination of employment
 - F. Restitution for damages

TRANSPORTATION MANAGEMENT ED

The Superintendent and staff shall operate/manage the student transportation program in accordance with State and Federal statutes and regulations.

TRANSPORTATION – SAFETY

EDC

1. It is the policy of the Board of Trustees that when a bus driver is involved in an accident and found to be at fault, for the first offense, he/she shall be reprimanded or suspended, with the length of the suspension to be determined by the Board. In the event that a bus driver is involved in a second accident and is found to be at fault, he/she shall be terminated. In addition, should a bus driver found to be at fault involving an accident caused by reckless driving, speeding, or any willful or deliberate actions, he/she shall be suspended or terminated by the Board.

2. It shall be unlawful for any individual, other than a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress of the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the State Department of Education or the local school authorities.

SCHOOL BUS CONDUCT – BUS DISCIPLINE
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EDCB/JCDH/JGG

Transportation for students who qualify under the law is a service provided by the Board of Trustees and must be regarded as a privilege for students. It is expected that students who ride school buses will conduct themselves as good citizens at all times. Those who become disruptive behavior problems shall be denied the privilege of riding school buses in the Coahoma Agricultural High School District.

USE OF SCHOOL BUSES

EDDA

School buses are to be used and operated for authorized pupil programs only.

Buses shall be used for no purpose other than those specified in the order of the Board of Trustees. The policy of Coahoma Agricultural High School shall be to comply with the spirit and intent of this rule. In case of a disaster, the Superintendent has authority to permit use of school buses as considered necessary.

All school buses are to be parked at the Transportation Department unless specifically authorized otherwise by the Superintendent.

School buses are purchased for the specific purpose of providing safe and economical transportation for children entitled to transportation under the law. The school's special events (activity programs) must not interfere with the regular program of transporting children.

The events listed below are considered a part of the school district's educational program and authorized to utilize school bus transportation:

1. Athletics travel to include: Competition, practice, pictures, physicals, observation of other teams
2. Band and Choir, travel to include: Performances, contests, competitions, camp
3. Cheerleaders' activities to include: Performance at athletic events and transport to and from cheerleading camp
4. Special Olympics participation
5. Alternative School
6. Science Club competitions and conferences
7. Mock Trial competition
8. 'Just Say No' Drug Program meetings and seminars
9. Student Council
10. BETA Club: annual conference and competition
11. HERO Club: annual conference and competition
12. FBLA Club : annual conference and competition
13. Other trips in support of educational programs

All rules and regulations as listed in House Bill 6, Section 11, Extraordinary Session of 1953, as amended by House Bill 977, Laws of 1968; Senate Bill 2274, Laws of 1975; Senate Bill 2117, Laws of 1968, as revised September, 1954; August, 1959; October, 1968; June, 1973; and July, 1987 shall be complied with.

Special Use of School Buses

School buses shall be used for transportation of students and shall not be used at any time by organizations outside the school. School buses may be used to transport students on school-sponsored activity trips; however a fee established by the school district, together with a driver's fee, shall be required for such trips when school buses are used, and a mileage fee to be established by the school district shall be charged. Responsible adults, (teachers, staff, parents), shall accompany students on bus as a chaperone. Bus drivers transporting students to special events shall have the same license/training required of regular rules and shall operate the bus according to all safety procedures to ensure safety of passengers.

In accordance with auditing procedures, any activity requiring bus use other than for regularly scheduled student transportation to and from school shall be charged to the appropriate account or department. A fee shall be assessed for such activities as established by the school district to offset transportation costs. Fees shall be subject to change as necessary.

TRANSPORTING HANDICAPPED CHILDREN - STUDENT TRANSPORTATION MANAGEMENT
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EDDC

Specially equipped vehicles shall be provided where the needs of the pupils are such that they cannot be transported in a conventional school bus.

VEHICLE OPERATOR'S LICENSE VERIFICATION
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EDDCA

The employee has the responsibility to possess a valid operator's license before operating a school-owned vehicle. It is also an employee's responsibility to notify his/her immediate supervisor upon return to work after his/her vehicle operator's license is expired, revoked, suspended, or voided for any reason. It is further a responsibility the employee to report any charge or conviction (including D.U.I.) which might result in classification as a high-risk driver. Each employee must sign a statement to the effect that he/she understands that operating a school-owned vehicle while his/her license is expired, revoked, suspended, or voided could result in severe disciplinary action, including termination.

The vehicle operator's license of each employee who operates school-owned vehicles will be verified annually by the Transportation/Security department of the district.

A record of these annual verifications will be maintained by the Director of Transportation and the Security Department.

POLICY FOR SCHOOL BUS DRIVERS/COMMERICAL DRIVER'S LICENSE

1. The Coahoma Agricultural High School District will fund the \$80.00 necessary of the requirements of each driver and substitute driver in obtaining a commercial driver's license one time only.

FOOD SERVICES MANAGEMENT

EE

The Coahoma Agricultural High School District shall provide a program of food services for students and staff under the supervision of the designated administrator and in accord with all applicable federal and state guidelines and requirements. Procedures for the efficient and effective operation of the food services program shall be developed and properly communicated to all staff members involved.

District policies governing food services for students are adopted by the School Board and published annually in student handbooks as official policy statements of the district.

FREE AND/OR REDUCED PRICE LUNCH

EEA

See Cafeteria Handbook.

**STUDENT INSURANCE PROGRAM – SCHOOL ACCIDENT
INSURANCE**

EGB/JGA

School accident insurance shall be made available for purchase by parents on an optional basis, School accident insurance policies shall be reviewed annually and approved by the Board of Trustees upon a recommendation by the Superintendent.

FACILITY EXPANSION PROGRAM

SECTION F

FD	LONG RANGE PLANNING - NEW SCHOOLS FACILITIES PLANNING
FDC	NAMING NEW FACILITIES/OLD FACILITIES
FEAB	EMPLOYMENT OF CONTRACTORS, ARCHITECTS AND ENGINEERS
FGB	PURCHASE OF REAL PROPERTY – SITE ACQUISITION PROCEDURED
FGD	CONTRACTS FOR SCHOOL CONSTRUCTION

FACILITY EXPANSION PROGRAM

LONG RANGE PLANNING - NEW SCHOOLS FACILITIES PLANNING

FD

The Board of Trustees shall approve a long-range school facilities plan. Developed in strict accordance with design safety and related minimum state school facilities standards, all facility plans shall be submitted to the State Department of Education as required by state law.

NAMING NEW FACILITIES/OLD FACILITIES

FDC

On completion of any new school facility or existing facilities, the Superintendent shall recommend to the Board of Trustees the process for selecting the name. The Board of Trustees shall have final approval of both the process of selection and the naming of the facility.

EMPLOYMENT OF CONTRACTORS, ARCHITECTS AND ENGINEERS

FEAB

The Board of Trustees, on recommendation of the Superintendent, shall approve architects and engineers required to perform various professional services regarding major construction/renovation.

PURCHASE OF REAL PROPERTY - SITE ACQUISITION PROCEDURES

FGB

In strict accordance with the state law and city codes, the Board of Trustees may purchase property for the purpose of school construction or renovation of existing school facilities.

CONTRACTS FOR SCHOOL CONSTRUCTION

FGD

Contracts for the renovation or construction of school facilities shall be developed in strict accordance with local and state codes and shall be approved by the Board of Trustees. All construction contracts shall include materials and labor bond requirements, liability insurance requirements, and assurance of compliance with federal and state personal safety regulations.

INSTRUCTIONAL PROGRAM

SECTION I

IB	INSTRUCTIONAL PROGRAM - MISSION STATEMENT -PHILOSOPHY - STUDENT LEARNING GOALS INSTRUCTIONAL GOALS
IBA	STANDARDS OF INSTRUCTIONAL PROGRAMS
IC	CURRICULUM DEVELOPMENT
ID/IDA	DISTRICT STRATEGIC PLAN
IDAD	CAREER PREPARATION
IDAE/CT	LIVE WORK POLICY - VOCATIONAL-TECHNICAL PROGRAM
IDBB	DRUG FREE CURRICULUM
IDCH	CORRESPONDENCE COURSES
IDD/JQA	SPECIAL PROGRAMS/PROGRAMS FOR EXCEPTIONAL CHILDREN
IDDG/JQ	GRADUATION REQUIREMENTS FOR SPECIAL EDUCATION (SPED) STUDENTS
IDDH/JQA	TITLE I PARENT INVOLVEMENT POLICY
IDDI	ALTERNATIVE PROGRAM
IDEB/JHEAB	STUDENT ACTIVITIES - BAND - HIGH SCHOOL
IDF	INTERSCHOLASTIC ATHLETICS
IDFA/IE	EXTENSION OF ELIGIBILITY - NON-RETENTION OF STUDENTS FOR SCHOOL ACTIVITIES - RED-SHIRTING
IDFB	SPORTS WAIVER/PHYSICAL EXAMINATIONS
IEC	CLASS SIZE/ENROLLMENT REQUIREMENTS
IEE/IDCA	GENERAL POLICIES REGARDING SELECTION OF SUBJECTS
IEEA	STUDENT SCHEDULES - IN-SCHOOL TRANSFERS
IFA/IFAE	TEXTBOOKS - SELECTION - FINES
IFAA	PROCEDURES FOR THE SELECTION OF INSTRUCTIONAL MEDIA AND FOR THE TEACHING OF CONTROVERSIAL ISSUES IN THE CLASSROOM

SECTION I

IFAB/KNBA	RECONSIDERATION OF INSTRUCTIONAL MATERIALS
IFB	INSTRUCTIONAL SERVICES
IFBD	DISTRICT MEDIA CENTER
IFBDA	USE OF MEDIA MATERIALS
IFBE	EDUCATIONAL TELEVISION
IFBG	COMPUTER ASSISTANT INSTRUCTION
IFCB/KF	FIELD TRIPS
IFCC/KF	COMMUNITY RESOURCES - OUTSIDE SPEAKERS
IG	INSTRUCTIONAL PROGRAM - GUIDANCE PROGRAM - GUIDING PRINCIPLES
IH	AWARDING OF ACADEMIC CREDIT
IHA	GRADING - CLASS RANKINGS - PROMOTION
IHAB	REPORT CARDS
IHABB	GRADE REPORTS TO ADMINISTRATION - FAILURES, GRADE DISTRIBUTION
IHABA	PROGRESS REPORTS
IHAD/KM	VISITORS AND PARENT CONFERENCES
IHB	HOMEWORK
IHC/IHA	CLASS RANKINGS
IHCA	HONOR ROLL
IHE	PROMOTION POLICY/RETENTION POLICY
IHEA	MAKE-UP SCHEDULE FOR TESTS AND CLASSROOM ASSIGNMENTS MISSED BECAUSE OF ABSENCES
IHF	GRADUATION REQUIREMENTS
II	TESTING PROGRAMS
IIB	STUDENT TEST ADMINISTRATION - STUDENT ASSESSMENT
IIC	USE AND DISSEMINATION OF TEST RESULTS - RELEASE

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IJ	EVALUATION OF INSTRUCTIONAL PROGRAM
IKC	RELIGION IN THE SCHOOLS
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IM	TECHNOLOGY MASTER PLAN

INSTRUCTIONAL PROGRAM

INSTRUCTIONAL PROGRAM - MISSION STATEMENT - PHILOSOPHY - STUDENT LEARNING GOALS - INSTRUCTIONAL GOALS	IB
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Mission Statement

See Board Policies and Procedures Manual Introduction.

Philosophy

See Board Policies and Procedures Manual Introduction.

Student Learning Goals

See Board Policies and Procedures Manual Introduction. Also see JA.

Instructional Goals

The Board of Trustees of the Coahoma Agricultural School District believes that all children learn at different rates and attain varying levels of achievement; therefore, it holds high expectations for professional staff and students. At a minimum, the instructional staff shall demonstrate, through behaviors, that essential basic skill objectives at every level are included in each teacher's daily lesson plan, and that clearly defined objectives of the core curriculum are communicated to all students by teachers. When students do not learn, teachers are expected to modify their teaching strategies and teach the way those students learn.

STANDARDS OF INSTRUCTIONAL PROGRAMS I BA

Standards of instructional programs shall be at the highest level feasible. The minimum standards of instructional programs of the Coahoma Agricultural High School shall not be less than those prescribed by the rules, regulations, and minimum standards of the Mississippi State Board of Education, the Mississippi Accreditation Commission, and the Southern Association of Colleges and Schools.

CURRICULUM DEVELOPMENT

IC

The Board of Trustees of the Coahoma Agricultural School District recognizes the need to foster a sense of community and collaboration within schools, and it recognizes the need to provide the opportunity for shared discussions among professional staff and for shared work through positive, open, cooperative relationships. The administrative staff is therefore directed to provide for informal information and planned meetings to be held regularly between teachers and administrators to discuss curriculum, selection of materials, lesson plans, and other appropriate topics.

DISTRICT STRATEGIC PLAN

ID/IDA

The Coahoma Agricultural School District shall develop, implement, review, revise, and supervise a Strategic Plan.

The Strategic Plan shall be submitted to the Board of Trustees for its consideration, revision and approval.

Curriculum Design Basic Program

The District operates in accordance with the approved strategic plan, which address specific actions to improve the quality of education provided by the District.

STRATEGIC PLAN

Purpose

The purpose of a strategic plan is to identify the District's strengths, needs, and goals and then to outline the strategies for implementing necessary changes and improvements.

Participants

The plan is jointly developed by District personnel, the community, and representation from the local Board. This participation is documented.

Sources of Input

The District establishes structures, which solicit regular input of community citizens, students, and staff regarding the policies, procedures, programs, and operation of the District. The Board considers such input as the plan is developed.

Data Sources

The plan is based upon but not limited to:

1. A survey which reflect pupil, faculty, and community attitudes or opinions concerning the District and/or its individual school administration(s) and programs.
2. An outline of the District's instructional management program, which indicates how, the curriculum, is aligned from subject to subject, from grade to grade, and in alignment with testing programs and textbooks.
3. An analysis of student achievement data, with emphasis on the evaluation component of the instructional management program.
4. The District's improvement plan (where applicable) which is designed to address cited accreditation deficiencies. A copy of the approved plan will be included in the strategic plan, along with updated information pertaining to the District's compliance with accreditation standards.
5. Student, staff, and community demographic data.

Content

The content of the educational plan includes identified goals, the means of achieving these goals, and the timelines required. The educational plan also includes but is not limited to:

1. A written mission statement, which reflects the purpose of the educational program and the ways the mission, will affect district operations.
2. A description specifying how student achievement will be advanced in the District over the time period of the plan.

Annual Approval/Revision Process

The Board evaluates, revises (if needed), and approves the plan.

Criteria for Public Distribution

The plan is made available for review upon request to any citizen living within the District and to officials in the State Department of Education.

CAREER PREPERATION IDAD

Coahoma Agricultural High School is a SDE Tech Prep site and through the Tech Prep Program provides its students with clearly defined career preparation.

LIVE WORK POLICY - VOCATIONAL-TECHNICAL PROGRAM IDAE/CT

The following Live Work shall apply to all vocational and technical programs in the Coahoma Agricultural School District.

There exists a close correlation between the needs of the local industry for training and the desire of students and adults to train for these jobs. School officials shall, to the best of their ability, strive to coordinate their efforts with those of business and industry.

The Board of Trustees, hereby resolves that it will take every precaution to prevent publicly owned machinery, equipment, and facilities of its Vocational-Technical Department from being used in competition with private enterprise and hereby directs that the training programs therein utilize training exercises that teach the full spectrum of skills included within the respective program areas.

All live work shall be directly related to the module upcoming or presently in progress, unless prior approval is obtained from the Vocational-Technical Director. This work should be scheduled far enough in advance to allow the instructor to incorporate the project into the instructional plan. AU known parts, materials, and supplies that are to be used for the live work should be in place before instructional training begins.

The recommended order of priority for having live work performed in a vocational or technical program shall be:

1. Student
2. State-owned equipment
3. School, faculty, and staff (no administrator in line of authority)
4. Any other work will be performed according to the curriculum on first-come, first-served basis.

Any exceptions to the above policy shall be approved by the Vocational-Technical Director.

Under no circumstances shall any work performed or service rendered in a vocational-technical facility be in competition with the commercial market.

Recommended Procedure for Special Projects

Completed projects resulting from lab construction which utilized supplies and materials purchased with public funds, such as storage houses, trailers, portable buildings, cabinetry, etc., shall be inventoried and become the property of the state or the local school or shall be disposed of in a manner consistent with state law.

DRUG USE-CURRICULUM

IDBB

The Board, 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.

CORRESPONDENCE COURSES

IDCH

A student in the Coahoma Agricultural School District may earn a maximum of one (1) Carnegie unit through completing a correspondence course. In order to receive credit, the following criteria must be met:

1. The evaluation criteria must be administered by a certified staff member of the Coahoma Agricultural School District.
2. The course must be approved by the principal.
3. This correspondence course must be completed (lessons and tests) by May 1 to allow time for grading and acknowledging grades. No correspondence course tests will be administered after May 1.

A student must receive permission and order the correspondence course no later than two weeks after the beginning of the second semester. No correspondence course will be approved after this date.

**SPECIAL PROGRAMS/PROGRAMS FOR
EXCEPTIONAL CHILDREN**

IDD/JQA/DFC

Special programs for exceptional children, as defined by the rules, regulations, and minimum standards of the Mississippi State Department of Education, federal law, and court interpretations shall be established by the Superintendent of Education.

The philosophy on which programs for exceptional children are to be established is based on the concept that every child should have an opportunity to participate in an educational program so planned, adapted, and conducted as to provide each child with training and opportunity to take his/her rightful place in society.

Programs for exceptional children shall be provided to help them acquire to their maximum potential the attitudes and understanding, skills, abilities, knowledge, and know-how to function in their world.

SPECIAL EDUCATION (SPED) STUDENTS - RECOMMENDED GRADUATION REQUIREMENTS

OPTION 1: REGULAR HIGH SCHOOL DIPLOMA

- a. For every student receiving special education services, there will be consideration, during the IEP Review/Revision session prior to the student's entry into the ninth grade, as to this student's possibilities for achieving sufficient Carnegie units to earn a regular diploma.
- b. Graduation will be based on Carnegie unit requirements as specified for students receiving diplomas from the Coahoma Agricultural High School. Carnegie unit credit can be earned only in a regular education class or as indicated in the student's IEP.
- c. SPED students must achieve satisfactory scores on the Functional Literacy Examination as established by the Mississippi Department of Education.
- d. Students may be resourced to special education classes for assistance as specified by their Individualized Educational Plan (IEP). Resource classes are not awarded academic credit for graduation.
- e. A special education student must complete the requirements for the regular high school diploma by age twenty-one (21).
- f. A special education student who completes all requirements for graduation as stated in the Policies and Procedures of the Coahoma Agricultural High School will be allowed to participate in graduation exercises and receive a regular high school diploma.

OPTION II: CERTIFICATE OF COMPLETION

- a. This certificate is for SPED students who do not meet the district and/or state requirements for the regular high school diploma.
- b. The certificate may be awarded after four (4) years of high school (grades 9-12) attendance, based on the decision of the child's parent(s) and concurrence of school officials.
- c. The certificate must be awarded no later than the date when the student reaches twenty-one (21) years of age and is no longer eligible to attend public high school.
- d. A student must meet the attendance requirements of the Coahoma Agricultural High School as stated in the Policies and Procedures Manual. Further, the student must successfully complete the district's secondary curriculum for SPED students as provided in the student's Individualized Education Plan.
- e. Students who successfully complete these requirements will be awarded a Certificate of Completion, which states, "This student has successfully completed an Individualized Education Program." Students eligible to receive the Certificate of Completion will be permitted to participate in graduation exercises.

OPTION III: CERTIFICATE OF COMPLETION (VOCATIONAL)

- a. This certificate is for students who meet all the requirements for Option II plus the requirements of a vocational education program as indicated in the student's Individualized Education Plan.

- b. The certificate must be awarded no later than the date when the student reaches twenty-one (21) years of age and is no longer eligible to attend public high school.
- c. SPED vocational students who complete all requirements of their Individualized Education Plan will be awarded a Certificate of Completion which states, "This student has successfully completed all the requirements of an Individualized Education Plan including specified vocational requirements of the Coahoma Agricultural High School."

TITLE	I	PARENT	INVOLVEMENT	POLICY
IDDH/JQA				

The Coahoma Agricultural School District shall be in full compliance with the regulations of the U.S. Department of Education under current Title 1 regulations relating to parent involvement and participation.

The district shall provide full opportunities for parents of children being served by Title 1 for participation in the design and implementation of the Title 1 project. Encouragement of parent participation and involvement shall also include, but not be limited to, the provision of timely information about program plans and evaluation, the solicitation of suggestions for operations of the program, consultation with parents, informing parents of their children's needs and of program objectives, and an annual public meeting for parents and school personnel.

Developed jointly with parents of participating children served by the Title I program, the parent involvement policy for the Coahoma Agricultural School District includes the following:

- A. Parents shall be involved in the joint development of the district plan under pertinent sections of the Title 1 laws and regulations and in the process of school review and improvement as required under state and federal rules;
- B. Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement shall be provided;
- C. Coordination and integration of Title 1 parental involvement strategies with parent involvement strategies under other programs.
- D. An annual evaluation of the content and effectiveness of the parental involvement policy of the district shall be conducted to determine the effectiveness of the policy in increasing parental participation and identifying barriers to greater participation by parents in activities authorized under Title 1 regulations, and findings shall be used to design strategies for school improvement in this area;
- E. No less than one (1) percent of the local allocation shall be used to carry out this mandate regarding parent involvement, including family literacy and parenting skills;
- F. Parents of children receiving services shall be involved in the decisions as to how funds reserved as noted in "E" above shall be utilized for parent involvement activities;
- G. Parent-teacher conferences relating to an individual student, frequent progress reports, and reasonable access to staff for volunteer activities and observation of their children's classroom shall be provided.
- H. Other requirements of the Title 1 parent involvement policy outlined in federal guidelines shall be met by the local district;
- I. This written policy shall be distributed to parents of participating students, together with distribution to other staff members.

Coahoma Agricultural School District is a member of the North Delta Alternative School Program, through which it provides various support services and enrichment experiences to meet the academic, health and human services needs of students who require a non-traditional learning environment.

**STUDENT ACTIVITIES - BAND - HIGH SCHOOL
IDEB/JHEAB**

District policies governing the band program are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural School District.

**INTERSCHOLASTIC ATHLETICS
IDF**

Interscholastic athletics shall be administered as a part of the regular school program and shall be under the same administrative control as all other parts of the educational program.

All interscholastic athletic events in which the Coahoma Agricultural School District participates shall be conducted under the rules and regulations of the Mississippi High School Activities Association.

Eligibility for competitive activities in grades 9-12 is determined according to the rules of the Mississippi High School Activities Association. Students must meet all requirements established by the MHSAA.

All students participating in athletics will be required to have on file (1) written parent consent; (2) proof of medical/health insurance; (3) liability waiver signed by parent/legal guardian; (4) medical screening by a licensed physician. It is the explicit responsibility of the head coach of the athletic activity involved to ensure that all these requirements are completed and documentation is properly on file prior to any practice or event associated with the activity.

It is the explicit responsibility of the school principal, athletic director, and the head coach supervising the activity to determine eligibility of each participant in that activity, as governed by the regulations set forth by the MHSAA.

**EXTENSION OF ELIGIBILITY - NON-RETENTION OF STUDENTS
FOR SCHOOL ACTIVITIES - RED-SHIRTING**

In compliance with State Department of Education requirements, it shall be the policy of the Coahoma Agricultural School District that no student in the district shall be retained at any grade level for the purpose of extending eligibility for participation in athletics or any other school activity.

Eligibility of Athletes - Reporting by Staff

There are multiple responsibilities connected with the eligibility of athletes. It is the responsibility of the principal, coordinator of sports, coaches, and teachers to report the ineligibility of any student athlete, regardless of where he/she attends school within the Coahoma Agricultural School District.

Extension of Eligibility - Red-shirting

It is the policy of the Coahoma Agricultural High School that no student shall be retained at any grade level for the purpose of extending time for participation in athletics or other co-curricular programs.

Interscholastic Athletics – 9-12

The Coahoma Agricultural School District supports student involvement in interscholastic activities based on students' interests and abilities and the school district will not sanction fund raising activities for the purpose of providing rings and other expensive items that require extensive fund raising. Awards for participation in athletic programs will be limited to jackets and other less expensive items. It is the district's intent that all students in sports programs will be treated in an equitable manner in regard to recognition and awards.

District policies governing interscholastic athletics and eligibility of athletes are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural School District.

SPORTS WAIVER/PHYSICAL EXAMINATION	IDFB
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Because of the possibility of injury and the need for medical attention, no student shall be allowed to engage in varsity school sports until written permission has been received by the head coach and forwarded to the athletic director, showing that the parent knows that his/her child is involved in sports and accepts full liability and responsibility for any injuries that might be sustained in competition with other schools or in practice session or any injuries that might be sustained in competition with other schools or in practice sessions or any injury growing out of such participation. Written permission must include proof of medical insurance for the minor child. In addition, each participant in grades 7-12 either will have undergone a physical examination by a licensed medical doctor or will have a statement from his/her family doctor that he/she is medically capable of participating in any given sport.

CLASS SIZE/ENROLLMENT REQUIREMENTS	IEC
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The Coahoma Agricultural School District shall comply with state enrollment requirements subject to review by the State Department of Education, and exceptions may be made as provided by state law and State Board of Education policy.

GENERAL POLICIES REGARDING SELECTION OF SUBJECTS	IEE/IDCA
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The Coahoma Agricultural School District shall comply with State Department of Education requirements and state law governing selection of subjects/courses. Specific policies regarding subject selection will be published annually in student handbooks and/or the Program of Studies adopted by the Board as official policies of the District.

STUDENT SCHEDULES - IN-SCHOOL TRANSFERS	IEEA
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District policies governing student schedules and in-school transfers are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural School District.

TEXTBOOKS - SELECTION – FINES	IFA/IFAE
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Textbooks from state approved lists shall be furnished to all students without charge to the extent that state textbook funds are provided. The Superintendent may authorize the purchase of textbooks from sources other than state adopted lists when local funds for that purpose are available.

Textbook selection procedures shall be in accordance with regulations of the State Department of Education.

Subject to review by the Board of Trustees, the Superintendent shall be responsible for developing procedures for the selection of instructional media other than state adopted textbooks.

These selection procedures shall be in accordance with the rules and regulations and minimum standards of the Mississippi State Board of Education where applicable.

Selection of Textbooks

The process for selecting textbooks to be used at the school district level begins with the State Textbook Board's approved textbook list. It is the district's goal for as many teachers as possible to have input into the textbook selection for the various levels and courses taught. In order to accomplish this, the following procedures are followed in selecting textbooks to be used:

1. Issuance of approved textbook list by the State Textbook Commission or other textbooks selected by the local district with State Department of Education approval.
2. Establishment of local review committee at the departmental level for evaluating books on the State adopted list.
3. Review of textbooks by local review committee.
4. District hearing with textbook consultants from publishers under review.
5. Recommendation by committee to the Superintendent for books to be purchased.
6. Final recommendation by the Superintendent to the Board of Trustees.

Textbook fines

Parents and legal guardians are responsible for the cost of textbooks which are not returned to the proper school(s) upon withdrawal of their child- If a textbook is lost or not returned by a student who drops out of school, the parent or legal guardian shall be required to compensate the district for the fair market value of the textbook. At the end of the semester or school year, the principal will provide forms for each teacher to record fines and lost books. The fines for each book will be recorded and turned in to the principal. Student transcripts and/or records will not be released until all fines are paid. Additionally, textbooks shall not be issued to any student who owes a fine from a preceding year.

Some standards for charges need to be established so that all teachers are consistent in making charges. Consequently, the policy stated below will be followed:

- A. If a book has been lost, charge the fair market value of the book.
- B. If the book has been destroyed, charge the fair market value of the book. (For example, if the book was five years old to begin with but was still in fair condition, charge 1/5 the original cost of the book.)
- C. Charge ten cents for each page written on - up to the remaining value of the book.
- D. Charge fifty cents for each torn page - up to the remaining value of the book.

- E. When the life of the book has been reduced to something below the life expectancy of five years, charge an amount equal to the reduced value of the book. In other words, if a book one year old has been so used that another year will make it unserviceable, giving a total of only two (2) years of service for the book, charge the student $\frac{3}{5}$ the value of the book.
- F. Teachers are to be objective in levying fines for undue wear or damage caused to textbooks.
- G. No general charge shall be made for the use of the book.

PROCEDURES FOR THE SELECTION OF INSTRUCTIONAL MEDIA AND FOR THE TEACHING OF
CONTROVERSIAL ISSUES IN THE CLASSROOM IFAA

The Superintendent, subject to review by the Board of Trustees, is responsible for developing procedures for the selection of textbooks, other instructional media, and the establishment of procedures concerning the teaching of controversial issues in the classroom. Instructional media include all books (hardcover and paperback), newspapers, periodicals, and other printed material and audio-visual resources used by the schools.

Selection of all instructional media must involve the professional staff, and the principal and the curriculum coordinator shall be responsible for the administration and supervision of the curriculum within his/her school, including the coordination and selection of textbooks, other instructional media, and making recommendations for purchase to the administration. The responsibility for evaluating and selecting media for classroom use is primarily the responsibility of the teacher, with other members of the staff becoming involved at times. It is important in making selections that the professional staff become as aware as possible of reputable, unbiased professionally prepared aids and resources.

Selection of Instructional Media

In developing a balanced comprehensive collection of media (print and non-print) and equipment, the Coahoma Agricultural School District shall adhere to the following criteria for selection of materials.

1. Selections are made for, and in accordance with, the different maturity levels of the students, with the input of teachers, principal, and support staff being solicited and utilized when selecting or purchasing both print and non-print items and equipment.
2. Materials are selected which fill a need related to the curriculum and/or contribute to the development, recreation, and enrichment of the student.
3. In the selection of materials, reviewing tools such as standard catalogs are used. When possible, audio-visual materials are previewed before purchase or ordered with return privilege guaranteed.
4. The following specific criteria are considered: (a) the overall purpose of the materials and how well it is accomplished; (b) reputation and significance of the author; (c) timeliness or permanence of the materials; (d) importance of subject matter to the collection; (e) accuracy of material; (f) reputation and standards of the publisher or producer; (g) readability and reader appeal; (h) quality of writing and illustrations; (i) appearance of the title in material selection aids; (j) price.

The following objectives shall guide the media staff in selection of instructional materials for the district:

1. To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, interests abilities, socioeconomic backgrounds and maturity levels of the students served.

2. To provide materials that will stimulate growth in knowledge and develop literary, cultural, and aesthetic appreciations and ethical standards.
3. To provide materials on all sides of issues, beliefs, and ideas so that young citizens may develop the habit of critical thinking, reading, listening, and viewing, thereby enabling them to develop an intellectual integrity in forming judgments.
4. To provide materials which accurately reflect religious, social, political, and ethnic groups, and their contributions to our American heritage as well as a knowledge and appreciation of world history and culture.
5. To provide a comprehensive collection of instructional materials which, when selected in compliance with basic selection principles, can be defended on the basis of their appropriateness for the users of the media center.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS	IFAB/KNBA
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A student or his/her parent has the right to reject the use of library media center materials which seem incompatible with his/her values and beliefs. Classroom assignments involving library media center materials should provide for alternate choices. This procedure is consistent with the National Council of Teachers of English statement of Students' Right ' to Read. However, no parent has the right to determine the reading matter for students other than his/her own children. In addition, in elective courses taken at the student's option, the student's right to request alternate choices of reading material will be accommodated based on the availability of equivalent resources weighted against the academic requirements of the course.

Any parent who wishes to request reconsideration of the use of any library media center materials in the school must make his/her request in writing on forms provided through the building principal. The completed form is to be returned to the principal. The principal will consult with the District Media Director concerning the material in question. If the principal is unable to satisfy the complainant during an informal conference, he/she should refer the matter to a Review Committee. No administrator, library media specialist, or teacher should agree to withdraw an item without referring it to a Review Committee, which determines whether the material should be withdrawn from the school.

This Review Committee shall be appointed as needed, with recommendations for its membership being made by the Media Director and approved by the superintendent.

INSTRUCTIONAL SERVICES

IFB

The Coahoma Agricultural School District shall operate an organized student support program which functions in an instructional support capacity and which requires support personnel to work cooperatively with teachers in all curriculum areas to plan and deliver services that promote the optimum educational development of each student.

DISTRICT MEDIA CENTER

IFBD

The Coahoma Agricultural School District shall provide a learning media program, which meets the minimum standards of the Commission on School Accreditation. District procedures governing media center services are published in the district Media Handbook.

USE OF MEDIA MATERIALS IFBDA

The Coahoma Agricultural School District provides an organized media program, which assists teachers in all curriculum areas to deliver services and instructional support, designed to help promote the optimum development of CAHS students. The extensive media program includes appropriate materials from various media selected to meet the needs, interests, and capabilities of district students and to support district personnel in working toward instructional objectives. Media materials are available through the district media office and the school library media center under procedures outlined by the media director.

All media materials must be used in conjunction with clearly recognized instructional objectives and must be selected for the appropriate content and application. Staff members shall not utilize supplementary materials, including films, tapes, videocassettes, and the like, other than those in the District Media Center, the school library media center, and other educational agencies without prior approval by the building principal.

EDUCATIONAL TELEVISION	IFBE
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The effective use of educational television is encouraged in the Coahoma Agricultural School District so long as it is closely correlated with the instructional program and serves sound educational objectives.

COMPUTER ASSISTED INSTRUCTION IFBG

The effective use of computer assisted instruction is encouraged in the Coahoma Agricultural School District. The district provides a computer lab with appropriate software and all classrooms contain at least one computer with access to appropriate software. The Coahoma Agricultural School District Board of Trustees has approved a student Internet Acceptable Use Policy.

FIELD TRIPS	IFCB/KF
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Definition: Any planned activity involving student(s) away from the school but under the jurisdiction and supervision of the school.

As an important part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the parent or guardian. When such events are being planned, permission slips prepared by the district administration will be sent home and signed by the parent or guardian. All field trips are supervised by regular classroom teachers and/or other certified staff members employed by the school district. No field trips should be requested during the weeks of term tests. No field trips will be approved during the final ten (10) days of the school year.

The cost of the school, club, athletic activity, or organization for utilizing school buses on trips is established by the district and information is available in the office of the Transportation Director.

Field Trip Procedures

The administration is aware of the need for and desirability of field trips to enrich the experiences of students. These trips must be planned in advance and designed to augment lesson plans of the teacher. Forms will be provided for each teacher who requests a field trip. Field trips must have the endorsement of the principal, the appropriate central office administrator, and/or the Superintendent of Education. Teachers requesting permission to take field trips must show the relationship of the trips to bona fide work of the classroom. It should be clearly understood that field trips are educational in nature. Proof of insurance may be required by the administration prior to the student's participation in field trips at the discretion of the superintendent.

1. The principal must be notified by the teacher in writing at least ten (10) school days in advance on the proper field trip request form. This field trip request must be made prior to any discussion with parents or students and prior to giving any information about the field trip to students or parents.
2. Request for permission to make a field trip must be in writing, and the principal and appropriate central office administration and/or the Superintendent of Education must give written approval before parents are informed.
3. Permission forms must be signed by the parent(s) of each student making the trip.
4. A field trip must be related specifically to the instructional program.
5. Overnight field trips are not permitted unless approved by the Superintendent of Education and the Board of Trustees.
6. All field trips must be concluded five (5) school days prior to the week of term examinations.
7. No field trips will be approved for weeks of term tests or for five (5) school days before the date designated for state or district testing.
8. No field trips will be approved during the last ten (10) school days of the year.
9. Costs incurred must come from the school's instructional budget and/or the appropriate department's budget and/or the students will assume the entire or partial costs of the field trip when the trip has not been included in the district or school budget. All student fees shall be collected prior to departure.
10. The person initiating the request FOR the field trip shall be responsible for meeting all requirements related to the trip as defined in this policy.
11. All requests for field trips must have prior written approval by the appropriate central office administrator and/or the Superintendent of Education.

COMMUNITY RESOURCES - OUTSIDE SPEAKERS	IFCC/KF
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All outside speakers and other out-of-school personnel who are brought into the Coahoma Agricultural School District as resource personnel must be part of the instructional program and must not interfere with orderly instructional processes. Outside speakers and resource personnel not previously approved by the district must have district approval by the appropriate central office administrator.

INSTRUCTIONAL PROGRAM - GUIDANCE PROGRAM -	
GUIDING PRINCIPLES	IG

Guidance services constitute an integral part of the educational program. These services should be under the professional direction and coordination of qualified school counselors and the administrative leadership of the school's principal. These services seek to help the student focus on his/her needs and goals and to use the educational processes to serve the individual student.

The guidance program seeks to assist all students to mature in self-understanding, self-responsibility, decision-making ability, development of values, and attainment of skills and attitudes required for productive citizenship.

The program consists of specialized services, including evaluative, information, inventory, placement, counseling, research, and follow-up services. These services entail participation by all members of the schools' staff. In addition, these services are an integral phase of the school system's program of student-personnel services. It is essential that the guidance program be coordinated with and make full use of the resources of the home and the community.

AWARDING OF ACADEMIC CREDIT

IH

District policies governing awarding of academic credit are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural School District.

GRADING - CLASS RANKINGS - PROMOTION

IHA

Grade Books

Grade books will be properly kept and turned in to the school administrator at the end of the school year. In the grade book provided by the schools, every teacher must keep an accurate, neat, and legible attendance roll of students in each of his/her classes, must maintain an accurate, neat, and legible record of student achievement, and must record grades as directed in the grading policies of the Coahoma Agricultural School District.

Because grade books serve as part of the total record of students' work and are sometimes checked to determine grading procedures, accuracy of grades, reasons for failure, etc., every teacher is required to record in his/her grade book: (1) the number of absences and tardies for each student; (2) at least a sufficient number of major grades to justify the grade received by the student for each term; (3) a code or an explanation which makes clear the source of the grade (objectives, unit test, homework, outside project, term paper, daily test, class response, oral work, book report, etc.); (4) explanations of values given to major grades in determining grade averages, if required to clarify final term or semester grades.

Grading Procedures

Students whose recorded term or semester grades are very low may be more likely to drop out of school, to exhibit continuing apathy and indifference, and to be the focus of disruptive behavioral problems in succeeding terms or semesters. Teachers should examine their individual instructional strategies and grading practices in an effort to help students succeed.

Grading

Promotion and retention will be based upon a student's mastery of the competencies from the Mississippi curriculum Frameworks and the subject matter skills with an average score of 70 or above in each class.

Teachers will record student's grades in their grade books. Grades will be recorded from daily lessons, special projects, student's self-assessment, class participation, etc.

- A. There shall be four grading periods; each of them shall be nine weeks in duration.**
- B. A sufficient number and variety of assessments shall be given during each nine weeks grading period to provide a fair and balanced evaluation of a student's progress in the subject area.**
- C. The district makes no provisions for exemptions from nine weeks' or semester exams.**

D. A student with a current eligibility in special education and a current Individual Education Program (IEP) on file will receive grades fairly reflecting the student's achievement on the instructional level on which he/she is functioning. All persons involved in reporting and using these grades will clearly understand that a high grade does not necessarily mean that the disability no longer exists. A high grade will accurately reflect that, based on what is expected of a student with a given ability, he/she is performing well.

- 1. Classes in the regular education curriculum: Grades will be assigned based on successful completion of assigned regular class work or without tutorial assistance from the Special Education Resource program staff as determined by the student's IEP. Any student with a disability, who does not meet regular education course requirements, even though the adaptations necessary to compensate for the student's disability have been made, may receive a failing grade.**

If it is obvious that the student cannot function socially, emotionally, and educationally in a regular class (when the appropriate adaptations have been made), the student will be removed from that class and placed appropriately. Any change in placement will require IEP revision.

In many cases, it will be necessary to provide extra help to a student with a disability or make other modifications in the regular program if that student is to be successful. The special education teacher and the regular education teacher must work together so that the special education teacher will know how to reinforce/tutor the student when he/she begins to falter. The special education teacher will provide assistance to the regular education teacher if there is a need for modification of the educational program to ensure the success of the student.

- 2. Classes in the special education curriculum: Grades will be assigned for each special education class for each grading period based on mastery objectives as outlined in the student's IEP.**

Explanation of the 'I' Grade

In the case of absences, the student should be given the appropriate make-up work or test as soon as possible after he/she returns to school.

An Incomplete (I) can be given when the student has not had adequate time to complete the assessment/reassessment process.

An "I" should be given when a student has not turned in assigned work, such as homework, term papers, etc., and the teacher has stated that the assigned work is a prerequisite for taking the assigned test. In this case, the teacher will set a reasonable deadline for the work to be turned in and notify the parent.

General Principles

Teachers are encouraged to make use of the guidance and counseling services of the District. Teachers should also study the results of standardized tests and other information provided by the guidance department.

**REPORT CARDS AND PROGRESS REPORTS
IHAB/IHABA/IHABB**

The Coahoma Agricultural School District Board of Trustees believes that one of the most critical responsibilities of the District is the clear and accurate reporting of student progress to the students and his/her parents.

As a result, progress reports will be sent to each student's parents and/or guardians during the fourth week of each nine-week grading period, regardless of the achievement level of the student.

Students will be remediated on an on-going basis if the grade reflect non-mastery or if a teacher recommends the remediation.

- A. At the end of the first semester, teachers will submit to the principal a list of students who have averages that fall below 70. In semester courses, this list shall be submitted at the end of the nine weeks. This list may be forwarded to the Superintendent and/or his appointee.
- B. During the first nine-week grading period, no grade on a student's report card will be below 60. This will give students the opportunity to catch-up if they find themselves a little behind during the first nine weeks.

Report Cards shall be issued at the end of each nine-week grading period. It shall be the responsibility of the principal and guidance councilor to establish reporting procedures and develop reporting instruments for use by the District.

- 1. In all subjects in grades 9-12, numerical averages shall be used on report cards to report student achievement. Numerical averages, which do not compute to whole numbers, shall be rounded. A chart providing information for converting grades to letters will be provided on the report card.

A	93-100	Excellent
B	85-92	Good
C	75-84	Average
D	70-74	Below Average
F	69 and Below	Unsatisfactory
I	Incomplete	

Staff is requested to make every effort to stay away from grades of 68/69. No student should fail by only one or two points.

- 2. Copies of student grade reports shall be recorded on the Cumulative Folder at the end of the school year and kept on file in the District for a period of five academic years. All Cumulative folders shall be completed and kept on file in compliance with Mississippi State Department of Education regulations, state law, and Board policy.

VISITORS AND PARENT CONFERENCES	IHAD/KM
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District policies governing visitors and parent conferences are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural School District.

HOMEWORK	IHB
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The Board of Trustees recognizes the value of purposeful, well-planned, and properly motivated home assignments that are (1) appropriate to the grade level, age, and abilities of the student; (2) designed to stimulate initiative and independence or to reinforce and enrich classroom instruction; (3) in complete accord with the goals established for the development of the school curriculum; (4) carefully planned so that home assignments are not so lengthy as to be self-defeating nor so complicated as to require assistance or resource materials not available to the student; and (5) an extension of classwork that has already been introduced.

As in the assignment of in-school work, homework assignments must be left to the sound professional judgment of the teacher, who will be expected to interpret the needs and assess the abilities and interests of each student.

All teachers in the Coahoma Agricultural School District will be expected to follow the guidelines listed below in regard to their handling of homework assignments.

Time Element of Homework

The maximum length of time which the school should expect an average student to devote to homework should be based on reasonable expectations of students so that combined homework assignment are not excessive.

Checking or grading of Homework

All written homework must be checked, although it is not necessary that all homework be graded and/or recorded. The teacher should make more than a cursory check of homework and should indicate errors or weaknesses so that the student may benefit from home activities. Evaluation should be made within as short a time as possible.

An Overview of Homework/Failure to Complete Homework Assignments

Teachers should try to make homework assignments meaningful -- not mere busy work or punishment. It is important to make long-range assignments when possible, to remember that outside activities often lead to cheating, to vary homework assignments, and to individualize assignments when possible. Using part of the class period to begin work which is to be continued outside the classroom (when the teacher is available to answer questions) should be considered by the teacher. Homework assignments should be reasonable, and home study or assignments should stem from classroom experiences and be an extension of classwork previously introduced by the teacher.

A student's failure to complete assigned homework may result in the student's being required to make up the homework assignment either before or after school, at the discretion of the teacher and/or building administrator. A student required to make up homework he/she failed to do or failed to complete must be informed at least one day in advance. The teacher and/or the building administrator shall have the authority to set the time for make-up work and the length of time required for the student to attend make-up work session.

CLASS RANKINGS

IHC/IHA

District policies governing class rankings are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural School District.

The valedictorian and salutatorian will be chosen as follows:

- The average of the 9th, 10th, 11th, and the first two nine weeks of the 12th grade will be taken
- The student with the highest average will be the valedictorian
- The student with the second highest average will be the salutatorian

HONOR ROLL

IHCA

The status of Honor roll students in the District is determined as outlined below. To be considered for the Honor Roll, a student must be carrying a full load; grades from all academic subjects will include in the computation.

1. Superintendent's List

The student must have all A's in all subjects. No grade in any subject may be lower than 93.

2. Principal's List

The student must have A's and B's in all subjects, that is, no grade lower than 85

3. Honor Roll

The student may have a combination of A's, B's with no more than one C.

PROMOTION/RETENTION

IHE

The District provides students a comprehensive curriculum composed of academic, vocational, physical education, and extra-curricular activities. Such a curriculum necessitates that teachers, as professionals, have sufficient latitude in grading students in order to arrive at realistic, appropriate grades.

Therefore, the classroom teacher and building principal are vested by the Board with the sole authority to promote students based on their master subject matter or classroom skills as determined by the accumulation of evaluation information from various sources including tests, classroom contributions, daily assignments, and other sources identified as appropriate.

Units of credit will be awarded on an individual course basis. In order to receive credit, a student must have demonstrated mastery of core objectives and received a passing average on an individual course basis. Semester and yearly averages shall be calculated in compliance with all the above paragraphs. **Student shall be classified and assigned to home rooms as follows:**

Ninth Grade: The student must have successfully completed the eighth grade in an accredited school

Tenth Grade: The student must have earned at least five and one half (5.5) units, including English I, from an accredited school.

Eleventh Grade: The student must have completed at least eleven (11) units, including English I and II and from an accredited school.

Twelfth Grade: The student must have completed at least sixteen (16) units, including English I, II, and III from an accredited school; of these units, there must be two (2) acceptable units in mathematics, two (2) acceptable units in science, and two and one half (2.5) acceptable units in social science.

Special Note: Classification of a senior does not necessarily qualify a student as a candidate for graduation.

Special Education

Special education students participating in the regular classroom will be promoted in accordance with the appropriate section of these regulations. Special education students, who are not in the full-time classroom, shall be promoted based on demonstrated mastery of at least 80% of the objectives on the IEP or in accordance with the evaluation criteria of the IEP. Any student who does not meet the requirements for promotion may be retained if the necessary adaptations have been made to help students be successful in each class. All federal/state age appropriate guidelines will be followed.

Progress Committees

Whenever a student is unable to keep up with the normal load of classwork, the cause(s) for lack of success should be investigated. Each affected student's parents/guardians should be apprised of the problem and invited to attend a conference.

1. Progress Committees should include the teachers of every class in which the student is failing plus a counselor or administrator.

2. Progress committees may recommend instructional interventions, screening for special education, or other measures, which might help the student, deal with the lack of success.
3. Progress Committees may convene at any time during the school year, as needs dictate.
4. Documentation of actions taken at the meetings will be maintained in the office of the councilor.

Attendance Requirements

Regular attendance and the habit of being punctual are very important if a student desires to be successful in school. These traits learned while in high school tend to carry over into employment.

Students arriving to school late must go to the principal’s office to have his/her absentee status changed. The student must be signed-in by the person responsible for bringing the student to school.

Students who can verify absences because of illness, bereavement, family emergencies, or legal matters will be given excused absences. Phone calls, duplicated excuses, or hand written notes will be accepted.

The following procedures will be strictly enforced if students accumulate a number of unexcused absences:

- (3) Days: The parent(s) will be notified and a conference will be held with the student and parent(s). Each missed from school thereafter; the parent(s) or guardian must return the student to school.
- (5) Days: The school will notify the proper authority. The parent(s) and student will also be notified.
- (12) Days: Reports of truancy will be reported in accordance with the Mississippi Compulsory School Attendance Law.

MAKE-UP SCHEDULE FOR TESTS AND CLASSROOM ASSIGNMENTS			
MISSED IHEA	BECAUSE	OF	ABSENCES

District policies governing the make-up schedule for tests and classroom assignments missed because of absences are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural School District.

GRADUATION REQUIREMENTS 9-12	IHF
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In order to graduate from Coahoma Agricultural High School, a student must earn the required number of units as outlined in the Program of Studies and/or student handbooks. Said requirements shall be in compliance with State Board of Education Policy.

In order to take part in the graduation ceremonies, a student must attend the graduation practices as set up by the principal and class sponsors.

Special education students will be awarded diplomas or certificates from Coahoma Agricultural High School upon the written recommendation and endorsement of the special education classroom teacher and the school principal, based upon the student's completing the special education program as designed in the Individual Educational Plan (IEP) and meeting all other district and state requirements for the particular program in which the student is enrolled. (Also see IDDG/JQ.)

Graduation participation is limited to students who have fulfilled both state and district requirements.

All students will be required to pass the state's functional literacy test as required by the state and administered by the district.

TESTING PROGRAMS

II

FUNCTIONAL LITERACY EXAMINATION

It shall be the policy of the Coahoma Agricultural School District that each student graduating from high school (with SPED exceptions noted above) will have demonstrated the ability to apply basic skills successfully as evidenced by the results of a functional literacy examination which meets the State Board of Education requirements.

Each graduating student will have demonstrated mastery in all of the subtests, reading, mathematics, and written communication, that are part of the Functional Literacy Examination as established and required by the State Board of Education and will have this mastery recorded on his/her permanent and cumulative record as one of the requirements for graduation.

STATE AND DISTRICT TESTS

The Coahoma Agricultural School District shall maintain the program of standardized testing required by the State Board of Education, the Division of Accreditation, and the State Department of Education Bureau of Assessment and Compliance and shall administer other standardized tests to students as the Board of Trustees, Superintendent, and the staff judge to be necessary and/or desirable.

Administration, interpretation, and recording of standardized testing:

In addition to the permanent record of student performance on core objectives and a record of the student's passing score on all three parts of the Functional Literacy Exam (FLE) for graduation, a permanent record of performance on standardized testing conducted by the state and/or the district will be maintained in the student's cumulative record to provide a profile of the student for instructional purposes.

It is the purpose of the testing program to analyze the effectiveness of the educational program in the school district when an individual student's score is compared to previous achievement, when the school district is compared to other school districts, when the school district is compared to the state, and when the school district is compared to the national school population.

Administrators, teachers, parents, and students shall be informed of test results in accordance with procedures developed by the Coordinator of Testing and Evaluation and approved by the Superintendent or their appointee. The Principal must review their school's test results with their staff to identify the strengths and weaknesses of their school and to plan programs to ensure continued student improvement. The principal is responsible for ensuring that the school meets legal and accreditation requirements and goals of the district's strategic plan in accordance with the schools test results.

STUDENT TEST ADMINISTRATION - STUDENT ASSESSMENT

IIB

Standardized achievement tests, standardized aptitude tests, and criterion-referenced tests will be administered to selected students. Dates and grades for testing will be in compliance with the State Department of Education and the testing company guidelines.

USE AND DISSEMINATION OF TEST RESULTS - RELEASE OF TEST DATA

IIC

All requests for test data pertaining to district and to standardized and/or criterion referenced test results must be approved by the Superintendent or his/her designated representative before such data can be released to any person(s), agencies, etc., for any purposes.

EVALUATION OF INSTRUCTIONAL PROGRAM-

IJ

The Coahoma Agricultural School District shall annually review student performance by core objectives for each course in the Instructional Management Plan of the district against established standards for each objective in order to determine which weaknesses may exist in the district instructional program.

When the overall performance of all students being taught the objective falls below the standard established by the district, techniques or strategies for raising student performance in future years must be established by changing some aspect of the instructional program in order to allow teachers to do a better job with students.

RELIGION IN THE SCHOOLS

IKC

In accordance, with United States Supreme Court decisions and the United States Constitution, no religious doctrine, sectarian or denominational teaching shall be permitted in the public schools.

The Board of Trustees allows secular teaching about religion - the history of religion and comparative religions - and the school shall promote tolerance of religious diversity, encourage a spirit of cooperation, and cultivate harmony among persons of various religious beliefs.

The study and recital of patriotic and historic documents having religious references embedded in them is permitted.

This policy is not intended, nor shall it be interpreted, to interfere with the individual rights of students otherwise protected by law, and the United States Constitution.

CEREMONIES AND OBSERVANCES - GRADUATION - PRESENTATION OF DIPLOMAS

IKD

In order to provide an atmosphere of continuity and brevity surrounding the commencement exercises of Coahoma Agricultural High School, it is necessary to make adequate arrangements for planning and rehearsal of the program. The exercises shall be carried out on a date and at a time and place established by the Board of Trustees. The high school principal shall be responsible for arrangement of the program, conducting rehearsals, and providing for proper order commensurate with the dignity and importance of this event in the lives of Coahoma Agricultural High students.

LESSON PLANS

IKI

Each teacher must make detailed lesson plans 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 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 an abbreviated statement of the objective, 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.

TRANSCRIPTS-

IKJ

District policies governing transcripts are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural School District.

TECHNOLOGY MASTER PLAN-

IM

A technology master plan has been approved by the Coahoma Agricultural High School Board of Trustees and copies of said document are available in the office of the principal and the technology coordinator.

STUDENTS

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SECTION J

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STUDENTS

STUDENT POLICY GOALS

JA

The primary concern of Coahoma Agricultural High School is the welfare of the students who attend the schools, and they must receive first consideration from the Board of Trustees and all staff members. In fulfilling its obligation to the students who attend Coahoma Agricultural High School, the Board of Trustees should spend most of its time in formulating policy and considering other matters relating to said students. In pursuing this primary goal, the Board of Trustees shall also keep paramount its concern for the welfare of individual classes and schools, and the school system as a whole. Staff members shall seek to be wise counselors of students and skillful facilitators of learning, in order to achieve this primary goal. To this end, the Board of Trustees and the staff shall work together to establish an environment conducive to the very best learning opportunities for all students through meeting the following goals:

- A. To provide appropriately for each student according to specific background, capabilities, learning style, interests, and aspirations.
- B. To protect and preserve the legal rights of all students whom attends Coahoma Agricultural School District.
- C. To enhance the self-image of each student by helping him/her to feel respected and worthy and by maintaining a learning environment which provides positive encouragement through frequent success.
- D. To provide a realistic environment where students can learn personal and civic responsibility through meaningful experiences as students.
- E. To provide discipline which is fair and consistent.
- F. To promote the safety, health, and welfare of students.
- G. To promote good attendance and good work habits.
- H. To assist each student in becoming self-sufficient in the utilization of the decision making process.
- I. To make provisions for involving families in the educational program for each student.

EQUAL EDUCATIONAL OPPORTUNITIES

JAA

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, disability, religion or marital status.

No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

School Board policies shall follow federal laws related to nondiscriminatory practices in the operation of the school.

Following Suspension/Expulsion From Another School District

Students, who are expelled or suspended by another school district and who subsequently apply for admission to Coahoma Agricultural High School, shall not be eligible to enroll until they are eligible for readmission to and have actually attended classes in their previous school following their suspension or expulsion.

Legal Guardianship - Non-Resident Students

The following procedures will be in force in regard to students who wish to attend Coahoma Agricultural High School District under court-approved guardianship:

1. The court order must establish a guardianship for all purposes and not simply for the purpose of enrolling in or attending school.
2. Sufficient evidence must be provided to Coahoma Agricultural High School District that the legal, full-time residence is that of the guardian.
3. Sufficient evidence must be available to show that the guardian acts on behalf of the child in other matters of importance.
4. The guardian must reside in the zone in which the student is attempting to enroll.

Students who attempt to enroll in school and who present guardianship papers must submit all documents to the principal for determination that the court-approved guardianship meets the above guidelines.

Should a student, parents, or legal guardian give false essential information on the application form or personal data form, such student shall be subject to dismissal from Coahoma Agricultural High School District.

The school system shall have the right to reject the application of any non-resident student who fails to meet satisfactory scholastic standards or who does not exhibit good conduct. Students expelled or suspended from other schools shall not be accepted.

Immunizations - Birth Records

1. Certificates of Immunization and Vaccination are required upon entering school. (See policy JGCC on Immunizations and Vaccinations.)
2. A certified birth certificate must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. Hospital records, baptismal records, etc. will not be acceptable. No other birth certificate is acceptable. The principal or the counselor must verify the birth certificate. Telephone calls are not acceptable.
3. A new student is enrolled on a 30-day temporary basis until the certified birth certificate is received by the school. Temporary enrollment will preclude official recording or release of grades.
4. Each student must present an up-to-date immunization record.

9-12 Admission/Day of Registration

Students registering for school after classes have begun may begin classes as soon as a schedule has been completed by the counselor and/or principal.

Admission of Pupils Over Eighteen Years of Age

Pupils over eighteen years of age who have left school shall be permitted to return to school only under procedures authorized by the Superintendent. Readmission of such pupils shall not be automatic, but shall be determined individually in each case under procedures and regulations established by the Superintendent.

Special Education/Anomalous Students

Students who are identified as disabled in accordance with the applicable federal or state laws may be enrolled in special education programs up to the age of twenty-one (21).

Publication of Policies

District policies governing student admissions are adopted by the School Board and published annually in student handbooks as official policy statements of Coahoma Agricultural High School District.

RESIDENCY VERIFICATION **JBCAA**

Coahoma Agricultural High School District shall be in compliance with all requirements of the State Board of Education policy on verification of residence of all students seeking to enroll or continuing to enroll in the school of the district. The administration shall develop procedures governing enrollment of students which provide for proper verification of residence through acceptable documentation and for maintaining files identifying types of documents used to verify each student's residency.

ADMISSIONS - LATE ENTRANCE **JBCAB**

A student residing in the Coahoma Agricultural High School District who enrolls after the first day of the school year must make up all work missed because of late enrollment. Failure to make up such work will be cause for withholding credit for the term's work. All make-up work due to late enrollment must be completed as established under the make-up policy.

District policies governing late entrance of students are adopted by the School Board and published annually in student handbooks as official policy statements of Coahoma Agricultural High School District.

ATTENDANCE OF MARRIED STUDENTS **JBCAC**

Married students shall be considered as any other students, subject to the rules and regulations of Coahoma Agricultural High School District. In areas where parental permission is required for field trips or excuses for absences or tardiness, married students shall make special arrangements with the Principal of the school.

SCHOOL ASSIGNMENT - ATTENDANCE IN ZONE OF RESIDENCE **BCCA/JBCD**

All students enrolled in Coahoma Agricultural High School District shall attend school in the zone in which their parents or legal guardians reside. Attendance policies are adopted by the Board and published annually in student handbooks. (See policy AD.)

ENROLLMENT OF SPECIAL TRANSFER STUDENTS	
NON-ACCREDITED SCHOOL OR CORRESPONDENCE	JBCCC

The procedure for enrollment of transfer students who were enrolled in a non-accredited school or in a correspondence school or who were receiving home schooling will be as follows:

1. The student will be temporarily assigned during registration to grade level or subject indicated on report card, transfer papers, or written documentation from correspondence school or private tutor.
2. The principal will submit in writing, upon student registration, a list of names of students who register from a non-accredited school, a correspondence school, home schooling, or a private tutor; the list will be given to the appropriate school administrator.
3. The school administrator will arrange for administering a test to each student during the first two (2) weeks of school and return the test results in writing to the principal.
4. The Principal will assign the student to grade level or subject (discipline) based on the student's achievement level on the test.
5. Pupils from non-accredited schools will not be accepted without examinations, using district tests and/or special subject area tests within thirty (30) days after transfer. Schools shall not permanently enroll a student who was formerly enrolled in the state until the Mississippi cumulative folder or official transcript of credits is received from the school from which the student transferred.

STUDENT TRANSFERS/WITHDRAWALS/DISCLOSURE OF
STUDENT RECORDS
JBCD

Transfers

In accordance with state statutes now in effect and in conformity with current judicial decisions, Coahoma Agricultural High School District will accept for enrollment students whose parents or legal guardians are certified personnel or instructional personnel of the district, provided that they meet requirements outlined in this policy.

In regard to legal transfers of all other students, Coahoma Agricultural High School District establishes the following guidelines:

Requirements governing the acceptance of transfer students for enrollment in Coahoma Agricultural High School are the following:

1. The transfer of students to Coahoma Agricultural High School District from another school district shall be by the mutual consent of the school boards of all the school districts concerned and said consent shall be given in writing and spread upon the minutes of such boards;
2. Parents must request a release from the district in which the student resides; the release must be sent to Coahoma Agricultural High School and placed on file; and the District will not be responsible for requesting district maintenance funds for the education of students accepted from another school district;
3. Parents must apply in writing to Coahoma Agricultural High School for admission of the student;
4. The School Board may in its discretion approve the request for enrollment;

5. The School District will not furnish any transportation for the transfer student, and the parent of the transfer student must furnish student transportation to and from school; however, a student may be transported from a regularly scheduled bus stop in the District.

All students enrolled in Coahoma Agricultural High School after the beginning of the school session who move outside the district any time during the school year must withdraw from Coahoma Agricultural High School.

Withdrawals

When a pupil withdraws from Coahoma Agricultural High School District, the following procedures should be considered:

- A. If the pupil withdrawing from the school district is moving outside the school district, the principal of the school from which the pupil is withdrawing should be notified in advance as soon as practicable.
- B. The last day of attendance by the pupil shall be considered the date of withdrawal.
- C. The student's cumulative record kept shall be forwarded to the school to which the student is transferring, upon written request by that school. This form should be brought up-to-date before being forwarded to the school.

Form 2 of the permanent record shall remain in the files at the school.

If the school to which the student is transferring is outside the State of Mississippi, a duplicate of Form 2 and an individual test sheet shall be forwarded to said school.

The School District will grant parents access to their child's records, in accordance with the Family Rights and Privacy Act (see policy LDDDB).

District policies governing student withdrawals are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

Disclosure of Student Records

In accordance with the Family Rights and Privacy Act, student records may be forwarded on request to a school in which a student seeks or intends to enroll, without notifying the student's parent(s), guardian, or the student (if eligible). Annual notice of policy shall be available in each school in the district.

1. The principal will release District education reports or records when an official written request is received from the school district to which the student is transferring.
2. **A parent or legal guardian has the right to review his/her child's school records.**
3. A student leaving the Coahoma Agricultural High School system may obtain a report card and/or a record of the student's work to date for the current term and a book card.
4. Any student who moves during the school year must record the change of address with the principal in the main office. Any change of telephone number must be corrected in the same manner.

Publication of Policies

District policies governing student transfers and changes of address are adopted by the School Board and published annually in student handbooks as official policy statements of Coahoma Agricultural High School District.

TARDIES	JBDA
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District policies governing tardies are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

TRUANCY**JBE**

Truancy is defined by State law as an absence from school without the knowledge of parent or guardian and/or leaving school without notification and consent of proper authorities.

It shall be the responsibility of the Superintendent or his/her designee to investigate all unauthorized absences and work with all agencies that have jurisdiction over children within District and to assure that all students attend school.

STUDENT CHECK-OUT POLICY	JBH/JBI
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District policies governing student check-out are adopted by the School Board and published annually in student handbooks as official policy statements of School District.

STUDENT GRIEVANCES/RIGHTS AND RESPONSIBILITIES

APPEALS AND HEARINGS PROCEDURES	JCA
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READMISSION AND DENIAL OF ADMISSION

A student who has been expelled from this district must apply and be approved for readmission to the regular school program. The application for readmission shall be made in writing to the Superintendent

A student who has been denied admission based upon a pending or current expulsion must be approved for readmission to the District by the Board, according to the procedures in this policy.

**I. TIME FOR READMISSION APPLICATION
(Applicable to expulsions from the District only)**

- A. If the expulsion was for a specified period of time, application for readmission should be made at least two (2) weeks before the conclusion of the expulsion period.
- B. If the expulsion was for an unspecified period of time, application for readmission may be made at any time after one year from the date of the expulsion.
- C. When the student is enrolled in another regular school program or participating in an Alternative School or similar program during the expulsion period and at the time of application, application may be made any time after the conclusion of specified expulsion period or after one year from the date of expulsion.

II. PROCEDURES

The procedures set forth in Policy JCAA shall apply to requests for readmission.

III. STANDARD FOR READMISSION/ADMISSION

The Board may grant readmission or admission upon a document showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an Alternative School or similar program.

DUE JCAA	PROCESS-STUDENT	RIGHTS
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Due Process

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or the Board. The following procedures provide notice and opportunity to be heard in such matters.

Step I. INITIAL INFORMAL HEARING

Applies to: Suspensions of ten (10) or less
 Suspension of eleven (11) days or more
 Recommendations for expulsions
 Denials of admission

- A. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
1. Advise the student of the charges against him/her or reasons for nonadmission
 2. Afford the student a full opportunity to respond; and
 3. If the student denies the charges or contests the reasons for nonadmission, explain the evidence in support thereof.
- B. After the informal hearing, the principal may take the following actions:
1. **SUSPENSION OF TEN (10) DAYS OR LESS:** The principal may issue to the student and legal guardian a notice of suspension no longer than ten (10) consecutive school days. The suspension is effective immediately and no further due process is required.
 2. **IMMEDIATE REMOVAL:** The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his/her guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for ten (10) days or less, as appropriate.
 3. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:** The principal or superintendent shall immediately suspend a student for ten (10) days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.

4. IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF ELEVEN (11) DAYS OR MORE/EXPULSION: The principal or the Superintendent may immediately suspend a student for ten (10) days or less and recommend a suspension of eleven (11) days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.
5. DENIAL OF ADMISSION: The principal or Superintendent may recommend a denial of admission, which shall be effective immediately, pending the conclusion of due process.

Step II. APPEAL

Applies to: Suspension of eleven (11) days or more
 Expulsions
 Denials of admission

If after the initial hearing the principal or Superintendent determines that a recommendation for suspension for eleven (11) days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or Superintendent shall give the student a written "Notice of Suspension and Recommendation for Expulsion/Nonadmission and Statement of Rights" in form provided by the Superintendent for such purpose.
2. The notice shall contain a statement of the charges/reasons, advise the student of his/her rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him/her and state the date, time, and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the School Hearing Committee or appropriate designee shall be scheduled no later than the tenth school day following the date of notice.
4. Pending the outcome of the hearing before the School Hearing Committee or appropriate designee:
 - a) The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the School Hearing Committee or appropriate designee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
 - b) The student may be allowed to remain in school if the principal or, in the case of non-admission, the Superintendent determines that his/her continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the School Hearing Committee or appropriate body or designee may be held at any appropriate time without application of the 10-day limitation.
 - c) The hearing will be before the School Hearing Committee or appropriate designee:
 - i. **The committee shall be composed of three or more school administrator and teachers.**

- ii. The Superintendent's designee will serve as the investigator, convener, and administrative officer of the committee and shall not vote.
- d) The Committee or appropriate designee shall hear and consider all cases presented and is authorized:
 - i. To concur or not concur in the suspension, expulsion or nonadmission recommendation;
 - ii. To confirm or specify the duration of the suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
 - iii. To recommend limited or unlimited expulsion or nonadmission to the Superintendent for review and approval.
 - iv. To prepare a written summary of each case.
- e) All expulsion and nonadmission recommendations shall be subject to review by the Superintendent and by the Board.

Step III: REVIEW BY THE SUPERINTENDENT

Applies to: Expulsions
 Denials of admission

The Superintendent shall review all recommendations by the School Hearing Committee or appropriate designee for expulsion or denials of admission:

1. If the Superintendent concurs in the decision of the Committee or appropriate designee, he/she shall submit the recommendation to the Board for final action.
2. If the Superintendent does not concur in the decision of the committee or appropriate designee, he/she may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the Superintendent of expulsions or denials of admission shall be subject to review by the Board.

Step IV: REVIEW BY THE BOARD

Applies to: Suspensions (only upon request by parents)
 Expulsions
 Denials of admission

The Board shall, at its next regular or special meeting following the Superintendent's recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard Board procedure. All decisions by the Board shall be final.

Legal Ref: Miss. Code Ann. 37-9-7 (1993)
 Miss. Code Ann. 37-5-9 (Supp. 1994)
 Miss. Code Ann. 37-13-92 (Supp. 1994)

**STUDENT GRIEVANCES - SECTION 504/AMERICANS
WITH DISABILITIES ACT
JCAD/GAEB/IDD/JQ**

Section 504/ADA prohibits discrimination against students with a disability in any program receiving Federal financial assistance. No discrimination against any student with a disability will knowingly be permitted in any of the programs and activities of the school district. To ensure the District's compliance with Section 504/ADA as it applies to students with disabilities, the following procedures have been adopted:

1. If a student claims that he/she has been subjected to discrimination on the basis of his/her disability, in violation of Section 504/ADA or if the District has reason to believe that a student has a disability requiring special instruction or related services (and the student is ineligible for services under IDD/JQA/JQB), a team of people who are knowledgeable of the student's educational needs shall be convened to review and consider all pertinent information related to the suspected disability. This team should be a multi-disciplinary team including, where possible, the student's teachers, parents, principal or designee and someone qualified to interpret test scores. Information such as grades, classroom documentation, comprehensive assessment data and other relevant information should be examined. This meeting shall be convened within ten (10) calendar days after the District receives a written statement describing the specific discriminatory conduct or the date when the District becomes aware of the student's disability requiring special instruction or related services.
2. The team described in Paragraph 1, above shall determine (i) whether the student is disabled under Section 504k, and (ii) whether the student, because of the disability, requires special instruction or related services. If the student meets both criteria, the team must determine what accommodations are required to allow the student an equal opportunity to participate in school and school-related activities.
3. If the student's parents disagree with the District's conclusion and recommendations, the parents shall be informed of their right to ask for an impartial hearing to decide the matter. Hearing requests shall be made in writing to the superintendent within ten (10) calendar days of the District's conclusion and recommendations regarding accommodations. The request shall give specific reasons describing the discriminatory actions by the District and why the District's accommodations are not appropriate. The hearing request shall include a list of accommodations requested by the parents and an explanation of why such accommodations are appropriate, along with copies of any documents upon which the parents rely for support.
4. An impartial hearing shall be held within ten (10) calendar days of receipt of the written request. The District shall obtain as a hearing officer an individual who is not an employee of the District and who is knowledgeable of Section 504/ADA. The parent and student may take part in the hearing and have an attorney represent them at their own expense. The District also may be represented by counsel.
5. The hearing officer shall conduct the hearing so as to give the parents an opportunity to present evidence supporting their claim that their child has been subjected to discriminatory treatment in violation of Section 504/ADA. The District shall be given the opportunity to present evidence supporting its position with respect to the student. A tape recording of the hearing will be made by the District and a copy of the tape recording will be provided to the parents.
6. The impartial hearing will be conducted in an informal manner with the hearing officer directing the meeting and presentation of evidence.
7. The hearing officer shall make a decision within ten (10) calendar days after the conclusion of the hearing. The decision shall be given in writing to the District's 504/ADA Coordinator and the parents.
8. Any party aggrieved by the hearing officer's decision may file a civil action in a court of appropriate jurisdiction.

9. The District shall publish its policy of nondiscrimination against persons with disabilities and shall inform parents of their rights under Section 504/ADA, including the right to examine records relevant to their child, the right to an impartial hearing with representation by counsel and the District’s review procedure.
10. These procedural safeguards should be provided to parents any time the District takes action with regard to the identification, evaluation or educational placement of a student with a disability.
11. The Section 504/ADA Coordinator for the District may be contacted by calling the central office of Coahoma Agricultural High School.

INVOLVEMENT JCB	OF	STUDENTS	IN	DECISION	MAKING
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The primary task of the school is the creation of a stimulating learning climate, which evokes the active involvement of students in their education and development of the spirit of inquiry. This climate occurs only when students work together with school personnel in activities such as planning and evaluating school programs. The Board of Trustees, therefore, believes that students should:

- A. Be encouraged to participate in establishing course goals and planning classroom activities and in improving courses of study.
- B. Feel free to express, without any fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility.
- C. Be involved in the planning of assembly programs and school-sponsored forms of interest.
- D. Be encouraged to participate in student government organizations that provide students with a voice in school affairs.
- E. Be encouraged to participate in a variety of extra-curricular activities, which are aimed at broadening their educational experiences.

STUDENT CONDUCT - SAFETY - WEAPONS – ALCOHOL- DRUGS – ELECTRONIC DEVICES – FACULTY RESPONSES	JCD
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Although student conduct in Coahoma Agricultural High School District is considered in most cases to be exemplary and situations have not arisen to cause undue concern for student welfare and safety, Coahoma Agricultural High School is required to establish policies and procedures that detail expectations of students and outline consequences of student misbehavior. The publication of these policies and procedures in the student handbooks will help to assure that there is a clear understanding among students and parents

The Board of Trustees wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel the school in their instructional and supervisory duties, the Board of Trustees encourages the development of harmonious and cooperative relationships between the students and faculty members based on mutual respect and understanding.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, obstreperous student behavior, and vulgar or otherwise discourteous actions will not be permitted.

A student must obey any and all instructions of the faculty and administrators, in the absence of parental instructions to the contrary.

If a student refuses to obey instructions because of contrary parent instructions, he/she may be suspended from school until a conference between the principal of the school and the student's parents can be arranged. In cases of emergency, the principal, or in his/her absence, the official then in charge of the school may so inform the student and require his/her immediate cooperation.

Disciplinary Action

Disciplinary action which may result in in-school suspension, suspension, or expulsion will be taken as a result of the following misbehavior: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) other just cause,

Weapons

No pupil attending school at any school in Coahoma Agricultural High School shall be permitted to use or to carry upon his/her person or in any other manner or to have in his/her possession in any way any knife, razor blade, ice pick, brass or metallic knuckles, pistol, or other weapon, whether the flame be manufactured or homemade, or any dynamite, firecrackers, caps, or other fireworks of any nature, kind, or description, or other instrument or paraphernalia which, when used in a vicious or careless manner could cause bodily harm, injury, or death to any person, except such instruments as may be required to be used by the pupil in his/her class for the furtherance of the student's education, as determined by the student's principal or teacher.

Drugs/Alcohol/Tobacco

No pupil attending school in Coahoma Agricultural High School District shall be permitted to use or to carry upon his/her person or in any other manner or to consume and/or be under the influence of or to have in his/her possession in any way tobacco in any form, alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient, or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence of any of the same at any school in this district. The provisions of this policy shall not apply to any pupil who is under the care of a licensed physician and who is taking medication prescribed which is under the supervision and direction of such physician. All medication required to be taken at school must be reported to the principal and/or school nurse.

Electronic Devices

No pupil attending school in Coahoma Agricultural High School District shall be permitted to use or to carry upon his/her person or in any other manner such items as beepers, portable telephones, radios, or other electronic devices that are not used in the instructional program.

The provisions of these policies shall apply to all pupils during all of the period of time that they are under and subject to the jurisdiction of the Board of Trustees of this district as defined by the laws of the State of Mississippi, and/or while participating in or going to or from any school activity sponsored by this district and/or while under the supervision and direction of any teacher, principal, or other authority of this district.

Any pupil who, in the sole and absolute discretion of the principal of the school wherein such offense is committed, and the Superintendent or his/her designee, has violated any of the provisions of these policies of the Board of Trustees, shall be suspended for a period to be determined by the school administrator and may be expelled.

Possession of Weapons

A. Firearms

Any student who has in his/her possession any type of firearm, real or facsimile, operable or inoperable, while he/she is in school, on school property, at a school function or activity, on the school bus, on the way to and from school or any school function or activity will be suspended from school and recommended for expulsion. Such recommendation will be initiated by the principal of the school.

B. Other Weapons - Use of

Any student who uses or threatens to use any object, regardless of its original purpose, for a weapon while he/she is in school, on school property, at a school function or activity, 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 include, but are not limited to, knife, billy club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razors, box cutters, etc.

C. Other Weapons - Possession of

Possession by a student of any object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, at a school function or activity, 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. Suspension and/or other recommendation for expulsion for violation of this section of the policy shall be directed by the principal, who shall deal with each individual case based on the circumstances.

Faculty Responses Required In Relation To Suspected Alcohol/Drug Possession Or Use

I. Suspected Drug Use

A. **Initial teacher response to suspected drug use should be a close observation of the student's behavior for specific actions or conditions, which MAY indicate drug use. The following may or may not indicate drug use:**

1. red-rimmed, watery eyes
2. dizziness
3. slurred speech
4. uncoordinated gait
5. change in normal breathing rate
6. perspiration
7. other symptoms

B. If the student's behavior appears to warrant investigation because of suspected drug use, the teacher shall contact the principal immediately.

C. The teacher must avoid any open confrontation with or open embarrassment of the student.

D. Each student must be dealt with on an individual and completely private basis.

E. Faculty members shall refrain from public or private discussions with individuals not officially concerned with the problem regarding suspected cases of drug use.

II. Suspected Alcohol Use

- A. Initial teacher response to suspected alcohol use should be a close observation of the student's behavior for specific actions or conditions, which MAY indicate alcohol use. The following may or may not indicate alcohol use:
 - 1. flushed face
 - 2. talkative behavior
 - 3. animated actions - early stages
 - 4. drowsiness - later stages
 - 5. abusive language and/or actions
- B. If the student's behavior appears to warrant investigation because of suspected alcohol possession or use, the teacher shall contact the principal immediately.
- C. The teacher must avoid any open confrontation with or open embarrassment of the student.
- D. Each student must be dealt with on an individual and completely private basis.
- E. Faculty members shall refrain from public or private discussions with individuals not officially concerned with the problem regarding suspected alcohol use.

III. Suspected Marijuana Use

- A. Initial teacher response to suspected marijuana use should be a close observation of the student's behavior for specific actions or condition, which MAY indicate marijuana use. The following may or may not indicate marijuana use:
 - 1. reddened, tearing eyes
 - 2. slurring or slowed speech
 - 3. poor reasoning functions
- B. If the student's behavior appears to warrant investigation because of suspected marijuana use, the teacher shall contact the principal immediately.
- C. The teacher must avoid any open confrontation with or open embarrassment of the student.
- D. Each student must be dealt with on an individual and completely private basis.
- E. Faculty members shall refrain from public or private discussions with individuals not officially concerned with the problem regarding suspected marijuana use.

IV. Possible Drug Overdose

- A. Initial teacher response to possible drug overdose should be to determine immediately the physical and mental condition of the student.
 - 1. Is he/she conscious?
 - 2. Is he/she capable of understanding and rationally answering questions about his/her condition?
 - 4. Does the student exhibit any violent tendencies?
 - 5. Is he/she capable of walking without assistance?

6. What is the physical condition of the student? Vomiting? Color or skin? Temperature? Eyes? Breathing? Other conditions?
 7. Can he/she be moved to an area where the nurse may help without first calling the nurse to come to the assistance of the teacher?
- B. If the student can move with assistance or be moved without injury, he/she should be taken to the principal's office by the faculty member, who should ask that a staff member nearby help to supervise his/her class.
 - C. Under no circumstances is the student to be left alone.
 - D. In the principal's office, the principal or a designated staff member will see to the welfare of the student insofar as possible.
 - E. The decision to contact the student's parents, family physician, and/or emergency medical personnel will be made by the principal or his/her designated assistant.

V. General Procedures

- A. In every case of suspected drug use, alcohol use, marijuana use, or overdose of drugs, the welfare of the students will be the concern of the staff.
- B. In cases concerning drug or alcohol use when the student is required to have professional assistance of any kind, the student's parents will be notified as soon as possible.
- C. Depending upon the circumstances surrounding each case, the principal may or may not contact local law enforcement officers to report suspected drug abuse.
- D. "Labeling" of students concerning possible drug use is to be avoided by every staff member.

DRUG USE/ALCOHOL - CURRICULUM	JCDAC/JCDACA
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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.

TRANSFER OF CONFISCATE DRUGS
JCDACB

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

DRESS AND GROOMING CODE	JCDB
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District policies governing dress and grooming codes are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural High School District.

Coahoma Agricultural High School District shall be in compliance with SB 2767, effective July 1, 1994, which includes the following requirements of particular concern to school personnel:

1. The Youth Court shall be notified when a child is expelled from the public schools and the reason for expulsion shall be stated.
2. Parents, guardians, or custodians of children under age 13 may be civilly liable for any criminal acts of their children.
3. Added to the list of factors which shall be considered by the youth court in determining the reasonable prospects of rehabilitation within the juvenile system is the following: whether the alleged offense was committed on school property, public or private, or at any school-sponsored event, and constituted substantial danger to other students.
4. Jurisdiction shall be removed from the youth court for an offense involving the use or possession of a firearm by a child who is 15 years of age or older if the same offense committed by an adult would be a felony.
5. School employees who receive law enforcement records of youth court children after written request shall submit to the sender a signed statement acknowledging his or her duty to maintain the confidentiality of the records. These records involving children who have been taken into custody for an act which if committed by an adult would be considered a felony and/or offenses involving possession or use of a dangerous weapon may be released to school officials without a court order.
6. All records involving a child convicted as an adult shall be public and shall not be kept confidential.
7. If any employee of a public or private school is accused of fondling or having any type of sexual involvement with a child under 18 who is enrolled in the school, then the principal and the district superintendent shall notify the district attorney of the accusation provided that the accusation is reported to the principal and the superintendent and there is reasonable basis to believe the accusation is true.
8. Possession of a handgun by anyone under 18 is established as an act of delinquency, with exceptions listed in section 97-37-14 of the law.

District policies governing student conduct are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural High School District.

GENERAL RULES OF STUDENT CONDUCT

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

1. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the Principal's office. The counselor and principal will review the case and try to resolve the problem. A student who has been sent from class repeatedly will be suspended from school.

2. Any student who starts a disturbance or who participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given to the principal by the student and by his parents or guardians that there will not be a recurrence of this sort of behavior.
3. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
4. Profanity, cheating, stealing, and gambling will never be accepted by this school. Such offenses can result in suspension or expulsion.
5. Radios, pagers, beepers, portable phones or electronic devices that are not used in instruction shall be forbidden on campus.
6. Coahoma AHS is a smoke-free zone. Smoking is prohibited on property owned or used by the school, whether during school, after school or at school-related events. Students caught smoking will be disciplined and may be suspended.
7. A student is strictly prohibited by law from possessing a weapon, as identified in the Weapon Policy, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal or the Superintendent and subject to all other penalties and requirements provided by law and District policies.
8. A student is strictly prohibited by law from possessing, using or selling any controlled substance, including drugs and alcohol as identified in the Drug and Alcohol Policy, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, or the Superintendent and subject to all other penalties and requirements provided by law and District policies.
9. A student who commits an unlawful or violent act, as defined in the Unlawful or Violent Acts policy, shall be subject to immediate suspension and recommendation of expulsion by the principal, or Superintendent and subject to all other penalties and requirements provided by law and District policies.
10. A student who carries or otherwise has in his/her possession a firearm on campus, as defined in the Gun-Free Policy, shall be subject to immediate suspension and recommendation of expulsion for a minimum of one calendar year by the principal, or the Superintendent and subject to all other penalties and requirements provided by the law and District policies.

POSSESSION OR USE OF TOBACCO	JCDF/GAXA
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Students found in possession of tobacco will be automatically suspended for three days.

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 Coahoma Agricultural High School District.

INDIVIDUAL(S) UNLAWFUL ACTIVITY OR ASSOCIATION/GANGS/
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PROHIBITED ORGANIZATIONS

JCDG

A student(s) will not be allowed to initiate or become involved in activities or conduct which threatens the safety and well being of others or property on school premises or which disrupts or threatens to disrupt the school environment. The use of words or symbols that tend to disrupt the school environment or to encourage violations of school policy or which threaten the safety and well-being of others on the school premises will not be allowed.

An individual or individuals who are initiating, advocating, or promoting activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

No student shall actively participate or wear clothing or other indications of membership in an organization, which advocates violence or hatred toward any group of students and other individuals, or an organization, which either intends to or does disrupt the educational process through its purpose or actions.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited.

The district shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership and/or participation in activities which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action, in accordance with the disciplinary ladder.

STUDENT BEHAVIOR ON BUSES

JCDH

District policies governing student behavior on buses are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural High School District.

FIGHTING

JCDI

District policies governing student fighting are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural High School District.

Fighting will not be tolerated as acceptable behavior. Students involved in such practices will be disciplined as follows:

First Offense Parent conference, three-day in-school suspension or three day at home suspension.

Second Offense Parent conference, recommendation for Alternative School.

Note: Suspension and/or Alternative School status prohibits students from entering the campus or participating in any school activity or regular class. This includes all extracurricular activities.

STUDENT DISCIPLINE

JD

The Board recognizes that discipline is a primary responsibility of the teachers and that teachers should employ disciplinary methods, which are appropriate and effective.

The Board of Trustees of Coahoma Agricultural High School District recognizes the need for an organized disciplinary system, which support teachers' efforts to teach and which addresses the growth of positive student activities and behaviors.

Assertive Discipline Plan

District policies governing the assertive discipline program are adopted by the School Board and published annually in student handbooks as official policy statements of Coahoma Agricultural High School District.

The basic objectives of discipline within the school may be described as threefold:

1. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
2. To establish and maintain study conditions that are conducive to learning.
3. To develop, on the part of each student, the habits and skills that make his/her self-directive and to help his/her realize that he/she is responsible for his/her own conduct.

Teachers and administrators shall be responsible for creating and implementing programs favorable to the development of self-discipline and self-direction. School personnel shall plan carefully to ensure active interest in class work and the total school program, including the teaching of good behavior and accepted goals of the school. The use of all personnel provided by the school shall be maximized to assist in the development of sound personal value judgments, the teaching of school and civic responsibilities, and human relations.

Teachers and administrators are authorized to take just and reasonable measures to establish effective school discipline and to develop in students self-disciplined, emotionally mature behavior. The authority to control student conduct shall extend to all activities of the school, including all games and performances of athletic teams and other school groups.

Discipline should have the qualities of understanding, fairness, firmness, and consistency. Consideration should be given to the cause, nature, condition, and frequency of misconduct. Teachers should manage their own discipline problems if at all possible. Discipline should be used by each teacher as a means of improving the fundamentals of self-control, good work habits, and sound citizenship in the student and the group. Each infraction serious enough to be recognized one time should be recognized each time it occurs on the part of any student.

Prescribing Disciplinary Measures

When a teacher sends a student to the principal's office for disciplinary reasons, the decision regarding punishing the child shall rest solely with the administration. Teachers will not prescribe to the administration what is to be done concerning disciplinary measures after they have attempted to solve the problem. This does not mean that a teacher cannot make suggestions - but in no case shall the teacher tell the student that he/she is going to be suspended, or disciplined in other ways. It shall be the administration's responsibility to determine appropriate disciplinary measures as outlined in the discipline plan of the school district and in accordance with policies and procedures established by the Board of Trustees of the Coahoma Agricultural High School District.

Detention

When a student is required to report to detention after school for disciplinary reasons, in accordance with the discipline plan, that student must do so unless arrangements are made with the principal. Students will be given a minimum of one day's notice prior to detention. Failure to report for detention as scheduled will result in additional disciplinary action. (Also see policy regarding Tardies in student handbooks.)

Corporal Punishment

Reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the Board. The Superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment, which are consistent with the following requirements:

- 1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.**
- 2. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and condition of the student, they type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administrating any corporal punishment.**
- 3. Corporal punishment may be administered by the school principal or assistant principal.**
- 4. When corporal punishment is administrated, it shall be done in the presence of another certified employee.**
- 5. In the event that a student/parent refuses to allow corporal punishment, as an alternative to suspension of that student, the parent may come to the school and administer corporal punishment.**

Parent Care

In order to establish effective school discipline, the principal shall have the authority to place students in the care of their parents for the remainder of the school day. Such placement shall not be construed as suspension.

Suspension

Suspension is a forfeiture of participation in regularly scheduled school activities for no more than ten (10) school days, including all extracurricular activities. Students may be assigned to either in-school or out-of-school suspension. In all cases, parents/legal guardian must come to the school for a personal conference with the designated school administrator before the student will be allowed to return to classes (no exceptions).

In compliance with federal guidelines, special education students should not be suspended for more than three (3) days and all other district and federal requirements in regard to such suspensions shall be followed.

The principal shall have the authority to suspend students from school attendance for unacceptable behavior. Walking to and from school, being transported by school bus, and all school sponsored activities regardless of time or place are considered as extensions of the school day and shall be governed by these same procedures.

Any suspension must be preceded by appearance of the student before the principal at which time the pupil will be informed of the violation and the basis of the accusation.

The principal shall investigate the situation causing the violation, to the extent possible and reasonable, including but not limited to interviewing other students and faculty members who may have witnessed the infraction. The student shall be allowed to have other individuals called in who would possibly support Ms/her side of the story and place such conduct in what he/she deems to be the proper context.

In all instances of suspension, parents shall be notified by telephone if they can be reached with reasonable effort and by letter from the principal with a copy of the suspension notice to be given to the student. During any period of suspension, the student shall not be permitted to be on school grounds or attend any school-related activity, including athletics.

In-School Suspension

In-school suspension may be offered as a possible alternative to out-of-school suspension.

Out-of-School Suspension

Out-of-school suspension will be applied to students when their behavior warrants removal from the school.

Alternative School Program

The alternative education program for students enrolled in Coahoma Agricultural High School will provide educational opportunities for students who are not able to respond appropriately to regular education. The goal of the alternative education program shall be to assist the student to achieve successful learning experiences and modified social behavior that will entitle him/her to return to and reenter her/his home school in order to graduate.

Students who are considered for assignment to the alternative school may exhibit one or more of the following characteristics:

- a) Repeated inappropriate behavior (verbal/physical aggression);
- b) Substance abuse;
- c) Student returning from training facility or court jurisdiction;
- d) Special education student with behavioral problems who is determined through all appropriate interventions and assessments related to his/her IEP to be eligible for assignment to the alternative education program;
- e) Special education student who has been recommended for expulsion from the District.

Coahoma Agricultural High School Alternative School referral and placement process will include the IEP committee to determine placement in the alternative program for students with disabilities.

Provision is made for review of individual students to determine reentry into the regular school program.

Expulsion

Expulsion is the total exclusion of the student from participation in or attendance at any school related activity. The Board of Trustees shall be the sole authority to expel a student from school. A student who has been expelled by the Board of Trustees from the District must apply in writing to the Board of Trustees for possible readmission. Requests for readmission must be sent to the Superintendent.

The Board of Trustees, on recommendation of the Superintendent or his/her designee, may expel or exempt students from attendance in accordance with the provisions of the statutes of the State of Mississippi.

Suspension/School Bus Transportation

The driver of a school bus shall be responsible for the safety of the students on his/her bus, both during the ride and while students are entering or leaving the vehicle. The bus driver shall notify the Supervisor of Transportation and the principal of the school involved if the student persists in violating the established rules of conduct.

The school principal will be responsible for disciplining students reported to him/her by the driver. After due warnings have been given to the student and to his/her parents, the principal may deny the student the privilege of riding the bus.

Questions and inquires regarding discipline should be directed to the school principal. Questions and inquires regarding stops, routes, and student eligibility must be directed to the transportation Supervisor.

The following school bus rules will be given to eligible students at the beginning of each school year. In case of misconduct that places the safe operation of the bus in jeopardy, these rules will be applies.

First Offense: Warning and/or conference with parents and/or spanking or suspension from the school bus for a period of five days and a conference with the parents.

Second Offense: Suspension from pupil transportation services for a period of ten school days.

Third Offense: Possible suspension from pupil transportation services for the remainder of the school semester or year.

Note: The above policy does not apply to fighting or alcohol or drug offenses.

Make-Up Work

Graded work missed during the time of out-of-school suspension should be made up at a time designated by the principal. Students shall have the right to make-up all work missed as a result of suspension.

In the event the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as would be necessary to complete the course of instruction for that semester or term, provided that all work is completed after the regular school day.

REPORTING OF UNLAWFUL/VIOLENT ACTS

JDA

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

The following reports shall be made in accordance with the law and this policy.

- I. Any school employee shall notify his/her principal immediately upon obtaining knowledge that one of the following unlawful activities or a violent act has or may have occurred on school property or during a school-related activity:
 1. Aggravated assault, including but not limited to:
 - a. Assault resulting in serious physical injury or
 - b. Assault involving use of a weapon;
 2. Assault on a school employee, simple or aggravated
 3. Indecent liberties with a minor;
 4. Possession of a firearm or other weapon;
 5. Possession, use or sale of any controlled substance;

6. Rape;
7. Sexual battery;
8. Other sexual offense;
9. Murder or other homicide;
10. Kidnapping; or
11. Other violent act.

When an emergency situation exists and the principal is not available for immediate notification, the employee shall immediately notify the appropriate law enforcement agency and, as soon as possible thereafter, shall notify the principal or other school administrator.

- II. A principal receiving an employee's report or having personal knowledge of such acts shall immediately notify the Superintendent.
- III. A principal shall orally notify the appropriate law enforcement agency when he/she has a reasonable belief that one of the above-stated acts has occurred and shall thereafter notify the appropriate local law enforcement agency in writing.
- IV. The Superintendent shall notify the parents/legal guardians, the youth court and appropriate local law enforcement agency when a student is expelled because of unlawful or violent activity.
- V. The Superintendent shall notify the parents/legal guardians, youth court and appropriate local law enforcement agency when a crime has been committed by a student on school property or during a school-related event.
- VI. The Superintendent or principal shall notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 19) by a school employee (18 or older) upon determination that there is a reasonable basis to believe that the accusation is true.

VII. DEFINITIONS

- A. "School property" means any school building, bus, campus, grounds, recreational area, athletic field, or other property owned used or operated by the District.
- B. A "violent act" means any action, which results in death or physical harm to another or attempt to cause death or physical harm to another.
- C. The "appropriate law enforcement agency" is the agency with jurisdiction in the place where the unlawful activity or violent act occurs.
- D. The crimes, which must be reported, are defined by the applicable Mississippi law.

PROCEDURES FOR REPORTING OF UNLAWFUL OR VIOLENT ACTS

The reports of unlawful or violent acts required by this policy shall be made in accordance with the following procedures:

I. When any school employee, principal, or the superintendent has knowledge that an unlawful or violent act has or may have occurred on school property or at a school-related event:

1. IMMEDIATELY UPON RECEIVING INFORMATION OF SUCH ACT, the following oral reports shall be immediately made:

- a. The employee shall notify his/her principal.
- b. The principal shall notify the Superintendent.

2. ORAL NOTICE TO LAW ENFORCEMENT

a. IF AN EMERGENCY (“911-LIFE THREATENING) SITUATIONS EXISTS AND THE PRINCIPAL IS NOT IMMEDIATELY AVAILABLE, the employee is authorized to immediately contact the appropriate law enforcement official and, as soon as possible thereafter, to notify the principal or other school administrator.

b. THE PRINCIPAL HAS A REASONABLE BELIEF THAT AN UNLAWFUL OR VIOLENT ACT HAS BEEN COMMITTED, the principal shall also orally notify law enforcement officials immediately following receipt of the employee’s report.

3. AS SOON AS POSSIBLE, and in no event more than three days after the oral report, the following written reports shall be made:

- a. An employee making the oral report shall complete and submit to the principal a written report on a form provided by the superintendent for such purposes.
- b. The principal has a reasonable belief that an unlawful or violent act has been committed, shall complete and submit to the appropriate local law enforcement agency and to the Superintendent a written report on a form provided by the State Board of Education for such purposes.
- c. If a crime was committed by a student, the Superintendent shall complete and submit to the youth court and the appropriate local law enforcement agency an affidavit in a form prescribed for such purposes. If expulsion resulted from a student’s unlawful or activity act, the affidavit shall contain such notice.
- d. If the offense involved possession of a firearm in violation of the Gun-Free Schools Policy (JCD), the superintendent shall also submit the written report to the appropriate division of the State Department of Education.

4. Copies of all written reports and notices shall be retained by the principal and the Superintendent.

II. When there is an allegation against an employee of sexual misconduct with a student:

1. WITHIN FIVE (5) DAYS OF THE OCCURRENCE OR KNOWLEDGE OF SUCH MISCONDUCT, a student, parent, employee, or other person shall orally notify the principal, Title IX Coordinator or the Superintendent of all allegations against the employee.

2. IMMEDIATELY UPON RECEIPT OF SUCH ALLEGATION(S), the principal or Title IX Coordinator shall orally notify the Superintendent immediately upon receipt of such allegations.

3. SUCH ALLEGATIONS SHALL BE PROCESSED IN ACCORDANCE WITH THE GRIEVANCE PROCEDURE, POLICY GAE.

4. UPON CONCLUSION OF THE TITLE IX GRIEVANCE REPORT, the Title IX Coordinator shall complete and submit a written report to the Superintendent.
5. WITHIN TWO (2) DAYS OF RECEIVING THE TITLE IX GRIEVANCE REPORT, the Superintendent shall determine whether there exists a reasonable basis to believe that the accusation is true, and if so, shall as soon as possible thereafter orally notify the district attorney of such accusation.
6. Copies of all written reports shall be retained by the Superintendent.

Legal Ref:Prevention of School Violence Act, S.B.3349
 Miss. Code Ann. 37-11-29
 Miss. Code Ann. 37-9-14(2) (w) and (x)
 Miss Code. Ann. 43-21-605(4)

ACADEMIC ACHIEVEMENT	JF
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The Board of Trustees of Coahoma Agricultural High School District recognizes the importance of rewarding the academic and professional accomplishments of its students and staff and for providing a system of recognition and rewards.

The administrative staff is charged with the development and implementation of a system of recognition and rewards and for providing information concerning said system to school personnel and students.

STUDENT WELFARE	JG/JCDC/GBBAC
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A. Student Locator Card

Student Locator card will be kept on file in the school for each student and will include information necessary for the school to act under emergency conditions. Emergency telephone numbers must be provided by parents or guardians and other information must be recorded. Students and parents or guardians will be expected to indicate their wishes regarding information contained on the Student Locator card at the time of student registration or at a time designated by school officials. Parents have a responsibility to provide information to the school, which would permit school officials to contact a responsible adult at any and all times for emergency care or other situations requiring care of the child. In the event that this information is not available, school personnel will contact appropriate officials, including police department or the Child Welfare Department.

B. Child Abuse/Neglect

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

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

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

A. Abandoned

- B. Poorly clothed, ill fed, ill without medical attention
 - C. Overworked or otherwise exploited
 - D. Lacking love, care, guidance, or protection
- C. Sexual Harassment Of Or By Students

The Board of Trustees will not tolerate sexual harassment of or by students. This policy applies to all personnel employed by the district, to non-employee volunteers who work subject to the control of school authorities, and to all students of the district.

STUDENT INSURANCE PROGRAM	JGA/EGBI
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Since the Board of Trustees has no funds or insurance that may be used legally to defray cost of student injuries, the Board of Trustees shall not accept any financial liability for student injuries occurring on or off the school premises. However, the Board of Trustees shall arrange for insurance policies, which may be purchased by students and all employees of the school. Whether a student participates in the insurance program is left entirely to the parents' discretion. The Board of Trustees has no pecuniary or other interest in this service other than to make it available to those students who desire it.

SCHOOL HEALTH SERVICES	JGC
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Appropriate school health services shall be provided by the Coahoma Agricultural High School District in accordance with procedures established by the district.

It shall be the policy of the District to safeguard student's health and safety through an organized program of services designed to handle health and safety problems and to coordinate school and community health and safety resources.

IMMUNIZATIONS AND VACCINATIONS - COMMUNICABLE DISEASES AND INFECTIONS	JGCB/JGCC
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Immunizations and Vaccinations

Mississippi law requires that every student in grades K-12 have on file with the school one of the following before the student can be allowed to attend school even for one day:

- A. A Certificate of Compliance (MSDH form);
- B. An unexpired time-limited Temporary Compliance Form (MSDH form); or
- C. A combination of one of these with a Certificate of Medical Exemption (MSDH form).

The Certificate of Compliance is necessary for the enrollment of all students, grades K-12. Students who previously had Certificates of Compliance in grades 2-12 in the prior year do not need new Certificates of Compliance for the current school year. Students required to have new Certificates of Compliance are the following:

- A. All students enrolling in a Mississippi school for the first time;

B. All previously enrolled students with the original Certificate of Compliance marked 'incomplete' and those who have a Temporary Compliance Form with an expired date.

Any student wishing to enter school without one of the above forms specified must be excluded until the proper form is obtained. The Mississippi Supreme Court has ruled that the exemption from required vaccination because of religious belief is invalid.

In regard to transfer students, the following will apply: Students wishing to enroll in school as instate transfer students would require an appropriate compliance form within their cumulative folders.

ALL SCHOOLS MUST SEND THE ORIGINAL COPY OF THE COMPLIANCE REPORT FORM IN THE CUMULATIVE FOLDER OF THE CHILD TRANSFERRING TO ANOTHER SCHOOL.

Students wishing to enroll in a Mississippi school from another state (out-of-state transfer) would present one, of the three required Mississippi State Department of Health Compliance report forms.

Although the Certificate of Compliance Form was revised in July, 1989, it is not necessary to replace forms from previous years with the latest revisions.

County health departments or private physicians may issue a valid Certificate of Compliance or a Temporary Compliance Form. Certificates of Medical Exemption Forms must be approved by the local county health officer or his/her designee in addition to the child's physician to be valid.

Both the Temporary Compliance Form and the Certificate of Medical Exemption for all students in school must be kept together in a separate file for ready access for compliance evaluation or outbreak control.

All Temporary Compliance Forms are time-limited and must be reviewed periodically to see that the student is in permanent compliance prior to expiration of the Temporary Compliance Form.

In instances where further information is required by the county health departments or the local health officer for the final disposition regarding immunization needs of a child seeking enrollment, a Temporary Compliance Form is given at the time of the request, provided a review of the case indicates that immediate attendance poses no apparent significant threat to the child or students or staff of the school.

A child is in compliance if he/she is enrolled with either a Temporary or a Full Certificate of Compliance on his/her first day of attendance, whether that first day is at the beginning of the school year or during the school term. The deadline for having forms on file in schools is not October or December. These are deadlines for reports only. The interval from the beginning of the school year to the filing of these Compliance Reports is not a 'grace period' with regard to the obligation of the schools to have each child in compliance.

This gives schools time to tabulate and complete the reports, both a Pre Compliance Report and a Final Compliance Report are required by the schools. Procedures require that the Preliminary Compliance Report be completed and sent to the immunization health program representative at the "return address" stamped on the report forms by October 1. The Final Compliance Report must be completed and returned by December 31. Forms for the Preliminary Report and instructions are available from the State Department of Education.

Communicable Diseases and Infections

Educating Students With Chronic Infectious Diseases

The following shall be the policy of this school district for educating students known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute short-term self-limiting illness -- such as, but not limited to, hepatitis B, herpes simplex, AIDS/ARC or cytomegalovirus).

1. A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.
2. Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor shall recommend. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once every month to determine if continued school attendance poses any risk of transmission of such chronic infectious disease to others.
3. Should it be determined by the school's medical advisor that attendance at school poses a risk of transmission of such chronic infectious disease to others, an appropriate alternative education program shall be established for that student which shall continue until the district's medical advisor determines that the risk of transmission to others has abated and normal school attendance can resume.
4. The decision of the district's medical advisor shall be final.

Exclusion From School

The law provides the school district with the power to exclude from school any student suffering from contagious or infectious diseases. Each staff member has the responsibility to observe students and notify the principal of any student suspected of having an infectious or contagious disease.

A student who is absent from school as a result of contagious or infectious diseases shall be excluded from attending school as indicated below:

<u>Disease</u>	<u>Exclusion From School</u>
Chicken Pox	Eight (8) days after eruption appears (until rash is dry)
German Measles	Four (4) days after onset of rash; clearance by physician
Red Measles	Seven (7) to ten (10) days after onset of rash; clearance by physician
Mumps	Nine (9) days after glands swell (until swelling has subsided)
Scarlet Fever	One (1) day (with antibiotic treatment) Four (4) days (without treatment)
Pediculosis (lice)	Until nits are gone
Hepatitis	Clearance by physician
Conjunctivitis (pinkeye)	Until under proper treatment

Impetigo	Until under proper treatment
Ringworm	Until under proper treatment
Scabies	Until under proper treatment

NOTE: The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.

POLICY AND PROCEDURES FOR HIV POSITRVE-AIDS STUDENTS	JGCCA
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In order to solicit necessary information to provide for the best welfare of the child, the following policy has been adopted by the Coahoma Agricultural High School District.

1. Students infected with HIV-AIDS should be allowed to attend school under the following conditions: A team consisting of the student's personal physician, school administrator, principal, teacher, student's parents, and the school nurse will work together to determine if the student's behavior, neurological development and physical condition are such that the student can in general perform like other students of his/her grade/age level. This team will also be charged with determining whether or not the student poses a threat to other students and/or faculty by virtue of a secondary infection that causes a medically recognized risk of transmission in a school setting.
2. The school nurse or administrative appointee will be designated as the student's advocate to assist in problems that may arise, to serve as a liaison with the student's physician and parents, to provide educational materials, to function as the focal point for questions and to act as an impartial party with whom all sides can consult regarding issues related to the student. The parent or legal guardian will be asked to sign a release of information form for the communication between the physician and school system. The student's physician shall make the final decision as to whether the student should be permitted to attend a regular school program and shall make his/her recommendation in writing to the superintendent.
3. The team will be responsible for determining what staff is to be notified of student's infectious status. NOTE: In order to protect the confidentiality rights of the student those informed Will be kept to a minimum: principal, teacher, nurse, and other person designated for personal care. The records and the information regarding the student shall be considered confidential and so maintained and filed. Any employee who breaches the confidentiality of an HIV-affected child shall be subject to reprimand.
4. In instances where the student's physical arid/or mental health regresses, and there is evidence of a secondary infection that causes a risk of transmission in the school setting, the team will convene to discuss the student's attendance status. In the case of an official removal by the team, the student's physician will be responsible for notifying the student's advocate of improvement of student's condition. The student's parent/legal guardian and the student's physician will be responsible for making recommendation to the team regarding re-entry to normal school attendance.
5. Instances that may also necessitate recommendation to the physician that he/she approve removal of the student from regular school attendance:
 - lack of control of his/her body fluids
 - violent behavior such as biting, fighting, (persistent) kicking
 - open sores and/or oozing lesions that cannot be covered
 - persistent diarrhea, vomiting, nose bleeds
 - other indicators as noted by the child's physician and/or school personnel

6. The team will be responsible for reviewing any request by student to participate in extracurricular activities, such as football, baseball, basketball, and/or other contact sports.
7. A student who is immunodeficient may need to be removed from the classroom for his/her own protection when cases of measles, chicken pox, or other communicable diseases, etc., are occurring in the school population. This decision will be made by the student's physician.
8. Immune suppressed children may have immunizations waived by written permission from their doctor.
9. Blood and body fluid precautions:

Routine and standard procedures will be used to clean up after a child has an accident or injury at school. Blood or other body fluids emanating from any student will be treated cautiously. Gloves will be worn when cleaning up blood spills. These 'spills' will be disinfected with 1 part bleach to 7 parts water and persons coming in contact with them will wash their hands afterwards. Blood-soaked items will be placed in leakproof bags for washing or further disposition. The same procedures shall be followed in dealing with vomitus, other body fluids, and fecal matter or urinary incontinence in any student. Materials such as gloves, bleach, and leakproof bags will be readily available. Staff who may have contact with body fluids will be knowledgeable about what to do if 'spills' occur. Handwashing after contact with a school child is routinely recommended and mandatory if physical contact has been made with the child's blood or body fluids, including saliva.

10. A limited medical release form shall be used by the district.

MEDICATION	JGCD
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District policies governing student medication are adopted by the School Board and published annually in student handbooks as official policy statements of Coahoma Agricultural High School District.

Dispensing of medication by school personnel shall be in accord with the following procedures:

I. Initial Preparation

- A. All new requests for administration of medication or changes in the medication dosage must be checked by the nurse and recorded on the documentation sheet before being dispensed by the nurse.

II. Dispensing Medication

- A. Dispense one medication at a time.
- B. Ask student to give his or her name.
- C. Verify student's name with the label on the bottle and on the medication sheet.
- D. Check medication name and dosage on the label and on the medication sheet. These should be identical.
- E. Observe student taking medication.
- F. Before replacing medication bottle, recheck student's name, medication name, administration time and dosage.
- G. Document time and initials on the medication sheet immediately after dispensing.

**STUDENT SOCIAL SERVICES - PROVISIONS FOR
INDIGENT STUDENTS**

JGE

The School District shall work closely with community agencies in providing services for indigent children. The schools shall provide services for students determined to be needy in accordance with procedures established by the district.

SAFETY- EMERGENCY OPERATIONS/PLANS - FIRE -

EMERGENCY DRILLS

JGFA/EBB

The school will establish its procedures for fire drills, including signals, and will carry out the required drills throughout the year. Individual evacuation plans are included in the Emergency Operations Plans prepared by the School District and approved by the Board of Trustees. In case of fire:

- A. Evacuate the building as planned in the fire drill procedure.
- B. Call the fire department IMMEDIATELY.
- C. Notify the Superintendent of Education.
- D. Return to the building only after the all-clear signal has been sounded.
- E. If fire damage has resulted, the principal will decide in conjunction with fire department officials whether it is safe to return to the building.

Fire Drills

The principal shall conduct a fire drill within the first two weeks of the opening of school and at least once each month thereafter. The drill shall include all students and all school employees. The route of egress and alternative routes should be clearly understood by all employees and shall be posted in each classroom in the building.

Other Emergency Drills

Other emergency drills and evacuation procedures shall be conducted and routes designated when deemed necessary. Procedures for emergency conditions such as tornados, storms, or flash floods shall be developed by the principal, in accordance with the guidelines set forth in the Emergency Preparedness Handbook of the District.

In cases of an emergency it may become necessary to retain students at the school building, since parents may not be at home. Parents may come to the school premises to pick up children if they so desire during any type of emergency prior to actual drill participation. Once a child is involved in the emergency drill procedures, parents will not be permitted to remove their children from school premises until the emergency drill is over.

Schools are sometimes faced with emergencies which require the total cooperation of staff members and students. The school has made detailed plans for operating the schools under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other disasters.

Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher.

Detailed instructions for emergency operations will be outlined in the Emergency Management Plan, which is available to all employees and students.

STUDENT SAFETY - LEAVING THE CAMPUS - LEAVING CLASS

JGFB

District policies governing student safety - leaving the campus - are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

District policies governing student supervision and leaving class are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

DISMISSAL PRECAUTIONS - DISMISSAL OF STUDENTS DURING SCHOOL HOURS FOR ACTIVITIES THAT ARE NON-SCHOOL SPONSORED

JGFC/JBH/JBI

The following procedures shall be observed regarding dismissal of pupils during school hours:

- A. No teacher shall permit any pupil to leave school prior to regular dismissal time unless in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated by the parents or legal guardian. Emergency telephone requests or notes from home for early dismissal may be honored by the principal.
- B. No pupil shall be sent from the school during school hours to perform an errand or act as a messenger except with the approval of the principal and the consent of the pupil's parent or guardian.
- C. Parents are urged to schedule dental and medical appointments outside of school hours. When such appointments cannot be scheduled outside of school hours, parents must call for the pupil in person. All check-out procedures must be followed as outlined in policy JBH.

ACCIDENTS - BUS

JGFG

A number of actions shall be taken following a school bus accident; the order and number of such actions will vary, based on the severity of the accident and the extent or nature of the injuries, if any. Following a school bus accident, the procedures listed below shall be implemented:

- 1. The school bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, *first* aid shall be administered, if appropriate. The school bus driver must notify authorities and/or the Transportation Department. The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers. If there are no injuries or very minor injuries, the school bus driver must immediately take control of the student passengers, calm the students, and maintain discipline. While waiting for the proper authorities to arrive, the school bus driver will complete the necessary accounting data as required by the school district and the public safety department. In addition, the driver must follow the procedures in the Transportation Handbook.
- 2. The Transportation Department, upon notification of an accident, will immediately dispatch a representative to the accident location and assist the school bus driver and the authorities as appropriate. The superintendent's office and the principal must be notified of all accidents, and in the case of severe accidents, the superintendent must be notified immediately.
- 3. The school will be notified of the accident if students were on board. Upon receiving notification of an accident, the principal will notify school nurses and take action as appropriate. The principal or his/her designee will be responsible for being sure that all parents of students on a bus involved in an accident are notified.

4. The school nurse and/or local medical teams will be provided a list of passengers on board the school bus involved in an accident. If possible, the nurse and or medical teams will screen each passenger for visible injuries or complaints and will provide information to be given to parents upon arrival at school, if student needs further medical attention.

ACCIDENTS – REPORT FORM - ILLNESS - FIRST AID	JGFGA
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Accident Report Form

The standard student accident report form shall be completed for any student accident occurring on the school grounds or in connection with school-related activities. The form will be kept on file in the principal’s office at the school.

Students needing assistance because of accident or injury must be handled in accordance with school policy regarding first aid. The school nurse or his/her designee will be available to administer first aid.

Emergency Care (First Aid)

The school attempts to provide an environment, in which the student will be safe from accidents. Emergencies shall be dealt with promptly by teachers, nurse, and principals by taking appropriate action including sending a child to the hospital or summoning medical aid or an ambulance. In all cases where it is necessary to send a student to the hospital, every effort must be made to notify parents.

If an accident occurs, first aid will be administered. School personnel shall not exceed usual practice of competent first aid (American Red Cross Standard First Aid).

Locator cards for each student shall be readily accessible for rapid use, updated as changes occur in the student's status, with current home telephone numbers, business telephone numbers, emergency telephone numbers and instructions for emergency card in case a parent cannot be reached.

Each school shall keep a written record of all injuries sustained by students or staff members while at school, on file in the office of the principal. Accidents involving staff members shall be immediately reported to the Superintendent for filing of worker's compensation. Severe and extensive injuries shall be reported to the Superintendent.

First Aid and CPR Training of Staff

The principal is responsible for seeing that the nurse or his/her designee is available to administer first aid and CPR.

Unexpected Illnesses

When a student becomes ill at school, he/she shall be observed by a school staff member and, if necessary, sent to the principal’s office to contact his/her parents or legal guardian. Serious illnesses shall be reported to the parents and the principal. In all cases where it is necessary to send a student to the hospital, every effort must be made to notify the parents or legal guardian.

STUDENT TRANSPORTATION - OPERATIONS	JGG
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In keeping with the Federal Court Decree governing the operations of the Coahoma Agricultural High School and the laws of the State of Mississippi, students will be assigned and transported to the school in the school district.

**STUDENT TRANSPORTATION - WALKERS AND RIDERS -
PARKING REGULATIONS**

JGGA

District policies governing parking regulations, faculty and students, and student walkers and riders, are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural High School District.

**STUDENT TRANSPORTATION - TRANSPORTING STUDENTS
BY STAFF MEMBERS**

JGGC

Personnel in the Coahoma Agricultural High School are sometimes called upon to transport students under emergency conditions or in other situations involving the well-being of students. It shall be the policy of the District to permit transportation of a student by the Security Officer in a school vehicle to the student's home or for emergency medical treatment when a student's parents or designated representatives (as indicated on the check-out section of the Student Locator Card) cannot be contacted and when, in the best judgment of the principal, the medical or physical well-being of the student is involved or when the parent(s) or designated representative has been contacted and has given permission for such transportation.

School personnel, including the nurse and counselors, shall not be permitted or required to transport students for such reasons as failure to have compliance or birth certificates or for non-essential dental or medical appointments.

Faced with emergency situations or other situations in which a child needs to be transported from the school to his/her home or to a medical center, the principal will make every effort to contact parents or designated representatives before making any arrangements to transport the student. School Security shall be permitted to transport a student to his/her home or for medical assistance only when other reasonable means of securing transportation have been explored. Transportation will be provided only by designated security personnel and in designated vehicles.

In situations deemed life-threatening or in other incidents requiring emergency medical services, the principal shall secure such emergency medical services by the safest and quickest method possible, including calling for ambulance service, if necessary. The school district or school personnel shall not be liable for payment for any such services, and parents will be expected to pay all costs.

In situations requiring transportation of a student under other-than-emergency conditions, the principal shall make every effort to secure parent permission for transporting the student to the student's home or for medical assistance, using the form provided by the school.

When students involved in school-sponsored events are transported by school personnel in school transportation in relation to those events and activities, good judgment and caution must govern the transporting of all students. The school district shall not be held responsible for any liability occurring as a result of transporting of students for school activities. Transportation for student activities is permissible with proper submission of field trip forms or with parent request/permission forms in athletic programs or other school-related activities or with proper parent/guardian permission as documented by student locator card.

Any staff member who has questions in regard to the appropriateness of transporting students for any reason shall contact building principals or appropriate administrators before transporting students.

FOOD SERVICE

JGH

District policies governing cafeteria services are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

In addition to programs of classroom instruction, the school shall provide programs of student activities to meet educational needs to the extent that resources are available. Membership and participation in student activities shall be open to all students without restrictions as to race, religion, sex, national origin, or handicap (qualified). All student activities provided by the District must be under the direct supervision of assigned school personnel and shall be subject to the regulations of the school administration.

School officials should cooperate with other community groups or agencies in programs of educational value for children and youth when such cooperation is deemed to be desirable and feasible.

All student activity accounts shall be charged with all costs to the school system accrued by the operation of that activity. No money shall be expended from the activity fund without a requisition approved by principal. The Principal will be held strictly accountable for spending all activity funds.

In conducting various student activities, the following should be observed in order not to infringe on the regular activities of the school program.

- A. School-sponsored activities should not be commercially sponsored.
 - B. Practice sessions, performances, or other group activities shall not be held on Sunday unless for memorial or similar services.
- C. Evening practice shall be avoided unless approval is obtained from the principal.
- D. The scheduling of student activities is prohibited during the days of District Test or State Test.
- E. No student should be removed from classroom activity for practice sessions, performances, or other scheduled activities unless prior approval comes from the principal.
- F. Inter-school programs must be scheduled for the regular activity period of the receiving school.
- G. Out-of-district performances involving groups of students shall be restricted to schedules approved by the school principal.

When required, students participating in extra/co-curricular activities must have on file at the school written parent consent and liability waiver forms.

All purchases for school purposes made by any club, individual, class, or staff member must receive prior approval through requisition approved by the principal and superintendent.

Requisitions for school purchases must be made by authorized staff members. Purchases made without prior approval of the principal and superintendent will be the personal obligation of the purchaser.

1. Meaning

"Activity Funds" shall mean all funds received by local school officials paid or collected to participate in any school activity, such activity being part of the school program and totally or partially financed with public funds or supplemented by public funds.

2. Purpose

The raising or collecting and spending of activity fund money by student bodies has one purpose only - to promote the general welfare, education and morale of an the students and to finance the normal legitimate extra-curricular activities of the student body organization.

Money derived from the student body as a whole shall be so expended as to benefit the student body as a whole, and not for the benefit of a special group. The principal/director of the school location, as trustee, is responsible for replacement of student activity money improperly spent.

3. General

Activity funds shall be spent in accordance with state law, "for any necessary expenses or travel costs, including advances, incurred by students and their chaperones in attending any in-state or out-of-state school related programs, conventions or seminars and/or any commodities, equipment, travel expenses, contractual services, or school supplies which the school board, in its discretion, shall deem beneficial to the official or extra-curricular programs of the district.'

Each activity shall maintain its own bank account for the receipt and disbursement of activity funds. The account must be interest-bearing, if practicable; it must be styled, '(name of school) activity Fund' and it must be approved by the Board of Trustees and entered into its minutes along with the name and position of those school district employees who are to be the only person(s) authorized to sign checks on the account and make deposits in to the account. A minimum of two designated individual signatures shall be necessary for the proper disbursement of activity fund checks.

Bank statements for each account are to be sent directly to the Business Office by the bank. The Business Office will be responsible for preparing the monthly bank reconciliation. A copy of each month's bank reconciliation will be forwarded to the individual schools for review and management purposes.

All Student Activity Fund bank accounts must be in financial institutions approved by the Board of Trustees.

4. Receipts

All activity funds received by the local school must be deposited into the student activity fund account, through the office of the school principal/director. The office of the school principal/director must maintain a permanent three-part receipt book, containing such information as prescribed by the state auditor's office, to record all receipts. The person transferring the money to the office of the principal/director for deposit will be given the original receipt. The second copy of the receipt will be attached to the transmittal report forwarded to the central office at the end of each month, and the third copy will be kept in the bound book and on permanent file in the principal's office. All of these pre-numbered receipts must be accounted for. Receipt warrants must be signed by a person authorized by the Superintendent to receipt money at the school location. For all receipts of \$500 or more, the school location principal/director shall either sign the receipt warrant or affix his/her initials to the signed receipt warrant, after determining the property of the amount received.

All money must be deposited timely and intact. (See Policy DL.) Any amounts left at the school location overnight should be stored under lock and key in a safe location. Only those school district employees authorized by the Superintendent to make deposits may make deposits into the account. Undeposited funds on location at the end of the school day when a deposit is not possible should be transferred to a bank lock bag and dropped in the night depository for deposit the following work day.

Club or activity sponsors are required to remit all monies collected to the office of the principal or director on a daily basis. In no circumstances is money to be left in classrooms or taken to the sponsor's home. (Absolutely no exceptions to this Policy.)

5. Disbursement

Any disbursements of activity funds (other than petty cash expenditures) must be made from the account on pre-numbered checks and adequately supported as to the reason for disbursement. Only those school district employees authorized by the Superintendent may sign checks on the account. School location principals/directors have the responsibility to limit disbursements to amounts available for disbursement.

In accordance with Mississippi sales and use tax laws, all purchases that will be resold must have the state sales tax paid to the vendor, including out-of-state purchases. In order to avoid the requirements for paying use taxes in Mississippi, only vendors who will collect and remit Mississippi sales tax may be used for activity fund expenditures.

No activity fund account checks shall be written before a "requisition" form has been completed and signed by all required personnel. This form will be required by the Business Office.

6. Purchasing - See policy DJE and DJEA.

7. Other Policies/Procedures

Any activity fund agency club account, which becomes dormant and inactive may have its surplus, if any, transferred to another activity fund if approval is granted by the Board of Trustees.

Any event at a school where a fee is charged for admission must use pre-numbered tickets and be accounted for in a manner prescribed in the financial accounting manual. This is required for any event that generates \$100 or more. When separate cash boxes are used to collect money for admissions, a separate activity event receipt form should be used for each separate cash box. All such receipt forms should be forwarded to the Business Office.

Any arrangements between a school and a company supplying merchandise, such as school pictures, class rings and caps and gowns, must be by written contract, signed by the principal/sponsors and the company's representative, and approved by the Superintendent.

All funds collected from students for such merchandise as class rings, caps and gowns, etc. are receipted to the student and money is deposited in the Business Office daily by the principal sponsor. Business Office shall pay the company one check directly from the funds of that account.

All funds raised by a specific outside organization (such as PTA) on behalf of the school may be deposited in the activity fund and used exclusively for such school's benefit. If this money is deposited with activity funds, it will become subject to all policies of the Board of Trustees that govern student activity funds.

The term 'activity funds' shall not include any funds raised and/or expended by any organization, unless deposited with existing activity funds, regardless of whether the funds were raised using school facilities. Organizations shall not be required to make any payment to any school for the use of any school facility if, in the discretion of the Board of Trustees, the organizations' function shall be deemed to be beneficial to the official extra-curricular programs for the school. For the purposes of this provision, the term 'outside organization' shall not include any organization subject to the control of the Board of Trustees.

School activity funds shall be classified as either general funds or agency funds. Student club funds shall be classified as agency funds unless expenditures for general operational purposes of the school district are made directly from the club fund. In such case, the club fund would be classified as a general fund. Student club funds generally are used to account for assets held by the school district acting as an agent for a school-sponsored club.

New student club accounts may be added only upon the approval of the principal, chief fiscal officer, appropriate central office administrator, and the Superintendent. Such approval must be in writing. The purpose of each student club account, the designated sponsor, and the planned activity for the account should be included in the request submitted to the principal/chief fiscal officer by the designated sponsor.

Student fees shall be collected in amounts as prescribed by the Superintendent. A yearly update as to prescribed fee amounts shall be distributed to principal/appropriate administrator.

8. Deficit Spending

Club/Activity sponsors are personally responsible at the end of each school year for any purchases that create deficit balances. There is no authority given by the Board of Trustees for deficit spending by clubs. This provision applies to all agency activity accounts.

9. Fund Raising and Student Activity Travel

The Superintendent shall develop rules and regulations for fund-raising activities and the approval and reimbursement of student activity travel.

10. Accounting

The Business Office will maintain separate funds for the school club or activity and one general fund. However, only one bank account will be used. Receipts and disbursements will be classified as to source and expenditure by function and function/object classification for each general fund. Increases and decreases in school club or activity accounts will be classified as credits and debits to the proper club/activity account.

At the end of each fiscal year, all accounts and funds will be audited by the agency/firm which audits district accounts.

FUND-RAISING ACTIVITIES

JHBA/J E/KEBB

The Board of Trustees of the Coahoma Agricultural High School District recognizes the need for limited student fund-raising activities. The type of and extent of these activities, however, must be rigidly restricted and limited to activities that have recognized educational value.

Requests to raise funds of any kind must be submitted in writing to the Superintendent's office. These requests shall include the following:

- A. Type of fund-raising activity
- B. Specific purpose for raising funds
- C. Educational value attributed to the activity
- D. Participants (organization, sponsor, vendor)
- E. Length of activity (inclusive dates)
- F. Projected fund-raising profits

The Superintendent will grant approval or deny approval for the fund-raising activity, in accordance with the provisions outlined in this policy. The Superintendent's approval or denial shall be in writing. No fund-raising activity may be approved that is in direct conflict with this policy. The following rules/restrictions apply to all fund-raising activities.

1. Each fund-raising activity shall be supervised by a regular classroom teacher/club sponsor or other certified staff member employed by the school district. This person shall be held personally responsible for the fund-raising activity and all profits incurred as a result of the activity. This person will be asked to sign the written request to the Superintendent or the superintendent's designee. By affixing his/her signature, the person is taking responsibility for the activity and resulting profits, assuming administrative approval. This same fund-raising activity supervisor shall be responsible for completing a post-activity profit reconciliation sheet, showing accountability for purchases and sales of goods and resulting profits. The fund-raising activity supervisor shall be held personally responsible for any money missing from the activity, whether missing by theft or missing through a lack of accountability.
2. The Board of Trustees prohibits any fund-raising activity by school district employees that promotes a game of chance.
3. No outside group, organization, social club, or person shall solicit on school premises at any time without the written permission of the Superintendent.
4. The instructional integrity of each school day must be protected. Fund-raising activities shall not interfere with the regular instructional periods of any student. Students shall not be asked to use instructional periods in order to participate in fund-raising activities. No door-to-door classroom sales of fund-raising products may occur when the sales cause an interruption in the regular instructional period, however brief the interruption may be. No class time shall be used to collect money for fund-raising activities.
5. No activity in the nature of or equivalent to a raffle shall be conducted as part of student activities.
6. Fund-raising activities of any type are expressly prohibited during school or office hours except those approved by the Superintendent.
7. No solicitations for any outside group or organization shall be made during school or office hours by any student or school district employee without the express, written approval of the Superintendent.
8. A post-activity profit reconciliation form shall be prepared and signed by the individual accepting responsibility for the fund-raising activity at the activity conclusion date. This post-activity profit reconciliation form shall be in the form prescribed by central office administration and shall be signed by the classroom teacher/sponsor/director responsible for the related activity and the school location principal/director. The form shall include:
 - a. fund-raising activity
 - b. actual length of activity (inclusive dates)
 - c. students/sponsors who participated in the activity
 - d. reconciliation of actual profits to projected profits
 - e. specific times (hours of day) money was collected for fund-raising project from students

The post-activity profit reconciliation form shall be completed within five working days from the conclusion of the fund-raising activity. The form shall be approved by the school location principal/director and forwarded to the business department of the central office.

This policy has no relationship to the school newspaper and yearbook. Neither does it have any relationship to such organizations as the Band Boosters and other parent organizations. Fund-raising activities, as governed by the policy, do not include routine teaching assignments such as collecting lunch money, fees, book fines, etc.

STUDENT CLUBS - SPONSORSHIP OF CLUBS	JHC
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Sponsorship of clubs will be assigned by the principal.

STUDENT COUNCIL, OFFICERS, CLASS OFFICERS, CAMPAIGNING, COUNTING VOTES	JHCB
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District policies governing election, membership, qualifications, duties, campaigning, and counting votes in regard to Student Council and Class Officers and Members are adopted by the School Board and published annually in student handbooks as official policy statements of the School

STUDENT PUBLICATIONS	JHCC
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Because student publications in Coahoma Agricultural High School are centered in the instructional programs and are developed through classroom experiences, the professional staff member directing student publications shall exercise proper control over the content, development, and distribution of publications under his/her charge and shall be directly responsible to the building principal for the exercise of such control.

It is the intent of the Board to support the continuing development of student learning through publications of high quality, to encourage the growth of student writers, to develop respect for the responsibilities that accompany the opportunity to prepare school publications, and to assist students in the development of their appreciation of the rights of others. The Board encourages students to exercise sound and reasonable judgment in the selection or creation of materials for publication and further recommends that articles, letters, etc., which appear to be objectionable be considered for revision to avoid problematic language, statements, or inferences without destroying the intent and point of view of the writer. Staff members shall be directly responsible to the publication advisor/sponsor; all materials prepared, selected, and edited by staff members must be submitted to the advisor/sponsor for approval or disapproval. Disagreements among staff members over matters of taste, propriety, or form will be resolved by the advisor/sponsor. Further disagreements must be submitted to the building principal for his/her decision regarding publication.

The Board specifically prohibits publication in school papers, magazines, yearbooks, and other school sponsored publications of any item which may libel any person, materials which are considered by teacher advisors/sponsors or by the principal to be obscene or in poor taste, materials which might result in any possibility of violence, or items which might damage or hurt any person.

STUDENT SOCIAL EVENTS - PARTIES, DANCES	JHD
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No parties are permitted in the schools during the school day.

All evening parties and dances shall be scheduled with the administration in accordance with district policy and shall end no later than 11:30 p.m., unless special permission is granted from the office of the Superintendent.

Students who indulge in or have possession of alcoholic beverages or drugs will be subject to disciplinary action as required under Board policy regarding use and/or possession of alcohol or controlled substances on school grounds or at school events.

When a student leaves a party or a dance, the student will not be allowed to return to the event.

Parties or dances are given only for members of the sponsoring student body unless written permission is granted by the office of the Superintendent .

There will be no spontaneous parties or dances. Plans must be made by the sponsor of each activity and submitted in writing to the principal at least ten (10) school days before the activity.

The Superintendent must give written approval before any final action is taken in regard to social activities.

Chaperones for Parties, Field Trips, Etc. - This responsibility will be approved by the principal. Any student group making a field trip of any kind will be required to have approval as required under Board policy and the sponsor of that group must accompany the students and be in conformance with district policies.

STUDENT PERFORMANCES

JHE

The Board of Education supports a program of student activities offering a wide range of opportunities for exploratory experience, enrichment, independent learning, and public performances by various student groups. The Board also recognizes that out-of-town trips by groups of students may be required in connection with student performances. Because extended trips may sometimes interfere with the instructional program as a whole, the Board requires that all student activities be fully justified in terms of expenditures of time and resources and result in minimal interference with the over-all instructional program. In addition, the Board requires that all student activities be in compliance with accreditation standards regarding student absence from class(es).

Clearly established procedures should be developed for the various student activities provided by the School, and appropriate field trip request forms must be submitted in accordance with policies outlined in student handbooks. Procedures shall require that all student activities be properly and fully supervised, clearly connected with the instructional programs, and based on sound objectives. Procedures shall be established to permit a limited program of extended trips on a long range schedule.

Student Performances - Procedures

A major trip in connection with all student organizations shall be defined as a trip to an out-of-state location requiring an overnight stay and financed by raising funds through solicitations and sales of various kinds.

Request for permission to participate in an event requiring a major trip must be made in writing to the principal; written approval must be given by the principal and the Superintendent prior to making a written request for approval by the Board.

Prior to engaging in any activities related to a major trip, written approval for the trip must be secured from the Board.

All fund-raising projects must receive prior approval in writing by the Superintendent. A major trip shall not require funding Coahoma Agricultural High School.

All required funds must be raised prior to departure on the trip.

All student activities in connection with a major trip shall be properly and fully supervised; a list of chaperones for the trip must be submitted in writing prior to the day of departure, together with a list of possible alternate chaperones, and the list must be approved by the principal.

All parents/guardians must complete and sign an appropriate release form.

**REQUIREMENTS FOR CHEERLEADER TRY-OUTS AND
ELIGIBILITY FOR CONTINUATION AS A CHEERLEADER**

JHF

District policies governing cheerleader try-outs and eligibility for continuation as a cheerleader are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

GIFTS BY STUDENTS/TEACHERS

JL

Gifts to teachers by pupils and gifts to pupils by teachers are discouraged. However, if such is done, it shall be completely voluntary and on an individual basis.

CONTESTS FOR STUDENTS - POPULARITY CONTEST - HIGH SCHOOL

JM

District policies governing contests for student are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

AWARDS AND SCHOLARSHIPS

JN

District policies governing awards and scholarships and senior honors are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

STUDENT/COMMUNITY RELATIONS

JO/KE

While participating in or attending, as representatives of the Coahoma Agricultural High School District, any school related activity held on the school grounds or at some other location, students are subject to the same rules and regulations concerning conduct which apply during the usual school day.

Students should understand that their actions while members of the student body of the School District may reflect upon the total school image held by the community and the public in general. Therefore, the Board of Trustees encourages all pupil activities, both curricular and extracurricular, to be conducted in such a manner as to foster good community relations both on and off the campus.

**TITLE 1, ECIA PROGRAM - PARENTAL INVOLVEMENT
SPECIAL PROGRAMS - ANOMALOUS STUDENTS**

JQA/IDDA

The Coahoma Agricultural High School District shall be in compliance with Title 1 regulations requiring parental involvement in the school system's planning and implementation of the Title 1 compensatory education programs which affect children enrolled in the District.

Such parental involvement shall include, but is not limited to, conferences between parents and teachers and assisting parents in home training and direct work with their children. A public meeting of the parents involved in Title 1 shall be held annually and shall meet federal regulations affecting parent participation. In addition, the school shall provide proper information to parents concerning their children and shall keep these parents adequately informed of their children's progress, needs, and individual objectives. (See IDD - Title 1 Parent - Involvement Policy.)

ANOMALOUS STUDENTS - SPECIAL EDUCATION**JQB/IDD**

Students with disabilities requiring special education instructional services who wish to receive a standard high school diploma must meet all unit/credit requirements and take the FLE and perform at established performance levels. Appropriate modifications will be made in testing procedures for students with disabilities.

FREE APPROPRIATE PUBLIC EDUCATION POLICY**JQC**

The Coahoma Agricultural High School District provides free appropriate public educational programming for students with disabilities through age twenty.

FULL SERVICE GOAL POLICY - STUDENTS WITH DISABILITIES**JQD/IDDF**

The Coahoma Agricultural High School District is committed to serving students with disabilities and hereby sets a goal of providing full educational opportunities to all students with disabilities through twenty-one years. The opportunities will be provided in accordance with applicable state and federal laws and court decisions.

LEAST RESTRICTIVE ENVIRONMENT**JQE**

The Coahoma Agricultural High School District will, to the maximum extent appropriate, educate students with disabilities with students having no disabilities in their age group. The removal of the students with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with supplementary aids and services cannot be achieved satisfactorily. A continuum of alternative placements, based on the individual students' Individualized Education Plans (IEPs), will be provided to students with disabilities in the district. Placement of the student will be determined at least on an annual basis and will be as close to the student's home as possible. This does not mean that, if there is only one child in a school who needs the services of a teacher in a self-contained class, this will be provided on a one-to-one basis when there are several other students with the same need in a nearby school. These students will be brought together to be provided appropriate services. In selecting the least restrictive environment for each student, consideration is given to the potentially harmful effects on the student or the quality of services needed. If a student with a disability can function socially, emotionally, and mentally with students with no disabilities of a similar chronological age, he/she will be given that opportunity in accord with his/her IEP. Equal opportunities for participation to the maximum extent appropriate in a variety of nonacademic and extracurricular services must be available to children with disabilities.

Special criteria for determining least restrictive environment are as follows:

- A. No special education classes, separate school, or other removal of children with disabilities from the regular educational environment is occurring unless the nature or severity of the student's handicaps is such that education in regular education classes with the use of supplementary aids cannot be achieved satisfactorily, and integration with children without disabilities is occurring as much as appropriate for each child;
- B. No child is placed in a setting where he/she cannot participate in activities with children without disabilities who are his/her age peers unless his/her IEP specifically states that such participation is not appropriate; and

- C. No children with disabilities are placed in structures separate from the regular school building, unless (1) no more than fifty (50) percent of all self-contained and fifty (50) percent of all resource classes for children with disabilities in the attendance center are housed in such structures, classes serving a comparable number of children without disabilities are housed in comparable structures, and at least fifty (50) percent of such children without disabilities classes are not Title 1, ESEA; or (2) the programs provided in the separate structures are so special that they cannot be provided in the regular school building.

INDIVIDUALIZED EDUCATION PLAN (IEP) POLICY	JQF
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The district will develop or revise, whichever is appropriate, and implement an Individualized Education Plan (IEP) for each student with a disability. The plan will be reviewed periodically but not less than annually.

- A. It is the responsibility of the Local Survey Committee to initiate and conduct meetings to develop, review, and/or revise the IEP of a student with a disability.
- B. For students served during the previous school session, the IEP will be in effect the first day of providing services to those students for the next session.
- C. For a child with a disability who did not receive special education or related services during the previous school session, a meeting to develop the IEP will be held within thirty (30) calendar days of the eligibility determination. If a child eligibility is determined during the summer, the thirty (30) day period will begin on the first day of the next school session.
- D. An IEP will be in effect for each child with a disability before special education and/or related services are provided.
- E. Parents will be given the opportunity to participate in a meeting to develop or revise (whichever is appropriate) their child's IEP. The parents will be notified by the principal of the participants, purpose, time, and location of the meeting. The meeting will be scheduled at a mutually agreed on time and place.
- F. At least three (3) attempts through methods such as letters, telephone calls, and home or other visits will be made to involve parents in a meeting to develop the IEP. Records of these attempts will be kept on file. If the three (3) attempts fail to get the parents to a meeting, the required personnel will then have the meeting to develop the IEP. If, at any point in the attempts to get the parents to meet, they refuse, the other attempts are not required. Emphasis will be placed on trying to persuade the parents to come to the meeting.
- G. The IEP committee will include the child's teacher(s), one other representative of the District who is qualified to provide or supervise the provisions of special education, one or both of the child's parents, the child (when appropriate), and other individuals at the discretion of the District or parent.
- H. Every effort, including arrangement for an interpreter for parents who are deaf or whose native language is other than English, will be made to insure that the parent understands the proceedings of the meeting.
1. The IEP will include the following:
- (1) a statement of the student's present level of educational performance;
 - (2) a statement of annual goals, including short-term instructional objectives;
 - (3) a statement of the specific special education and related services to be provided to the student and the extent to which the student will be able to participate in regular education programs;

- (4) the project dates for initiation of services and the anticipated duration of services;
 - (5) appropriate objective criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether the short-term instructional objectives are being met.
- J. The IEP will be implemented as soon as possible and without undue delay following the meeting.
- K. A copy of their student's IEP will be on file, will be protected in accord with confidentiality, and will be given to parents on request.
- L. Each student's IEP will be reviewed and revised annually.
- (1) The Special Education Director will arrange for the parents of the special education student to meet with the Local Survey Committee.
 - (2) The Local Survey Committee is to review and revise the educational plans of students enrolled in special education classes and make appropriate recommendations.
- M. The Local Survey Committee will initiate and conduct meetings to review, develop, and revise the IEP of each student it places in a private or parochial school.
- (1) The student's teacher or other representative from the private school will be in attendance at the meeting. If a representative from the private school cannot be present at the meeting, participation by the private school will be provided through individual or conference calls or written communication.
 - (2) The District has the final responsibility for the development of the IEP for each student it places in a private or parochial school; however, after the initial placement, the District has the option to delegate this responsibility to the private or parochial school. Even then, the District shall insure that IEP meetings are conducted in accordance with the above steps.
- N. For a child with disabilities who has been evaluated for the first time, one member of the team will be a member of the Local Survey Committee who has firsthand knowledge of the child, the evaluation procedures used, and the results of the evaluation.

Addendum

*C. If this situation occurs, District personnel will document the fact that the parents are fully informed of their right to development of the IEP within the thirty (30) day limit.

PROTECTION IN EVALUATION	JQG
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- 1. Evaluation materials and placement procedures used by the district will be, to the maximum extent possible,, selected and administered so as not to be racially or culturally discriminatory, such that no student will be misclassified, misplaced, or unnecessarily labeled as having a disability because of the inappropriate selection, administration, or interpretation of the materials or procedures.
- 2. It is the policy of the Coahoma Agricultural High School that a comprehensive assessment to determine the absence/presence of a disabling condition will be completed within thirty (30) days from the date the request for an assessment is originated by the child's parent(s) or guardian.
 - A. Evaluation materials will be administered in the child's native language or other mode of communication, unless it is clearly not feasible to do so.

- B. Evaluation materials must have been available for the purpose for which they will be used.
- C. Evaluation materials will be administered by qualified personnel in conformance with the instructions provided by the producer.
- D. No single evaluation instrument shall be used as a sole criterion for recommending eligibility determination. The evaluation materials shall be tailored to assess specific areas of educational need, not merely those, which are designed to provide a single general intelligence quotient.
- E. Information relating to physical condition, socio-cultural background, and adaptive behavior, as well as mental capabilities, will be provided by this District to a Regional Screening Team when a student is recommended for eligibility determination.
- F. The Local Survey Committee will work with the parent to schedule an IEP conference, recommend the appropriate placement of the student, explain its recommendation to the parents, and obtain parental approval in writing for the placement. As stated in the IEP section, parents participate in the writing of their student's IEP; therefore, they are directly involved in any placement decision.
- G. Any proposed change in placement of a student with disabilities already in a special education class will be done after reassessment of the student and after the parent has been notified in writing.
- H. Before any action is taken regarding initial placement of a student in a special educational program, a formal evaluation will occur and a Regional Screening Team will determine that the student is handicapped.
- I. Tests will be selected and administered to best ensure that when a test is administered to a student with impaired sensory, manual, or speaking skills, the test will measure what it purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except when those skills are the factors which the test purports to measure).
- J. All IEPs will be reviewed and revised on at least an annual basis. A formal reevaluation by the Local Survey Committee and a new eligibility determination by a Regional Screening team are required at least every three (3) years or more frequently if conditions warrant or if the student's parents or teacher requests it. Parents will be notified in writing prior to reevaluation.
- K. The Local Survey Committee (LSC-the local multi-disciplinary team) accepts referrals from parents, teachers, other school personnel, and other sources. The Local School District, through the Local Survey Committee (LSC), gathers all information, completes testing, makes recommendations to seek Regional Screening Team determination, and transmits data to the Regional Screening Team. The Regional Screening Team completes first eligibility determination and communicates it to the District. The District informs parents of the RST's decision and of the parents' right to withdraw consent for further evaluation of their child if the RST's determination is "ineligible and in need of further information" or if the District disagrees with the RST's ruling, and unless consent is withdrawn, the District gathers any additional information, completes any further testing, and resubmits data to the same R-ST. The RST completes second eligibility determination and communicates it to the District. The District determines whether to appeal second eligibility determination and files appeal with the Special Education Section. The Special Education Section makes final eligibility decision. The District informs parents in writing of final eligibility decision.
- L. In interpreting evaluation data and making placement decision, the District will:
 - 1. document and carefully consider information obtained from a variety of sources;

2. arrive at a placement decision made by a group of persons including persons knowledgeable about the child, the meaning of the evaluation data, placement options;
3. ensure that the placement decision is made in conformity with the Least Restrictive Environment Policy and Procedures.

If a determination is made that the child is disabled and needs special education and related services, an IEP will be developed in accordance with IEP policy and procedures.

ACCEPTANCE/PLACEMENT OF SPED STUDENTS/PRIVATE SCHOOLS	JQH
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Children with disabilities residing outside the school district requesting placement in special education classes will not be placed until all children with disabilities residing in the Coahoma AHS district are receiving a free and appropriate education. Such students will be accepted in the Coahoma AHS School District only after approval by the Board of Education and in conformance with the guidelines of the Mississippi State Department of Education.

Participation of Private School Children

To the extent consistent with the number and location of students with disabilities enrolled in private schools, an opportunity will be made available for their participation in activities assisted or carried out under Part B.

Placement in Private Schools

For any student with a disability placed in a private school by local district personnel as a means of providing a Free Appropriate Public Education, that student will be provided a Free Appropriate Public Education in accord with State Regulations.

DUE PROCESS POLICY	JQI
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The District will ensure that students with disabilities and their parents are guaranteed due process with respect to the provision of a free appropriate public education.

- A. The District will keep a copy of the State Department of Education's list of persons who serve as impartial hearing officers. This list will include a statement of the qualifications of each of the hearing officers.
- B. If a disagreement between the parents of children with disabilities and the District occurs concerning the evaluation or educational placement of the student or the provision of a free appropriate education, then:
 1. informal negotiations will occur in an effort to resolve the disagreement;
 2. the following parents' rights will be explained and, in accordance with the District's policies and procedures for implementation of The Individuals and Disabilities Education Act, will be given to the parents:
 - (a) Parents will be afforded an opportunity to inspect and review all relevant education records with respect to the identification, evaluation, and educational placement of the student and the provision of a free appropriate public education for the student.
 - (b) Parents may obtain an independent education evaluation of the student in accordance with the stipulations listed below:

- (1) The District shall provide to parents, on request, information about where an independent educational evaluation may be obtained. The evaluation will be conducted by a qualified examiner who is not employed by the School District.
 - (2) This evaluation may be obtained at public expense if the parent disagrees with the evaluation obtained by the District. However, the District may initiate a hearing to show that its evaluation is appropriate. If the final decision is that the evaluation is appropriate, the parent still has the right to independent educational evaluation but not at public expense.
 - (3) If a parent obtains an independent educational evaluation at private expense, the results of the evaluation will be considered by the District in any decision made with respect to the provision of a free appropriate public education and may be presented as evidence at the hearing.
 - (4) If a hearing officer requests an independent educational evaluation as part of the hearing, the cost of this evaluation will be at District expense. The criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiners, will be the same as when the District initiates an evaluation.
- (c) Parents will be given prior written notice a reasonable time before the School District proposes to initiate or change or refuses to initiate or change the identification, evaluation, or educational placement of their student or the provision of a free appropriate public education to the student. The notice will include:
- (1) a full explanation of all of the School District's policies and procedures concerning procedural safeguards;
 - (2) a description of action proposed or refused by the School District, an explanation of why the District proposes or refuses to take the action, and a description of any options considered by the District and the reasons why they were rejected;
 - (3) a description of each evaluation procedure, test record, or report the District uses as a basis for the action proposed or refused;
 - (4) a description of any other factors which are relevant to the District's action or proposed action.
- The notice will also be:
- (5) written in language understandable to the general public and provided in the native language or other mode of communication used by the parent unless clearly not feasible to do so. If the native language or other mode of communication is not a written language, the District will ensure that the parent understands the content of the notice by oral translation or other appropriate means and that there is written evidence that the above requirements have been met.
- (d) Parents of the student must give written consent before the District conducts a pre-placement evaluation and before initial placement of the student with disabilities in a program providing special education or related services.
- (e) A copy of the Parent Information Booklet, 'Special Rights for Special Parents of Special Children,' is given at the time of written prior notice for initial evaluation. The District will orally explain the Parent Information Booklet to parents.
- (f) A comprehensive assessment to determine the absence/presence of a handicapping condition will be completed within thirty (30) days from the date the request for an assessment is originated by the parent(s).

- (g) Students placed in a special education program (SPED) may be removed only under the following circumstances:
 - (1) the parent initiates a request to remove his/her child from SPED and agrees in writing to the removal after consultation with the local School District;
 - (2) the student is withdrawn from school by the parent;
 - (3) a due process hearing (or a Court decision) has resulted in a directive to remove the student from SPED;
 - (4) the student has been reevaluated and determined to be ineligible for SPED by a Regional Screening Team, and the removal is consistent with the student's written individualized educational program; or
 - (5) the student's behavior represents an immediate physical danger to himself/herself or others or constitutes a clear emergency within the school such that removal from school is essential. Such removal shall be for no more than three (3) days and shall trigger a formal comprehensive review of the student's IEP. If there is disagreement as to the appropriate placement of the student, the student's parents shall be notified in writing of their right to a SPED impartial due process hearing. Serial three-day (3-day) removals from SPED are prohibited.
 - (h) If a disabled student is suspended from school-operated transportation for a period of ten (10) consecutive or cumulative school days because of misconduct or inappropriate behavior, the Individual Education Program (IEP) Committee will meet prior to the tenth day of the suspension and determine if the behavior is/is not the result of the student's handicapping condition. The IEP Committee will review and/or revise the student's IEP to provide a Free Appropriate Public Education in the Least Restrictive Environment and, if appropriate, initiate a new comprehensive assessment to determine the programming needs of the disabled child.
3. If formal negotiations fail to resolve the disagreement, a parent or the District may initiate an impartial due process hearing.
- (a) The hearing will be conducted by the District at a time and place which is reasonable convenient to the parents and the child involved.
 - (b) The parents will be informed of any free or low-cost legal or other relevant services available in the area if the parent requests the information or the parent or District initiates an impartial due process hearing.
 - (c) The parent or District may
 - (1) be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the problems of the disabled child;
 - (2) present evidence and confront, cross-examine, and compel the attendance of witnesses;
 - (3) prohibit the introduction of any evidence at the hearing that has not been disclosed to that party at least five (5) days prior to the hearing;
 - (4) obtain a written or electronic verbatim record of the hearing;
 - (5) obtain written findings of facts and decisions.

- (d) Parents involved in the hearings may have the student who is the subject of the hearing present and may open the hearing to the public. During the hearing, the child involved will remain in the current placement or placement agreed upon by the parents and the District, or if the hearing involves initial admission to school, the child will be placed there with parental consent unless the child's presence in that placement presents a clear danger to the child or other children. In this event, the child shall remain at home until the hearing is complete.
- (e) The actual hearing will be completed and a copy of the decision will be mailed to the parent within forty-five (46) days of the date of the request for the hearing.
- (f) The decisions rendered during the hearing shall be binding on all parties subject only to appropriate judicial action brought by the aggrieved party. The SDE will, after deleting personally identifiable information, transmit the decisions to the State Advisory Committee.
- (g) If the parents of the children with disabilities are not known or are unavailable or if the child is a ward of the state, an individual will be appointed to act as a surrogate (in place of parents). The function of the surrogate shall be to represent the child's interest in the same way that a parent or guardian would. The surrogate must meet the following criteria:
 - (1) have no other vested interest that would conflict with his/her primary allegiance to the child;
 - (2) be competent to represent the child;
 - (3) not be an employee of the District serving the child or the SDE; and
 - (4) understand the procedural safeguards of the District where the child attends school.

CHILD FIND	JQJ
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Each year the Coahoma Agricultural School District will have an awareness campaign aimed at finding unserved students with disabilities ages birth through twenty-one. When a child who is suspected of having a disability is referred, he/she will be evaluated and, if a disability is identified by an Assessment Team and confirmed by a Screening Team, either placed in an appropriate class or placed on a waiting list with plans being made for the provision of a free appropriate public education to him/her in accordance with applicable state and federal laws and court decisions.

Awareness

Each year during the two months prior to the closing of school and the month prior to the opening of school, a publicity campaign consisting of news articles and letters to all parents will be conducted. The publicity will include information about the kinds of children with disabilities, the School District program, and parents' rights.

In order to ensure that all relevant agencies and/or groups within the boundaries of each local School District are aware of the District's Child Find efforts and of the process for referring a child for possible placement in a special education program for children with disabilities, the District shall:

1. appoint a district employee to direct the Child Find effort;
2. widely publicize within the District the name of that person, his or her functions, and the manner by which he or she may be contacted;

3. correspond at least twice a year with agencies or groups within the district which may have knowledge of children with disabilities who are not being served, explaining the referral process and requesting that they refer to the district children under the age of twenty-one(21) who may have disabilities. Agencies which must be contacted are local welfare off-ices, local health department, and local mental health agencies;
4. make at least two (2) personal contacts per year with appropriate personnel from each of the agencies and groups listed in 3 above.

Referral

When a child who may have a disability is referred, the following things will occur, all in accordance with district policies and procedures and state regulations:

1. The Local Survey Committee will gather information which enables the Committee to determine whether the child needs additional educational evaluation and observation;
2. Additional educational evaluation and observation will be completed as required after parental permission for individual testing is obtained in writing;
3. If the Local Survey Committee does decide that the child has a disability, the Committee will submit its recommendations, along with the necessary documentation, through Special Services to a Regional Screening Team;
4. If the Regional Screening Team decides that a child is eligible for a class for children with disabilities, the Local Survey Committee will place that child in an appropriate class. Children in the age range from birth through twenty-one (21) will be served by the year 2000. Pre-school children may be placed on a waiting list. Clarification from SDE indicates waiting list only if pre-school.

Placement

When a child referred from an agency identified in Awareness, paragraph 3, has been ruled eligible for services in a special education program:

1. The parent(s) of the child will be notified via Written Prior Notice for Initial Placement.
2. The child must meet all the state requirements for entering public school, i.e., age, immunizations, etc., to be eligible for enrollment.
3. The parents and the child will be oriented to the school of attendance, special transportation, if required, and the special education program in which the child will be served.
4. All applicable rules of Confidentiality and Written Prior Notice will be adhered to
5. If there is disagreement about the child's placement between the parent and school district personnel, either party may request a fair and impartial hearing to resolve the differences.

CONFIDENTIALITY POLICY/STUDENTS WITH DISABILITIES	JQK
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The School District will protect the confidentiality of all data in its records relative to students with disabilities.

Any student who has not been successful in the regular education program may be screened for hearing/vision as a means of determining whether hearing/vision problems are the cause of the child's lack of success in the regular program.

ATTENDANCE OF PREGNANT STUDENTS**JQM**

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

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

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

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

1. The student may continue in the regular school program provided by the 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 principal, counselor, and/or school nurse.

DROP-OUTS**JQN**

The School District will develop and implement a program or programs designed to keep children in school voluntarily and to prevent drop-outs.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

JQP

The Coahoma Agricultural High School District's admission policies and statements for homeless children and youth shall be in compliance with the guidelines of the Stewart B. McKinney Homeless Assistance Amendment Act of 1990 (P.L. 101-645), Section VI.

A homeless individual is defined as one who lacks a fixed, regular and adequate residence, has a primary nighttime shelter in a supervised publicly or privately operated shelter for temporary accommodations, an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designed or ordinarily used as a regular sleeping accommodation for human beings (Section 103 (a) (1) (2) of the Act).

The term "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or a State law (Section 103 (c) of the Act).

All homeless children and youth seeking admission or enrollment in the public school system of the district will be accommodated or transportation and other technical services will be provided to educate the child or youth in the district of origin, whichever is in the child's or youth's best interest.

Procedures to be used in determining the child's best interest as to enrollment and to provision of services will include, but not be limited to, consultation with parent or guardian; investigation as to causes of homelessness; review of school records if available; consultation if possible with agencies which may be involved; and testing for specific needs and placement.

Resolution of Dispute - The superintendent will designate a staff person to investigate and report complaints that are believed to be in non-compliance with the Stewart B. McKinney Homeless Assistance Amendment Act and/or issues that deal with the educational placement of homeless children and youth. The superintendent will initiate steps to resolve the dispute. In the event the dispute cannot be solved locally, the parent, guardian and/or superintendent may request a formal review of the dispute by the State Department of Education's Coordinator of the Homeless Program. The review must be requested in writing immediately after the dispute takes place.

The principal will be charged with making required reports in regard to homeless children and youth. A review will be made which addresses the issues in the dispute within ten (10) days from the receipt of the written request for resolution from the parent or the School Board. If the issue is not resolved in the written review, assigned members of the State Department of Education will make on-site visits to further clarify and resolve the issue, and a final decision, binding on both parties, will be made in writing within sixty (60) days of the initial written request for resolution unless an extension is requested and approved.

Student Records - The District will comply with Immunization requirements (MS Codes 37-7-301; 41-23-37). Permanent and cumulative records for homeless children and youth will contain academic achievement and other required data. Records will be maintained and disseminated in compliance with MS Codes 37-3-49, 37-15-1 through 37-15-3, and the Family Educational Rights and Privacy Act of 1974.

Supportive Services - The District will provide comparable educational and supportive services to all homeless children and youth. These services may include, but are not limited to, Special Education Services, Migrant Services, Title 1 Services, Handicapped Services, Vocational Education Services and Gifted Services.

Additional supportive services include but are not limited to transportation, feeding programs, tutorial services, counseling services and extra-curricular activities, together with hearing impaired program, language/speech therapy for language/speech disabled students, visually impaired classes, school nurses, English As A Second Language (ESL) Program, or other compensatory educational programs.

Stigmatization and Isolation - The district will enroll and provide technical, educational and supportive services to homeless children and youth in an environment and manner that does not stigmatize, isolate, label or penalize the child, youth, or family for being homeless. The district's homelessness liaison will provide training to school personnel and the community to promote awareness and sensitivity of homelessness. In the absence of a homelessness liaison, these services can and will be provided by the State Homeless Children Education Coordinator upon request.

STUDENT RECORDS	JRA/KL/LDDB
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The Coahoma Agricultural School District requires that a Mississippi Cumulative Folder be kept for each student who enrolls. Contents will include, but not be limited to, the following:

- A. Student's birthplace, as verified by birth certificate;
- B. Annual attendance record;
- C. Grades;
- D. Health information, including immunization records;
- E. Results of standardized testing required by the State of Mississippi.

Active permanent records are to be housed in the school office and kept in binders or folders in a fire-resistant storage unit.

To comply with the Family Educational Rights and Privacy Act of 1974, the Superintendent and his/her staff shall develop for Board of Trustees' approval written guidelines which specify which district personnel shall have access to student records for the purposes of planning, implementing, and reviewing students' instructional programs.

The student's permanent record may never be destroyed unless a complete copy is made on microfilm or photographic film and stored in the central depository of the district. The Board of Trustees may order that cumulative folder, exclusive of permanent record, may be destroyed after the record is inactive for five (5) or more years.

The district requires an annual pupil performance record for each student enrolled.

Cumulative Records - Procedures

Progress shall be maintained for each student enrolled in the district. Information contained in the cumulative records shall be treated in a confidential manner by all school personnel. Cumulative records shall be taken from the building only by the principal or his/her designee, except for transfer through the school mail to another school district. Information in a cumulative record will be made available to parents and student ages eighteen or over in accordance with the Family Rights and Privacy Act.

Cumulative records will be kept for only five (5) years following the student's graduation from high school or his/her dropping out of high school and failing to enroll in another school or to return to the high school as a regularly enrolled student. The pupil's permanent record shall become a part of the permanent binder in a fire-resistant depository.

TRANSCRIPTS

JRB/IKJI

District policies governing transcripts are adopted by the School Board and published annually in student handbooks as official policy statements of the School District.

STUDENT FEES - WAIVER OF FEES

JS

1. The Coahoma Agricultural High School District may charge reasonable fees, but not more than the actual cost, for the following:
 - A. Supplemental instructional materials and supplies, excluding textbooks;
 - B. Other fees designated by the Superintendent as fees related to valid curriculum educational objectives, including transportation; and
 - C. Extracurricular activities and any other educational activities of the school district which are not designated by the Superintendent of Education as valid curriculum educational objectives, such as band trips and athletic events.
2. All fees authorized to be charged under this policy, except those fees authorized under subsection (1) (c) of this policy, shall be subject to waiver pursuant to the Financial Hardship Waiver Policy of the school district.

Financial Hardship Waiver Policy

- A. financial hardship waiver for fees may be granted upon the following conditions:
 1. For, financial hardship reasons the Coahoma Agricultural High School District is authorized to waive all or any part of fees it imposes except for extracurricular activities and any other educational activities of the school district which are not designated by the Superintendent as valid curriculum educational objectives, such as band trips and athletic events.
 2. Pursuant to the provisions of the law of the State of Mississippi, the financial hardship waiver policy of the school district shall be kept in the strictest of confidence together with all files, and personal disclosures in the administration thereof shall be restricted from review by the general public.
 3. The school district shall prepare a written application form to be used in processing requests for fee waivers.
 4. The written application for fee waivers based upon financial hardship reasons must contain at least the following information:
 - A. Full name, age and address of pupil
 - B. A full disclosure of all assets, if any, and estimated value owned by the pupil except personal wearing apparel, household furniture and personal jewelry.
 - C. A full disclosure of all regular income together with the dollar amount and its source.
 - D. Full name, age and address of each natural parent.

- E. Full name, age and address of court appointed guardian, if any.
 - F. Full disclosure of all assets, if any, owned by each natural parent, and/or guardian except personal wearing apparel, household furniture and furnishings and home or mobile home.
 - G. A full disclosure of all regular income of each natural parent and/or guardian together with the dollar amount and its sources.
 - H. Number of persons in the household.
 - I. Number of dependents of each natural parent and/or guardian.
 - J. Any other information considered relevant to the issue of financial hardship.
5. The school district must use the same criteria in determining eligibility for financial hardship fee waivers as the school district uses in determining eligibility for free school meals or reduced price school meals.
 6. No applicant for a financial hardship fee waiver shall be discriminated against nor shall there be any overt identification of any applicant by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means. In no case shall the school district's procedures expose any applicant to any type of stigma or ridicule by other pupils or school district personnel.
 7. The confidentiality of the financial hardship waiver policy together with all files and personal disclosures in connection with the administration of said policy shall apply to all students who have an inability to pay any fees imposed for extracurricular activities and any other educational activities of the school district which are not designated by the Superintendent as valid curriculum educational objectives such as band trips and athletic events.

**TELEPHONE
TC**

District policies governing use of the telephone are adopted by the School Board and published annually in student handbooks as official policy statements of the Coahoma Agricultural High School District.

INTERVIEWS WITH STUDENTS BY PERSONS OUTSIDE THE SCHOOL SYSTEM
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JTG/LDAJA

No person other than officials of the Coahoma Agricultural High School District shall be allowed to interview students at the school except with the approval of the principal. Principal shall give such approval when convinced that the interview is in the best interest of the student or is in the interest of justice, and after reasonable effort has been made to contact the parent or guardian. When a police or court officer requests permission to interview a student, the principal or some member of the professional staff designated by the principal shall be present at the interview. Certain exceptions to this policy may be allowed in cases of child abuse.

STUDENT HANDBOOK**JTH**

There shall be a Coahoma Agricultural High School Student Handbook. At least the following topics shall be covered in the handbook: attendance, course offerings and requirements, discipline, entrance and transfer requirements, extra curricular activities, fire and other emergency drills, grading system, graduation, residence requirements, summer school, suspension and expulsion, and textbooks. This handbook shall be reviewed each by a committee appointed by the Superintendent; the committee shall make recommendations for change. No later than July board meeting each year, the Superintendent shall recommend that the handbook as modified for the next school session to the Board. Upon approval by the Board, the handbook shall be disseminated to the district staff and students no later than the first week of school and shall become official Board policy.

ADMISSIONS: MIGRANT STUDENT**JBCABA**

The Coahoma AHS District enroll migrant transfer students anytime of the school year. Transcripts are requested immediately of the former and/or last school attended. Students are placed in the grade indicated on the transcript. If the student has attended a non accredited school he/she must take the teacher made test in four areas, english, science, math and social studies to determine placement (SEE POLICY OF TRANSFER FROM NON ACCREDITED SCHOOL). If students have limited english proficiency, time will be set aside the first two periods of school for basic skills instruction in the following : reading, writing and vocabulary. When students exit the district, transcripts are mailed within three days of the request.

