

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFK - Gifts and Bequests to School District (Donations)

GIFTS AND BEQUESTS TO SCHOOL DISTRICT/DONATED ASSETS

Gifts and donations offered to the Holmes County Consolidated School District will become the property of the district and shall be subject to the same controls and regulations which govern the use or disposal of all district owned property. All gifts in an amount of \$500 or more or any gift of real property (land) shall be formally submitted to the Board by the Superintendent for acknowledgement and acceptance.

The principal shall have the authority to accept and acknowledge all donations and contributions (monies and personal property) to their school valued at less than \$500 on the date of donation. Any such donations and contributions shall be ratified by the Board at the next regular board meeting and all monies shall be receipted into the school's activity fund and deposited in that bank account.

Any school principal considering acceptance of a gift on behalf of the district shall follow district policies and procedures involving gifts to individual schools. The principal shall obtain the Superintendent's approval of a gift prior to proceeding with any binding commitments or contract initiation. Any cost related to installation shall be borne by the donor. Approval of the gift by the Superintendent must be in writing and must be received by the principal before any action is taken to indicate acceptance of the gift by the district and/or the individual school.

All gifts or donations that would obligate the school system to future operating or upkeep costs must be approved by the Board of Education. Any monies donated shall be deposited into the appropriate fund and the minutes shall reflect the contributor, amount, and purpose for the donation, if any. The Board reserves the right to reject any contribution to the district which does not serve to enhance or extend the work of the schools.

All other gifts or donations may be approved in accordance with the following provisions:

1. It must be compatible with the district's goals, objectives, and standards.
2. It must have a legitimate school use.
3. It must not create an imbalance in educational programming for the school level intended.
4. It must not incur a district responsibility to replace when lost, stolen, or outmoded unless the loss of the item(s) results in a negative quantity of the item for that school when compared to the district standard for the school level involved.
5. It must be paid for in full by the donor with no outstanding liens.
6. It must be assessed for fixed assets as explained below.

Generally Accepted Accounting Principles (GAAP) requires fixed assets to be recorded at historical cost or estimated historical costs. Historical cost is the actual cost of assets. Assets

acquired through contribution or donation must be recorded at fair market value on the date donated. The school board must acknowledge in its official minutes who will maintain the title of ownership to the donated assets. The district will comply with all standards established by the State Auditor's Office for the verification and auditing of fixed assets. MS Code 37-17-6

In accepting any donations of items or services to the athletic programs of the school or school system, a valuation of the donation shall first be established. The valuation may come from the donor or an accounting of actual costs incurred regarding the donation. The Superintendent may also set a valuation for donations to other programs as appropriate or required for accounting purposes.

Crowdfunding Projects:

"Crowdfunding" is defined as an internet-based request for resources from individuals and organizations to support activities or projects that enhance an educational program.

It is the preference of the district that employees utilize sites funding supplies or equipment rather than monetary donations. When the district is receiving non-monetary resources, such as classroom supplies, through a crowdfunding platform, the following provisions apply:

PRE-APPROVED CROWDFUNDING SERVICES

The Superintendent or designee shall identify approved crowdfunding sites for use by eligible staff. All approved crowdfunding services must comply with district policies and procedures and all state and federal laws.

Eligible staff may pursue crowdfunding classroom projects using approved sites/services without pre-approval for each project.

The pre-approved crowdfunding sites for the district are:

1. Donors Choose
2. Adopt a Classroom
3. Good 360
4. GoFundMe

NON-APPROVED CROWDFUNDING SERVICES

Staff must seek prior approval from the Superintendent for each classroom project using a non-approved crowdfunding source. All non-approved services must comply with board policy and procedures and all state and federal laws.

CROWDFUNDING RESPONSIBILITIES OF ELIGIBLE STAFF

1. Eligible staff are teachers and front-line educators currently employed by the public school district.
2. The purpose of this crowdfunding policy is to support a teacher's efforts to enhance the district or school's educational programming. Any posting which negatively reflects upon the District, its programs and services, its staff, or its students is prohibited.
3. When making requests for crowdfunding support, teachers/employees must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and all other applicable laws and regulations.
4. Any student images, names, and/or descriptions which would cause students to be identifiable or would allow logical deductions about disabilities or other factors deemed to be within the student sphere of privacy must not be used on such websites or elsewhere unless written, parental permission is secured in advance.
5. Eligible staff posting projects must consult with appropriate district personnel to ensure desired technologies align with the district or school's technology plan and requirements.
6. The school principal or district administrators are not required to pre-approve classroom projects posted by eligible staff to approved sites meeting the requirements of this policy.
7. The school principal or designated district administrators are required to pre-approve classroom projects posted by eligible staff to non-approved sites in accordance with this policy.

All items received/purchased through crowdfunding projects are the property of the district and all inventory procedures apply. It is the intention of the District to ensure that items purchased through such fundraising endeavors remain with the teacher/employee, unless the teacher/employee leaves the district, school, grade level, or the program for which the items were purchased. Should the employee leave the district, school, grade level, or program the building administrator will disperse the equipment or funds based on similar needs reflected in the original project.

A file is to be maintained at the school for any crowdfunding request. This file should include: the Crowdfunding Fundraising Project form and any documentation (receipts, packing slips, e-mails, invoices, etc) pertinent to the project. No school banking information should ever be given out.

Employees should be aware that some sites are tax deductible and some are not. It is the employee and donor's responsibility to determine if the donation is tax deductible. The district will not provide a Form 990 for these donations.

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

CROSS REF.: Policy DM Fixed Assets

Last Review Date: 2/10/2022
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: D - Fiscal Management

Policy Code: DJEC - Federal Purchasing and Procurement

FEDERAL PURCHASING AND PROCUREMENT

The Holmes County Consolidated School District shall comply with all state and federal laws regarding purchasing and procurement. The implementation of this guidance is to reduce administrative burden and risk of waste, fraud, and abuse for federal awards.

When utilizing federal funds, district staff must strictly adhere to the guidance and rules outlined by the Office of Management and Budget (OMB) in the Uniformed Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 Part 200); including but not limited to the following:

- Federal purchases of services under \$10,000 are considered "micro purchases." The purchase orders for micro purchases may be awarded without soliciting any competitive quotes if the costs are deemed reasonable. To the extent practicable, these purchases should be distributed equitably among qualified suppliers.
- All federal purchases of services between the amounts of \$10,000 to \$250,000 must have at least two (2) price or rate quotes. Any services over \$250,000 will need to follow the competitive bidding process.

The state of Mississippi is **more restrictive** on the purchase of goods (commodities); therefore, district staff must also adhere strictly to the guidance and rules outlined by the Mississippi State Purchase Law Summary, including the following:

- Purchases which do not involve an expenditure of more than \$5,000 may be made without advertising or otherwise requesting competitive bids.
- For all (irrespective of funding source) purchases of goods (commodities) between the amounts of \$5,000 and **\$75,000**, districts must have at least two (2) price quotes.
- For all (irrespective of funding source) purchases of goods (commodities) over **\$75,000** must adhere to the Mississippi State Purchase Law Summary which requires the application of competitive bidding process.

The superintendent or designee shall develop procedures for the support of this policy.

Adopted Date: 12/16/2019

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: D - Fiscal Management

Policy Code: DJI - Use of District Credit Cards

USE OF DISTRICT CREDIT CARDS

District issued credit cards may only be used for business purposes, only in conjunction with the employee's or officer's duties, and only in accordance with district policy and state and federal law.

If an employee or officer uses a district issued credit card for personal purchases/transactions in violation of this policy, the cost of such purchases/transactions will be the financial responsibility of that employee or officer and the employee or officer will be expected to reimburse the district for the full amount of the unauthorized purchase/transaction. In addition to financial responsibility for any purchases/transactions an employee makes with a company credit card in violation of this policy, such actions may result in revocation of card privileges and/or disciplinary or other legal action, depending upon the severity and nature of the offense.

If any employee or officer loses a district issued credit card or has a district issued credit card stolen, the employee or officer must report the loss or theft of the credit card to the district immediately. Upon report of a lost or stolen credit card, the district will notify the issuer of the card of the loss or theft and cancel the card.

BALANCES ON ACCOUNTS

Balances on credit cards shall be paid at the receipt of the monthly statement, once the statement has been reconciled for accuracy. Balances on credit cards shall not be carried over to the next month except on disputed claims and only for the disputed amount. Any amounts due on credit cards shall incur interest charges as set forth in Section 31-7-305 of the Mississippi Code.

MERCHANT-SPECIFIC CREDIT CARDS

Any desire to obtain a merchant specific credit card shall be submitted to the Board for approval, along with written justification for the need of a merchant specific credit card. Such justification and approval of such action shall be spread upon the minutes of the Board.

CREDIT CARD MINIMUM REQUIREMENTS

The following are the minimum requirements for use of credit cards. The minimum requirements are as follows:

Assure any purchases made using a credit card adheres to all applicable purchasing procedures, as set forth in Section 31-7-1 of the Mississippi Code.

1. Assure that the items purchased are required for bona fide government purposes.
2. Assure that the prices paid are fair and reasonable.
3. Notify the merchant that the purchase is being made in the name of a government entity which is exempt from state and local taxes.
4. Assure that a list of the items purchased (either in the form of a detailed sales receipt or an order description) is reviewed and confirmed in writing by the cardholder. This list should have the cardholder's printed name and signature.
5. Assure that all items are received (no back orders allowed).
6. Assure that state contract items are purchased only from the state contract vendor at or below the state contract price.
7. Assure that purchases are within the limits set by the district and available budget authority.
8. A credit card shall not be used for travel purposes except where allowed by law.
9. Assure that no cash advances are made with the card.
10. Upon receipt of the monthly statement, the cardholder shall review all charges to assure accuracy, complete applicable dispute documents, reconcile the statement with copies of receipts and order logs, and approve and sign the statement.
11. Forward the statement, copies of receipts, logs, and dispute documents **to the appropriate official within the district** according to district policy. This should be done within one day after receipt of the statement.
12. Appropriate official within the district should review statements and applicable documents to assure that only proper purchases have been made and that the statement accurately reflects the charges indicated on the receipts, logs, and dispute documents. If correct, the **appropriate official** shall approve the statements for payment and process to the district accounting office. The district accounting office shall verify all statements and submit for payment.
13. The **appropriate district official** shall maintain a file with the statements and all applicable receipts and dispute documents.
14. Prior to receiving a credit card, the cardholder shall sign a statement verifying that he/she has read these minimum requirements, and any additional policies established by the district, and that it is understood he/she will be personally liable for any purchase that is made which is not in compliance with these procedures; and in addition to being responsible for any such charges, the cardholder may lose the privilege of using the credit card.

MEMBERSHIP CLUB CARDS

Membership club card fee's, such as Sam's club cards, are allowed but should be justified by the district to show that the anticipated savings from using the card would exceed the cost of the card fee. This justification should be maintained on file within the district. Each subsequent year, the district shall document actual savings for the previous year which substantiate the cost of the card.

This would not mean documenting savings on each and every purchase but enough documentation to substantiate adequate savings to justify the expense of the card.

LEGAL REF.: MS CODE as cited

Last Review Date: 2/10/2022

Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: E - Business Management

Policy Code: EBH - School Facility Rental

SCHOOL FACILITY RENTAL

I. PURPOSE

To establish reasonable regulations for the short-term use of certain school facilities for school related activities and by the community and to authorize the superintendent or his designee to approve the use of certain school facilities only under the terms and conditions stated herein.

II. IMPORTANT NOTICE TO PROSPECTIVE FACILITY USERS, INCLUDING SCHOOL-RELATED USERS

A. A public liability insurance policy which insures this school district against loss due to bodily injury or property damage in the amount of **\$1,000,000.00 each** shall be in effect during the full term of use by you of any facility. There shall be no exception other than most school related uses.

B. Coverage shall be evidenced by a valid written Certificate of Insurance from an insurance company licensed to do business in Mississippi by the State Insurance Commissioner which names the School Board of the Holmes County Consolidated School District as insured or additionally insured during the term of your use of the facility. Said Certificate must state policy limits, types of coverage, date(s) of coverage and signature(s). No set-up, rehearsal or event shall commence unless and until the superintendent or his designee receives proof of coverage, even if rental fees have been paid.

C. Securing the required insurance coverage shall be the responsibility of the individual renting the facility at his sole cost and expense.

D. Individuals, businesses, governments, agencies and organizations having public liability coverage should contact their agent regarding this requirement prior to completing this application. Others should seek a reputable agency to secure coverage prior to completing their application.

E. School related uses of facilities in which the school related class, club or organization uses the services of an individual, group or business in a joint business relationship shall meet this insurance

requirement before the activity may take place.

III. GENERAL

A. School facilities are not available for purposes which may be suitably accommodated through the use of non-school facilities.

B. School facilities are not available for the promotion of games of chance.

C. School facilities are not available if the requested use would in any way conflict with or displace a school class, school activity, school event or in any way disrupt the education process.

D. Except for certain uses allowed by law the superintendent or his designee shall have the authority to deny any request for short-term use of any school facility by any individual, group or organization if, in his opinion, such use would not be to the best interest of this school district.

E. Any individual, group or organization receiving approval to use certain school facilities shall not exclude from such facility any person for the reasons of race, color, creed, national origin, age, sex, religion or handicap.

F. School facility users are responsible for compliance with all regulations and laws which apply to public school building use.

G. School facility users shall not allow smoking and shall not serve food and/or drink except in those areas that may be designated by the school administrator having responsibility for a facility.

H. School facility users are responsible for any damage or theft to the facility and/or equipment due to user's occupancy regardless of cost. Lessees shall report any breakage and/or damage to the building principal or designee. The superintendent may require a refundable cash deposit to be used in case of damage or theft.

I. School facility users shall not permit disruptive behavior or the use, possession or distribution of any pornographic material, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on school property. The use of prescription drug by the person for whom it was prescribed is permitted.

J. School facility users shall have participants enter and leave a facility by the most direct route.

K. All functions shall terminate by 1:00 a.m.

L. Any facility use granted shall not be assigned to another person, group or organization by the grantee.

M. Any short-term use shall not exceed three (3) consecutive days or portions of three (3) consecutive days.

N. Each written request for use shall be made on the school board approved application form.

O. All 501(c) (3) organizations must provide a written copy of their IRS Determination Letter.

IV. MAKING APPLICATION

A. Interested parties shall make application with the school principal or school administrator responsible for the facility they desire to use.

B. If the principal or administrator can grant such request without any detriment to the school district's program he/she shall approve said application and forward same to the superintendent with the total sum of all applicable fees and insurance documents attached thereto.

C. Applications must be received by the superintendent no later than seven (7) calendar days prior to the use date(s) requested or such request shall be denied.

V. SUPERVISION REQUIRED

Unless otherwise noted the use of any facility shall be supervised at your expense during such use by at least one employee of the school district. This may be the principal, the administrator having responsibility for the facility and/or one or more employee designees. Additional security is required to the extent necessary to protect the interest of the school district. The applicant will be responsible for providing security throughout the rental event and attach the security agreement to

the rental application. The appropriate rate as found in the rate schedules for each supervisor shall be included in the rental charge.

VI. RENTAL CHARGES

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

B. An air conditioning and heating minimum shall be charged and reflect the utilities costs to the district for cool-down or warm-up.

C. Labor (District determine number of Custodians) shall be charged from the time the facility is opened until it is cleaned and closed.

D. The hourly rates in each schedule shall apply for each hour of use including rehearsals, set-up, and take-down.

E. Users shall be charged for any time in excess of that shown on the rental application.

VII. INSURANCE (see also Paragraph II above)

The rental charge does not provide the user with any liability or property damage insurance. It is the user's responsibility for securing any insurance he may deem appropriate.

VIII. USE CLASSIFICATION (see also Paragraph II above)

A. Class "A" -- School Related Use (see also Paragraph II above)

The following may use certain school facilities without charge and without application when approved in advance by the school principal or school administrator having responsibility for a

facility and supervised by the school principal or administrator having responsibility for the facility or his designee who is an employee of the school district:

1. Classroom teachers and coaches for classroom and athletic related activities.
2. Student public performances.
3. A school's PTA unit for its meetings and activities.
4. A school's board-approved booster club(s) for their meetings.
5. A school's board-approved student clubs and organizations for their meetings and activities with the sponsor.
6. A school's membership of any professional teachers' organization for building level or school district-wide meetings.
7. In-service workshops and other staff development opportunities offered by or in cooperation with the school district for its employees.
8. Community education and continuing education personnel, for classes offered by or in cooperation with the school district may apply as indicated below for the use of certain school facilities. Community education and continuing education classes shall be charged only the hourly rental rate found in Schedule "A" for the facility used to include utilities if applicable.
9. School clubs and organizations using school facilities for raising funds which will be considered private funds shall reimburse the district its cost for the utilities consumed in the use of the school facility. (see Paragraph II above)
10. School related use does not include any use which would result in material gain for any employee or student.

B. Class "B" -- Governmental Use (see also Paragraph II above)

1. Departments or agencies of local county, state or federal government and tax supported educational institutions may apply, as indicated below, for the use of certain school facilities without charge for public hearings or for the dissemination of non-political information to the public.

2. The Recreation Department may apply as indicated below for the use of certain school facilities without charge for its programs and/or events.

a. Each use shall be under the continuous supervision of the department director or his designee who is an employee of the Recreation Department.

b. The department director shall attach the schedule of activities to take place within the facility to the application. The schedule shall identify the person supervising the activity.

c. The department shall keep the facility clean and neat at all times.

3. The Director of Civil Defense may file contingency plans with the superintendent for the use of certain school facilities and/or transportation services without charge in the event of a declared emergency or natural disaster. Such plans shall include provisions for continuous supervision of any facility used and shall insure the proper use of any school equipment required.

C. Class "C" -- Public Service Use (see also Paragraph II above)

Non-profit, non-political groups, clubs, organizations, or individuals without paid staff, unrelated to school use, whose activities are philanthropic and are or would be considered by community standards as being worthwhile to the community as a whole may apply as indicated below for the use of certain school facilities. Public service users may charge admission and/or sell or offer for sale merchandise provided the proceeds therefrom are used solely for philanthropic purposes. Public service use includes, but is not limited to, Community Concert performances or civic club fund raisers. Rental charges for Class "C" use are found in Rate Schedule "A".

D. Class "D" -- Commercial Use (see also Paragraph II above)

Groups, clubs, organizations with one or more paid staff or groups, clubs or organizations whose members stand to profit materially as individuals, due to their membership, self-employed persons, and non-profit or for profit businesses who will not charge admission or solicit funds or sell or offer for sale merchandise or make any other authorized use of a facility which due to such use would result in financial gain to the user may apply as indicated below for the use of certain school facilities. Class "D" commercial use includes but is not limited to dance recitals, piano recitals,

church related meetings, beauty pageants. The rental fees for Class "D" commercial use are listed in Schedule "B".

E. Class "E" -- Commercial Use (see also Paragraph II above)

Groups, clubs, organizations with one or more paid staff or groups, clubs or organizations whose members stand to profit materially as individuals, due to their membership, self-employed persons, and non-profit or for profit businesses who intend to charge admission and/or solicit funds and/or sell or offer for sale merchandise or make any other authorized use of a facility which due to such use will result in financial gain to the user may apply as indicated below for the use of certain facilities. Class "E" commercial use includes but is not limited to church related meetings and promotional entertainment. The rental fees for Class "E" commercial use are listed in Schedule "C".

IX. SPECIAL REQUIREMENTS FOR GYMNASIUM RENTAL

- A. The actual cost of supplies and labor shall be charged to user requesting the gymnasium.
- B. Security shall be provided at the expense of the user.
- C. Gymnasium clean-up shall begin no later than 8:00 a.m. the morning following the activity.
- D. The user must pay the district the hourly cost for supervision of the facility.
- E. The building supervisor must be an employee of the Holmes County Consolidated School District and must be present the duration of the event or activity to supervise the facilities.

X. SPECIAL REQUIREMENTS FOR STADIUM RENTAL

- A. The actual cost of supplies and labor shall be charged a user requesting field preparation.
- B. Additional supervision shall include adequate off-duty policemen for security and traffic control at the expense of the user.

C. Should a rental follow an activity occurring the previous night clean-up costs shall be at the expense of the next day's user.

D. Outside stadium clean-up shall begin no later than 8:00 a.m. the morning following an activity. Workers shall be selected by the Director of Auxiliary Services or his designee and paid directly by the user of the facility.

E. Use of the district's concession, sound reinforcement, or other equipment shall be only by personnel approved by the Director of Auxiliary Services or his designee.

F. Alterations to facilities are prohibited unless approved in advance by the Director of Auxiliary Services and supervised by the Director of Maintenance. The costs of alterations and/or supervision shall be at the expense of the user.

G. Temporary field painting and/or decorations in addition to those provided by the district shall be approved in advance by the Director of Auxiliary Services.

H. No animals shall be allowed on the field.

I. The Superintendent or designee may suspend all traffic in the event of a wet track. At no time are vehicles allowed on the playing field. Except for the district's maintenance vehicles the following only are allowed on the stadium track when approved in advance by the Superintendent or designee.

1. Emergency vehicles.
2. Mobility impaired spectators remaining in their vehicles.
3. Vehicles carrying homecoming royalty and for similar uses.

J. The use of the field house dressing room by visiting athletic teams is subject to the following conditions:

1. The visitors team managers shall be on duty in the dressing room at the user's expense.
2. Any "shrinkage" in the district's equipment and supply inventory shall be charged to the user.
3. Any clean-up shall be at the expense of the user.

XI. SPECIAL REQUIREMENTS FOR DINING ROOM USE

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

B. Should a user intend to serve any food or drinks in a dining room, cafeteria personnel shall be on duty at your expense during serving time and afterward for clean-up.

C. Health Department regulations require that all garbage shall be removed from the school premises by the user immediately after clean-up.

D. No keys shall be given out for any reason.

The cost for use of school facilities will be \$400.00 per day. The total can be paid in advance, or a 50% deposit (\$200.00) is due at the time of reservation. The remaining balance of \$200.00 shall be paid two weeks prior to the date of the event. Checks are to be made payable to Holmes County Consolidated School District.

There must be a certificate of insurance attached to your application.---

Signature (Individual/Group Representative)

Date

Signature of Principal

Date

Signature of Superintendent of Education

Date

Date of Activity _____
Activity _____

Time of

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

[Use of Facilities Application](#)

Adopted Date: 1/30/2018

Approved/Revised Date:

District: Holmes County Consolidated School District
Section: E - Business Management
Policy Code: EFA - Data Breach Prevention (Cyber Security)

PURPOSE

It is the policy of the Holmes County Consolidated School District that employees comply with the Mississippi mandated identity theft prevention laws and School District data breach procedures. Employees are required to protect the sensitive personally identifiable information about students, employees and others from inadvertent, negligent and willful disclosure or breach of such information, data or records. Violation of this Policy may result in corrective action up to and including termination and may be punishable by law.

Any district software system which may hold sensitive student, employee, or other district information shall be secured via multi-factor authentication means. Only authorized district personnel shall be allowed to operate, repair, or otherwise access district technology containing sensitive information.

DEFINITION

Data Breach - Disclosure of personal information pertaining to students or staff by any unauthorized person.

Personally Identifiable Information (PII) - The information or data that could be combined to positively identify an individual including, but not limited to: (1) social security number; (2) driver's license number or State identification card number; and (3) financial account number, credit or debit card number, security code, access code, or password that would permit access to an individual's financial account. Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

Risk – A measure of the extent to which an entity is threatened by a potential circumstance or event.

Threat – Any circumstance or event with the potential to adversely impact the district, MDE, or any other district.

Zero – A method that cannot be undone and is used to wipe and overwrite a district device so that all data is permanently removed and irrecoverable.

GUIDELINES DATA BREACH NOTIFICATION

All employees must protect and secure all electronic resources and information, data and records of the Holmes County Consolidated School District (School District) from theft, and inadvertent disclosure when they are under the supervision and control of the School District, and when they are not under the supervision or control of the School District, for example, but not limited to, working at home, on vacation, or elsewhere. If any employee becomes aware of the release of School District information, data or records the release must be reported to the Superintendent or designee immediately.

If there is a breach of security of the information, data, or records of the School District, the School District must disclose any breach of security of computerized records after discovery or notification of the breach to any Mississippi resident whose personal information was, or is reasonably believed to have been accessed by an unauthorized person.

Before disclosing a breach of security the School District must report the breach of security and any information pertaining to the breach to the local or state law enforcement agency for investigation or handling in advance of the disclosure to the customer, or others. The School District may be required to delay notification if a law enforcement agency determines that the notification will impede a criminal or civil investigation.

In the event that the Holmes County Consolidated School District becomes aware of a cybersecurity risk or threat that may potentially impact the MDE, the State Network Consortium, or other districts, the district shall notify the MDE Information Security and Data Privacy Officer within 24 hours to ensure that the MDE is able to properly mitigate and coordinate a response to the emerging risk or threat, including notifying other districts.

The School District administration must then determine whether a data breach notification will be issued. Notifications may be made through a written notice, telephone notice, electronic notice, or a substitute notice.

A notice of the security breach must be provided to residents whose unencrypted and un-redacted computerized personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person and that the School District believes has or could cause loss or injury.

All records of the School District must be destroyed pursuant to the School District document retention and destruction policy, schedule, Mississippi Department of Archives requirements. Destruction means shredding, erasing, or modifying the personal information in the records to make them unreadable, undecipherable or non-reconstructionable through generally available means.

PHISHING EMAILS

Phishing is defined as the fraudulent practice of sending emails purporting to be from a reputable source in order to induce individuals to reveal personal information, such as their password or other login credentials. School districts may become targets of these emails due to the sensitive information in their care. It is for this reason that every employee of the district must be alert to these predatory practices.

Though not an exhaustive list, some common characteristics of phishing emails are as follows:

1. Emails requiring the submission of personal information;
2. Emails with generic salutations (ex. Dear employee);
3. Attachments which contain a virus such as malware;
4. Phony links in which the email asks you to click;
5. Bad grammar and spelling; and
6. Emails from people you do not recognize.

Every employee of the district shall be alert to these emails. If an employee receives a suspicious email they shall not reply to the email, avoid clicking any links or attachments, and report it to the appropriate administrator.

Every employee who has been provided a district email shall regularly clean their mailbox. Emails older than 365 days shall not be kept in the mailbox and shall be deleted.

SOCIAL SECURITY NUMBER REQUIREMENTS

Unless otherwise permitted by law, School District employees must protect the privacy of Social Security numbers.

1. The School District may not do any of the following:
 - a. Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available the Social Security number to the general public.
 - b. Print an individual's Social Security number on any card required for the individual to access products or services provided by School District.
 - c. Require an individual to transmit his or her Social Security number over the Internet unless the connection is secure or the Social Security number is encrypted.
 - d. Require an individual to use his or her Social Security number to access an Internet website unless a password or unique personal identification number or other authentication device is also required to access the website.
 - e. Print an individual's Social Security number on any materials that are mailed to the individual unless Federal or State law requires the Social Security number to be on the document to be mailed. However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy or to confirm the accuracy of the Social Security number. A Social Security number that is permitted to be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer not requiring an envelope, or visible on the envelope or without the envelope having been opened.
2. The School District may collect, use, or release a Social Security number as required by federal or state law, or may use the Social Security number for internal verification, administrative purposes or for law enforcement investigations.
3. This requirement does not apply to a document that is required by law to be open to the public, and originates with, or is filed, recorded or maintained by any governmental agency, instrumentality or taxing authority.

DISTRICT TECHNOLOGY DISPOSAL

Before a district device is discarded, it must be completely voided of all sensitive district information. No district device may be sold, discarded, or otherwise thrown away until the device

has been zeroed. Disciplinary action may be taken against any individual who discards a district device without taking the proper steps to remove all sensitive information from the device.

Adopted Date: 11/15/2018

Approved/Revised Date:

District: Holmes County Consolidated School District
Section: G - Personnel
Policy Code: GBN - Professional Personnel Separation/Nonrenewal

PROFESSIONAL PERSONNEL SEPARATION

IMPORTANT NOTICE: This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code ' 37-9-103. Please refer to the **Education Employment Procedures Law Handbook**, published by MSBA.

It is recognized by this school district that it is necessary, from time to time, to release from future employment licensed personnel where their performance fails to meet the standards established by the State Department of Education and/or this board or where their services are no longer needed.

NOTICE OF NONRENEWAL

If a recommendation is made by the school district not to offer an employee a renewal contract for a successive year, written notice of the proposed non-reemployment stating the reasons for the proposed non-reemployment shall be given no later than the following:

1. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
2. If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) calendar days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later.

An interim superintendent appointed pursuant to Section 37-17-6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37-9-18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators or other professional educators. 37-9-105

A decision not to renew licensed employees of this school district shall be based upon valid educational reasons or noncompliance with school district personnel policies.

LICENSED EMPLOYEE RIGHTS

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed non-reemployment, be entitled to:

1. Written notice of the specific reasons for non-reemployment together with a summary of the factual basis therefor, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing. **If the district fails to provide this information to the employee, then the recommendation for non-reemployment shall be null and void, and the board shall order the execution of a contract with the employee for an additional period of one (1) year;**

2. An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the employee to be the reason for non-reemployment; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
3. Receive a fair and impartial hearing before the board or hearing officer; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
4. be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the nonreemployment of the employee shall be final.

It is the intent of the Holmes County Consolidated School District to establish procedures for providing professional educators with notice of the reasons for not offering him/her a renewal of his/her contract and to provide an opportunity for principals and other professional educators to present matters relevant to the reasons given for the proposed non-reemployment determination and to the reasons the employee alleges to be the reasons for non-reemployment. The board is required to determine whether the recommendation of non-reemployment is a proper employment decision and not contrary to law and whether the nonrenewal decision is based upon valid educational reasons or noncompliance with school district personnel policies.

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

Where a school board has acted in a manner which is arbitrary and capricious and where its actions are not supported by substantial evidence, the Chancery Court and ultimately the Supreme Court have the responsibility to intervene.

LEGAL REF.: MS CODE, as cited

Merchant v Pearl MSSD (Miss. 1986) 492 So. 2d 959

CROSS REF.: Policy GBN-R Rules of Procedure Under the Education Employment
Procedures Law

Adopted Date: 1/30/2018

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: G - Personnel

Policy Code: GBRMB - Vaping Policy

VAPING POLICY

Electronic cigarettes have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The Holmes County Consolidated School District Board of Education recognizes that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff and visitors and is therefore prohibited at all times.

This policy applies to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property or at school-related activities or school-sponsored events which includes, but is not limited to, athletic events.

DEFINITIONS

Vaping – The act of inhaling and exhaling the aerosol (often called vapor) produced by an electronic cigarette or similar battery-powered device.

Vaping Device – Battery-operated devices that people use to inhale an aerosol, which typically contains nicotine, flavorings, and/or other chemicals. They can resemble traditional tobacco cigarettes, cigars, pipes, devices with fillable tanks, or everyday items like pens or USB memory sticks. They may also be known as e-cigarettes, e-vaporizers, or electronic nicotine delivery systems.

CONFISCATION

When there is evidence that a student is in possession of any tobacco products, tobacco paraphernalia, or vaping devices, administrators or other designated staff may confiscate such items.

VIOLATIONS

Anyone found in violation of this policy shall be disciplined in accordance with corresponding district policies.

Any adult in violation shall also be subject to discipline under Miss. Code § 97-32-29.

LEGAL REF: MS Code as cited

CROSS REF: Policy EBAB – Smoke Free Buildings

Policy GBRM – Smoking and Other Uses of Tobacco

Policy JCDAC – Drugs and Alcohol (Possession or Reasonable Suspicion)

Adopted Date: 1/13/2022

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: I - Instructional Program

Policy Code: IDCAB - Credit Recovery Program

CREDIT RECOVERY PROGRAM

As a means of helping students get back on track toward graduation and to encourage students to remain in school, the Holmes County Consolidated School District School Board of Education shall offer a “Credit Recovery Program” which allows students within the school district to earn credit for a course that was previously failed.

“Credit Recovery” shall be defined as a course-specific, skilled based learning opportunity for students who have previously been unsuccessful in mastering content / skills required to receive course credit or earn promotion. In order to be eligible for credit recovery, a student must have:

1. Completed the entire course and received a failing grade for the course, and/or
2. Failed a SATP assessment

Credit recovery courses are to be used only for graduation requirements. Students must have had a grade of 55 or above in the course to participate in a credit recovery course and the credit recovery grade shall be factored with the original failing grade in order to determine the student’s final grade. A student who failed a course (such as English) may take the Credit Recovery Class in addition to the next level (of English) during the same school year. Credit recovery cannot be used by a student who has passed the course in order to improve the student’s assigned course grade.

A student who has passed a SATP class, but failed the SATP assessment may enroll in credit recovery for remediation only. The grade earned for the SATP class remains unchanged.

Credit recovery courses shall be delivered via computer and online. The credit recovery course must be completed in **nine weeks** with 70 percent mastery. Teachers shall be trained to facilitate the online courses and the classes shall be asynchronous (students don’t have to be online at a certain time). Certified staff shall be used to facilitate online credit recovery.

The Holmes County Consolidated School District shall allow time during the school day and after school so that students may work on course material. Students shall be allowed to log on and work on course material from home. Credit recovery programs may also be held in the summer similar to extended school.

The credit recovery program shall include an assessment of individual student’s strengths and weaknesses in regard to course content, and based on this assessment, the students shall complete instruction only on the course objectives which have not been mastered. Parents shall be counseled about providing resources and motivation for their children. Upon mastery of the objectives, the student shall receive credit for the course.

A student who selects credit recovery to earn a Carnegie unit may only earn the minimal passing grade on the district’s grading scale.

ADMISSION TO AND REMOVAL FROM THE CREDIT RECOVERY PROGRAM

Each participant shall complete an application process that requires—at a minimum—teacher recommendations, an outline of the course objectives that will be covered, mastery criteria,

timelines for completion of the program and parental consent.

Last Review Date:6/24/2022

Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: J - Students

Policy Code: JCA - Student Conduct

STUDENT CONDUCT

The term minor when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code ' 1-3-27

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. [*All rules applying to student conduct shall be posted in a prominent place in each school building.*]

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

SECONDARY SCHOOLS

The administration of Holmes County Consolidated School District is based on the theory that junior and senior high students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of this school system is to provide the best quality education for the boys and girls of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of the operation is based upon the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

ELEMENTARY SCHOOLS

Helping children to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of the school as well as of the home. Parents may assume that a student's behavior is satisfactory or better unless they are notified by telephone or by letter. In most cases it is believed that the call or letter will suffice -- if not, the parents may be asked to come to the school for a conference in order to affect an acceptable solution to the problem.

The school will expect and demand nothing less than good conduct on the part of students. It is believed that the above described procedure will be effective in achieving a desirable learning atmosphere and in guiding students toward assuming a greater degree of responsibility for their behavior. It should be fully understood that any student whose conduct interferes with the learning process of others will be removed from the classroom and dealt with accordingly.

GENERAL RULES OF STUDENT CONDUCT

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the principal's office. The counselor and principal will review the case and try to resolve the problem. A student who has been sent from class repeatedly will be suspended from school.
3. Any student who starts a disturbance or who participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given in writing to the principal by the student and by his parents or guardians that there will not be a recurrence of this sort of behavior.
4. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
6. Radios and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge.
7. All schools in the District are smoke-free zones. Smoking is prohibited on property owned or used by the school, whether during school, after school or at school-related events. Students caught smoking in unauthorized areas will be suspended.

8. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
9. A student is strictly prohibited by law from possessing, using or selling any controlled substance, including drugs and alcohol as identified in Policy JCDAC, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
10. A student who uses or is under the influence of any alcohol or drugs shall be subject to an immediate suspension for a minimum of 5 days or expulsion and subject to all other penalties and requirements provided by law and District policies.
11. A student who commits an unlawful or violent act, as defined by Policy JCBE, shall be subject to immediate suspension and recommendation of expulsion by the principal, her/his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
12. A student who carries or otherwise has in her/his possession a firearm on campus, in violation of Policy JCBH, shall be subject to immediate suspension and recommendation of expulsion for a minimum of one calendar year by the principal, her/his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
13. A student, upon his second suspension for a disciplinary reason, will be informed that his third such suspension may result in expulsion.
14. Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.
15. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.
16. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent is authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. ' 37-11-18
17. Any student who looks through a window, hole or opening, or otherwise views by means of any instrumentality, including, but not limited to, a periscope, telescope, binoculars, drones, camera, motion-picture camera, camcorder or mobile phone, into the interior of a bathroom, changing room, fitting room, locker room, dressing room, spa, massage room or

therapy room or the interior of any other area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside and without the consent or knowledge of every person present, for the lewd, licentious and indecent purpose of spying upon the occupant or occupants thereof, shall be Subject to immediate suspension and recommendation of expulsion by the principal, her/his designee or the superintendent subject to all other penalties provided by law and District policies.

SEXUAL MISCONDUCT PROHIBITED

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24

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

HARASSMENT PROHIBITED

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

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

SPECIAL EDUCATION STUDENTS

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The special education director/coordinator or designee should be contacted immediately when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined.

As provided under '37-23-135, Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.

STUDENT CONDUCT AND GRADES

Criteria used in the evaluation process to determine a student's grade must be supported by rationale. The criteria must be in writing and must include the following:

1. Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides
2. Methods of evaluation grades will reflect some combination of the areas listed below:
 - a. Class work
 - b. Homework
 - c. Test scores
 - d. Participation
 - e. Skill application

f. Preparation for class

3. The effect of absence on grades
4. Procedures for making up assigned work and tests
5. Other criteria as may be approved by the superintendent and school board

This school board affirms the role of community-based organizations in responding to the needs of students whose serious behavior problems in school places them at risk of becoming juvenile and adult offenders. Appropriate activities can help to reduce student delinquency and improve academic performance. This board directs the superintendent to cooperate with neighborhood- and community-based groups that provide quality programs to students in this district through the Support Our Students (S.O.S.) Program.

The purpose of the S.O.S. Program is "to award grants to neighborhood- and community-based organizations to establish local S.O.S. programs that provide high quality after-school mentoring activities for school-aged children and provide for comprehensive, collaborative delivery of mentoring services by public and nonpublic agencies to these children."

The goals of the S.O.S. Program are to:

1. Reduce juvenile crime;
2. Recruit community positive role models;
3. Reduce the number of so-called "latchkey" children;
4. Improve student academic performance;
5. Improve student attitude and behavior; and
6. Improve coordination of existing resources.

DISCIPLINARY ACTION / THE SCHOOL SAFETY ACT OF 2001

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

LEGAL REF: MS CODE as cited; '37-11-29 (1996) and '37-23-133

Mattie T Consent Decree; *Davis v. Monroe County Board of Education* (1999)

Individuals with Disabilities Education Act, 20 U.S.C. '1400 *et seq.*

1972 Education Amendments, Title VII and Title IX
(Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817)

CROSS REF.: Policies JB Students Complaints of Sexual Discrimination/Harassment

JCB Code of Conduct

JCBE Unlawful or Violent Acts

JCBH Gun-Free Schools

JCD-2 Student Conduct -- Discipline Plan

JCDAC Drugs and Alcohol

JCDAE Weapons

JDD Suspension

JDE Expulsion

Adopted Date: 1/30/2018

Approved/Revised Date:

District: Holmes County Consolidated School District
Section: J - Students
Policy Code: JCDAE - Weapons

WEAPONS

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law. No student may possess or carry any weapon within a vehicle brought onto school property. Employees and visitors may lawfully possess or carry a firearm within a vehicle brought onto school property; however, the firearm may not be brandished, exhibited or displayed in a careless, angry or threatening manner. No employee or visitor may possess or carry any other type of weapon within a vehicle brought onto school property.

No weapons, whether real or look-alike, shall be possessed on campus or at any other school-related event and shall not be used in any school sponsored or school sanctioned ceremony. This includes, but is not limited to, the theatrical performances and band demonstrations.

A. DEFINITION OF PROHIBITED WEAPONS

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

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

B. PERMITTED USES

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

1. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law;

2. Those used within the Junior Reserve Officers Training Corps (JROTC) program in conducting training when such training is a normal element of such programs; such programs may include training in the use of pneumatic guns. Such training shall occur only at a location or locations approved by the Superintendent;
3. MHSAA sanctioned or school board approved activities (ex. Archery or Shooting Sports);
4. Visitors who lawfully possess an enhanced carry permit may enter only in those areas permitted by law;
5. Replica firearms by a ceremonial color guard; and
6. Approved safety classes. This approval must be in writing and granted prior to the weapon being brought to school.

C. PENALTIES FOR VIOLATIONS

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

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

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

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

D. REPORTING VIOLATIONS

Violations of this policy shall be reported to the appropriate law enforcement officials in accordance with Policies JCBE and JCBE-P.

E. NOTICE

A copy of Miss. Code Ann. 97-37-17 shall be posted in public view at each school in the district.

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

LEGAL REF.: MS CODE Section 97-37-17

CROSS REF.: Policies JCBE - Unlawful or Violent Acts
JCDA - School Searches

Last Review Date: 10/28/2021

Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date:

District: Holmes County Consolidated School District

Section: J - Students

Policy Code: JEB - Student Tracking Safety Devices

STUDENT TRACKING SAFETY DEVICES

In order to protect the privacy of all students and to comply with the Federal Education Right to Privacy Act (FERPA), only student-safety tracking devices without the capability to transmit and/or record audio and video will be allowed on school campus, on Holmes County Consolidated School District (The District) provided transportation, and at school events. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students.

A parent/guardian shall obtain approval from the building principal before operating a student-tracking safety device on any school property.

Approval shall be in the form of an approved user agreement that:

1. Documents a need for the use of a student-tracking safety device;
2. Provides the product information for the device (make, model, serial number, etc.) to verify device capabilities; and
3. Acknowledges the parent/guardian is responsible for maintenance, proper use, and any cost associated with the device.

The District is not responsible for damage, loss, theft, or any cost associated with the tracking device.

The District reserves the right to deny any request for the use of a student-safety tracking device that does not meet the requirements of the District. The District reserves the right to require proof of compliance with this policy by the parent/guardian within a reasonable amount of time after such request is made by the District in writing. The District reserves the right to rescind approval of the use of the student-tracking safety device for any violations.

LEGAL REF: 20 U.S.C. § 1232g, *et seq.*; 34 C.F.R. Part 99

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date:

Approved/Revised Date:

District: Holmes County Consolidated School District
Section: J - Students
Policy Code: JGCDA-P - Management of Narcan (Naloxone) Administration in the School Setting

MANAGEMENT OF NARCAN (NALOXONE)

In accordance with state law, it is the policy of the Holmes County Consolidated School District (The District) to seek to provide assistance to any person(s) who may be suffering from an opioid overdose on school property. Upon securing a standing medical order from a licensed practitioner to do so, the District may obtain, maintain and administer doses of an opioid antagonist (Narcan) with the intent to prevent opiate related overdose deaths in schools or any school sponsored event.

Under such program, Narcan Nasal Spray will be available at all high schools, all middle schools and the alternative school of the Holmes County Consolidated School District. All school nurses and school resource officers will be trained on the administration of Narcan. Unless otherwise proscribed by state law, school nurses may serve as trainers.

Narcan administration training for school nurses and school resource officers will be yearly. It is recommended that school nurses and school resource officers are also trained or certified in cardiopulmonary resuscitation, automated external defibrillator, and first aid.

Narcan shall be stored safely in compliance with the drug manufacturer's instructions. Narcan shall be readily accessible to school nurses and school resource officers who have completed the required training to administer in the event of suspected drug overdose. All staff shall be made aware of the Narcan storage location.

Parents/guardians and Emergency Medical Services (911) must be called upon whenever Narcan is administered and in all suspected overdose situations.

Any person acting in good faith and with reasonable care to another person whom he/she believes to be experiencing an opioid-related overdose may administer an opioid antagonist (Narcan) and shall be immune from any civil or criminal liability or professional licensing sanctions.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, firefighter, licensed medical professional or other authorized individual from administering his/her own supply of Narcan or other opioid antagonist when responding in good faith to a suspected drug overdose occurring on school property.

LEGAL REF: Miss. Code Ann. 41-29-319, 321

Adopted Date:

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KM - Visitors to the Schools

VISITORS TO THE SCHOOLS

All visitors to schools shall report immediately to the school office, sign in and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

PROCEDURES FOR SCHOOL VISITATION

Any person desiring to visit a school must report upon arrival at the school to the principal's office for clearance. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures.

Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the principal and guide services. All visitors are to be made to feel welcome. There shall be no solicitation of teachers or pupils on personal matters on the school premises by salesmen or agents. Out of town visitors who have made arrangements through the superintendent's office will have a member of the superintendent's staff or a principal as host for the visitor or delegation.

PUPIL VISITATION

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

CLASSROOM VISITATION

As part of the district's safety and security program, only school or district personnel, law enforcement officials, or educational professionals designing an individual educational program shall be allowed to visit classrooms during instructional times.

VENDORS AND CONTRACTORS

Any individual who purports to be a vendor, temporary worker, contractor, or who has an appointment to do work at the district shall be verified before being allowed access to the campus. The identity of the visitor and the reason for the visit must be verified directly by a district administrator. If the visitor cannot be verified, he/she shall be turned away and denied access. Verified vendors shall be issued a vendor pass or vendor identification badge to be presented to any district staff on request and returned to district administration at the close of the visit.

CROSS REF.: Policy KBB - Media Access to School Campuses, Staff and Students

Last Review Date: 4/14/2022

Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: