

District: Holmes County Consolidated School District

Section: F - Facility Expansion

Policy Code: FA - Facility Goals and Objectives

FACILITY EXPANSION GOALS AND OBJECTIVES

The development of a quality educational program and school buildings which facilitate the implementation of the program go hand in hand.

The Holmes County Consolidated School Board has the power, authority and duty to have the responsibility for the erection, repairing and equipping of school facilities and the making of necessary school improvements. §37-7-301(d)

Therefore, it is the goal of the Holmes County Consolidated School Board to seek funds to provide both the facilities needed for the number of students in the district and to provide the type of facilities that will best accommodate and support the educational program.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy BA - Board Operations Goals and Objectives Mission Statement

Last Review Date:11/15/2018

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

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: F - Facility Expansion
Policy Code: FB - Naming of School Facilities

NAMING OF SCHOOL FACILITIES

It shall be the policy of the Holmes County Consolidated School District to name school facilities for persons of good character and prominence who have made outstanding contributions to the school system. The Holmes County Consolidated School Board will consider requests from school and community groups in the naming of a portion of a building, a single building on a campus with multiple building, or a specific area on a school campus. Special consideration will be given to those names that have special meaning to students and citizens.

CRITERIA

In order for an individual to have a Holmes County Consolidated School District Facility named in her/his honor, the individual must have the unanimous support of the school board, as indicated by a 5-0 vote legally recorded in the school board minutes, and also must meet the following criteria:

1. The individual must have made a major contribution to the Holmes County Consolidated School System.

The contribution made may be through:

1. financial support;
 2. school, community, state or national work that led to the improvement of school facilities;
 3. the advancement and enrichment of student learning;
 4. the enhancement of instruction; and/or
 5. acclaim or distinction to the school district.
2. The individual must have been deceased for three or more years.

BOARD RESOLUTION

Before a school facility is named for an individual, the Holmes County Consolidated School Board shall approve this action through board resolution. The resolution shall indicate the contribution made by the individual and the significance of her/his contribution for the school district.

School facilities named for a person will retain that person's name as part of the building's name for as long as the facility is used for instructional purposes by the Holmes County Consolidated School District. Exceptions to this stipulation may be made by the board at its discretion.

LEGAL REF.: MS Code §37-7-301(d)

Mississippi Public School Accountability Standards

CROSS REF.: Policy FA - Facility Goals and Objectives

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

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: F - Facility Expansion
Policy Code: FEAG - Project Planning Involvement State Government

PROJECT PLANNING INVOLVEMENT STATE GOVERNMENT

New school building construction plans and specifications, including plans for renovation or repair of existing buildings, must be submitted to the State Education Finance Commission for approval when funds from the commission are to be used by the Holmes County Consolidated School District.

LEGAL REF.: MS CODE, Title 37, Chapters 45 & 47
CROSS REF.: Policy FA - Facility Goals and Objectives

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

Adopted Date: 1/30/2018
Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: F - Facility Expansion
Policy Code: FFF - Facility Expansion State Loans and Grants

FACILITY EXPANSION STATE LOANS AND GRANTS

This district may apply to the State Educational Finance Commission for funds for capital outlay and improvements.

This district shall comply with appropriate state statutes in applying for and using such funds.

The principal fund shall be a permanent township fund which shall consist of funds heretofore or hereafter derived from certain uses or for certain resources of school trust lands which shall be invested and, except as otherwise provided in this section, only the interest and income derived from such funds shall be expendable by the school district.

The principal fund shall consist of:

1. Funds received for easements and rights-of-way pursuant to Section 29-3-91;
2. Funds received for sales of lieu land pursuant to Sections 29-3-15 through 29-3-25;
3. Funds received from any permanent damage to the school trust land;
4. Funds received from the sale of nonrenewable resources including but not limited to the sale of sand, gravel, dirt, clays and royalties received from the sale of mineral ores, coal, oil and gas;
5. Funds received from the sale of buildings pursuant to Section 29-3-77; and
6. Funds received from the sale of timber; and
7. Funds received pursuant to Section 29-3-23(2).

It shall be the duty of the board of education to keep the principal fund invested in any direct obligation issued by or guaranteed in full as to principal and interest by the United States of America or in certificates of deposit issued by a qualified depository of the State of Mississippi as approved by the State Treasurer. The certificates of deposit may bear interest at any rate per annum which may be mutually agreed upon but in no case shall said rate be less than that paid on passbook savings.

The Board of Education is likewise authorized to invest said funds in interest bearing deposits or other obligations of the types described in Section 27-105-33 or in any other type investment in which any other political subdivision of the State of Mississippi may invest, except that one hundred percent (100%) of said funds are hereby authorized to be so invested. For the purposes of investment, the principal fund of each township may be combined into one or more district accounts; however, the docket book of the county superintendent shall at all times reflect the proper source of such funds. Provided that funds received from the sale of timber shall be placed in a separate principal fund account, and may be expended for any of the purposes authorized by law.

The Board of Education shall have authority to borrow such funds at a rate of interest not less than four percent (4%) per annum and for a term not exceeding twenty (20) years, for the erection, equipment or repair of said district schools, to provide local funds for any building project

approved by the State Board of Education or to provide additional funds for forest stand improvement as set forth in Section 29-3-47. In addition, the board may borrow such funds under the same interest restrictions for a term not exceeding ten (10) years to provide funds for the purchase of school buses. The Board of Education of any school district in any county that has an aggregate amount of assets in its principal fund in excess of Five Million Dollars (\$5,000,000.00), may deduct an amount not to exceed Five Hundred Thousand Dollars (\$500,000.00) for the purpose of covering the cost of asbestos removal from school district buildings. Such asbestos removal shall be construed to constitute the repair of school district facilities as prescribed in Section 29-3-115.

No school land trust funds may be expended after the annual payment date until the payment is made on such loan. Once a district is current on its loan payments, the district may spend expendable trust funds earned or accumulated in previous years for any purpose for which expendable trust funds may be spent. The annual payment can be made from any funds available to the school district except minimum foundation program funds.

It shall be unlawful for the Board of Education to borrow any sixteenth section school funds in any other manner than that prescribed herein, and if any such funds shall be borrowed or invested in any other manner, any officer concerned in making such loan and investment or suffering the same to be made in violation of the provisions of this section, shall be liable personally and on his official bond for the safety of the funds so loaned. §29-3-113

LEGAL REF.: MS CODE as cited & Title 37, Chapters 45 & 47

CROSS REF.: Policy DFL- Investment Earnings

Adopted Date: 1/30/2018

Approved/Revised Date: 1/14/2021

District: Holmes County Consolidated School District
Section: F - Facility Expansion
Policy Code: FGDB - Project Administration Contract Awards Procedure

PROJECT ADMINISTRATION CONTRACT AWARDS PROCEDURE

There is established the Educational Facilities Revolving Loan Fund Program for the purpose of improving educational facilities by assisting public schools in procuring funds for making capital improvements. Requests for loans may be for the following purposes:

1. Repairs and renovations to existing school buildings and related facilities used in the operation of the schools.
2. Construction of new facilities or repairs and renovations to existing facilities for the purpose of establishing, improving, or expanding prekindergarten programs.
3. Construction of new career and technical education facilities or repairs and renovations to existing school facilities for the purpose of upgrading or expanding a career and technical education program.

Loans received from the Educational Facilities Revolving Loan Fund cannot be used for athletic facilities.

All applications for loans under the Educational Facilities Revolving Loan Fund shall be made in accordance with the State Department of Education's rules and regulations including:

1. The maximum total amount of outstanding loans an applicant may receive in a fiscal year shall be limited to One Million Dollars (\$1,000,000.00)
2. The maximum total amount of a loan an applicant may receive for a single project shall not exceed One Million Dollars (\$1,000,000.00) per fiscal year.
3. A loan may not exceed 100% of the cost of the project for which the loan is requested.
4. Approved loans are interest free and payable over a term of no more than 10 years commencing on the date the loan is received.

If an entity is in arrears on loan repayments, future payments of Adequate Education Program funds to the district may be withheld.

School districts may use funds from the Educational Facilities Revolving Loan Fund Program to pay the principal and interest of school district indebtedness represented by bonds or notes issued after July 1, 2017, but before July 1, 2022 for capital improvements. School districts may be limited to a maximum loan amount of Five-Hundred Thousand Dollars (\$500,000.00) per year from the Educational Facilities Revolving Loan Fund Program for this purpose.

In the letting of public contracts, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state, city, county, parish, nation or political subdivision having laws granting preference to local contractors shall be awarded Mississippi public contracts only on the same basis as the nonresident bidder's state, city, county, parish, nation or political subdivision awards contracts to Mississippi contractors bidding under similar circumstances. Resident contractors actually domiciled in Mississippi, be they corporate, individuals or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the

same extent as provided by the laws of the state, city, county, parish, nation or political subdivision of domicile of the nonresident. 31-7-47

LEGAL REF: MS CODE as cited

CROSS REF: Policies FA - Facility Goals and Objectives

FEAG - Project Planning Involvement State Government

Last Review Date: _____

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

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KB - Public Information Program

PUBLIC INFORMATION PROGRAM

COMMUNICATION WITH THE PUBLIC

School-Sponsored Media

The superintendent and her/his staff are encouraged to use all available school-sponsored media of communication, such as publications, radio and TV, to keep the goals, programs, achievements and needs of the schools before the public.

S/He may delegate authority to the central administrative staff, and to the school principals as he sees fit. But the ultimate responsibility for their performance is his/hers.

It is the Holmes County Consolidated School District Board's belief and faith that citizens who are adequately informed will vote more constructively in bond elections.

The administration is responsible for all informational services to and from the public except for such matters as the board may from time to time wish to deal with publicly itself.

Announcements to Parents and the General Public

Materials for districtwide distribution will be released through the central office and carry the approval of representatives of the superintendent's staff.

The principal of each school is responsible for routine school announcements to the parents of his/her school. S/He will keep a file copy of all such releases for needed future reference, for at least two years.

All such announcements and releases of individual school activities must be cleared by the principal before being released.

School Sponsored Publications, Radio and Television

Publications issued by and in the name of the schools of the Holmes County Consolidated School District shall reflect the high regard and aspirations of our people for their schools.

There must be no compromise with high quality of editorial content and effective format. The exercise of appropriate economy in materials and production is expected so long as the main purpose is not jeopardized.

Regular and special radio and TV programs shall be consistent with the goals of our schools approved by the board. It is important that such programs also reflect the high regard and aspirations of our people for their schools.

School District Directory

The Holmes County Consolidated School District Directory will be distributed only to those governmental agencies and other school-related parties which have been authorized by the

superintendent.

A copy of the directory will always be available in the superintendent's office for review by interested persons.

Individual School Publications

Each school may, with the approval of the principal, establish a school newspaper for the children of the school and their parents. Such publications should be carefully prepared if undertaken.

The principal is responsible for supervising such publications to conform with the intent of board policy on communications with the public.

Commercial establishments whose primary source of revenue is the sale of intoxicants should not be permitted to appear as advertisers in school publications.

Communications from Outside the Schools

Students and faculty of the schools shall be protected from intrusions on their time by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

The principals shall interpret this policy strictly. Exceptions may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion, the decision of the superintendent of schools will be final.

Publications, Radio and Television

This board invites and welcomes the active interest and participation of newspaper, magazines, radio and television and other mass media of communication in promoting the cause of good education in our city and elsewhere.

Newscasts, spot announcements, sports, coverage of other school activities and programs dealing with the schools must be presented in the public interest. No identification of the schools with the promotion of any commercial or political enterprise shall be permitted. Pupils enrolled in the school district who appear on radio or TV programs during or after school hours shall not be permitted to associate the name of a particular school, school activity, or the school district with the promotion of any commercial or political enterprise.

Commercial Mass Media

It is the responsibility of the principal to be advised of and to supervise all radio and television presentations made in the individual school.

Students who represent the school through such media should have prior permission from the principal, who should obtain full information concerning the presentation.

A member of the staff designated by the principal should be assigned the responsibility for informing communications media of newsworthy school activities. Faculties should be informed that suggestions for such releases must be channeled through this individual.

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

KBA - Public's Right to Know

KCB - Community Involvement in Decisionmaking

Last Review Date:1/30/2018
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 12/8/2021

District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KBA - Public's Right to Know

PUBLIC'S RIGHT TO KNOW

"...The public has every right to observe the process, but not to control the proceedings."

The formation and determination of public policy is public business and shall be conducted at open meetings except as otherwise provided by law.

Except as otherwise provided by MS Code sections 25-61-9 and 25-61-11, this school declares all public records to be public property, and any person shall have the right to inspect, copy or mechanically reproduce or obtain a reproduction of any public record in accordance with the district's adopted written procedures concerning the cost, time, place and method of access.

The Holmes County Consolidated School District shall establish and collect fees reasonably calculated to reimburse it for, and in no case exceed, the actual cost of searching, reviewing and/or duplicating and, if applicable, mailing copies of public records. Such fees shall be collected by the district in advance of complying with the request. ' 25-61-5

LEGAL REF.: MS CODE as cited

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

CN-R - Access to Public Records

KB - Public Information Program

KCB - Community Involvement in Decisionmaking

Last Review Date:1/30/2018

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

Adopted Date: 1/30/2018

Approved/Revised Date: 12/8/2021

District: Holmes County Consolidated School District
Section: K - General Public Relations
Policy Code: KBB - Media Access to School Campuses, Staff and Students

MEDIA ACCESS TO SCHOOL CAMPUSES, STAFF AND STUDENTS

It shall be the policy of the Holmes County Consolidated School District Board that access to school campuses shall be by permission granted by the superintendent of schools or her/his designee on all occasions. Without such authority having been granted, all representatives of the media will be denied access to the campuses, buildings, staff or students of the schools and principals are hereby instructed to deny such access.

The district is committed to providing up-to-date information about the district and its activities in a timely and appropriate manner. The school board designates the Superintendent/designee, as the spokesperson for the district when the media requests information. No employee other than those designated may provide information on behalf of the school district without prior board approval.

It is the responsibility of the board of education and superintendent to maintain an atmosphere conducive to learning with as few disruptions as possible.

All requests should be directed to the office of the superintendent whose responsibility it shall be to issue in writing permission for all access.

CROSS REF.: Policies KB C Public Information Program
 KM C Visitors to the Schools

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

Adopted Date: 1/30/2018
Approved/Revised Date: 1/13/2022

District: Holmes County Consolidated School District
Section: K - General Public Relations
Policy Code: KCB - Community Involvement in Decision Making

COMMUNITY INVOLVEMENT IN DECISION MAKING

"The public has every right to observe the process, but not to control the proceedings."

Community participation in the affairs of the schools is an important facet of achieving improved quality of education for the students. Therefore, the Holmes County Consolidated School Board (This Board) intends to make every effort to identify the desires of the community and to be responsive to those desires.

Citizens of the Holmes County Consolidated School District will be encouraged to express their ideas, concerns, and judgments about the schools through (1) written suggestions or proposals, (2) presentations at hearings, (3) responses to surveys made through interviews, written instruments, (4) comments at meetings of the board, and (5) service on citizens' advisory committees.

The advice of the public will be carefully considered. In the evaluation of such advice, the first concern will be the educational program as it affects students.

COMMUNITY INVOLVEMENT

The governing authorities of the county, counties or city in which a school district is located and the school board of each school district shall develop a five-year plan to encourage community involvement with the schools in such district. Districts meeting the Highest Levels of Performance as defined by the State Board of Education, shall be exempted from the provisions this section. §37-7-337

The Mississippi Public School Accountability Standard for this policy is standard 12.

AD VALOREM TAXES

As it relates to Ad Valorem Taxes, this district shall comply with all applicable provisions of Mississippi Code of 1972, Sections 37-57-105, 37-57-107, and 27-39-207.

When an advertisement is required under this section, it shall be in the form set forth in Section 27-39-207, and shall include the following language:

- "Any citizen of the Holmes County Consolidated School District is invited to attend this public hearing on the proposed ad valorem tax increase, and will be allowed to speak for a reasonable amount of time and offer tangible evidence before any vote is taken."

BOND REFERENDUM

As it relates to Bond Referendums, this district shall comply with all applicable provisions of Mississippi Code of 1972, Sections §37-59-11

BUDGET ADOPTION

Prior to the adoption of a budget pursuant to this section, this school 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 will be held at least one (1)

week prior to the adoption of the budget with advance notice. 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 a newspaper having general circulation in the school district on a date different from the date on which the county or any municipality therein may publish its budget. §37-61-9 (3)

The Mississippi Public School Accountability Standard for this policy is standard 12.

CODE OF STUDENT CONDUCT / THE SCHOOL SAFETY ACT OF 2001

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

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies KB Public Information Program

KBA Public's Right to Know

Last Review Date: _____

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

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: K - General Public Relations
Policy Code: KF - Broadcasting And Taping of Board Meetings

BROADCASTING AND TAPING OF BOARD MEETINGS

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special school board meetings according to the following guidelines.

1. Persons operating cameras, broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting and no commentary is to be given in a manner that distracts Board members or the audience.
2. The Holmes County Consolidated School District Board has the right to halt any recording that interrupts or disturbs the meeting.
3. Students may not be photographed by the Holmes County Consolidated School District without the consent of their parents.

The Holmes County Consolidated School District Board may make the necessary arrangements to make audio recordings of all regular meetings and any special meeting that it deems appropriate.

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

Adopted Date: 1/30/2018
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District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KHD - Gifts to Staff Members

GIFTS TO STAFF MEMBERS

Many school patrons in their sincere effort to express appreciation to school employees at various times participate in money-raising campaigns among parents in order to purchase gifts for school employees. These activities are often misunderstood, frequently cause embarrassment to our personnel and are illegal.

No public servant shall use his official position to obtain, or attempt to obtain, pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is associated. ' 25-4-105 (1) (1994)

There shall be no fund raising for gifts, or any gift giving, or any exchange of gifts.

This does not in any way prohibit Christmas and other parties that are held in schools where students contribute for food and refreshments. The policy is designed to stop solicitation of funds for gifts.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies KHE - Gifts to Schools

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

Adopted Date: 1/30/2018

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District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KHE - Gifts to Schools

GIFTS TO SCHOOLS

Items and donations contributed to the Holmes County Consolidated School District (The 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. The Holmes County Consolidated School Board (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 donations and contributions (monies and personal property) shall be formally submitted to the Board for acknowledgement and acceptance. The Minutes shall reflect the contributor, amount, and purpose for the donation, if any. Any monies donated shall be deposited into the appropriate fund.

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 monies shall be receipted into the school's activity fund and deposited in that bank account.

All gifts or donations presented to an individual school and/or the total school system that would obligate the school system to future operating or upkeep costs must be approved by the Board of Education.

All other gifts or donations, including Crowdfunding Projects, may be approved in accordance with the provisions of Policy DFK.

NOTE: See also Financial Accounting Manual for Mississippi School Districts, as amended.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies DFK - Gifts and Bequests to School District

KHD - Gifts to Staff Members

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

Adopted Date: 1/30/2018
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District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KJ - Advertising in the Schools

ADVERTISING IN THE SCHOOLS

No advertising of commercial products, services or religious beliefs shall be permitted in school buildings or on school grounds or properties. This policy does not prevent advertising in student publications, which are published by student organizations, subject to administration control, nor the use of commercially-sponsored free teaching aids if the content is approved by the administration. Solicitation of sales or use of the name of the school system to promote any product or religious belief shall not be permitted.

ADVERTISEMENTS AND POSTERS

Public:

Such practices as allowing advertising and posters should be avoided as often as possible. Under no conditions may public advertisements with profit motives be condoned without explicit permission from the Superintendent of Schools. Any public advertisement may be announced or posted in the school only after permission from the Superintendent of Schools has been granted.

Pupils:

Pupil advertisements, posters, and handouts before released, revealed, or given to pupils must be cleared through the principal's office.

APPEARANCES, FILMS, PERFORMANCES

Neither the faculties, the staff, nor the children of the schools shall be employed in any manner for advertising or otherwise promoting the interest of any commercial, political, or other non-school agency, individual or organization, except that:

1. The schools may cooperate in furthering the work of any non-profit community wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other educational materials bearing only simple mention of the producing firm and provided such materials can be justified on the basis of their actual educational values.

The superintendent may, at her/his discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit.

The schools may, upon approval of the superintendent, cooperate with any agency in promoting activities in the general public interest which are non-partisan and non-commercial, and which promote the education or other best interests of the pupil.

CROSS REF.: Policy DK - Student Activities Fund Management

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

Adopted Date: 1/30/2018
Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KJA - School Volunteers Policy

SCHOOL VOLUNTEERS POLICY

The Holmes County Consolidated School District Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community. Teachers and principals are primarily responsible for the safety of students. Because student safety is of utmost concern, the goal of this Board policy is to preclude certain individuals from access to students. A criminal background check (State of Mississippi Child Abuse Registry check and a criminal records background check via finger print card) is the best way to accomplish this goal. The District will conduct a criminal background check on all persons volunteering in positions where they will be left alone with a child. The superintendent or designee shall identify the volunteer positions in the District that require a criminal background check.

The District, through its administration, has the right to determine who may volunteer in District schools; no person has a right to volunteer in a District school.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers shall perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

The Superintendent or assigned designee shall establish procedures for the support of this policy.

Persons interested in volunteering time or services should contact the building principal.
Prospective volunteers may be required to complete a written application.

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

VOLUNTEER BACKGROUND CHECK PROCEDURES

1. The following list is established to serve only as an example of some of the positions where background checks are necessary, or not. As other examples arise in buildings, principals and designees are asked to keep the language and the stated goal of the policy in mind as a determination is made as to whether a particular volunteer needs to have a background check.
2. Volunteers who are required to have background checks include, but are not limited to:
 - Persons who come in to the school to help with reading, or other tasks that would potentially allow them to be alone with a student.
 - Persons, volunteers and chaperones who go on school field trips.
3. Volunteers will submit annually criminal background check. The District reserves the right to require any person to submit to additional criminal background checks or to rerun background checks at any time based on a reasonable suspicion of change to the individual's status. The District may decline to utilize the services of volunteers who refuse to participate.
4. The background check procedure for volunteers is as follows:
 1. Volunteer completes Authorization for Criminal Background Check.
 2. The volunteer presents social security card and driver's license/state issued ID card to designated HCCSD employee in the Activities/Athletics Department located at the Office of Human Resources. The employee will make copies of the cards for the application.

3. The volunteer pays the designated HCCSD employee the fees for FBI background check and Registry for Child Abuse check (employee will receipt and deposit funds according to HCCSD guidelines).
4. HR will complete the fingerprinting of the volunteer
5. HR will notify the volunteer and schools of eligibility status of volunteer.

Adopted Date: 1/30/2018

Approved/Revised Date: 12/17/2021

District: Holmes County Consolidated School District
Section: K - General Public Relations
Policy Code: KK - Service of Process

Service of Process

The only person authorized to receive service of process for the Holmes County Consolidated School District is the superintendent. Principals, teachers, school board members, and all other employees should inform any individual attempting to serve the school district that they do not have the authority to accept process on behalf of the school district. Any process server should be directed to the superintendent for proper service of process.

Immediately upon receipt of service, the superintendent shall document the date and time that the documents were served and notify the district's insurer and the school board attorney.

LEGAL REF: MS Code 79-35-13

Adopted Date: 12/8/2021

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KL-R - Public Complaints

PUBLIC COMPLAINTS

The Holmes County Consolidated School Board (The Board) welcomes comments and suggestions for improvements from the community and general public served by the Holmes County Consolidated School District (The District). Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. The public is reminded that this board has confidence in its professional staff and desires to support their actions in order that they may be free from unnecessary, spiteful, or negative criticism and complaint. With this in mind, whenever a complaint is made directly to the board as a whole or to a board member as an individual, the complaint will be promptly referred to the school administration for study and possible solution.

ADMINISTRATIVE GUIDELINES FOR RESOLVING COMPLAINTS

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action/s taken. The board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.

Anonymous complaints provide no avenue for response or redress of the complaint; therefore, it is the policy of this board that anonymous complaints will not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed to those channels. This includes complaints about personnel, instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent.

If all other remedies have been exhausted and a complaint can be satisfactorily resolved, the complaint may be appealed to the school board. No appeal will be heard by the board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made;
2. The principal of the school involved;
3. The superintendent; and,

4. The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purpose of presenting any additional facts, making further explanations, and clarifying the issues.

The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all parties. The board's decision is final.

The superintendent shall provide a copy of said complaint or request for information to each board member prior to the meeting involved.

The superintendent is directed to have a report from the administration regarding the subject matter attached to the complaint and placed in the agenda of each board member at the meeting involved.

No subject shall be allotted more than 30 minutes time of the board meeting. A maximum of 15 minutes shall be allotted to the proponent of the subject, of which 10 minutes may be used for presentation and the remaining five minutes for questions by the board. If there is more than one speaker on each side of the question, it is the responsibility of the chairman of each group to divide the 10 minute period.

CROSS REF.: Policies BBF - Advisory Committees to the Board
KNBA - Complaints About Instructional Materials

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

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.

However, parents and guardians of students will be allowed to visit classrooms during instructional time at the discretion of the building administrator. During such visits, parents and guardians will not be allowed to dialogue with their child's teacher as this would take away from instructional time.

CONDUCT AT ATHLETIC ACTIVITIES

School athletic activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School athletic activities are provided for the enjoyment and for the opportunity they afford the students.

Spectators are permitted to attend school athletic activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators, or with the performance of employees and officials supervising the school athletic activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of school athletic activities to perform their duties without interference, the following provisions are in effect:

1. Abusive, verbal or physical conduct of spectators, of any type, directed at participants, officials, or sponsors of school athletic activities will not be tolerated.
2. Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors of school athletic activities will not be tolerated.
3. The use of vulgar, or obscene or demeaning expression language directed at students, officials, or sponsors participating in school athletic activities, or at other spectators, will not be tolerated.

If a spectator at a school athletic activity becomes physically or verbally abusive, uses vulgar, obscene demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed immediately from the event by the individual in charge of the event and/or law enforcement.

Additionally, there shall be no loitering on the school campus before, during, or after school events. Loiterers will be asked to enter the event or leave the premises.

The Holmes County Consolidated School District Superintendent may recommend the exclusion of the spectators from any or all future activities.

Upon recommendation of the Superintendent, the Holmes County Consolidated School District's Board of Education may cause a notice of exclusion from school athletic activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the

spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a school athletic activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school athletic activities.

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

Last Review Date:11/15/2018

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

Adopted Date: 1/30/2018

Approved/Revised Date: 4/14/2022

District: Holmes County Consolidated School District

Section: K - General Public Relations

Policy Code: KN - Complaints - Title I

COMPLAINTS

TITLE I, ECIA PROCEDURE FOR COMPLAINT RESOLUTION

The following procedures will be followed if a complaint concerning TITLE I, ECIA is received by the school district:

1. Record initiated - Within five (5) days of receipt of a written complaint, or an appeal from a person or persons against the operation of TITLE I, ECIA at the local level, the local TITLE I, ECIA office will acknowledge receipt of the complaint in writing. All written complaints must include signature and address of the complainant.
2. Within ten (10) working days of the acknowledgment of the complaint, the complainant will be afforded an opportunity for an informal hearing with representatives of the Local TITLE I, ECIA office at which time oral and written testimony may be taken.
3. Failure to resolve the complaint in an informal sitting will necessitate a formal hearing on the matter. The complainant will be advised on the right to request in writing a formal hearing. The complainant will have fifteen (15) days from the date of the informal hearing to make a written request for formal hearing. Upon receipt of the request for a formal hearing the LEA shall make, when necessary, an on-site investigation of the complaint.
4. The formal hearing will be conducted by the Holmes County Consolidated School District superintendent and school board. The local hearing panel will provide opportunity for the complainant or the complainant's representative, or both, and the local educational agency involved to submit evidence, including the opportunity to question parties to the dispute and any of their witnesses.
5. The entire procedure, from receipt of the complaint to a satisfactory resolution, shall be completed within a period of not more than sixty (60) days.
6. The complainant has the right to appeal the final resolution of the Holmes County Consolidated School District to the Superintendent of Education within thirty (30) days after receipt of the written decision.

CROSS REF.: KNBA - Complaints About Instructional Materials

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

Adopted Date: 1/30/2018

Approved/Revised Date: 1/13/2022

District: Holmes County Consolidated School District
Section: K - General Public Relations
Policy Code: KNBA - Complaints About Instructional Materials

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

The Holmes County School District Board assumes final responsibility for all books and instructional materials it makes available to students. However, it recognizes the right of individual parents regarding controversial materials used by their own children.

While the board will not permit any individual or group to exercise censorship over instructional materials and library collections, provision will be made for the reevaluation of the materials upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

LEGAL REF.: MS CODE Section 37-7-301 (n) (1993)
CROSS REF.: Policies BCBI - Public Participation at Board Meetings
KN - Complaints

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

KNBA-E(1)
Complaints About Instructional Materials
[OPEN FILE](#)

Adopted Date: 1/30/2018
Approved/Revised Date: 12/8/2021

District: Holmes County Consolidated School District
Section: K - General Public Relations
Policy Code: KNBA-E - Complaints About Instructional Materials

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

(Citizen's Request for Reconsideration of a Book)

Author _____ Hardcover () Paperback ()

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents: _____ himself
 _____ (name of organization)
 _____ (identify other group)

1. To what in the book do you object? (Be specific; cite pages).

2. What, in your opinion, might be the result of reading this book?

3. For what age group would you recommend this book? _____

4. What do you feel is of value about this book? _____

5. Did you read the entire book? _____ What parts? _____

6. Are you aware of the judgment of this book by literary critics? _____

7. What is the theme of this book? _____

8. What would you like the school to do about this book?

_____ do not assign it to students

_____ withdraw it from all patrons of the school

_____ refer it to an official committee for re-evaluation

9. In its place what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

Signature of Complainant

Date

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

Adopted Date: 1/30/2018
Approved/Revised Date: 4/14/2022

District: Holmes County Consolidated School District

Section: L - Organizational Relations

Policy Code: LA - Parental Engagement

PARENTAL ENGAGEMENT

The Holmes County Consolidated School District Board reaffirms the Holmes County Consolidated School District's strong commitment to the role of parents in their children's education and to effective, comprehensive parental engagement. In this policy, a parent is intended to include parents, guardians, and other family members involved in supervising the child's schooling. Parental/family engagement in a child's learning is a critical link to achieve academic success and to promote a safe and disciplined learning environment.

Schools and families will work together to ensure that the educational process includes quality learning at home, in school, and in the community.

The following steps will be taken to achieve this goal:

1. The superintendent will assess the status of parental engagement, review existing policies and procedures, and develop necessary regulations and procedures to support this policy, including a review of staff and budget support.
2. The Holmes County Consolidated School District Board of Education will support parental engagement by seeking parental input on school system policies, including curriculum, facilities, and funding issues.

STRATEGIES FOR PARENT/ FAMILY ENGAGEMENT

1. Effective two-way communication between all parents and schools regarding school system policies and regulations, local school policies, and an individual child's progress.
2. Activities to encourage parental volunteer opportunities in schools both in the classroom and in other areas of the school including attendance at local school programs and events.
3. Information and programs for parents on how to establish a home environment to support learning and appropriate behavior.
4. Information and programs for parents about how they can assist their own children to learn.
5. Assistance to develop parental engagement in educational advocacy through PTAs and other organizations, including school system task forces and advisory committees.

ROLE OF LOCAL SCHOOLS

While each division, office, and school must assess its role and plan of action to meet these goals, all school district employees are expected to convey a commitment to parental engagement. Consistent with this commitment, Holmes County Consolidated School District schools are expected to:

1. Develop activities and materials that provide for effective two-way communication between parents and the school on Holmes County Consolidated School District policies and individual student progress;

2. Support and encourage parental volunteer opportunities;
3. Provide programs that assist parents in learning how they can help children learn, including activities that are connected to what children are learning in the classroom; and,
4. Work with PTA leadership to ensure parental input.

ROLE OF CENTRAL OFFICE STAFF

In addition to the role of the schools, appropriate staff in central offices are expected to support school efforts and, where relevant:

1. Communicate with parents on Holmes County Consolidated School District policies and regulations;
2. Provide for the development of parenting programs and materials, including the use of cable television, pamphlets, adult education courses, parent resource centers, and programs designed to orient new parents to the school district;
3. Maintain and support with appropriate information and training parental volunteer opportunities countywide;
4. Assist in the development of parental leadership through PTAs and other recognized groups;
5. Work with businesses, organizations, and other government agencies which by the districts policies and activities can provide support and assistance for parental engagement efforts;
6. Provide appropriate teacher and staff training to support effective parental engagement; conduct staff and parent training in ways to communicate and work together including problem solving, conflict resolution skills, and outreach strategies;
7. Identify and publicize promising programs and practices related to parental engagement;
8. Work with colleges and universities that prepare teachers and administrators to support the inclusion of school and family connections in their training programs;
9. Develop methods to accommodate and support parental engagement for all parents with special needs including those with limited English proficiency and individuals with disabilities; and,
10. Develop mechanisms for schools to use in order to assess the effectiveness of their parental engagement efforts.

LEGAL REF.: *Mississippi Public School Accountability Standards*

CROSS REF.: Policies KB - Public Information Program

KCB - Community Involvement in Decisionmaking

LAA - Title I Parent Engagement

Last Review Date:1/30/2018

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

Adopted Date: 1/30/2018

Approved/Revised Date: 12/8/2021

District: Holmes County Consolidated School District
Section: L - Organizational Relations
Policy Code: LAA - Title I Parental Engagement

TITLE I PARENT INVOLVEMENT

The Holmes County Consolidated School District Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant of federal law, this district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for the parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the Holmes County Consolidated School District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student

academic achievement in meeting state standards. The School-Parent Compact shall:

Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;

Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and

Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conference, frequent reports to parents, and reasonable access to staff.

LEGAL REF.: P. L. 103-382 (Improving America's Schools Act)

CROSS REF.: Policies LA - Parental Involvement

LAB - Regulations for Title I Parent Engagement

PARENTAL INVOLVEMENT POLICY FOR HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

As a means of insuring parent participation in the Title Program of the Holmes County Consolidated School District, the Board adopts the following policy:

Title I district and school personnel will meet once per year with parents of eligible Title I boys and girls for the purpose of soliciting parent input into the development of the Title I project, to inform Title I parents of their rights as parents in the development of the Title I project and to offer assistance to Title I parents in meeting the needs of their children.

To meet the goals stated above, the Holmes County Consolidated School District's Title I Program plans the following activities:

A. Will recruit parents to work with committees to provide input into the development of the instructional plan and process of school improvement.

B. In an effort to improve student achievement and maintain strong school/family/community partnerships, the Holmes County Consolidated School District

(1) shall offer meetings/workshops to help parents to understand the National Education goals, state content and performance standards, state and local assessments, Title I requirements and how to work with educators toward children's improved performance. If necessary, individual conferences will be obtained. Additionally, the Holmes County Consolidated School District will schedule individual parent-teacher conferences at mid-term each 9 week grading period for parents and teachers to discuss and plan for student achievement. (This conference will take the place of the current Parent Day report card signing conference.)

(2) shall provide materials and facilities to train parents, pupil services personnel, principals, and staff to work with each other and work with parents as equal partners.

(3) shall provide workshops/meetings to discuss the importance of working as partners in the

educational process for teachers, pupil services to reach out to, communicate with and work with parents as equal partners. Follow-up activities will be necessary.

(4) shall contact leaders of Head Start and other programs for preschool children and public preschool programs. We will coordinate and integrate parent involvement programs with Head Start and other programs for preschool children, to the extent feasible and appropriate.

(5) shall ask local businesses, community leaders, area colleges and community-based organizations to help with parental involvement. Leaders, organizations, area colleges and businesses will be encouraged to form partnerships and will be asked to participate in one of more of the following:

- a. Donate prizes for parent meetings to encourage parent participation.
- b. Volunteer as tutors/mentors.
- c. Provide for recognition of parents and students by giving certificates, awards, prizes, etc.
- d. Give presentations at parent meetings or in a classroom setting.

(6) shall provide activities, materials and training for parents to learn more about child development and understanding the needs of their child. Resources in the community will be utilized to assist with this effort.

A Parent Involvement Program will be coordinated and implemented by the Title I Staff. A Parent Center in each school will be developed to provide parents with home-school instruction to reinforce classroom instruction at home. Parents will have an opportunity to help create activities for their children as well as the other children for reinforcement of classroom instruction. Also, parents will have an opportunity to create activities to assist the teacher in school instruction.

(7) will ensure, to the extent possible, that information sent home is in the primary language of the parent and manner which parents can understand.

(8) may provide information to parents by one or more of the following ways: telephone contacts, one-on-one contacts, conferences, surveys/questionnaires and/or home site visits.

(9) may provide funds for literacy training - if all other sources are exhausted. Parent center personnel may assist in providing literacy classes or information to parents in need.

(10) may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

(11) may train and support parents to enhance the involvement of other parents by means of coordinating phone calls, arranging transportation, assisting with the parent center, assisting with the volunteer program and leading parent/committee sessions.

(12) may send a survey/questionnaire to parents to determine the preferred time available for working and non-working parents, schedule meetings at a variety of times to fit parents' needs and to enhance parental participation in school related activities.

(13) If a parent is unable to attend conferences, the classroom teacher or the individual requesting the conference may refer information to the principal. The principal may request a telephone contact to the parent for a home-site visit by the school nurse, the home-school liaison personnel or another appropriate staff member. At a home-site visit, pertinence information will be given to the parent from the classroom teacher or another professional staff member. Information regarding home-site visits and telephone contacts will be filed at the principal's office and/or

another appropriate professional staff member. Funds may be allocated for release time to conduct in-home conferences.

(14) may adopt and implement model approaches to improving parent involvement such as the following:

- Monthly Parent Workshops
- Community Meetings
- Even Start/Head Start
- Homework Help
- Cooperative Extension Service

(15) provide other reasonable activities to support parental involvement such as: telephone contacts, survey/questionnaires, one-on-one contacts and home-site visits.

D. Shall conduct, with the involvement of parents or parent committees, an annual evaluation of the parental involvement program, policy content and effectiveness. As a result of this meeting data compiled, a plan for further development of the parental involvement program and policies will be determined.

E. Shall utilize strategies and results of the annual evaluation to revise policies, if necessary, and expand the scope and sequence of the parental involvement policy.

Cross references: LA - Parental Involvement
LAB - Regulations for Title I Parent Involvement

Last Reviewed/Revised Date: 12/10/2020

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: L - Organizational Relations
Policy Code: LAB - Regulations for Title I Parent Engagement

TITLE I PARENT INVOLVEMENT REGULATIONS

In order to achieve the level of Title I parent involvement desired by the Holmes County Consolidated School Board of Education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school, and community.

GUIDELINES

Parent involvement activities developed at each school will include opportunities for:

- Volunteering;
- Parent education;
- Home support for child's education;
- Parent participation in school decision-making.

The Holmes County Consolidated School District will provide opportunities for professional development and resources for staff and parent/community regarding effective parent involvement practices.

ROLES AND RESPONSIBILITIES

1. **Parents**

It is the responsibility of the parent to:

- a. actively communicate with school staff;
- b. be aware of rules and regulations of the school;
- c. take an active role in the child's education by reinforcing at home, the skills and knowledge the student has learned in school; and
- d. utilize opportunities for participation in school activities.

2. **Staff**

It is the responsibility of the staff to:

- a. develop and implement a school plan for parent involvement;

- b. promote and encourage parent involvement activities;
- c. effectively and actively communicate with all parents about skills, knowledge, and attributes student are learning in school and suggestions for reinforcement; and
- d. send information to parents of Title I children in a format and to the extent practicable, in a language the parents can understand.

3. **Community**

Community members who volunteer in the schools have the responsibility to:

- a. be aware of rules and regulations of the school; and
- b. utilize opportunities for participation in school activities.

4. **Administration**

It is the responsibility of the administration to:

- a. facilitate and implement the Title I Parent Involvement policy and plan;
- b. provide training and space for parent involvement activities;
- c. provide resources to support successful parent involvement practices;
- d. provide in-service education to staff regarding the value and contributions of parents, as well as, how to communicate and work with parents as equal partners.
- e. send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

LEGAL REF.: P. L. 103-382 (Improving America's Schools Act)

CROSS REF.: Policies LA - Parental Involvement

LAA - Title I Parent Involvement

Last Review Date: _____

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

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: L - Organizational Relations
Policy Code: LB - Custodial / Non-Custodial Parents Rights

CUSTODIAL / NON-CUSTODIAL PARENTS RIGHTS

The School Board of the Holmes County Consolidated School District presumes that the person who enrolls a student in school is the student's custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined. The parent who enrolled the child is considered by the school district to be the custodial parent until a legal document naming the custodial parent is provided to the school.

Parents or guardians have the right to receive information contained in the school records concerning their minor child, and the right to forbid the disclosure of such information to others unless authorized to do so. This board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made, the custodial parent will be requested to submit a certified copy of the court order which curtails the specific right/s.

Unless there is a legal document that specifies otherwise, both natural parents have the right:

1. To view the child's school records;
2. To receive school progress reports;
3. To visit the child briefly at school; and,
4. To participate in parent and teacher conferences (together or separately).

While both parents can see child at school, only the custodial parent has the right to remove the child from school property. If the non-custodial parent asks to take the child from school, the principal or designee will adhere to the following procedure:

1. Explain that the school staff is responsible for the child's welfare while at school.

2. In plain view of the non-custodial parent, telephone the custodial parent and explain the request. If the custodial parent agrees, then comply with the request.

3. If the custodial parent objects, explain to the non-custodial parents that his/her rights do not include removing the child from school property. Confirm that the school will allow brief visits and describe the conditions so that both parents hear the information. Emphasize that the child will stay in the office area for the visit, will return to class afterward, and will not leave school property.

4. Escort the child to the office. Do not send the parent to the classroom. Explain to the child how the visit is to proceed. Emphasize that you (or a school security official) will return the child to class when the visit is finished.

5. Provide a place for the visit which can be observed by office staff. Escort the child back to class after the visit.

6. Maintain a file of such visits and have the non-custodial parent sign in and sign out so there is an official record of each visit.

CROSS REF.: Policies JBC - School Admission

JGFC - Dismissal Precautions

Last Review Date:11/15/2018

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

Adopted Date: 1/30/2018

Approved/Revised Date: 4/14/2022

District: Holmes County Consolidated School District

Section: L - Organizational Relations

Policy Code: LC - Parental Rights

PARENTAL RIGHTS

The Holmes County Consolidated School Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being, in determining district and student needs for educational services, in program development and district operations. The Holmes County Consolidated School District (The District) affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student.
2. Any instructional material used by the district as part of the educational curriculum for the student;
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from covered activities. The rights provided to parents under this policy, transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable state law.

The superintendent will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in district schools. The input of parents will be encouraged in the development, adoption and any subsequent revision of this policy.

DEFINITIONS

1. Survey, as defined by federal law and as used in Board policy and this regulation, includes an evaluation. It does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act;
2. Covered survey items means one or more of the following items: political affiliations or beliefs of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program;
3. Covered activities requiring notification means those activities involving the collection, disclosure or use of personal information collected from students for the purpose of

marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance and administered and scheduled by the school in advance;

4. Third parties include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control;
5. Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments;
6. Personal information means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); telephone number; or a social security identification number.
7. Invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body. It does not include a hearing, vision or scoliosis screening and does not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

REQUESTS TO INSPECT MATERIALS

Parents may inspect surveys, instructional materials or instruments used to collect personal student information for marketing purposes before such items are administered or distributed by a school to a student as follows:

1. Requests may be directed to the school office by phone or in person;
2. Requests must be received by the district no later than five (5) working days following receipt of notification by the district of its intent to administer or distribute such items;
3. Materials may be reviewed at the school office or mailed by the district;
4. Requests to mail materials must be accompanied by a self-addressed, stamped envelope.

REQUESTS TO EXCUSE STUDENT FROM COVERED ACTIVITIES

A parent may request that his/her student be excused from participation in any of the following covered activities:

1. The collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information to others;
2. Any district or third party survey;

3. The administration of nonemergency, invasive physical examinations or screenings.

All such requests must be:

1. Directed to the building principal in writing;
2. Received by the district no later than [five] working days following receipt of notification by the district of its intent to administer or distribute such items.

STUDENT PRIVACY

The district recognizes its responsibility to protect student privacy in the event of administration or distribution of a survey to a student containing one or more covered survey items.

A student's personal information that may be collected as a result of such surveys will be released only with prior, written parental permission.

NOTIFICATION

Each building principal shall be responsible for ensuring appropriate notification to parents of their rights under federal law, Board policy and this regulation. Accordingly, notification will:

1. Be made at least annually at the beginning of the school year or at other times during the school year when enrolling students for the first time in school;
2. Include the specific or approximate dates during the school year when covered activities are scheduled or expected to be scheduled.

CROSS REF.: Policies LA Parental Engagement

LB Custodial / Non-Custodial Parents Rights

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: L - Organizational Relations
Policy Code: LDAJB - Operation SALE

OPERATION SALE

The Holmes County Consolidated School District Board and law enforcement entities seek to create a positive, trusting relationship between students, school district personnel, and local law enforcement. In order to help facilitate this relationship, the Holmes County Consolidated School District Board and law enforcement seek to create a program called Operation Students and Law Enforcement (Operation SALE). The program would allow, with the permission of the Holmes County Consolidated School District Board and school administrators, on-duty law enforcement officers to work out with student athletes in school physical fitness facilities and/or in physical education classes.

The goals of the program include: (1) providing students with positive role models and mentors in participating law enforcement officers; (2) reducing disciplinary issues among students; (3) increasing law enforcement presence on school campuses to assist in keeping schools safe; (4) encouraging students to make healthy choices regarding physical activity and nutrition; and (5) keeping law enforcement officers, including school resource officers, physically fit.

DEFINITIONS:

Operation SALE: a program approved by the Holmes County Consolidated School District Board to allow on-duty law enforcement officers in the community to work out with student athletes in school physical fitness facilities or students during physical education classes.

Interlocal agreement: an agreement between law enforcement entities and the Holmes County Consolidated School District Board regarding the parameters of the Operation SALE program.

Law enforcement: any official licensed law enforcement agency, and officers within the agency, in the jurisdiction including police, sheriff's deputies, or highway patrol.

Weapon: any pistol, firearm, or other instrument used to inflict bodily harm or physical damage. Weapons include law enforcement officers' service weapons.

PARAMETERS:

I. Extent of Program

The extent of Operation SALE on specific schools campuses shall be determined by the Holmes County Consolidated School District Board in cooperation with participation with law enforcement entities.

II. Interlocal Agreements

The Holmes County Consolidated School District Board may enter into an interlocal agreement with participating law enforcement entities regarding the implementation and function of Operation SALE. Such an agreement shall have no bearing on any agreement or policies already in place between the school board, school resource officers, and law enforcement entities regarding school safety programs.

III. Weapons

Unless law enforcement and the Holmes County Consolidated School District Board agree to other terms, law enforcement entities shall leave their service weapon(s) and any other weapon in their locked service vehicle(s) while engaging in Operation SALE program activities. Service vehicle(s) shall be parked in a conspicuous place on school campus so as to act as a deterrent and enhance school safety.

Adopted Date: 4/14/2022

Approved/Revised Date:

District: Holmes County Consolidated School District

Section: L - Organizational Relations

Policy Code: LEB - Relations With Parent Organizations

RELATIONS WITH PARENT ORGANIZATIONS

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

The parent-teacher groups in our schools are viewed by the Holmes County Consolidated School District Board as sincerely interested in and staunch supporters of public education.

The purposes of the P.T.A. are endorsed by the Holmes County Consolidated School District Board:

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

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

The State Board of Education shall establish an awards program to reward parents for becoming involved in school improvement efforts. A process shall be established which shall include, but not be limited to, the designation of a parent of the year in every school district in the state and the designation of one (1) "Parent of the Year" statewide. ' 37-3-73 (1992)

LEGAL REF.: MS CODE as cited

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

KM - Visitors to the Schools

Last Review Date:1/30/2018

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

Adopted Date: 1/30/2018
Approved/Revised Date: 12/8/2021

District: Holmes County Consolidated School District

Section: M - Education Agency Relations

Policy Code: MA - Education Agency Relations

EDUCATION AGENCY RELATIONS

The Holmes County Consolidated School District Board generally supports the educational endeavors of other institutions whose goals are compatible with those of the Holmes County Consolidated School District. In its relationship to other educational institutions, The Holmes County Consolidated School District Board will strive to stand as a partner and colleague in such ways as described below.

POST HIGH SCHOOL INSTITUTIONS

1. Within its resources and according to abilities and efforts of each student, the Holmes County Consolidated School District will seek to prepare students for successful experiences in post high school institutions.
2. To the extent appropriate and applicable, the Holmes County Consolidated School District will seek to utilize the resources of post high school institutions for the development of its own staff.
3. The Holmes County Consolidated School District will cooperate with post high school institutions in selected areas of research and experimentation which have the potential to increase the effectiveness of teacher preparation or staff development and/or which directly improve the local instructional program.

DUAL ENROLLMENT

A local school board, the Board of Trustees of State Institutions of Higher Learning and the State Board for Community Colleges shall establish a dual enrollment system under which students in the Holmes County Consolidated School District who meet the prescribed criteria of this Section 37-15-38 may be enrolled in a postsecondary institution in Mississippi while they are still in school. ' 37-15-38 (1)

OTHER INSTITUTIONS AND ORGANIZATIONS

1. The Holmes County Consolidated School District will work cooperatively with other school districts in selected programs when it is beneficial to do so.
2. The Holmes County Consolidated School District will assume appropriate responsibility for improving the climate for education, particularly with reference to expanding the fiscal base, providing for efficient expenditure of funds, and bringing about state or federal legislation which improves education or contributes to district goals.
3. The Holmes County Consolidated School District will cooperate with professional educational organizations recognized by the district as important forces for the improvement of education.
4. The Holmes County Consolidated School District will cooperate with institutions such as educational service units and regional laboratories when their programs are consistent with the goals of the district.

REFERENCE: Mississippi Public School Accountability Standards
CROSS REF.: Policy MFB C Student Teaching and Internships

Last Review Date:1/30/2018
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 12/8/2021

District: Holmes County Consolidated School District

Section: M - Education Agency Relations

Policy Code: MB - Relations With Nonpublic Schools

RELATIONS WITH NONPUBLIC SCHOOLS

The Board of Education (The Board) of the Holmes County Consolidated School District affirms its commitment to, and responsibility for, providing a program of quality education for all students served by the Holmes County Consolidated School District. In carrying out its responsibility, the board recognizes the need to be good stewards of public resources, be they financial, material, or human.

In its desire to serve the community as a whole, this board will cooperate with nonpublic schools, while maintaining its commitment to the students enrolled in the public schools. This board may receive written requests for services from nonpublic schools and/or students enrolled in nonpublic schools or students who are home-schooled. Consideration of such written requests will be made on the basis of factors including, but not limited to, recommendation of the superintendent, nature of the request, availability of resources, and expected outcomes.

The board realizes that the public schools have much to offer and that students not enrolled in the public schools may wish to do so after having good relations with the public schools. The board will act in good faith in working with nonpublic schools and/or students enrolled in nonpublic schools and/or students who are home-schooled.

LEGAL REF: Attorney General Opinion. Allen, 11-14-95 (#211) (95-0687)

CROSS REF.: Policies ABB - Board Powers and Duties
JBAB - Home Schooling / Transfer Students

Adopted Date: 1/30/2018

Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: M - Education Agency Relations
Policy Code: MFB - Student Teaching and Internship

STUDENT TEACHING AND INTERNSHIPS

The Holmes County Consolidated School District Board (The Board), recognizing both its responsibility to improve the quality of teacher training and the contribution that student teachers can make to the schools, encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the district's schools in all reasonable ways. All initial arrangements with the colleges or other institutions shall be subject to board approval. ' 37-132-1 (1973)

The importance of teacher-training to the future of education, and the need to assure a high quality of performance in our schools, demand that student teachers be placed only with the best teachers. Because they continue their primary responsibility, (the education of their students), their commitment is doubled. These teachers must have demonstrated a capacity and willingness to meet these additional demands. The teacher, in cooperation with the principal and the representative of the preparation institution, shall assign the student teacher or intern responsibilities and duties that will provide adequate preparation for teaching. ' 37-132-3 (1973)

Recognizing the special skills and expertise of the teacher preparation institution and its staff, the board authorizes the administration to honor the reasonable rules, regulations, and training guidelines of the sending institution.

In all arrangements made with preparation institutions, the Holmes County Consolidated School system shall have the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

Any student teacher or intern under the supervision of a certificated teacher, principal, or other administrator shall have the protection of the laws accorded the certificated employee of the district. While acting as a student teacher or intern, he shall comply with all rules and regulations of the district and observe those duties assigned certificated personnel. ' 37-132-5 (1973)

The school administration shall devise procedures for evaluating the performance of student teachers which meet requirements of the sending institution and fit with the district's policies.

Teacher-Student Teacher Relations

The board of trustees welcomes the opportunity to cooperate with the colleges and universities by taking an active part in the training and preparation of student teachers.

It shall be the duty of the central administrative office to determine the number of student teachers and the academic areas to be served each quarter or semester. This decision will be reached after consultation with the principal concerning such placement.

The following regulations shall apply:

1. Placement shall be made by the central administrative office.
2. Student teachers shall be assigned to the school rather than to individual teachers.
3. The principal shall determine a schedule and make assignments within each school.
4. Student teachers will be assigned to a team of teachers, whenever possible, and will work under the leadership of the team members.
5. First year teachers shall not be assigned student teachers.
6. Teachers shall be responsible for the following:
 - a. Pupil discipline
 - b. Pupil evaluation
 - c. Pupil assignments (length and quality)
 - d. Proper delegation of student teaching time.
7. Teachers must understand that student teachers may prove invaluable in the education of the pupils in their classes, but by no means is it intended that student teachers replace the teachers in

the classroom. It shall be considered mandatory that teachers do not desert student teachers in the classroom.

8. The teacher is responsible for everything that takes place in the classroom, whether he has a student teacher or not.

9. Administrators may deem it necessary and beneficial to student teachers to involve them in school activities other than instructional.

10. The following time table is recommended in determining student teachers' actual teaching time and classroom management (unless the University require to a different timeline):

- a. Phase No. 1 -- 3 weeks: observation, orientation and assisted instruction
- b. Phase No. 2 -- 3 weeks: observation and supervised participation
- c. Phase No. 3 -- 3 weeks: supervised participation, planning, and introductory instruction
- d. Phase No. 4 -- 3 weeks: continued supervised participation, planning, and instruction.

The classroom teacher is responsible for the implementation of the above time table which should be sufficiently flexible to meet the needs of the student teacher and pupils. It is expected that by Phase No. 4 the student teacher engage in all facets of classroom instruction which would include pupil evaluation. However, no student teacher evaluation will be considered final or absolute.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy GADD - Beginning Teacher Support Program

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

Adopted Date: 1/30/2018

Approved/Revised Date: 4/14/2022

District: Holmes County Consolidated School District
Section: M - Education Agency Relations
Policy Code: MO - Relations with Home Schooled Students/ Programs

The Holmes County Consolidated School District Board of Education recognizes its legal responsibility to ensure that all children of compulsory school age have the opportunity to receive an education that is adequate and equivalent to that which they are entitled under the law. Therefore, the board will follow state statutes in cooperating with parents who choose to educate their children in an approved home school program and whose children enter the public schools after having attended an approved home school program.

Home schooled students will not be allowed to participate in extra-curricular activities which are governed by the Mississippi High School Activities Association (MHSAA) in the Holmes County Consolidated School District.

The superintendent is charged with the responsibility of developing the necessary regulations to govern student transfers from home school programs to the public schools.

Adopted Date: 1/30/2018
Approved/Revised Date: 12/8/2021