


## 2019 Annual Policy Revisions Summary

Presented by:  
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## 2019 Legislative Updates


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### Legislation Passed Which Impacted Policy:

- HB 572 – Educator Use of Personal Leave
- HB 1182 – Corporal Punishment
- HB 1283 – The “Mississippi School Safety Act of 2019”
- HB 1322 – Eye Examinations


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### Legislation Passed Which Impacted Policy:

- SB 2050 – School Enrollment
- SB 2237 – Superintendent Misappropriation of Funds
- SB 2449 – Education of Students in Juvenile Detention Facilities
- SB 2770 – Teachers’ Salaries

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### Policy Code CEA – Superintendent Qualifications

**New Language:** No person shall be eligible to the office of the superintendent of schools if the person has pled guilty to or been convicted of any state or federal offense in which he or she unlawfully took, obtained or misappropriated funds received by or entrusted to the person by virtue of his or her public office or employment.

Added language in accordance with **SB 2237** regarding superintendent hiring and also added the alternative superintendent qualification option in accordance with MDE.

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### Policy Code EBBA – School Safety Plan

**New Language:** Beginning in the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. The district shall report completion of the training to the State Department of Education.

Added language in accordance with **HB 1283** stating that districts must give a refresher training on mental health and suicide prevention every two years.

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**Policy Code**  
**EBBC – Emergency Drills**

**New Language:** It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty (60) days of each new school semester for students, teachers, and staff. ‘37-11-5

Added language in accordance with **HB 1283** stating that schools must have an active shooter drill within the first sixty days of each new school semester.



**Policy Code**  
**GADAC – Suicide Prevention Education In-Service Training**

**New Language:** Beginning in the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. The district shall report completion of the training to the State Department of Education.

Added language in accordance with **HB 1283** stating that districts must give a refresher training on mental health and suicide prevention every two years.



**Policy Code**  
**GADF – Donated Leave**

**New Language:** “Immediate family” means spouse, parent, stepparent, sibling, child or stepchild, **grandparent, stepbrother, or stepsister.**

Updated the definition of “Immediate Family” in accordance with **HB 572.**



**Policy Code**  
**GBA-E – Teacher Salary Scale**

Updated the Teacher Salary Scale exhibit to reflect the correct amount for the 2019-2020 school year due to the new teacher pay raise under **SB 2770.**



**Policy Code**  
**GBRI – Absence From Duty**

**New Language:** Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any personal leave days taken shall be taken as described in Section 37-7-307 of the Mississippi Code. No additional bereavement leave is created by Section 37-7-307.

Added language in accordance with **HB 572** regarding teachers being able to take off time around holidays and the beginning and end of the school year for a death in the family.



**Policy Code**  
**JBC – School Admission**

**New Language:** A pupil complies with the residency requirements for school attendance in a school district if the parent of the pupil is transferred to, or is pending transfer to, a military installation with this state while on active military duty pursuant to an official military order.....

Added language in accordance with **SB 2050** stating that students of military families can enroll in a school district based off of their parent’s military orders.



**Policy Code**  
**JDB – Corporal Punishment**

**New Language:** School personnel is prohibited from using corporal punishment on any student with a disability. A student with a disability is any student who has an IEP or Section 504 plan. School personnel shall not be granted immunity from liability for the use of corporal punishment on a student with a disability.

Added language in accordance with **HB 1182** stating that children with a disability cannot be subject to corporal punishment.



**Policy Code**  
**JGCF – Comprehensive Eye Examination**

Created a **NEW** policy to comply with **HB 1322** which requires all first graders whose eye screening indicates a need to have a face to face eye examination by January 1 of their first grade year. Also includes the parental opt out option.



**Policy Code**  
**JGF – Student Safety**

**New Language:** It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty (60) days of each new school semester for students, teachers, and staff. 37-11-5.

Added language in accordance with **HB 1283** stating that schools must have an active shooter drill with the first sixty days of each new school semester.



**Policy Code**  
**JRD – Detention Facility Records**

Created a **NEW** policy to comply with **SB 2449** which requires local education agencies to have policies and procedures in place to ensure the transfer of records to detention facilities.

**\*\*This is a new REQUIRED policy.\*\***



**2019 Policy Revisions**



**Policy Code**  
**BBE – School Board Attorney**

**New Language:** All relationships shall comply with the Mississippi Rules of Professional Conduct.

Added language to state that all relationships with Board Attorneys must comply with the Rules of Professional Conduct.



**Policy Code**

**BCAD – Teleconference of Video Board Meeting**

**Removed Language:** In addition, the school board shall make an audio recording of the meeting, if a teleconference medium is used, or an audio/visual recording, if the meeting is held by video means. The recording shall be preserved by the school district for a period of three (3) years following the date of the meeting and shall be available to the public.

Removed language which required a recording to be preserved for three years as it no longer appears in MS Code 25-41-5.



**Policy Code**

**DJEDD – Bid Protest Policy**

Created a **NEW** policy which lays out the requirements of the filing, hearing, decision, and appeal of protests by any actual prospective bidder or contractor who is aggrieved in connection with the bidding or award of a contract.

MDE has been looking for this in audits recently.

The policy came mostly from MDE.



**Policy Code**

**DJEIB – Acceptance of Gifts From Vendors or Suppliers**

Created a **NEW** policy which addresses the issues with receiving gifts from vendors.

Issues such as impropriety, soliciting personal gifts or favors, and other unethical conduct.

The policy also lists certain things that are acceptable such as meals or refreshments in connection with a conference.



**Policy Code**

**EBBC-R – Emergency Management – Disaster Plans**

Removed language that was improperly place under the regulations tab in policy EBBC and placed it under the correct policy, EBBC-R as a separate policy.



**Policy Code**

**EFA – Data Breach Prevention (Cyber Security)**

**New Language:** Phishing is defined as the fraudulent practice of sending emails purporting to be from a reputable source in order to induce individuals to reveal personal information. School districts may become targets of these emails due to the sensitive information in their care. Every employee of the district shall be alert to these emails....

Added language regarding phishing emails and how employees can be alert to this threat.



**Policy Code**

**GAHB – Political Activity of Staff Members**

**Removed Language:** Violations of this policy shall be reported and discussed in a conference between the employee and the superintendent. In the event the political activity is associated superintendent of education, violations of the policy shall be reported in writing to the president of the school board.

Removed a paragraph which was directly repeated in the policy.



**Policy Code**  
**GBRC – Professional Personnel Work Load**

Removed language from the policy regarding the requirement to instruct students in the methods of fire drills and to practice fire drills until all students are familiar with the scenarios.

This information was out of place in this policy and already appears in policy EBBC.



**Policy Code**  
**GBRMB – Vaping Policy**

Created a **NEW** vaping policy which relates to already standing tobacco policies. However, this policy singles out the rising issue of vaping in schools among students, staff, and visitors in where the policy seeks to define and prevent the act of vaping while on school property or attendance at school events.

Multiple districts have had issues with vaping and have requested a vaping policy.



**Policy Code**  
**IDDHE – Service Animal Policy**

**New Language:** Any animal not considered a service animal under this policy is strictly prohibited from being present on campus unless approved in writing by the principal.

Added language stating that any animal not considered a service animal is strictly prohibited on campus without prior approval in order to combat unwanted animals being brought onto school campuses.



**Policy Code**  
**IJ – Technology and Instruction/Electronic Information Resources**

Removed language “Internet Use by Students” which appeared under the regulations tab and placed it under the correct policy, IJ-R as a separate policy.

**IJ-R – Internet/Technology Acceptable Use Policy**

The “Internet Use by Students” section from policy IJ was properly moved to policy IJ-R.



**Policy Code**  
**JCBF – Reporting of Unlawful or Violent Acts**

Removed language that was improperly place under the regulations tab in policy JCBF and placed it under the correct policy, JCBF-P as a separate policy.

**JCBF-P – Reporting of Unlawful or Violent Acts - Procedures**

The language from the regulations tab of policy JCBF was properly moved to policy JCBF-P.



**Policy Code**  
**JCDAE - Weapons**

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

Added language encompassing look-alike weapons into the policy. Language such as look-alike weapons not being allowed on campus and a small set of exceptions were added to the policy.



**Policy Code**  
**JCDAE(2) – Possession of Weapons on School Property**

**New Language:** Possession, by students, of any look-alike or replica weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy. Any punishment shall be awarded by the principal who shall deal with each individual case based on the circumstances.

Added language to address look-alike weapons and there prohibition while on school property. Discipline will be handled by the principal.



**Policy Code**  
**JD – Student Discipline**

**New Language:** For information related to corporal punishment please refer to policy JDB.

Removed most of the “Corporal Punishment” section from policy JD as it was a duplicate of policy JDB. Also added the correct cross reference to policy JDB.



**Policy Code**  
**JGCAA – Human Trafficking**

Created a **NEW** policy to address the issue of human trafficking in regards to minors. The policy includes information regarding the warning signs of human trafficking, awareness of the issue, and how to report suspected abuse.



**Policy Code**  
**JGCD – Student Health Services – Medicines**

Removed language that was improperly place under the regulations tab in policy JGCD and placed it under the correct policy, JGCD-R as a separate policy.

**JGCD-R – Student Health Services Administration - Medicines**

The language from the regulations tab of policy JGCD was properly moved to policy JGCD-R.



**Policy Code**  
**KL-R – Public Complaints**

**New Language:** Persons and groups wishing to be placed on the agenda for a meeting of the school board shall file a written request with the superintendent **five (5)** days in advance of the meeting.

Changed the amount of time **from seven days to five days** in advance of when a group wants to be placed on the board meeting agenda in order to stay consistent with other policies.



**Policy Code**  
**LA – Parent Engagement**  
**LAA – Title I Parental Engagement**  
**LAB – Regulations for Title I Parent Engagement**

Changed every “involvement” throughout the policy to read “engagement” per the Every Student Succeeds Act (ESSA).

Also changed the title of the policy to reflect the new wording.



**Policy Code**

**MO - Relations with Home Schooled Students/Programs**

New Language: Home Schooled students will not be allowed to participate in extracurricular activities which are governed by the Mississippi High School Activities Association (MHSAA) in this school district.

Removed Language: Home schooled students (will)(will not) be allowed to participate in extracurricular activities of this school district.

Updated the policy to comply with MHSAA under section 7 of the MHSAA handbook.



**Policy Code**

**BBABA – Duties of Board President  
BCBA – Time and Place of Board Meeting  
BCBFA – Quorum for Board Meetings  
BF – School Board Reports**

Removed the section “Penalty for Missed Board Meetings” which states that if a board member misses more than twenty percent or more of board meetings, the member must reimburse the school district for that portion.

This language still appears in other policies. The reason for removal was due to the language appearing too many times and in policies where it was out of place.



**Policy Code**

**BBBE – Board Member Compensation and Expenses  
BCBA – Time and Place of Board Meeting  
BCBFA – Quorum for Board Meetings  
BF – School Board Reports**

Removed the section “Duty of Board President” which states that the president of each school board must submit a report to the State Board of Education any of those members who have missed more than twenty percent of board meetings during the preceding calendar year.

This language still appears in other policies. The reason for removal was due to the language appearing too many times and in policies where it was out of place.



**Policy Code**

**BCAC – Special Meetings of the Board  
BCBA – Time and Place of Board Meeting  
BCBC – Board Meeting Preparation  
BCBD – Board Meeting Agenda  
BCBE – Distribution of Board Meeting Materials  
BCBFA – Quorum for Board Meetings  
BCBH – Minutes of Board Meetings  
BCBHA – Recording Board Action in Official Minutes**



Removed the section “Teleconference or Video Meeting” which states that if the board finds it necessary to conduct a meeting through teleconference or video means, they must adhere to the Open Meetings Law.

This language still appears in other policies. The reason for removal was due to the language appearing too many times and in policies where it was out of place.



**Policy Code**

**BCAC – Special Meetings of the Board  
BCBA – Time and Place of Board Meeting  
BCBC – Board Meeting Preparation  
BCBD – Board Meeting Agenda  
BCBE – Distribution of Board Meeting Materials  
BCBFA – Quorum for Board Meetings  
BCBH – Minutes of Board Meetings  
BCBHA – Recording Board Action in Official Minutes  
BCBI – Public Participation at Board Meetings**



### Policy Code

- BCBC – Board Meeting Preparation**
- BCBD – Board Meeting Agenda**
- BCBF – Rules of Order of Board Meetings**
- BCBH – Minutes of Board Meetings**
- BCBHA – Recording Board Action in Official Minutes**
- KF – Broadcasting and Taping of Board Meetings**

Removed unneeded Attorney General's opinions that were in the policy. Some opinions were removed outright while others were cited at the bottom of the policy under legal references.



### Rescinded Policies

#### **ABD – Superintendent Legal Status**

Rescinded due to it being outdated now that Superintendents will be appointed.

#### **CEDA – County Superintendent, Vacancy**

Rescinded due to the policy itself calling for rescission and due to Superintendents now being appointed.

#### **DJEIA – Access of Vendors to Teachers**

Rescinded due to it being a direct duplicate of DJEI.

#### **EDAF – School Bus Turnaround**

Rescinded due to it being a direct duplicate of EBGA.



### Rescinded Policies

#### **FFA – Facility Expansion Bond Sales**

Rescinded due to it being a direct duplicate of DFD.

#### **GAE-P – Grievance Procedures – Licensed Personnel Appraisal**

Rescinded due to it being a direct duplicate of policy GAEP. The exhibit from GAE-P was added to policy GAEP.

#### **IH – Student Achievement Improvement**

Rescinded due to half of the policy appearing in policy IHE and the other half no longer being needed.



### Policies with Grammatical/Formatting Changes Only

#### **DFA – Local Tax Revenues**

#### **GAA – Professional Educator Code of Conduct**

#### **GBRHC – Return to Work Policy**

#### **GCD – Classified Personnel Hiring**

#### **IHE – Promotion and Retention**

#### **JDDA – Bullying**

#### **JDG – Readmission and Denial of Admission**

#### **JS – Fee Policy**

#### **KHE – Gifts to Schools**



### New Required Policy

The following policy has been added to the list of policies that each school district is required to have:

#### **JRD – Detention Facility Records**



### Refresher Policies

The following policies are useful policies to reread and become familiar with due to Superintendents now being appointed instead of elected.

#### **ABD – Superintendent Legal Status**

#### **CEC – Appointed Superintendent – Recruitment**

#### **CED – Appointed Superintendent – Appointment**

#### **CEDA – County Superintendent, Vacancy**

#### **CEJ – Appointed Superintendent Separation**





## Annual Policy Revisions



## How Do I Find the Policy Updates?

1. Go to your MSBA Online Policy Website home page. (ex. Magnolia.msbapolicy.org)
2. Once you log in, locate a stick man holding a sign that reads "Policy Updates" at the bottom of the homepage. (If you do not know or have forgotten your login information just contact Austin Gilbert)
3. Click the link and download the following pdf.



The pdf contains a "Marked Up" copy of the policies and a revision list which lists the policy code, the title of the policy, the reason for its edit, and the edit performed. The "Marked Up" policies show all deletions and additions to existing sample policies. The list also includes new sample policies.



The board clerk/superintendent secretary should submit the recommendations to the board and superintendent to review. The superintendent will assist the board in determining which policies pertain to the district and submit the list and marked up revisions to the board.



Keep in mind policies that were required by state or federal law, MDE, or other regulating authorities. The board does not have to use MSBA Sample Policies; they may choose to have their attorney draft new revisions.

After discussion and any additional revisions, the board will adopt the policies they feel are needed for the district.

**Reminder: Although MSBA provided the sample policies, they are not effective until formally adopted by the board and recorded in the minutes.**



Once the board adopts the policies, the editor in your district should log in to the Online Policy Site and go to the Work in Progress (WIP) page. MSBA has loaded a "clean" copy of all revisions into this page; there are no "mark ups" in these policies.

The policy editor should make necessary edits to the policy, enter the adopted or revised date, send to review, send to approved, set to adopted.





## Final Steps

1. Update any printed manuals with new revisions.
2. Notify district personnel of new updates and how to access the online policy system.

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## Questions?



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