



2018 Annual Policy Revisions Summary

Presented by:
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We are here for you!

**After each Mississippi legislative session, MSBA
revises or creates policies based on changes made
to existing laws and /or new laws.
All MSBA Online Policy subscribers receive a
copy of these revisions at no additional cost.**




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2018 Legislation

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Legislation Passed:

- HB 807 School Property Automatic Reverter Exemption
 - HB 1592 Appropriations
 - SB 2763 Virtual Public School Program Providers
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2018 Policy Revisions

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Policy Codes

ADB – Average Daily Attendance
AE – School Year (Academic Year)
AEA – School Calendar
JBD – Attendance, Tardiness, and Excuses

No change to these policies. MDE will now calculate absences utilizing both the 50% and 63% measures. The new federal 50% measure will be solely used to calculate the new federal chronic absenteeism rate for federal reporting. MDE will continue using the state's 63% measure for MAEP funding calculations. Districts will not be required to revise any policies or procedures for entering daily attendance data in your Student Information System (SIS). Continue reporting using the same methods. The SIS vendors will automatically calculate absences at 50% and 63% for each student on the back end.

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Policy Code

BBBCB – School Board Member Visits to School

Original Language: The Board, as a body will periodically visit schools in the district for the purpose of determining necessary school improvements. (MS Code Section 37-7-301)

New Language: The Board, **in their discretion, may** as a body periodically visit schools in the district for the purpose of determining necessary school improvements. (MS Code Section 37-7-301)

Added language "in their discretion" to reflect that it is not required for the board as a body to visit schools in their district periodically. It is only required that each individual board member to spend one full day in the district's schools per year.

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Policy Code

BBE – School Board Attorney

Original Language: The employment relationship between the Board and the attorney is an at-will relationship.

New Language: The employment relationship between the Board and the attorney is an at-will relationship **which means the relationship may be terminated at any time and without notice.**

Added language clarifying the at-will relationship between the Board and the school board attorney stating that the relationship may be terminated at any time.

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Policy Code

BCAE – Public Hearings

New Language: A public hearing/forum is an opportunity for members of the public to voice their opinions and provide input to the board on a particular issue or topic. **The purpose of the public hearing is to provide a forum for public discussion and exchange of ideas in an open setting so the school board may better understand the public's position as the board formulates public policy.**

The public hearing/forum is generally not a Board Meeting, although members of the board may attend. **One exception is the school board's annual budget hearing which shall convene as an open meeting of the board. However, nothing shall prevent the board from holding a public hearing/forum as a part of a properly called board meeting.**

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BCAE – Public Hearings (continued)

During the public hearing/forum, **the board will take no official board action** on the topic(s) discussed. Furthermore, the public hearing is not a board hearing, such as a hearing held under the Mississippi Education Employment Procedures Law.

Added more explanation language to the policy such as the purpose of a public hearing, the relationship between a public hearing and a board meeting, that the annual budget hearing shall be an open meeting, and other minor grammatical changes.

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Policy Code

BDE – Review of Board Policy

Removed Language: This board shall examine the policies to determine how they have been executed by the school staff. The school staff, students, and the community shall be relied on to provide evidence of the effect of the policies adopted.

Language was removed which stated that the board shall determine how the district policies are being executed by the school staff.

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Policy Code

BJ – School Board Retreats and Work Sessions

Original Language: At a minimum, the board shall conduct an annual retreat for the purpose of reviewing recent state test scores, the board's annual goals, and for determining the degree to which the board's goal were achieved during the previous school year.

New Language: The board **shall consider conducting** an annual retreat for the purpose of reviewing recent state test scores, the board's annual goals, and for determining the degree to which the board's goal were achieved during the previous school year.

Language was changed from mandating that the board conduct an annual retreat to it being suggested.

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Policy Code
CNA – Access to Public Records

The fixed fee amounts were replaced with blanks so that the districts can fill in desired amount for fees charged for researching public records and removed the hourly fixed charge for staff time as it will vary depending on who does the search. Also, removed the access report form, which must be filled out to request public records, from the bottom of the policy and converted it into a printable exhibit.

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Policy Code
DFK – Gifts and Bequests to School Districts

New Language: Generally Accepted Principles (GAAP) requires fixed assets to be recorded at historical cost or estimated historical costs. Historical cost is the actual cost of assets. Assets acquired through contribution or donation must be recorded at fair market value on the date donated. The school board must acknowledge in its official minutes who will maintain the title of ownership to the donated assets. The board of education has implemented a fixed asset system of accountability that complies with the standards established by the State Auditor’s Office for the verification of fixed assets and the auditing of fixed assets records.

-Added the language above to explain how and when assets must be recorded, what must be recorded in the minutes, and the explanation of the fixed asset system.

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DFK – Gifts and Bequests to School Districts
(continued)

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

-Language was added in regards to donations involving athletic programs and how the donations must be valued and handled.

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DFK – Gifts and Bequests to School Districts
(continued)

Crowdfunding

-A new section was added to the policy regarding the rules and requirements for crowdfunding such as GoFundMe and Donors Choice. Preferences were added to prioritize sites that fund supplies or equipment rather than purely monetary donations.

-A list of requirements were added that district employees must follow in order to use a crowdfunding source. These requirements include a need for pre-approval, all donations must be recorded, all items purchased with crowdfunding money is property of the district, and employee responsibility to determine if a donation is tax deductible

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Policy Code
DJAAA – Contract Approval

New Policy: Contract Approval

All vendor and construction contracts over _____ dollars shall be reviewed by the board attorney with final approval reserved to the board. For all other contracts, the superintendent, business manager, board attorney, and any other person involved with the contract shall decide the nature and extent of review needed. All contracts must be in writing.

Created a new policy code titled "Contract Approval" which states who must approve vendor and construction contracts at different dollar amounts.

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Policy Code
DJEC – Federal Purchasing and Procurement

Updated the amount of federal purchases of services that are considered "micro purchases" from under \$3,500 to under \$10,000. Adjusted the federal purchases that require at least 2 price or rate quotes from \$3,501 - \$150,000 to \$10,000 - \$250,000. Services that need to follow the competitive bidding process was adjusted from \$150,000 to \$250,000.

A new section was added to address the more restrictive nature on the purchase of goods in the state of Mississippi. Between \$5,000 and \$50,000 districts must have at least two price quotes. Over \$50,000 the districts must adhere to the Mississippi State Purchase Law Summary.

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Policy Code
EEAA – Alternate Meals Policy

A new sample alternate meals policy was created based on need. The policy addresses students who qualify for reduced meals, free meals, the notification process of a low balance and charge limit, and the process of paying/charging meals. Dollar amounts were not filled in so that the districts can customize.

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Policy Code
EM – Hazardous Materials*

A new policy was created in order to comply with the Asbestos Hazard Emergency Response Act. The policy requires the districts to have and update an asbestos management plan for each school, perform inspections every 3 years, provide yearly notifications to parents and employees about the availability of the plan, designate a contact person to ensure these responsibilities, and to ensure the proper awareness training of all custodial members.

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Policy Code
EP – Drones (Unmanned Aircraft Systems)

New Language: This policy shall not apply to any drone program provided in accordance with the Mississippi Department of Education rules and regulations.

Added language in order to not conflict with any policy from MDE and added new resource links.

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Policy Code
FCA – Facility Studies

New Policy: Any school district that hires a company to perform a facility study, shall not use that same company to purchase any required equipment, install equipment, or perform subsequent services. For any additional services, the district must consult a separate entity who is in no way affiliated with the original facility study company.

For any construction projects over _____ dollars, the district shall hire a project manager. If the district hires a project manager, that manager shall not be associated in any way with the architect or the facility study company.

A new policy was created titled "Facility Studies" which lays out the requirement of the separation of authority while hiring the different services of facility studies.

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Policy Code
GABB – Staff/Student Non-Fraternization

Changed the "Social Network" heading to "Social Media" in order for the policy to be easier for districts to locate and updated the policy to include modern social media websites such as Twitter, Snapchat, and Instagram. Also, added additional requirements of staff social media users including being solely responsible for the entirety of their social media websites, not friending students, the prohibition to act as the school district, and the possible repercussions of these actions.

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Policy Code
GABBA – Social Media Websites

New Language: Employees, faculty, and staff shall not friend students on any social media platforms.

Employees, faculty, and staff are solely responsible for the security of their social media accounts.

Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.

Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the _____ School District.

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GABBA – Social Media Websites (continued)

Fraternization via the internet between employees, faculty or staff and students is prohibited and **in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication.**

Added language emphasizing that fraternization is "in violation of standards of the Mississippi Educator Code of Ethics," changed the policy name from "Social Networking Websites" to "Social Media Websites" for clarity, and included modern social media websites. Also, added a list of rules that staff must abide by such as being solely responsible for the entirety of their social media websites, not friending students, and the prohibition to act as the school district.

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

New Language: It is the policy of this school district that in-service training on suicide prevention education will be conducted **for all newly employed** school district employees.

Added clarifying language to clearly state that only new employees had to go through the training as opposed to all employees in order to align with MDE's policies and to prevent further confusion. The previous wording appeared to require all employees to go through the training every year.

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**Policy Code
GBA – Professional Personnel Compensation Guides and Contracts**

Reintroduced Language: FULL TIME EMPLOYMENT Beginning with the 2003-2004 school year, the State Board of Education shall fix a number of days, not to exceed forty five (45) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full time employment for a regular scholastic term. If a teacher exceeds the number of days established by the State Board of Education that a teacher may not be under contract but may still be employed, that teacher shall not be credited with a year of teaching experience.

Added back in the section regarding full time employment in a regular scholastic term due to confusion from its removal.

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**Policy Code
GBR – Sexual Harassment
JB – Students Complaints of Sexual Discrimination and Harassment – Title IX***

Language from the Office of Civil Rights that was added to each policy is as follows:

- Language designating a **Title IX Compliance Officer for the district, along with how to contact them, and to contact them in regards to any complaints of sex discrimination.**
- The reach of each policy and that it applies to all students, employees, volunteers, and contracted people. The prohibition of the conduct in each policy on any campus or in any program of the district. Also, the prohibition of filing false discrimination reports and the repercussions of doing so.

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**GBR – Sexual Harassment
JB – Students Complaints of Sexual Discrimination and Harassment – Title IX* (continued)**

-Language reserving the district's right to investigate claims of harassment.

-Language prohibiting retaliation against any individual who reports discrimination or participates in any investigation and the repercussions if an individual chooses to retaliate in any way.

-Language stating that neither policy impedes or precludes a student, the student's parents, an employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws.

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**Policy Code
GBRL – Drug Free Schools and Workplace***

Removed "Weapon" from the title of the policy as the policy has nothing to do with weapons and solely deals with illegal drugs. There is a separate weapons policy.

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**Policy Code
GBRM-2 – Drug and Alcohol Testing Policy***

Created exhibits out of each form throughout the policy and linked them at the bottom for reference and ease of use. This also shortened the policy and made it less daunting.

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**Policy Code
IA – Virtual Classroom Policy**

A new sample policy titled "Virtual Classroom Policy" was created to address the opportunity that students have in the Mississippi Virtual Public School offered by the Mississippi Department of Education. The policy discusses the courses within the Mississippi Virtual Public School, the different types of learning, including distance, online, and blended, and student participation and requirements.

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**Policy Code
IDDHE – Service Animal Policy**

New Language: Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act.

Added new language to the policy in order to address comfort and emotional support animals in compliance with the Americans with Disabilities Act (ADA).

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**Policy Code
IDF – Extracurricular Activities Participation**

A new policy was created to reflect the requirement of students in any grade higher than grade 6 must be suspended from any participation in extracurricular or athletic sponsored or sanctioned by the district after a semester in which the student's grade point average is below a 2.0 on a 4.0 scale. Along with this requirement, the policy addresses when the student can return to the activity and other requirements in compliance with Miss. Code 37-11-65.

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**Policy Code
IFG – Early Graduation**

A new sample policy was created titled "Early Graduation" based on need and questions. The policy lists the requirements that a student must complete in order to qualify for early graduation as well as the requirement to submit an early graduation request to the principal and a notice that the early graduation request can be terminated at any time.

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**Policy Code
JDD – Suspension
JDE – Expulsion**

Reintroduced Language: for conduct occurring on property other than school property or other than at a school-related activity or event

Language was added back into the policies that was inadvertently removed from Miss. Code 37-9-71 due to House Bill 1413. The removed language restricted the ability for the superintendent and principal to suspend or expel a student based on otherwise good cause.

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**Policy Code
JGCDA – Self-Administration of Asthma and
Anaphylaxis Medication**

New Language: Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.

Added language to the policy to state that every child with asthma must have an asthma action plan on file in the school office. Miss. Code 37-11-71.

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**Policy Code
JHA – Booster Clubs**

Revised the standing policy in order to address questions and based on need. Booster clubs, and the unique relationships they have with schools, require distinct rules in order to operate correctly. This policy lists all guidelines that booster clubs must adhere to such as abiding by all state and federal laws, they must support extracurricular activities as a whole, the booster club cannot bind the district to a third party, the application and approval process, and the handling of donations.

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**Policy Code
JRA – Student Directory Information
JRAA – Student Recruitment and Student Directory
Information (Military Recruitment)**

Policy JRA and JRAA were split into two standalone policies as opposed to being intertwined. JRA now addresses student directly information, what qualifies as this information, the handling of this information, consent, and exclusions. JRAA handles military recruitment and what information must be provided to the military along with opt-out provisions and consent options. An opt-out form was included as well.

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**Policy Code
LDAJB – Operation SALE**

Created a new policy titled "Operation SALE" which seeks to create a positive and trusting relationship between students, school district personnel, and law enforcement. The policy lays out the parameters of the Operation SALE program which includes officers working out with students in school fitness facilities and/or in physical education classes.

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Policies with Grammatical Changes Only

CEC – Appointed Superintendent – Recruitment

CEJ – Appointed Superintendent Separation

CGM – Administrative Personnel Separation

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New Required Policies

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

EM – Hazardous Materials

EGA – Health Insurance Portability and Accountability Act

EBBABB – Prohibition Against Aiding and Abetting Sex Offenders in Obtaining Employment

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Refresher Policies

The following are useful policies to reread and become familiar with:

DFK – Gifts and Bequests to School Districts

GABB – Staff/Student Non-Fraternization

ABCDA – Board Member Unexpired Term Fulfillment

Also new MDE Public School Accountability Standards for 2018.

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Let's Look at the Process...

- Go to your MSBA Online Policy Site home page (ex. magnolia.msbaonline.org)
- Once you log-in there is a message near the bottom of the page that reads "Policy Revisions are ready".
 - Click the link and Download the 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. District should **print this document**.



The board clerk/ superintendent secretary should submit the printed file 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

- **Update printed manuals** with the new revisions.
- **Notify the staff (administrators) of new updates and how to access the online policy system.**

Questions?



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