

Descriptor Term: LEGAL STATUS OF SCHOOL DISTRICT	Descriptor Code: AA	Board Approved: 5/22/2006
	Rescinds:	Previously Approved: 8/3/1987

The free public school district, designated as the Gulfport School District, is reconstituted, organized and created in all respects in the manner prescribed by the Mississippi Code 1972, as amended. The District is to be a political subdivision of the State of Mississippi and all public school districts of the state will have the same prerogatives, powers, duties, and privileges, as other school districts as provided by the Mississippi Code 1972. §37-6-3, §37-6-5, §37-13-1

The Board of Trustees will have full jurisdiction, power and authority, at any regular meeting thereof or at any special meeting called for the purpose of abolishing such existing district, or to reorganize, change or alter the boundaries of the District. In addition thereto, with the consent of the school board of the school district involved, may detach territory from such school district and annex same to the District. §37-7-103 (1987), §37-7-105

Descriptor Term: SCHOOL BOARD POLICIES - A GOVERNMENT OF LAW	Descriptor Code: AAB	Board Approved: 5/22/2006
	Rescinds: AAB	Previously Approved: 8/3/1988

The people, through their appointed representatives, determine the goals and directions of the Gulfport School District. The Board of Trustees controls the operation of the schools through its legislative decisions that are recorded in the form of "policy" statements. Policy directs the actions of the employed personnel responsible for school operational procedures.

Policy development is a process that recognizes many antecedent movements that come to the Board's attention. It involves many forces beyond the Board's control. It involves many persons and groups - teachers, students, boosters, taxpayers, public officials, outside advisors. The Board does not make policy in isolation from these antecedent movements, forces, and people. Yet the Board that holds itself accountable can exercise considerable power at the crucial moment. The Board initiates policy, but equally important, it serves as a vital policy broker. The Board members are policy adjudicators. They mediate conflicting policy recommendations, and in the end, they make the final decision within the constraints of their authority. The Board's final policy determination represents key decisions that unlock many other decisions and actions.

In this context, policy development remains one of the paramount responsibilities of responsible the Board.

The policies adopted by the Gulfport School District Board of Trustees are designed to control and guide the operation in a manner that will require and permit the staff to provide the best possible schools for the children of the District.

Policy statements approved by the Board must be implemented by the Superintendent, the Board's Chief Executive Officer. Implementation, to be successful, requires clearly written procedural designs; and the development of appropriate written procedures for the implementation of Board policy is among the key responsibilities of the Superintendent.

Descriptor Term: LEGAL STATUS OF SCHOOL BOARD	Descriptor Code: AB	Board Approved: 5/22/2006
	Rescinds:	Previously Approved: 8/3/1987

The Gulfport School District will be governed by a Board of Trustees consisting of five (5) members selected in the manner provided by law.

Legal Reference: Mississippi Code 1972, § 37-6-7

Descriptor Term: AUTHORITY OF SCHOOL BOARD	Descriptor Code: ABA	Board Approved: 5/22/2006
	Rescinds: ABA	Previously Approved: 8/3/1987

Methods of Operation

The Board of Trustees for the Gulfport School District exercises legislative authority over the Gulfport School District in accordance with the Mississippi Uniform School Law of 1986. It determines policy, delegates executive, supervisory and instructional authority to its employees, and appraises the results achieved in light of the goals of the District.

The Board will concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and District staff, who will be held responsible for the effective administration and supervision of the entire District..

All matters to be submitted to the Board will first be brought before the Superintendent for investigation. If these matters require Board action, they will be presented to the Board by the Superintendent.

Legal Reference: Mississippi Code 1972, § 37-6-1 through §37-6-15

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Descriptor Term: POWERS AND DUTIES OF BOARD	Descriptor Code: ABB	Board Approved: 5/22/2006
	Recinds: ABB	Previously Approved: 8/3/1987

The Board of Trustees will have the following powers, authority and duties in addition to all others imposed or granted by law, to wit:

1. To organize and operate the schools of the Gulfport School District and to make such division between the high school grades and elementary grades as, in their judgment, will serve the best interests of the school;
2. To introduce public school music, art, manual training and other special subjects into either the elementary or high school grades, as the Board deems proper;
3. To be the custodians of real and personal school property and to manage, control and care for same, both during the school term and during vacation;
4. To have responsibility for the erection, repairing and equipping of school facilities and the making of necessary school improvements;
5. To suspend or to expel a pupil or to change the placement of a pupil to the District's alternative school or home-bound program for misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the Superintendent or Principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, and to delegate such authority to the appropriate officials of the District;
6. To visit schools in the District, in their discretion, in a body for the purpose of determining what can be done for the improvement of the school in a general way;
7. To support, within reasonable limits, the Superintendent, and staff where necessary for the proper discipline of the schools;
8. To exclude from the schools a student with what appears to be infectious or contagious diseases; however, such student may be allowed to return to school upon presenting a certificate from a public health officer or duly licensed physician or nurse practitioner that the student is free from such disease;

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9. To require those vaccinations specified by the State Health Officer as provided in Section 41-23-37, Mississippi Code 1972;
10. To see that all necessary utilities and services are provided in the schools at all times when same are needed;
11. To authorize the use of the school buildings and grounds for the holding of public meetings and gatherings of the people under such regulations as may be prescribed by the Board;
12. To prescribe and enforce rules and regulations not inconsistent with law or with the regulations of the State Board of Education for their own government and for the government of the schools, and to transact their business at regular and special meetings called and held in the manner provided by law;
13. To maintain and operate all of the schools under their control for such length of time during the year as may be required;
14. To enforce in the schools the courses of study and the use of the textbooks prescribed by the proper authorities;
15. To make orders directed to the Superintendent for the issuance of pay certificates for lawful purposes on any available funds of the District and to have full control of the receipt, distribution, allotment and disbursement of all funds provided for the support and operation of the schools of the District whether such funds be derived from state appropriations, local ad valorem tax collections, or otherwise. The Board will be authorized and empowered to promulgate rules and regulations that specify the types of claims and set limits of the dollar amount for payment of claims by the Superintendent to be ratified by the Board at the next regularly scheduled meeting after payment has been made;
16. To select all District personnel in the manner provided by law, and to provide such employee fringe benefit programs, including accident reimbursement plans, as may be deemed necessary and appropriate by the Board;
17. To provide athletic programs and other school activities and to regulate the establishment and operation of such programs and activities;
18. To join, in their discretion, any association of school boards and other public school related organizations, and to pay from local funds, any membership dues;
19. To expend local school activity funds, or other available District funds, other than state and federal funds, for the purposes prescribed under this paragraph. "Activity funds" will

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mean all funds received by school officials of the District paid or collected to participate in any school activity, such activity being part of the school program and partially financed with

public funds or supplemented by public funds. The term "activity funds" will not include any funds raised and/or expended by any organization unless commingled in a bank account with existing activity funds, regardless of whether the funds were raised by school employees or received by school employees during school hours or using school facilities, and regardless of whether a school employee exercises influence over the expenditure or disposition of such funds. Organizations will not be required to make any payment to any school for the use of any school facility if, in the discretion of the Board, the organization's function is deemed to be beneficial to the official or extracurricular programs of the school. For the purposes of this provision, the term "organization" will not include any organization subject to the control of the Board. Activity funds may only be expended for any necessary expenses or travel costs, including advances, incurred by students and their chaperons in attending any in-state or out-of-state school-related programs, conventions or seminars and/or any commodities, equipment, travel expenses, purchased services or school supplies which the Board, in its discretion, deems beneficial to the official or extracurricular programs of the District, including items which may subsequently become the personal property of individuals, including yearbooks, athletic apparel, book covers and trophies. Activity funds may be used to pay travel expenses of District personnel. The Board will be authorized and empowered to promulgate rules and regulations specifically designating for what purposes school activity funds may be expended. The Board will provide that such school activity funds are maintained and expended by the Superintendent in a central depository approved by the Board. The Board will provide that such school activity funds be audited as part of the annual audit in Section 37-9-18. The State Auditor will prescribe a uniform system of accounting and financial reporting for all school activity fund transactions;

20. To contract, on a shared savings, lease or lease purchase basis, for energy efficiency services and/or equipment as provided for in Section 31-7-14, not to exceed ten (10) years;
21. To maintain accounts and issue pay certificates on school food service bank accounts;
22. a. To lease a school building from an individual, partnership, nonprofit corporation or a private for-profit corporation for the use of the District, and to expend funds therefor as may be available from any non-minimum program sources. The Board desiring to lease a school building will declare by resolution that a need exists for a school building and that the District cannot provide the necessary funds to pay the cost or its proportionate share of the cost of a school building required to meet the present needs. The resolution so adopted by the Board will be published once each week for three (3) consecutive weeks in a newspaper having a general circulation in the District, with the first publication thereof to be made not less than thirty (30) days prior to the date upon which the Board is to act on the question of leasing a school building. If no petition requesting an election is filed prior to such meeting as hereinafter provided, then the Board may, by

resolution spread upon its minutes, proceed to lease a school building. If at any time prior to the meeting a petition signed by not less than twenty percent (20%) or fifteen hundred (1500), whichever is less, of the qualified electors of the District involved is filed with the Board requesting that an election be called on the question, then the Board will, not later than the next regular meeting, adopt a resolution calling an election to be held within the District upon the question of authorizing the Board to lease a school building. Such election will be called and held, and notice thereof will be given, in the same manner for elections upon the questions of the issuance of the bonds of school districts, and the results thereof will be certified to the Board. If at least three-fifths (3/5) of the qualified electors of the District who voted in such election votes in favor of the leasing of a school building, then the Board will proceed to lease a school building. The term of the lease contract will not exceed twenty (20) years, and the total cost of such lease will be either the amount of the lowest and best bid accepted by the Board after advertisement for bids or an amount not to exceed the current fair market value of the lease as determined by the averaging of at least two (2) appraisals by certified general appraisers licensed by the State of Mississippi. The term "school building" as used in this item (v) will be construed to mean any building or buildings used for classroom purposes in connection with the operation of schools and will include the site therefor, necessary support facilities, and the equipment thereof and appurtenances thereto such as heating facilities, water supply, sewage disposal, landscaping, walks, drives, and playgrounds. The term "lease" as used in this item may include a lease/purchase contract;

- b. If two (2) or more school districts propose to enter into a lease contract jointly, then joint meetings of the school boards having control may be held but no action taken will be binding on the District unless the question of leasing a school building is approved in each participating school district under the procedure set forth in item 22.a. All of the provisions of item 22.a. regarding the term and amount of the lease contract will apply to the school boards of school districts acting jointly. Any lease contract executed by two (2) or more school districts as joint lessees will set out the amount of the aggregate lease rental to be paid by each, which may be agreed upon, but there will be no right of occupancy by any lessee unless the aggregate rental is paid as stipulated in the lease contract. All rights of joint or leases under the lease contract will be in proportion to the amount of lease rental paid by each;
23. To employ all noninstructional and noncertified employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the Superintendent;
 24. To employ and fix the duties and compensation of such legal counsel as deemed necessary;
 25. Subject to rules and regulations of the State Board of Education, to purchase, own and

operate trucks, vans and other motor vehicles, which will bear the proper identification required by law;

26. To expend funds for the payment of substitute teachers and to adopt reasonable regulations for the employment and compensation of such substitute teachers;
27. To acquire in its own name by purchase all real property which is necessary and desirable in connection with the construction, renovation or improvement of any public school building or structure. Whenever the purchase price for such real property is greater than Fifty Thousand Dollars (\$50,000.00), the Board will not purchase the property for an amount exceeding the fair market value of such property as determined by the average of at least two (2) independent appraisals by certified general appraisers licensed by the State of Mississippi. If the Board is unable to agree with the owner of any such real property in connection with any such project, the Board will have the power and authority to acquire any such real property by condemnation proceedings pursuant to Sections 11-27-1 et seq., Mississippi Code of 1972, and for such purpose, the right of eminent domain is hereby conferred upon and vested in the Board. The Board is authorized to grant an easement for ingress and egress over sixteenth section land or lieu land in exchange for a similar easement upon adjoining land where the exchange of easements affords substantial benefit to the sixteenth section land; however, the exchange must be based upon values as determined by a competent appraiser, with any differential in value to be adjusted by cash payment. Any easement rights granted over sixteenth section land under such authority shall terminate when the easement ceases to be used for its stated purpose. No sixteenth section or lieu land which is subject to an existing lease will be burdened by any such easement except by consent of the lessee or unless the District acquires the unexpired leasehold interest affected by the easement;
28. To charge reasonable fees related to the educational programs of the District, in the manner prescribed in Section 37-7-335;
29. Subject to rules and regulations of the State Board of Education, to purchase relocatable classrooms for the use of the District, in the manner prescribed in Section 37-1-13;
30. Enter into contracts or agreements with other districts, political subdivisions or governmental entities to carry out one or more of the powers or duties of the Board, or to allow more efficient utilization of limited resources for providing services to the public;
31. As part of their duties to prescribe the use of textbooks, to provide that parents and legal guardians are responsible for the textbooks and for the compensation to the District for any books which are not returned to the proper schools upon the withdrawal of their dependent child. If a textbook is lost or not returned by any student who drops out of the District, the parent or legal guardian will also compensate the District for the fair market value of the textbooks;

32. To conduct fund-raising activities on behalf of the District that the Board, in its discretion, deems appropriate or beneficial to the official or extracurricular programs of the District; provided that:
 - a. Any proceeds of the fund-raising activities will be treated as "activity funds" and will be accounted for as are other activity funds under this section; and
 - b. Fund-raising activities conducted or authorized by the Board for the sale of school pictures, the rental of caps and gowns or the sale of graduation invitations for which the Board receives a commission, rebate or fee will contain a disclosure statement advising that a portion of the proceeds of the sales or rentals will be contributed to the student activity fund;
33. To allow individual lessons for music, art and other curriculum-related activities for academic credit or nonacademic credit during school hours and using school equipment and facilities, subject to uniform rules and regulations adopted by the Board;
34. To charge reasonable fees for participating in an extracurricular activity for academic or nonacademic credit for necessary and required equipment such as safety equipment, band instruments and uniforms;
35. To conduct or participate in any fund-raising activities on behalf of or in connection with a tax-exempt charitable organization;
36. To exercise such powers as may be reasonably necessary to carry out the provisions of this section;
37. To expend funds for the services of nonprofit arts organizations or other such nonprofit organizations who provide performances or other services for the student of the District;
38. To expend federal No Child Left Behind Act funds, or any other available funds that are expressly designated and authorized for that use, to pay training, educational expenses, salary incentives and salary supplements to employees of the District; except that incentives will not be considered part of the local supplement as defined in Section 37-151-5(o), nor will incentives be considered part of the local supplement paid to an individual teacher for the purposes of Section 37-19-7(1). Mississippi Adequate Education Program funds or any other state funds may not be used for salary incentives or salary supplements as provided in this paragraph (38);
39. To use any available funds, not appropriated or designated for any other purpose, for reimbursement to the state-licensed employees from both in-state and out-of-state, who enter into a contract for employment in the District, for the expense of moving when the employment necessitates the relocation of the licensed employee to a different geographical area than that in which the licensed employee resides before entering into the contract. The reimbursement will not exceed One Thousand Dollars (\$1,000.00) for

the documented actual expenses incurred in the course of relocating, including the expense of any professional moving company or persons employed to assist with the move, rented moving vehicles or equipment, mileage in the amount authorized for county and municipal employees under Section 25-3-41 if the licensed employee used his personal vehicle or vehicles for the move, meals and such other expenses associated with the relocation. No licensed employee may be reimbursed for moving expenses under this section on more than one (1) occasion by the District. Nothing in this section will be construed to require the actual residence to which the licensed employee relocates to be within the boundaries of the District for the licensed employee to be eligible for reimbursement for the moving expenses; however, the licensed employee must relocate within the boundaries of the State of Mississippi. Any individual receiving relocation assistance through the Critical Teacher Shortage Act as provided in Section 37-159-5 will not be eligible to receive additional relocation funds as authorized in this paragraph;

40. To use any available funds, not appropriated or designated for any other purpose, to reimburse persons who interview for employment as a licensed employee with the District for the mileage and other actual expenses incurred in the course of travel to and from the interview at the rate authorized for county and municipal employees under Section 25-3-41;
41. Consistent with the report of the Task Force to Conduct a Best Financial Management Practices Review, to improve District management and use of resources and identify cost savings the Board is encouraged to conduct independent reviews of the management and efficiency of the District. Such management and efficiency review will provide the Board and the public with the following:
 - a. An assessment of the District's governance and organizational structure;
 - b. An assessment of the District's financial and personnel management;
 - c. An assessment of revenue levels and sources;
 - d. An assessment of facilities utilization, planning and maintenance;
 - e. An assessment of food services, transportation and safety/security systems;
 - f. An assessment of instructional and administrative technology;
 - g. A review of the instructional management and the efficiency and effectiveness of existing instructional programs; and
 - h. Recommended methods for increasing efficiency and effectiveness in providing educational services to the public;
42. To enter into agreements with other boards for the establishment of an educational service agency (ESA) to provide for the cooperative needs of the region in which the District is located, as provided in Section 1 of Senate Bill No. 3016, 2004 Regular Session. This paragraph will repeal on July 1, 2007;
43. To implement a financial literacy program for students in Grades 10 and 11. The Board

may review the national programs and obtain free literature from various nationally recognized programs. After review of the different programs, the Board may certify a program that is most appropriate for the Districts' needs. If the District implements a financial literacy program, then any student in Grade 10 or 11 may participate in the program. The financial literacy program will include, but is not limited to, instruction in the same areas of personal business and finance as required under Section 37-1-3(2)(b). The Board may coordinate with volunteer teachers from local community organizations, including, but not limited to, the following: United States Department of Agriculture Rural Development, United States Department of Housing and Urban Development, Junior Achievement, bankers and other nonprofit organizations. Nothing in this paragraph will be construed as to require the Board to implement a financial literacy program;

44. To collaborate with the State Board of Education, Community Action Agencies or the Department of Human Services to develop and implement a voluntary program to provide services for a full day pre-kindergarten program that addresses the cognitive, social, and emotional needs of four-year-old and three-year-old children. The Board may utilize non-state source special funds, grants, donations or gifts to fund the voluntary program.
45. With respect to any lawful, written obligation of the District, including, but not limited to, leases (excluding leases of sixteenth section public school trust land), bonds, notes, or other agreement, to agree in writing with the obligee that the State Tax Commission or any state agency, department or commission created under state law may:
 - a. Withhold all or any part (as agreed by the Board) of any monies which the Board is entitled to receive from time to time under any law and which is in the possession of the State Tax Commission, or any state agency, department or commission created under state law; and
 - b. Pay the same over to any financial institution, trustee or other obligee, as directed in writing by the Board, to satisfy all or part of such obligation of the District.

The Board may make such written agreement to withhold and transfer funds irrevocable for the term of the written obligation and may include in the written agreement any other terms and provisions acceptable to the Board. If the Board files a copy of such written agreement with the State Tax Commission, or any state agency, department or commission created under state law then the State Tax Commission or any state agency, department or commission created under state law will immediately make the withholdings provided in such agreement from the amounts due the Board and will continue to pay the same over to such financial institution, trustee or obligee for the term of the agreement.

This paragraph (45) will not grant any extra authority to the Board to issue debt in any amount exceeding statutory limitations on assessed value of taxable property

within the District or the statutory limitations on debt maturities, and will not grant any extra authority to impose, levy or collect a tax which is not otherwise expressly provided for, and will not be construed to apply to sixteenth section public school trust land.

46. With respect to any matter or transaction that is competitively bid by the District, to accept from any bidder as a good faith deposit or bid bond or bid surety, the same type of good faith deposit or bid bond or bid surety that may be accepted by the state or any other political subdivision on similar competitively bid matters or transactions. This subsection (46) will not be construed to apply to sixteenth section public school trust land. The Board may authorize the investment of the District funds in the same kind and manner of investments, including pooled investments, as any other political subdivision, including community hospitals; and
47. To utilize the alternate method for the conveyance or exchange of unused school buildings and/or land, reserving a partial or other undivided interest in the property, as specifically authorized and provided in Section 37-7-485, Mississippi Code of 1972.

Legal Reference: Mississippi Code 1972, § 37-7-301 (2005)

Additional statutory and regulatory requirements for the District are made part of the state accreditation and accountability process. Process standards are as follows:

PROCESS STANDARDS

(SOURCE: *MISSISSIPPI PUBLIC SCHOOL ACCOUNTABILITY STANDARDS*)

ADMINISTRATION AND PERSONNEL

1. Board members must complete required basic and continuing education programs. §37-3-4(5) and §37-7-306(1-4)}
2. Board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies of Board policies are published and available for public review. §25-61-1 through 17; § 37-9-1 through 75; §37-9-101 through 113; §37-7-301(p)(w); and Federal Civil Rights Act of 1964}
3. The Board assigns all executive and administrative duties to the Superintendent, who is properly licensed and chosen in the manner prescribed by law. §37-6-3(3-4); §37-9-7, 13, 14; §37-61-9; and §37-151-5(h)}
4. The District employs an appropriately licensed full-time principal at each school. §37-9-7,15}
5. The District employs in each school a licensed librarian or media specialist who devotes

no more than one-fourth of the workday to library/media administrative activities. §37-17-6(3)(a-e)}

- 5.1 If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.
 - 5.2 If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.
6. Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school as follows:
 - 6.1 Student support services are provided in each high school by at least a half-time appropriately licensed guidance counselor. §37-9-79}
 - 6.2 Students in elementary schools have access to the required student support services provided by qualified student support personnel (e.g., guidance counselor, social worker, nurse, psychologist, psychometrist, etc.). Student support personnel may only provide those services and activities in the areas(s) that each individual is specifically qualified to provide.
 7. The District employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the District. (State Board [SB] Policy GBBA)
 8. All District professional positions requiring licensed staff are filled by staff who are properly licensed and endorsed. §37-9-7} EXCEPTIONS:
 - 8.1 The professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. An appropriate license is required for superintendents, principals, librarians, and guidance counselors. (Refer to process standards 3, 4, 5, and 6.1)
 - 8.2 Secondary teachers endorsed in an academic subject area may teach in their academic subject area in departmentalized elementary grades 5 and 6. (SB Policy DFB-1)
 - 8.3 Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the Principal.
 9. The District implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. §37-3-46(b)}
 10. The District operates with a financial accounting system as prescribed by the State Auditor's Office. The most recent annual audit report of the District, as conducted under the guidelines of the State Auditor's Office, indicates that the auditor has issued an unqualified opinion (as defined by generally accepted auditing standards) on the general purpose financial statements of the District. §37-9-18, §37-37-1, and §37-61-23}
 - 10.1 The Board 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. §37-17-6(16)}
- 10.2 The financial accounting data and the corresponding annual audit report as submitted to the Mississippi Department of Education reflect no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the District. §37-61-9}
11. The Board budgets and expends funds as follows:
 - 11.1 The Board budgets and expends from the District Maintenance Fund (Fund #1120) a minimum of \$20.00 per student for instructional/library supplies, materials, and equipment.
 - 11.2 Funds available for classroom supplies, materials, and equipment from the Education Enhancement Fund (Fund #2440) are allotted and expended in compliance with Section 37-61-33, Mississippi Code 1972, as amended, and SB Policy DFBI.
 - 11.3 The Board budgets and expends funds under the Public School Health Insurance Plan as required by state law and State Board policy. Failure to remit premiums, interest penalties and/or late charges in a timely manner may result in withholding a school district's adequate education program funds. §37-151-95; SB Policy DFBG-1

SCHOOL OPERATIONS

12. The District complies with state law and State Board of Education policy on enrollment requirements.
 - 12.1 Residency requirements §37-15-29; SB Policy JBCA
 - 12.2 Immunization requirements §37-7-301(i), §37-15-1, and §41-23-37}
 - 12.3 Age of entry requirements §37-15-9
13. Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) will be given to the applicant not less than five days prior to the date of the administration of such test. §37-15-33; SB Policy IHF-2
14. Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments. §37-15-1 through 3
15. The District engages in planning to review the educational status of each school in the District and to address specific actions relative to accreditation and performance

separately. (Level 4 and 5 schools are exempted.)

16. The District implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. §37-13-91; SB Policy JBD
17. The District develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates. §37-3-46(c) and §37-21-9; No Child Left Behind Act of 2001
18. There is an organized system to encourage community involvement, parental communication, and business partnerships in District decision-making. §37-7-337
19. The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction for not less than sixty percent (60%) of the normal school day. §37-3-49, §37-13-61 through 69, §37-151-5(j), and §37-151-7(3)(d)
 - 19.1 The opening date of the school year for students is scheduled no earlier than August 1 and the closing date no later than June 15. §37-13-61; SB Policy AEA
 - 19.2 The teaching day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week. §37-13-67
 - 19.3 The District must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. A traditional 7-period day schedule must provide at least 48 minutes per period, and A/B and 4 x 4 block schedules must provide at least 94 minutes.
 - 19.4 No more than two of the 180 days may be 60% days, unless the District is utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing and the remainder of each 60% day is used for professional development or other activities related to instruction. §37-151-5(j)}
 - 19.5 The District schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year (177 days).
 - 19.6 The summer school/extended year program meets all applicable requirements of the regular school program. §37-3-49
- X Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.
- X Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued.
- X Students enrolled in a summer program are limited to earning one Carnegie unit of credit during the summer school session.

Note: If the Governor has declared a disaster emergency or the President of the

United States has declared an emergency or major disaster to exist in this state, the Board may request approval from the State Board of Education to operate the schools in the District for less than one hundred eighty (180) days. §37-13-63 and §37-151-7(3)(d)}

20. The District requires each student, in order to receive a high school diploma, to have met the requirements established by the Board. §37-16-7.
 - 20.1 Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Board policy IHF.
 - 20.2 Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations. §37-16-7; SB Policy IIB-1 and IHF-1 and 2. See Policy IHF for the Gulfport School District requirements for a standard high school diploma.
 - 20.3 Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program." §37-16-11(1)}
 - 20.4 The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.
 - 20.5 Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. §37-16-11(2); (See Appendix G.)

Note: Carnegie units will be awarded in the eighth grade for the following courses: Algebra I, Computer Discovery, Pre-algebra and Transition to Algebra.

21. The District implements a professional development program that complies with the guidelines published in Professional Development for the New Millennium unless exempted by the State Board of Education. (Level 4 and 5 schools are exempted.) §37-17-8
22. The school District adheres to all requirements of the Mississippi Statewide Assessment System. (See Appendix F.) §37-16-1 through 4; (SB Policy IIB-1, 3-6 and IHF-1 and 2)

INSTRUCTIONAL PRACTICES

23. The school district is in compliance with state and/or federal requirements for the following programs:
 - 23.1 Early Childhood Programs (kindergarten and teacher assistant) §37-21-1 et seq.; (SB Policy IDAC and FDD-4) (Refer to Mississippi Kindergarten Guidelines.)
 - 23.2 Vocational-Technical Education §37-31-1 et seq.; (SB Policies CT, DCK, DFBC, ECK, FJ, GBEA, IDAA, IL, JHF and Federal Code)
 - 23.3 Special Education §37-23-1 through 9; (SB Policies IDDF and Federal Code) [See Mississippi Policies and Procedures regarding Children with Disabilities

under the Individuals with Disabilities Education Act Amendments of 1997 (IDEA-97) and the Mattie T. Consent Decree.]

- 23.4 Child Nutrition §37-11-7; (SB Policies EE and EEH and Federal Code)
 - 23.5 No Child Left Behind Act of 2001: Titles I, II, IV, and VI (IDDBB 2, 3 and Federal Code)
 - 23.6 Technology in the Classroom §37-151-19(3); (SB Policy IM)
 - 23.7 Driver Education §37-25-1 et seq.; (SB Policy IDDE)
 - 23.8 Pre-Kindergarten (Refer to the Mississippi Pre-Kindergarten Curriculum.)
24. The District meets the following requirements for library-media services: (Level 4 and 5 schools are exempted.)
- 24.1 Each school has a library-media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.
 - 24.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.
25. The District provides each student with appropriate equipment and laboratory experiences to meet the instructional requirements of the science program. (See Mississippi Science Framework, 2001.)
26. The District is in compliance with state law and State Board of Education policies for state adopted textbooks. §37-43-1, §37-43-51, §37-9-14(2)(b), and §37-7-301(ff), (Refer to the current edition of Textbook Administration Handbook Rules and Regulations.)
- 26.1 The District provides each student in each school with current or otherwise appropriate textbooks that are in good condition. §37-43-1, §37-9-14(2)(b), and §37-7-301(ff)}
 - 26.2 The District will keep an active and surplus inventory for each school in the District to be completed by June 15 of each year. The District will report the inventory in the Textbook Inventory Management System. §37-43-51, (Refer to page A-7 in the Textbook Administration Handbook Rules and Regulations.)
27. The District implements an instructional management system that meets the following requirements:
- 27.1 The District implements an instructional management system that has been adopted by the Board and that includes, at a minimum, the competencies required in the curriculum frameworks approved by the State Board of Education. §37-3-49
 - 27.2 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies. (Level 4 and 5 schools are exempted.) §37-3-49

28. The District follows an established board policy that defines criteria for the academic promotion/progression/retention of students. *Such criteria prohibit the retention of students for extracurricular purposes.

*Note: This portion of the standard will be jointly monitored and enforced by the State Board of Education and the Mississippi High School Activities Association.

29. The school district provides an alternative education and/or GED program for the categories of students identified in §37-13-92, and the program meets the guidelines established by the State Board of Education. (SB Policy IDDI-1 and 2)(See Guidelines for Alternative/GED School Programs.)

30. Each classroom teacher, excluding vocational teachers whose class periods exceed 50 minutes, has an unencumbered period of time during the teaching day to be used for individual or departmental planning.

30.1 If the school utilizes a traditional six-period or seven-period day schedule, the instructional planning time provided for secondary teachers is a minimum of 225 minutes per week, exclusive of lunch period. If the school utilizes any form of a modular/block schedule, the instructional planning time provided is a minimum of either 225 minutes per week or an average of 225 minutes per week per instructional cycle, exclusive of lunch period.

30.2 Instructional planning time for the elementary school teacher is no less than 150 minutes per week, exclusive of lunch period.

31. Individual teachers (grades 9-12) are limited to three course preparations per scheduling cycle or five in the same subject/content area.

Note: Any assignment of course preparations above the standard must be submitted to the Commission on School Accreditation for review and action.

32. The basic curriculum of each high school consists of required and approved courses that generate at least 33 Carnegie units annually. (See Appendices B and C.) §37-1-3(2), (SB Policy ICFA-1)

Note: Any request for an exemption from teaching the courses listed in Appendix B must be approved by the Commission on School Accreditation.

33. The basic curriculum of each elementary or middle school (any configuration of grades K-8) consists of reading/language arts, mathematics, science, social studies, the arts, and physical education, which may be taught by a regular classroom teacher. §37-1-3(2) and §37-13-134}

Note: A regular classroom teacher may provide instruction in the arts and physical education in a self-contained classroom setting.

34. Student teacher ratios do not exceed the following: §37-151-77
- 34.1 Student teacher ratios do not exceed 22 to 1 in kindergarten, except in instances in which a full-time assistant teacher is in the classroom. If a full-time assistant teacher is employed, 27 may be enrolled. §37-151-77, (See Mississippi Kindergarten Guidelines.)
 - 34.2 Student teacher ratios do not exceed 27 to 1 in classrooms serving grades 1 through 4 unless approved by the State Board of Education. (Level 4 and 5 schools are exempted.) (SB Policy IEC)
 - 34.3 Student teacher ratios do not exceed 30 to 1 in self-contained classes serving grades 5-8.
 - 34.4 Student teacher ratios do not exceed 33 to 1 in departmentalized academic core classes serving grades 5-12.
 - 34.5 The total number of students taught by an individual teacher in academic core subjects at any time during the school year will not exceed 150. (Level 4 and 5 schools are exempted.)

Note: A teacher who provides instruction through intra-district or inter-district distance learning will be exempt from the 150-student limitation. A lab facilitator or principal designee will be responsible for the assignment of grades and related activities at the receiving school.

SAFE AND HEALTHY SCHOOLS

35. The District complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. §37-41-53; (SB Policies ED-3, JGG-1, and IDDE)
- 35.1 All buses are inspected on a quarterly basis and are well-maintained and clean.
 - 35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The District has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester
 - 35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
 - 35.4 Emergency bus evacuation drills are conducted at least two times each year.
36. The District provides facilities that meet the following criteria: §37-7-301(c)(d)(j); §37-11-5, 49; and §45-11-101 }
- 36.1 The District provides facilities that are clean.
 - 36.2 The District provides facilities that are safe.
 - 36.3 The District provides operational facilities that are equipped to meet the instructional needs of students and staff.
 - 36.4 The District provides air conditioning in all classrooms in each school.
§ 37-17-6(2)}

37. Each school has a current School Safety Plan on file that has been approved by the Board. §37-3-83(2)}

Descriptor Term: BOARD MEMBER LEGAL STATUS	Descriptor Code: ABC	Board Approved: 5/22/2006
	Rescinds: ABC	Previously Issued: 8/3/1987

The individual Board of Trustees member has no legal authority to act individually unless specifically delegated authority to act by the Board at its legal meeting and such action is recorded in the minutes of said meeting.

Descriptor Term:	Descriptor Code: ABCA	Board Approved: 5/22/2006
SELECTION OF BOARD MEMBERS Number, Qualifications and Methods	Rescinds: ABCA/ABCB ABCC/ABCD	Previously Approved: 8/3/1987

The Gulfport School District will be governed by a Board of Trustees consisting of five (5) members. Each board member is chosen for a term of five (5) years, but so chosen that the term of office of one member expires each year. The term of office will commence on the first Saturday of March. A school board member will be a resident and qualified elector of the Gulfport School District. The trustees of the District will be elected by a majority of the governing authorities of the City of Gulfport at their first meeting held in the month of February each year.

Legal Reference: Mississippi Code 1972, §37-6-7, §37-7-203

Descriptor Term: BOARD MEMBER RESIGNATION	Descriptor Code: ABCB	Board Approved: 5/22/2006
	Rescinds: ABCE	Previously Approved: 8/3/1987

Any Board of Trustees member who is unable to fulfill his/her term of office will present a letter of resignation to the Board and to governing authorities of the City of Gulfport.

Descriptor Term:	Descriptor Code: ABCE	Board Approved: 5/22/2006
UNEXPIRED TERM FULFILLMENT FOR BOARD MEMBER	Rescinds: ABCDA	Previous Approved: 8/3/1987

Whenever a member of the Board of Trustees resigns prior to the expiration of his/her appointment, the governing authorities of the City of Gulfport, by majority action, will appoint a replacement for the remaining unexpired term of the member resigning.

Legal Reference: Mississippi Code 1972, §37-7-203

Descriptor Term:	Descriptor Code: ABCF	Board Approved: 5/22/2006
REMOVAL FROM OFFICE OF BOARD MEMBER	Rescinds: ABCF	Previously Approved: 8/3/1987

A member of the Board of Trustees, as an officer of the state, is subject to removal if judged mentally ill, fails to discharge the duties of his/her office, fails to qualify as provided by law, ceases to be a resident of the Gulfport School District, is convicted of a felony or any offense involving moral turpitude.

Descriptor Term: LEGAL STATUS OF SUPERINTENDENT	Descriptor Code: ABD	Board Approved: 5/22/2006
	Rescinds: ABD	Previously Approved: 8/3/1987

The Board of Trustees will appoint a qualified superintendent who holds the minimum of a valid Mississippi class AA administrator's certificate and has had not less than four (4) years of classroom or administrative experience.

The Superintendent will be the chief executive officer of the Gulfport School District and will have, under the direction of the Board, general supervision of all of the schools and of all the personnel employed by the District. The Superintendent is responsible for the management of the schools through the Board policies and is accountable to the Board.

In addition to all other powers, authority and duties imposed or granted by law, the Board recognizes that the State Board of Education policies and procedures also give direction to the Superintendent.

Legal Reference: Mississippi Code 1972, §37-9-14, §37-9-13

Descriptor Term: ORGANIZATION PLAN FOR DISTRICT	Descriptor Code: AC	Board Approved: 5/22/2006
	Rescinds: AC	Previously Approved: 8/3/1987

The Board of Trustees will organize schools so as to avoid unnecessary duplication and will determine what grades will be taught at each school and will have the power to specify attendance areas and to designate the school each pupil will attend.

The Board will maintain free public schools consisting of grades K-12, that are divided among elementary schools, middle schools, and high schools, or any combination thereof, and in such grades as deemed desirable.

The Gulfport School District will also offer special instructional services to children within eligible age limits who have handicaps that are recognized by provisions in state law.

Legal Reference: Mississippi Code 1972, §37-7-311, §37-13-1, §37-21-6

Descriptor Term: ATTENDANCE AREAS - SCHOOLS	Descriptor Code: AD	Board Approved: 5/22/2006
	Rescinds: AD	Previously Approved: 8/3/1987

The Board of Trustees will have the power to designate the locations for school buildings, to specify attendance areas and to designate the school each pupil will attend.

No minor child may enroll in or attend any school except in the school district of his/her residence unless the Board approves transfer out to another district or approves transfer in from another district.

School employees living outside the boundaries of the Gulfport School District may enroll their children in the District with the approval of the Superintendent.

Legal Reference: Mississippi Code 1972, §37-7-311; §37-7-315, §37-15-29

Descriptor Term: CENSUS FOR SCHOOLS	Descriptor Code: ADA	Board Approved: 5/22/2006
	Rescinds: ADA	Previously Approved: 8/3/87

A continuing school census will be kept of all children enrolled within the Gulfport School District. Such records will be kept as a part of the permanent office records of the Superintendent.

Legal Reference: Mississippi Code 1972, §37-15-7

Descriptor Term: CALENDAR FOR SCHOOL YEAR	Descriptor Code: AE	Board Approved: 5/22/2006
	Rescinds: AE	Previously Approved: 8/3/1987

All schools in the Gulfport School District will be kept in session for at least one hundred eighty (180) days in each scholastic year of the fiscal year, July through June. The opening date of the school year for students is no earlier than August 1 and the closing date is no later than June 15.

ACADEMIC YEAR - the amount of time that must be scheduled in the educational calendar will consist of the minimum of 180 teaching days with the following exception: a specified number of days (2) in the academic calendar as determined by the SBE may be shortened for purposes approved or sanctioned by the SBE. Such days must offer at least 60% of the designated minutes of academic instruction contained in a regular teaching day.

The Board of Trustees will establish, upon recommendation of the Superintendent, an official school calendar for the ensuing school year, not later than the first regular April meeting. The regular calendar will include the number of student days, number of work days for staff members and will indicate holiday periods. The calendar adopted will be consistent with existing statutes, State Board of Education (SBE) directives and requirements of accreditation standards. Annually, a school calendar committee will be appointed to develop a proposed school day calendar. The committee will be representative of community, students, and staff.

Reference: Mississippi Public School Accountability Standards, 2004

Legal Reference: Mississippi Code 1972, §37-13-61, §37-13-63, §37-151-5

Descriptor Term: HOLIDAYS	Descriptor Code: AEAB	Board Approved: 5/22/2006
	Rescinds: AEAB	Previously Approved: 8/3/1987

The Gulfport School District may observe the legal holidays designated by the State Board of Education. No sessions of schools will be held on holidays so designated and observed. Additionally, the Board of Trustees, when adopting the annual calendar of the District, will include holidays for local observance.

The District schools will operate for the full minimum term of 180 days as required by law exclusive of the authorized holidays. Holidays for certified employees are not included in calculation as a day of work (pay). The holidays observed will not be deducted from the reports of the Superintendent, principals, and teachers. Such holidays will not be counted or included in any way in determining the average daily attendance of the schools.

Legal Reference: Mississippi Code 1972, §37-13-69

Descriptor Term: SUMMER SCHOOL/EXTENDED YEAR	Descriptor Code: AEBA/IDCA	Board Approved:: 5/22/2006
	Rescinds: AEBA/IDCA	Previously Approved: 2/1/1988

It will be the policy of the Board of Trustees to operate summer school and extended year programs that comply with Mississippi Department of Education requirements as stated in the Mississippi Public School Accountability Standards and other Mississippi Department of Education (MDE) regulations. (MS Accountability Standard 19.6)

Because no tax monies are provided to operate summer programs, such programs operate on a fee/tuition basis or may be funded through other sources such as Special Services, Title I, MDE, or the District. Fees are set at a level that will allow the summer programs to be self-supporting and approximating, but not exceeding, the actual cost of summer school. Fees will be approved annually by the Board of Trustees.

Types of Summer Programs

§ **Summer School:** A program of instruction offered by the district during the summer months after the close of the regular academic year. The instructional program is designed to cover all the minimum course objectives and requirements. Summer school programs are designed for students who failed to meet basic course/subject requirements and are retaking the course; however, students who wish to enroll in courses/subjects for the first time may also participate in a summer school program.

§ **Enrichment Program:** A program of instruction with defined objectives, evaluation criteria, and mastery requirements that exposes students to material or instruction that would not otherwise be included as part of the curriculum during the normal sequence of educational experiences.

§ **Extended Year (Regular Education):** A remedial program of instruction offered by the district that is designed for students who need additional time to complete all established course requirements and/or demonstrate mastery of minimum course objectives. Any proficiency-based on-line program may be used for extended year programs, including programs that are not listed in the MDE approved list of secondary courses. Extended year programs are not required to provide 140 hours of instruction for each Carnegie unit and 70 hours for each half unit.

§ **Extended School Year (Special Education):** Extended School Year (ESY) is the provision of special education and related services to students with disabilities in accordance with an IEP beyond the normal school year of the District and is provided at no cost to the parents of the students. (State Board Policy IDDF-4)

§

Requirements for Summer School/Extended Year Programs

1. A definite schedule of classes will be followed.
2. Each program will be under the leadership of the Superintendent and a principal who has an endorsement in educational administration. A principal may serve as the administrator of both a summer school and extended school year program only if the programs are held in the same building.
3. All teachers and professional support staff will hold valid certificates endorsed in the area of teaching assignment. Teachers will not be assigned to teach split-level or multi subject level courses: e.g., a teacher will not be assigned to teach any combination of the social studies courses or an English teacher will not teach students in different courses at the same time.
4. Before a transfer student (from within or outside the school district) is officially enrolled, documentation must be secured that verifies approval for the student to enroll in a summer program signed by the principal of the home school.
(Accountability Standard 19.6)
5. The District ensures that a student will not earn more than one unit of credit in summer school (two half-unit courses may be taken during a summer session).
 - a. A student will be allowed to enroll in a maximum of two courses annually under the summer school program.
 - b. A student who is enrolled in a course under the summer program will not be allowed to enroll in a course offered for credit in the extended year program.
6. Enrollment in secondary academic core courses (English, mathematics, science, social studies) will not exceed 33 when offered to students for credit. (Accountability Standard 34)
7. The maximum time per day a student will attend a summer class is five and one-half hours.
8. Instruction during the summer will be equal in quality and quantity to that of the regular school year. The instructional program for academic core courses (English, social studies, mathematics, science) will be consistent with the District's instructional management plan as in the regular session, requiring the mastery of specific learning objectives and meeting the requirements of all major assignments: research papers, compositions, book reports, theme writings, outside readings, etc.
9. One hundred and fifty students per day is the maximum student load for teachers of academic core classes in grades six through twelve.
10. Students will be provided a safe, orderly climate which is conducive to learning: clean classrooms, bulletin boards, reference materials, etc.
11. When academic core courses in English, social studies, etc. are offered, the school library will be made available.
12. A Carnegie unit will be awarded for a course in eighth through twelfth grades only if the course meets the requirements of the Commission on School Accreditation for awarding of such unit.
13. To be eligible to receive a Carnegie unit, a student enrolled in a summer program must master the essential objectives as prescribed by the grading policy of the District.

3 - AEBA/IDCA - Summer Programs/Extended Year

14. ■ A teacher will not be assigned to teach any combination of secondary courses concurrently during a summer program.
15. The District will schedule its summer school program to include 140 hours of instruction for each Carnegie unit and 70 hours for each half-unit.
16. A student who has failed or has not completed the learning objectives of one or more courses/subjects will be allowed to enroll in only two courses/subjects in the summer program.
17. Enrollment in any course/subject in a program will not exceed 22 for grade K; 27 for grades 1-4; 30 in self-contained academic core courses in grades 5-8; and 33 in departmentalized academic core courses in 5-8.
18. One hundred and fifty students per day is the maximum student load for teachers of academic core classes in grades six through twelve.
 19. Students will be provided a safe, orderly climate which is conducive to learning: clean classrooms, bulletin boards, reference materials, etc.
20. Extended school year classes in Kindergarten through fifth grades will be limited to the basic skill areas (reading, mathematics, and language).

Legal Reference: Mississippi Public School Accountability Standards 2004, Standard 19.6,
State Board Policy IDDF-4

Descriptor Term: SCHOOL DAY/YEAR	Descriptor Code: AF/IED	Board Approved: 5/22/2006
	Rescinds: AF/IED	Previously Approved: 8/3/1987

It will be the policy of the Board of Trustees to provide sufficient instructional time for students to attain mastery of specific learner objectives at all instructional levels. Said time will be allocated and protected to provide student engagement rates (time-on-task) which are sufficient to provide mastery. In order to insure that adequate instructional time is provided the Board directs the Superintendent and his/her staff to incorporate the following directives into all instructional plans for the District:

1. **SCHOOL DAY** - that portion of the calendar day that includes the teaching day, intermissions, and any additional hours (time) included in the employee contract. This defines the "normal working day" for employees.
2. **TEACHING DAY** - A day in which a minimum of 330 minutes of instruction and/or evaluation and/or district approved group testing is provided. Exceptions are days with fewer than 330 instructional minutes that are part of an instructional week of at least 27.5 hours. {MS Code§ 37-13-67}
3. **INSTRUCTIONAL HOURS** - The Board will determine and fix the number of hours of actual teaching that constitutes a school day of not less than five hours nor more than eight hours. §37-13-67

A minimum of 60% of classroom instructional time in the kindergarten program will be spent in learning center activities.

Ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. A traditional 7-period day schedule must provide at least 48 minutes per period, and A/B and 4 x 4 block schedules must provide at least 94 minutes.

4. **TEACHING YEAR** - The teaching year will be 180 days. No more than two of the 180 days may be 60% days, unless the district is utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing and the remainder of each 60% day is used for professional development or other activities related to instruction. {MS Code 37-151-5(j)} **(NOTE: TEACHER WORK DAYS WILL EXTEND SEVEN DAYS BEYOND THE INSTRUCTIONAL YEAR.)**

The staff will schedule preparation for graduation ceremonies in such a manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year (177 days). (Mississippi Public School Accountability Standards, 2004, Standard 19.5)

Legal Reference: Mississippi Code 1972, as cited above; Mississippi Public School Accountability Standards, as cited above

Descriptor Term: EMERGENCY CLOSINGS	Descriptor Code: AFC/EBBD	Board Approved: 5/22/2006
	Rescinds: AFC	Previously Approved: 8/3/1987

The Superintendent is hereby authorized to close schools and offices or dismiss students and staff members early in the event of hazardous weather. It is understood that the Superintendent will take such action only after consultation with transportation and weather authorities.

Mississippi Code §37-13-65 authorizes the Board of Trustees to recommend that the Superintendent close any school because of an epidemic prevailing the Gulfport School District or because of the death, resignation, sickness or dismissal of a teacher or teachers, or because of any other emergency necessitating the closing of the school; however, all such schools so closed will operate for the required full time after being reopened during the scholastic year.

The Superintendent is authorized to close schools during times of a declared national disaster that affects the Gulfport School District. The Board of Trustees, through the adoption of the School Crisis Response Plan, authorizes the Superintendent to temporarily close a school or schools when the safety of the students and staff is compromised. The Superintendent will coordinate with community emergency response agencies.

Parents, students, and staff members will be informed early in each school year as to how they will be notified in the event of emergency closings or early dismissals.

Legal Reference: Mississippi Code 1972, §37-13-65