

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EBB - Safety Program

SAFE SCHOOLS

1. It is the intent of the Board to provide an educational environment that is safe and orderly to the extent that students have the opportunity to learn and teachers can teach. The District will not tolerate violence or injury to staff or students, nor will any type of weapon be tolerated at any school event or activity or on the property of the District **unless authorized by the District.**
2. All District policies relating to safety and security of staff and students will be administered fairly and firmly enforced.
3. Any type of unlawful activity shall be reported immediately to the proper law enforcement agency, and the school staff shall cooperate with any subsequent criminal prosecution.
4. Administrators and site supervisors are primarily responsible for initiating and maintaining the necessary precautions for health and safety of the staff and students under their direction and for rules, regulations, and laws governing health and safety.
5. The District shall establish a process for assuring any student who has the right to transfer from a school **in compliance with state or federal law,** ~~pursuant to the Unsafe School Choice Option of the No Child Left Behind Act (see attached exhibit)~~ is allowed such a transfer. The process shall be included in the District's Safe School Plan.
6. The Board authorizes the superintendent to develop procedures consistent with this policy.

LEGAL REF:MCA §37-11-29; Public Law 107-110, No Child Left Behind Act of 2001

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

SAFE SCHOOLS

Certification of Compliance with Unsafe School Choice Option Requirements of the No Child Left Behind Act:

In response to the mandate of the No Child Left Behind Act that directs public school districts receiving funds through this act to provide a Certification of Compliance with Unsafe School Choice Option requirements, the following policy statements are provided.

While the intent of the District is to consistently provide safe and orderly schools conducive to student learning and success, it is recognized that a school or schools may be identified by the Mississippi Department of Education ("MDE") as a "persistently dangerous school" based on the following definitions, conditions, and parameters:

A "persistently dangerous school" is a public school other than a charter school in which the conditions during the past two years continually exposed students to injury from violent criminal offenses. This can be further defined as follows:

- an elementary, middle or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1000 students (2.0 or more per 100 students) in two consecutive school years; or
- an elementary, middle or secondary public alternative school in which a total of 75 or more violent criminal offenses were committed per 1000 (7.5 or more per 100 students) in two consecutive school years.

For purposes of the Certification of Compliance with Unsafe School Choice Option Requirements, "violent criminal offenses" are identified and reported in the Mississippi Student Information System as follows: simple or aggravated assault, homicide, kidnapping, rape, robbery, sexual battery, mayhem, poisoning, extortion, stalking, and seizure and forfeiture of firearms.

The District acknowledges that whenever the MDE has information that a school meets one or more of the criteria described in the preceding paragraphs, the MDE shall provide the District the opportunity to report on conditions in the school. After consideration of that report and in consultation with a representative sample of local educational agencies, the MDE shall determine whether the school is a persistently dangerous school. Once a school has been designated a persistently dangerous school, it will retain that designation for at least one school year.

In addition, students assigned to a school which the MDE has determined to be persistently dangerous shall be allowed to attend another school in the District which is not designated a persistently dangerous school, provided there is such a

school in the District that offers instruction at the student's grade level.

Furthermore, any student who is the victim of a violent criminal offense committed against him or her while he or she was in or on the grounds of the public school that he or she attends shall be allowed to choose to attend another school in the District which is not designated a persistently dangerous school, provided there is such a school in the District that offers instruction at the student's grade level. In order to complete such a transfer, the parents/guardians of the student must request that transfer within 30 days of the violent criminal offense.

ADMINISTRATIVE PROCEDURE

1. All accidents occurring on the District property that involve employees should be reported within twenty-four hours to the Office of Human Resources. Accidents involving students or visitors should be reported to the building or site administrator. District equipment, facilities or material shall be investigated by the principal or site administrator to determine if corrective action is necessary.
2. Any condition in a physical facility, equipment or other materials deemed to be hazardous shall be reported immediately by the building or site administrator to the Executive Director of Operations. ~~Hazardous or unhealthy conditions will receive highest priority by the Maintenance Department~~ for immediate correction.
3. The classroom teacher is responsible for providing safety instructions for all students in the use and proper handling of equipment and materials that might be utilized as a part of the instructional program. Such safety ~~procedures should~~ **instruction shall** occur prior to authorizing any student to use potentially hazardous equipment or materials.
4. The District shall maintain a Safe Schools Plan and conduct periodic training to all staff relative to the various components of such Plan. The plan shall be regularly reviewed and updated annually.
5. In the event that there is a student transfer pursuant to the Unsafe School Choice Option of NCLB, the District will report it to the State Board of Education in the Mississippi Student Information System.
6. Use of Video Security Cameras.
 - a. In support of the establishment and maintenance of an educational environment that is safe and orderly, conducive to student learning, and supportive of teachers, administrators, and staff in creating a climate of mutual respect, the use of video security cameras is authorized on District-owned property. The superintendent or designee shall coordinate the placement and use of video security cameras and management systems.
 - b. Video security cameras may be used for purposes including but not limited to: establishing a school and classroom environment that is safe, orderly, and conducive to student learning and achievement; promoting the safety of students, staff, and authorized visitors; protecting District property; deterring property damage; maintaining student order and discipline; enforcing District policy and school rules; detecting and deterring criminal activity.
 - c. The superintendent or designee is responsible for the overall supervision of security cameras utilized for the listed purposes. The principal of a particular school shall be responsible for the operation of security cameras installed within that school or on that school's grounds. The Director of Transportation shall be responsible for the operation of security cameras installed on school buses.
 - d. Principals, their respective designees and the Director of Transportation may use the recorded video images/files for the purposes as outlined in this policy and for purposes expressly granted or identified by ~~local~~, state or federal laws.
 - e. In general, placement of video security cameras will provide for monitoring of activity in hallways, classrooms and common areas such as auditoriums, cafeterias, gymnasiums, stairways, parking lots, and school grounds. Video security cameras will not be used in restrooms and changing areas such as dressing rooms or locker rooms where there is a reasonable expectation of privacy.
 - f. Video security cameras and systems may also be placed ~~on~~ in District owned buses and other vehicles. Placement of video security cameras in either District leased/rented space or on contracted buses is authorized based on prior written agreement with the owner of the leased/rented space or the contracted bus vendor.
 - g. Notification of the Use of Video Security Cameras.
 - i. Signs advising of the presence and use of video security cameras will be posted on building entrance doors, school buses, and other locations as may be determined by the principal, Director of Transportation, and superintendent or designee. A statement of the presence and use of video security cameras will also be provided to students and staff members by administration at a minimum of once each school year. ~~Contractors shall also be advised by appropriate staff members of the use of video security cameras.~~
 - ii. ~~The sign of~~ **Signage providing** notice of use of video security cameras should be in the following form: "Smile - Your Picture May Be Taken! Notice of the Use of Video Security Cameras Surveillance cameras are in use in school facilities, on school grounds, and on school buses/District vehicles to promote safety and to encourage reasonable orderliness. Any person entering a school facility, on school property, at a school function, or riding a school bus or other District-owned vehicle is subject to being videotaped."
 - iii. Use of video ~~security~~ cameras for surveillance of others by non-District personnel is not permitted

- without prior written authorization from the superintendent **or designee.**
- h. Access, Storage, and Destruction of Digital Images/Files.
 - i. Access to real time and/or stored digital video images/files will be limited to the principal and ~~his/her~~ **the principal's** designees at the school level. The superintendent and designees will also have access to the real time and stored digital images and files.
 - ii. District employees and/or District approved contractors responsible for the installation, setup, and operation of video security camera equipment and software will be allowed access to the digital images/files and related equipment **only** within the scope of their job responsibilities.
 - iii. All other access to digital images/files from video security cameras will be authorized by the principal and/or the superintendent's designee.
 - iv. Reviewing of digital images/files shall be completed in a manner that avoids public viewing.
 - i. Location of Equipment and Video Images.
 - i. Video recording, storage, and viewing equipment will be located in positions generally not accessible to the public or unauthorized individuals.
 - ii. Digital images/files that have been used and are being retained shall be stored in a locked filing cabinet or other approved locked storage space in an area to which students and the public do not normally have access. Digital images/files that are stored in such a manner and are being retained following use will be marked by date of use, by security camera location, and incident.
 - j. Retention of Video Images.
 - i. Digital images/files from video security cameras that have been used and/or directly affect an individual will be identified as previously described and will be maintained for a minimum of one year.
 - ii. Digital images/files that become part of the record of an ongoing investigation, a District hearing involving due process, and/or legal proceedings shall be maintained until permission is granted by the superintendent or designee for the destruction of the images/files, **and only after the conclusion of any such legal proceeding.**
 - iii. Other digital images/files from video security cameras will not be saved and will be overwritten by other more current images/files within one month.
 - k. Review, Use and Release of Digital Images/Files from Video Security Cameras.
 - i. Digital images/files from video security cameras will normally be subject to review where a specific incident has been reported or observed. Review of digital images/files may also occur as part of an investigation of potential crimes, ~~breach of~~ **noncompliance with** Board policy or school rules, and/or investigation of a legal claim.
 - ii. ~~The preceding statement and the following guidelines for review, use, and release of digital images/files from video security cameras are in no way intended to~~ **Nothing in this policy or procedure shall be construed to** prevent administrators and appropriate staff members from using the video security camera system to create a safe and orderly school environment that is conducive to student learning.
 - iii. Additional guidelines for review, use, and release of digital images/files from video security cameras include but are not limited to:
 - i. Digital images/files from video security cameras may be reviewed by the Board of Trustees and designated District employees so long as such viewing is necessary for the performance of their duties and in accordance with applicable state and federal law.
 - ii. Digital images/files from video security cameras may be used to deter and detect suspected criminal offenses that occur or might have occurred.
 - iii. Digital images/files from video security cameras may be used for the purposes of supporting the creation of safe and orderly school environments conducive to student learning and for determining adherence to Board policy and school/District rules. Digital images/files from video security cameras shall not be released to third parties except in accordance with applicable state and federal law.
 - iv. Digital images/files from video security cameras that may provide evidence of criminal activity may be disclosed to a law enforcement agency per applicable ~~local~~ state and federal law or upon presentation of an appropriately completed, signed, and dated court order. Digital images/files of a minor student may ~~only possibly~~ be viewed by the parents/legal guardians of the minor **after the District has determined that the rights of no other student would be violated by such viewing. to the extent that such viewing will not expose viewing of other minor students by the parents/legal guardians of the minor student in question.**
 - iv. The listed guidelines are not intended to be all inclusive but are designed to support staff members in making decisions concerning appropriate review, use, and release of digital images/files from video security cameras. **Any questions about the legal ramifications of maintaining or viewing District video security footage may be addressed to the Administrative Counsel.**

Adopted Date: 9/28/2010

Approved/Revised Date:

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EBC - Security

BOARD POLICY

1. In accordance with its stated goals, the District endeavors to provide a safe, secure and orderly environment in all schools.
2. School Resource Officers, Campus Enforcement Officer, and School Safety Officers
 - A. All individuals employed by the District as School Resource Officers, **Campus Enforcement Officers**, or School Safety Officers must meet the minimum level of basic law enforcement training as jointly determined by the Board on Law Enforcement Officer Standards and Training and the Mississippi Board of Education.
 - B. The District requires that all officers who carry firearms complete the Mississippi Department of Education (MDE) School Resource Officer Basic Course taught jointly by the Mississippi Law Enforcement Training Academy System and the MDE.
3. The Board authorizes the superintendent to establish administrative procedures in furtherance of this policy.

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

ADMINISTRATIVE PROCEDURES

School Resource Officer (SRO)

1. Definition: An officer commissioned by a local law enforcement agency ~~that~~ **who** is a graduate of the Basic Law Enforcement Officer Training Program and the Mississippi Department of Education (MDE) School Resource Officer Basic Course. **An SRO** ~~This~~ is a fully trained officer ~~with a minimum age of~~ **who is at least** twenty-three **years old** and **has** at least three years of law enforcement experience prior to assignment.
2. Duties: The **SRO** ~~officer~~ is assigned to the District on a full-time basis and has assigned duties **including but not limited to:** school safety planning, administration, ~~enforcement and teaching. The officer is responsible for school safety administration/ planning,~~ enforcement activities, ~~to include~~ preparation of police reports, arrests and on-site accident reports, classroom instruction in areas of expertise, counseling, and referral of students.
3. Minimum Training Standard: Completion of the Basic Law Enforcement Officer Training Program (which consists of a ten-week resident course at one of the regional Law Enforcement Training Centers) and the MDE School Resource Officer Basic Course taught jointly by the Mississippi Law Enforcement Training Academy System and the MDE.

Campus Enforcement Officer (CEO)

1. Definition: An officer employed by the District ~~district~~, who is a graduate of the Reserve ~~Place~~ **Police** Officer Basic Course.
2. Duties: The CEO is responsible for patrolling and monitoring, and ~~are~~ is directly responsible for maintaining safety and security in the schools to which the CEO is assigned. The CEO does have authority to carry a weapon or make arrest(s).
3. Minimum Training Standard: Completion of the Reserve Police Officer Basic Course ~~ethic~~ is a 213 hour, part-time course designed to provide the officer with a minimum functional level of law enforcement training wherein the officer can function in a rigidly defined academic environment. This course is available through the community college system. This ~~this~~ is solely a law enforcement position; training development is the responsibility of the Board of Law Enforcement Standards and Training.

School Safety Officer (SSO)

1. Definition: A security and safety specialist employed by the District or vendor who is a graduate of the School Safety Officer Basic Course and assigned routine safety and security duties
2. Duties: The School Safety Officer is assigned duties of safety and physical security under the supervision of a School Resource Officer or school administrator. The ~~officer~~ **SSO** does not have weapon-carrying or arrest authority. The **SSO** ~~officer~~ conducts routine patrols, secures buildings and checks for safety hazards.
3. Minimum Training Standard: Completion of the MDE School Safety Officer Basic Course.

The superintendent is authorized to allow a designee(s) with an MS Enhanced Carry Permit to carry firearms on school property, as appropriate.

Adopted Date: 8/14/2001

Approved/Revised Date:

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EDA - Student Transportation

STUDENT TRANSPORTATION SERVICES

The Tupelo Public School District is committed to providing safe, economical transportation services for eligible students who attend District schools and whose legal residences are within District boundaries. Students ineligible for transportation services under the regular policies of the Board of Trustees and/or applicable state or federal laws will not be provided transportation.

The following policy statements are provided in support of the operation of safe, economical transportation services for eligible students. In addition, the statements are designed to provide guidance for administrators, teachers, students, parents and others interested in the delivery of transportation services.

1. Only those students who meet eligibility requirements by means of legal residence will be permitted to use school bus transportation for the purpose of travel to and from school. Students living one mile or more from school by the nearest traveled road will be entitled to bus transportation to and from school. Transportation services will not be provided to other children except for (i) those students who are eligible for services under the Individuals with Disabilities Education Act and who have approved Individual Educational Plans (IEP) specifically stating the need for transportation, and (ii) students who qualify for transportation pursuant to the McKinney-Vento Act.
2. Based on current, approved Individual Education Plans (IEP) indicating need, special education students will be provided transportation between home and the special education programs provided by the District. Transportation between schools will also be provided for special education students with approved Individual Education Plans stating that such transportation is necessary as a related service due to the students' disabilities.
3. Transportation services will not be provided for students attending school out of the attendance zone of the school in which their legal residence is located. This includes students with approved in-district as well as out-of-district transfers.
4. Individual school walk zones of less than one mile may be established based on the age range of students attending the school and the identification of hazardous areas with unguarded street crossings, heavy vehicular traffic, railroad crossings, etc. Students residing in walking areas that have been identified as hazardous by the school district will be provided transportation to and from school. The Director of Transportation will be responsible for determining/confirming hazardous conditions requiring transportation of students with legal residences located less than one mile from the school to which the students are zoned.
5. A system of bus stops will be utilized as the basic pick-up and drop-off points for students eligible for participation in home-to-school transportation services. Bus stops will be determined by the Director of Transportation and will reflect the commitment to safe, economical operation of transportation services for eligible students.
6. Bus routes and schedules will be developed, recommended and published by the Director of Transportation. The primary purpose of bus routing and scheduling will be to achieve maximum service with a minimum fleet of buses while rendering safe, reasonable and equitable service to students eligible for transportation services. Once approved, routes shall be altered only with the approval of the superintendent or designee.
7. Students eligible for transportation services will be assigned to the appropriate bus based on the approved routes, bus stops and schedules as developed and published by the Director of Transportation. Students shall ride their assigned bus getting on and off at their regularly assigned stops unless a note from their parent/guardian is received and approved by the principal for the student to depart at other than the assigned stop.
8. Buses transporting students will be considered extensions of the school environment. All students using school transportation must abide by the District Code of Conduct as well as rules for bus conduct as posted in each District-owned bus. Bus drivers shall report to the school principal any student who violates a District policy/rule, or whose conduct on a school bus is improper or jeopardizes the safety of other students. The principal will inform the Transportation Director of such occurrence, and appropriate discipline will be imposed, including suspension of and ~~to may have his/her~~ transportation services ~~suspended~~. Uniform rules for expected conduct and corresponding discipline actions will be published and implemented.
9. The Director of Transportation will implement an ongoing bus driver safety and training program that complies with applicable state and federal statutes and requirements of the Mississippi Department of Education. Regular review of the individual motor vehicle records of all drivers will be included as one component of the safety and training

program. To increase safety and to deter and detect the use of alcohol and controlled substances by bus drivers and other drivers of transportation vehicles, drug and alcohol testing of employees will also be conducted as required by regulations of the Federal Highway Administration and other agencies of the Department of Transportation.

10. All vehicles utilized for the transportation of students will undergo safety inspections as required by the state and the Mississippi Department of Education. Appropriate records documenting safety inspections, routine maintenance and repairs will be maintained by the Director of Transportation.
11. While the provision of safe and economical transportation to and from school for eligible students is the primary use of transportation equipment, school buses may be used to transport students, District employees and chaperones to special events that are considered to be part of the educational or extra-curricular activities of the District. Special events will include athletic events, choral/band activities, academic competitions, field trips and other events authorized by state statutes and sanctioned by the Board. Use of school buses for special events and other approved activities must not interfere with the regular transporting of students to and from school.
12. Transportation service will not be provided when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. The final decision as to when conditions are unsafe will be made by the superintendent or designee with the advice of the Director of Transportation, community emergency managers and other related law enforcement agencies

13. The superintendent is authorized to implement procedures consistent with this policy.

Last Review Date: _____

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

Administrative Procedures

1. Children in Foster Care.

a. The superintendent or designee shall coordinate activities relating to the provision of transportation services to children placed in foster care when the District is notified in writing by the appropriate local governmental agency that the *(the local child welfare agency)* has foster care students in need of services.

b. The District will collaborate with the *(local child welfare agency)* when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student.

c. If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:

- The *(the local child welfare agency)* agrees to reimburse the District for the cost of such transportation;
- The District agrees to pay for the cost of such transportation; or
- The District and the *(the local child welfare agency)* agree to share the cost of such transportation.

Adopted Date: 8/14/2001

Approved/Revised Date:

District: Tupelo Public School District
Section: J - Students
Policy Code: JQN - Education for Homeless Children and Youth

EDUCATION FOR HOMELESS CHILDREN AND YOUTH

1. The District shall identify, serve, and assist all students eligible under the McKinney-Vento Homeless Assistance Act. Each child of a homeless individual and each homeless unaccompanied youth will have access to a free, appropriate public education equitable to that provided to the children of the residents of the District consistent with the federal and state school attendance laws.
2. School records of each homeless student shall be maintained so that the records are available in a timely fashion when a student enters a new school district.
3. Each homeless child shall be provided services comparable to services of other students in the District, including educational services for which the child meets the eligibility criteria, such as compensatory educational programs for the disadvantaged, educational programs for the handicapped and the students with limited English proficiency; programs for the gifted and talented; and school meal programs.
4. Each homeless child enrolled shall be provided technical, educational and supportive services to homeless children and youth in an environment and manner that does not stigmatize, isolate, label or penalize the child, youth or family for being homeless.
5. The District will designate a liaison for students in homeless situations.
6. The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

LEGAL REF: McKinney-Vento **Homeless Assistance** Act 42 USC §11432, as reauthorized
Elementary and Secondary Education Act of 1965 § 1309

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

Exhibit 1.0712 Unaccompanied Youth Identification
ADMINISTRATIVE PROCEDURE

1. Definitions
 - a. The term “homeless children and youths” means individuals who lack a fixed, regular and adequate nighttime residence, and includes, **but is not limited to:**
 - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; ~~or are awaiting foster care placement;~~
 - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - iv. migratory children who qualify as homeless because the children are living in circumstances described in clauses (i) through (iii).
 - b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by law.
2. In order to fulfill legal requirements under McKinney-Vento to determine whether there are homeless students within the District, the District will use enrollment forms that ask the nighttime residence of all newly enrolled students as well as when an enrolled student’s address changes.
3. The District’s liaison for homeless children will coordinate training to school personnel and the community to promote awareness and sensitivity of homelessness. **Written guidelines will be distributed to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.**
4. **Placement of an eligible homeless child or youth will be made according to District policy (JBCAA) and will take into consideration the**

best interests of the child or youth and placement requests made by the parent.

5. The District will continue to review and revise, to the extent practicable and in compliance with state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools.
6. When a homeless student is involved in any disputes in regard to providing public education, he/she shall be afforded the safeguards of due process as required by applicable law.
 - a. The student shall be made aware of rights and shall be given an opportunity to present his/her side of the case prior to any action being taken by school officials.
 - b. In the event the dispute cannot be solved locally, a review of the dispute by the Department of Education may be requested.
7. Questions about the McKinney-Vento Act may be addressed to the District’s liaison for homeless children and youth:

Director of Federal Programs
Tupelo Public School District
P. O. Box 557Tupelo, MS 38802
662-841-8850

Adopted Date: 8/22/2000

Approved/Revised Date: