

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EBBAA - Staff Identification Badges

STAFF/STUDENT IDENTIFICATION PROCEDURES

In order to provide a learning environment that is safe and secure, only authorized persons are permitted access to District sites. During the regular school day, all employees of the District will wear a photo identification badge that is clearly visible while in District facilities or on District property.

~~The Board directs the administrator or director of each District site to develop procedures for granting access to that site by visitors during the regular school day.~~

The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

ADMINISTRATIVE PROCEDURES

- ~~1. All visitors must be issued an identification badge to enter into any portion of a school facility other than the office of the school administrator or site supervisor.~~
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- ~~2. During the regular school day, all employees of the District will wear a photo identification badge that is clearly visible while in District facilities or on District property.~~
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- ~~3. Photo identification badges are the property of the District and must be returned if employment with the District ceases.~~
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- ~~4. Replacement of a lost identification badge will be provided by the District at a cost to the employee of \$5.00 per card.~~

ADMINISTRATIVE PROCEDURES

1. All new employees will receive a photo identification badge prior to assuming their duties with the District. ~~—All visitors must be issued an identification badge to enter into any portion of a school facility other than the office of the school administrator or site supervisor.~~ **(THIS IS IN KM Visitors to the Schools)**
- ~~2. During the regular school day, all employees of the District will wear a photo identification badge that is clearly visible while in District facilities or on District property.~~ **(Move to Policy)** Photo identification badges are the property of the District and must be returned to the employee's supervisor if employment with the District ceases.
3. Replacement of a lost identification badge will be provided by the District at a cost to the

employee of \$5.00 per card.

Adopted Date: 5/1/2013

Approved/Revised Date:

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EBBCA - Bomb Threats

BOARD POLICY

In the event of a bomb threat to a school, the responsibility of the principal and staff members will be to evacuate all other persons from the school building and to supervise the students until law enforcement determines that it is safe to reenter the buildings.

Representatives from TPSD and law enforcement will review procedures immediately following the reentry to improve future bomb threat responses.

The superintendent is authorized to establish administrative procedures consistent with this policy.

~~The principal will initiate the following procedures:~~

- ~~1. The principal will immediately report a bomb threat to 911, district office and the Federal Bureau of Investigation.~~
- ~~2. A fire drill will be conducted for the purpose of evacuating all buildings on the campus.~~
- ~~3. Students will be instructed by staff to carry all personal belongings with them.~~
- ~~4. During the building evacuation, teachers will accompany and supervise students assigned to their classrooms.~~
- ~~5. Once outside the school buildings, the principal will designate a specific area for teachers and students to assemble.~~
- ~~6. The principal will place the campus in a security mode so that only authorized personnel leave or reenter the campus.~~
- ~~7. The principal, or designee, will serve as a liaison to the senior police officer for the purpose of assisting with the building search.~~
- ~~8. Following the evacuation of the building, a search of the school buildings or facilities will be conducted with the supervision of senior police officer present.~~
- ~~9. If any inappropriate or foreign objects are detected or located, only a law enforcement officer will remove the objects from the school facility.~~
- ~~10. In the event of inclement weather conditions, gymnasiums or activity buildings will be searched first to accommodate students that have evacuated other school facilities.~~
- ~~11. Approval to reenter the school facilities will be authorized by the senior police officer present.~~

~~Immediately following the reentry of students a media briefing will be held at the TPSD Administrative Center for the purpose of providing information to the community.~~

ADMINISTRATIVE PROCEDURES

1. In the event of a bomb threat, the principal will initiate the following procedures:

1. ~~The principal will~~ Immediately report the bomb threat to 911, ~~district office~~ Central Office and the Federal B Investigation.
2. A fire drill will be conducted for the purpose of evacuating all buildings on the campus.
3. Students will be instructed by staff to carry all personal belongings with them.
4. During the building evacuation, teachers will accompany and supervise students assigned to their classroom
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6. The principal will place the campus in a security mode so that only authorized personnel leave or enter the campus.
7. The principal, or designee, will serve as a liaison to the senior police officer for the purpose of assisting with search.

2. Following the evacuation of the building, a search of the school buildings or facilities will be conducted under tl of senior police officer present.

A. If any inappropriate or foreign objects are detected or located, only a law enforcement officer will remo from the school facility.

B. In the event of inclement weather conditions, gymnasiums or activity buildings will be searched first to students that have evacuated other school facilities.

C. ~~Approval~~ Permission to reenter the school facilities ~~will be authorized~~ may only be given by the senior pol present.

3. Immediately following the reentry of students a media briefing will be held ~~at the TPSD Administrative Office~~ f of providing information to the community.

Adopted Date: 1/9/2000

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 Officers, 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 Minimum School Safety Personnel Training Standards as approved by the Mississippi Board of Education. ~~In addition,~~
 - 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, Mississippi Department of Education.
3. The Board authorizes the superintendent to establish administrative procedures in furtherance of this policy.

School Resource Officer (SRO): An officer commissioned by a local law enforcement agency ~~or District~~ that is a graduate of the Basic Law Enforcement Officer Training Program and the Mississippi Department of Education (MDE) School Resource Officer Basic Course. ~~The officer is assigned to the District on a full-time basis with the assigned duties of school safety planning, administration, enforcement and teaching.~~ This is a fully trained officer with a minimum age of twenty-three and at least three years of law enforcement experience prior to assignment.

1. Duties: The officer is assigned to the District on a full-time basis with the assigned duties of school safety planning, administration, enforcement and teaching. ~~This is a fully trained officer with a minimum age of twenty three and at least three years of law enforcement experience prior to assignment. The officer is qualified to work for any local law enforcement agency in the state.~~ The officer is responsible for school safety administration/ planning, enforcement activities, to include police reports, arrests and on-site accident reports, classroom instruction in areas of expertise and counseling referral of students.
2. Minimum Training Standard: ~~(a) 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 focuses on providing the student with a functional level of law enforcement training. The course is in excess of 400 contact hours. (b) Completion of and the MDE School Resource Officer Basic Course which is a one-week course~~ taught jointly by the Mississippi Law Enforcement Training Academy System and the MDE, Mississippi

Department of Education. The course teaches the officer to become familiar with the school safety concept, educational system, and acquire a basic level of classroom teaching and counseling skills. The course is 40 contact hours.

~~Campus Enforcement Officer: An officer commissioned by the District in accordance with MCA Section 37-7-321, who is a graduate of the Reserve Police Officer Basic Course and is assigned enforcement, security and safety duties.~~

1. ~~Duties:-~~

~~The Campus Enforcement Officer is essentially a School Safety Officer who is commissioned by the District and has law enforcement authority. The officer has authority to carry weapons and make arrests. The officer is responsible only for enforcement and safety related activities and is not trained for school safety planning, classroom teaching or counseling related duties.-~~

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2. ~~Minimum~~

~~Training Standard: Completion of the Reserve Police Officer Basic Course which 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. Since this is solely a law enforcement position, training development is the responsibility of the Board of Law Enforcement Standards and Training.~~

School Safety Officer: 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.

1. Duties:

The School Safety Officer is assigned duties of safety and physical security under the supervision of a School Resource Officer, ~~Campus Enforcement Officer~~, or school administrator. The officer does not have weapon-carrying or arrest authority. The officer conducts routine patrols, secures buildings and checks for safety hazards.

2. Minimum Training Standard: Completion of the MDE School Safety Officer Basic Course. ~~which is a one week course taught by an MDE approved vendor designed to afford the officer a minimum level of training in the areas of physical security and occupational safety in the school environment. The course is 40 contact hours.~~

Adopted Date: 8/14/2001

Approved/Revised Date:

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EEA - Free/Reduced Lunch

FREE AND REDUCED MEAL SERVICES

1. The District will observe all the policies and regulations of the State Department of Education in determining the eligibility of students for free/reduced price meals under the National School Lunch Program and Breakfast Program.
2. In order to more effectively process free and reduced meal applications, the Board recognizes completion of the online meal application with the use of electronic signatures in accordance with law.
3. The Board authorizes the superintendent to promulgate procedures consistent with this policy.

REFERENCES:

United States Department of Agriculture (USDA)
Uniform Electronic Transaction Act MCA §§75-12-23, 75-12-25

ADMINISTRATIVE PROCEDURES

1. The District's application for free and reduced meals shall be available online. (Paper copies will still be provided to all students, in accordance with federal law.)
 - a. The online application shall contain an "I agree" box for the parent/guardian to check.
 - b. For any families who may not have access to the Internet at home, the online application shall be made available to students and their families at each school site.
 - c. The District may install a direct link to the application on laptops issued to students.
2. The District will publicly announce the availability of, and general eligibility requirements for, the free/reduced price lunch programs early in each school year, along with the procedure for making applications.
3. The District will protect from public view and announcement the names of students who are receiving, or who have applied for, free or reduced price meals.

Adopted Date: 7/27/2010

Approved/Revised Date:

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EF - Data Management

DATA COLLECTION AND MANAGEMENT

1. PURPOSE

Tupelo Public School District's ("TPSD" or "District") ~~TPSD's~~ Data Collection and Management Policy reco

"Data" is defined as information about the District's human, material and operational resources (student

In the collection, utilization, securing, managing, and storing of data, the ~~Tupelo Public School~~ District ac

2. DATA QUALITY

The value of District data for decision making and reporting is directly related to the quality of the data.

MOVE TO PROCEDURE: ~~Staff members participating in each of the listed functions will consider and~~

- ~~1. Objectivity. Data that reflects objectivity is achieved by using appropriate data sources and sound~~
- ~~2. Integrity. Data with integrity is information that is not compromised through corruption or falsifica~~
- ~~3. Transparency. Data that incorporates the concept of transparency is developed through a process~~
- ~~4. Reproducibility. Data that supports the concept of reproducibility can be replicated by others by us~~
- ~~5. Utility. Data that includes the concept of utility provides information that is useful and available to~~

3. POLICY AUDIENCE

In recognition of quality data as a valuable District resource, District staff ~~members~~ will be provided prof

The following general policy statements are provided for teachers, administrators, and other staff memb

GENERAL POLICY STATEMENTS

1. Roles and Responsibilities – The quality data process of the ~~Tupelo Public School~~ District will be pl
2. ~~Data Collecting and Reporting Requirements and Timeline~~ – A data timeline and calendar will be d
individuals, designated holidays, and the designated days and weeks for testing.
3. 2. District-Wide Common Data Collection Methods and Uniform Data – Standard forms will be dev
data business rules for the following data sets: demographic data elements, student data element
4. **MOVE TO PROCEDURE** – ~~Data Collecting and Reporting Process~~ – Data collected for decision mal

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5. ~~Data Validation and Error Correction – Data collection and reporting is a complex, ongoing process~~
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6. ~~Data Protection and System Security – District data and the quality data process will be protected access to information.~~
7. 3. Resources Commitment – Within budget parameters, the District’s quality data process will be :

[DATA COLLECTION AND MANAGEMENT Roles.pdf](#)

ADMINISTRATIVE PROCEDURES

1. Quality Data - In achieving the creation, maintenance and storage of quality data, staff members partic

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- b. Data Validation and Error Correction – Data collection and reporting is a complex, ongoing process. T
- c. Data Protection and System Security – District data and the quality data process will be protected from

Adopted Date: 8/9/2005

Approved/Revised Date: