

**ORGANIZATIONAL RELATIONS**

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## ORGANIZATIONAL RELATIONS

<b>SCHOOL PARTICIPATION IN COMMUNITY DRIVES</b>
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<b>LB</b>
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Schools may participate in community fund-raising drives, clothing collections, and similar activities only when participation has been approved by the Board of Trustees and/or the Superintendent of Education or his designee. Students in elementary grades K-6 shall not be involved in door-to-door or off-campus solicitations.

**COMMUNITY EDUCATION PROGRAM****LC**

The Board of Education of the Biloxi Public School District fully endorses the concept of a community education program which will promote the lifelong educational pursuits of the citizens of the community at large. The Board supports the development of a coordinated community education program, supervised by the Biloxi Public Schools and open to all residents of the area. The Board accepts the responsibility for promoting community services through the community education program, for providing qualified and competent staff members, for supporting the coordination and expansion of existing programs, and for cooperating with other groups and agencies to avoid unnecessary duplication of services. The Board of Education will continue to support efforts to meet the needs, interests, and capabilities of the entire community.

**QUESTIONING OF STUDENTS BY LAW ENFORCEMENT  
OFFICIALS AND/OR OTHER AGENCIES' OFFICIALS**

**LDAJA**

Questioning of students by officials of the law and/or other agencies' officials may be granted by the principal after notification of the Superintendent of Education or his designee. Parents should be notified in such cases so that they have an opportunity to be present at the time of the questioning. Court orders are to be complied with and the Superintendent of Education or his designee must be notified by the principal of such proceedings.

Procedures for conducting emergency operations of the schools are explained in the Emergency Operations Plans prepared by the administration and approved by the Biloxi Civil Defense Director. These plans note lines of authority and responsibility in emergency situations and detail specific relations with Civil Defense authorities. The Emergency Operations Plans also include information regarding emergencies in communications from the State Department of Education.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

**ACT OF 1974 - ANNUAL NOTICE**

**LDDDB**

1. Parent(s) of eligible student may request, in writing to the principal, an appointment to inspect and review contents of the student's educational records. Appointments must be granted within forty-five (45) days of request.
2. Parent(s) of eligible student may request, in writing to the principal, that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent(s) or eligible student may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parent(s) or eligible student has the right to put a note in the record explaining his/her concerns. The parent(s) or eligible student may then request a formal hearing with the Superintendent of Education and/or his/her designee.
3. Parent(s) or eligible student may request a copy of the student's record for a nominal fee only if illness or distance from school prevents them from coming to the school to review the records.
4. Educational records may not be released to a third party without the written consent of the parent(s) or the eligible student with the following exceptions:
  - A. School employees
  - B. Other schools to which a student is transferring
  - C. State or federal officials for audit purposes or for reporting information required by state statute
  - D. Financial aid officials in connection with a student's application for aid
  - E. Educational agencies for developing, validating, and administering predictive tests or studies if such information will not permit identification of individual students
  - F. Appropriate persons who need information to protect health and safety of students
  - G. Parent(s) of a student over eighteen (18) who is still a dependent
5. A record of individuals requesting access to the educational record of each student will be maintained in each school building. The record will contain the signature, the date, and the reason for needing access and will be available for parents' review upon request.

6. Student records are at the following locations:

<u>Type of Record</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records	Elementary Schools/School's Office	Principal
	Junior High Schools/School's Office	Principal
	High School/Registrar's Office	Registrar
Psychological Records/SPED	Special Education Building	Coordinator of Special Education
School Transportation Records	Transportation Office	Director of Transportation

7. The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the Biloxi Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Biloxi Public School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Biloxi Public School District to include this type of information from your child's education record in certain school publications. Examples include:
  - A playbill, showing your student's role in the production;

- The annual yearbook;
  - Honor roll or other recognition lists;
  - Graduation programs; and
  - Sports activity sheets, such as football, showing weight and height of team members.
8. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Biloxi Public School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **(to be determined each school year based on the starting date of activity)**. Biloxi Public School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C 503, as amended by section 544, the National Defense Authorization Act for Fiscal year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Biloxi Public School District is in compliance with the Title VI of the Civil Rights Act of 1962, including regulations in vocational education, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973/Americans With Disabilities Act, and Family Educational Rights and Privacy Act of 1974.

District policy assures that no one shall, on the grounds of race, religion, age, national origin, sex, or disability (qualified) be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school. The vocational department encourages males and females to enroll in non-traditional classes and to train for non-traditional jobs. Copies of the Title IX policy of the Educational Amendments of 1972 and the Family Rights and Privacy Act of 1974 are available in the principal's office in each school building upon request.

**Section 504/Americans With Disabilities Act**  
**Nondiscrimination on the Basis of Disability Policy**

The Biloxi Public School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The 504/Americans With Disabilities Coordinator will handle inquiries regarding the Biloxi School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

**PARENT-TEACHER ASSOCIATIONS & AND PARENT-TEACHER ORGANIZATIONS**

**LEB**

*Revised 10/21/08*

Close cooperation between home and school is fostered by the Parent-Teacher Associations and Parent-Teacher Organizations which are active in every Biloxi school. Parents are encouraged to join the PTA/PTO and to attend meetings. Notification of meeting dates will be sent home by students and given to local news media.

The Biloxi School Board recognizes the value of community support groups in relation to the student activities program of the Biloxi Public Schools and encourages the participation of interested Biloxians in Booster clubs and other such organizations whose purpose is to support student activities through fund-raising, increasing attendance, promoting greater community awareness of specific programs, and developing ways in which to recognize outstanding student achievement.

Realizing that there are potential areas of disagreement between Booster Clubs and the professional staff member(s) responsible for specific student activities, the Board clearly places full responsibility for the development and implementation of student activities upon the principal of the school and the staff member(s) assigned to direct a specific activity, subject to administrative direction by the superintendent. The Board expressly denies to any support group any delegation of authority for the operation and direction of any student activity and limits such support assistance to these areas: fund-raising to support approved activities of a team, club, or other student group; programs designed to promote awareness of and attendance at student activities; projects centered in the recognition of individual and group achievements; and programs designed to inform members of upcoming events and activities of the team or other student group. The Biloxi Public School district supports student involvement in interscholastic activities based on students' interests and abilities, and the school district will not sanction fund raising activities for the purpose of providing rings and other expensive items that require extensive fund raising. Awards for participation in athletic programs may be a school letter, service bar, and/or a certificate for seniors. It is the district's intent that all students in sports programs will be treated in an equitable manner in regard to recognition and awards.

In order to develop a harmonious and constructive relationship between support groups and the school administration and staff, Booster Club should work with and coordinate all activities with the principal or his/her designee, discussing tentative plans and activities with the principal or his/her designee prior to consideration by the general membership. Prior written approval must be given by the Superintendent or his designee for raising funds, for other programs involving contributions to students, schools, or the school district, or for use of facilities. All funds required for a construction project or a project altering buildings or grounds must be available prior to Board approval required to begin the project.

Management of concessions at sporting events will be approved on an individual basis by the Board of Trustees.

A copy of the constitution and by-laws of each Booster Club or support group must be on file in the district office, and the organization must operate according to the rules established in its constitution and by-laws.

All clubs and organizations must conform to all accounting procedures as established by the Biloxi Public Schools, and all expenditures involving contributions to students, schools and the school district must be approved by the School Board. The following policies regarding the finances of Booster clubs of the Biloxi Public School District shall be in effect:

1. Funds Received

Each organization will continue to have its own checking and/or savings accounts for the deposit of its funds. All funds received by the organization shall be deposited directly into the checking or savings accounts in a timely manner. A copy of the deposit slip will be sent to the treasurer.

2. Expenditures

All checking and/or savings accounts of the organization shall require the signatures of the organization's treasurer and at least one other individual designated by the organization, with an alternate to sign in the absence of either. No school employee shall have signatory rights to the accounts.

3. Other

- A. Each organization shall present a monthly financial report to its membership. A copy of this report shall be submitted to the school business office no later than the last day of each school semester.
- B. Annually, the retiring treasurer shall submit a written inventory of equipment owned by the organization, giving a description of the equipment with serial numbers or other identification, location, and name of custodian.
- C. The organization shall maintain a perpetual inventory of fund-raising merchandise.
- D. The organization shall appoint an auditing committee from its membership. This committee will make a review of the treasurer's books and financial records and issue a written report covering its examination prior to turning the records over to the newly-elected officers.
- E. Minutes of all meetings and actions of the organization will be kept for review for a period of no less than five (5) years.
- F. All fundraising merchandise and equipment belonging to an outside organization shall be labeled as to the proper ownership.

Reference: DFK (Bequests)  
DJEA(Procedures for Contracts and Purchasing)  
DKB (Student Activities Fund Management - Items Purchased for Resale)  
EB/KG (Building and Grounds Management/Community Use of School  
Facilities/Regulations/Applications and Charges)  
JHBA (Fund Raising)