



PEARL PUBLIC SCHOOL DISTRICT

3375 HIGHWAY 80 EAST
PEARL, MISSISSIPPI 39208

Notice of Updated PPSD Board Policies

Date: September 29, 2020

The Board of Trustees of Pearl Public School District approved the following policies and/or policy revisions on July 13, 2020.

- IFBDAA – Technology Acceptable Use
- IFDAA-E – AUP Employee and Parent Forms
- IJ – Technology and Instruction/Electronic Information Resources
- IJEA – District Technology Issued to Students

The Board of Trustees of Pearl Public School District approved the following policies and/or policy revisions on July 29, 2020.

- IAAA – Distance Online Learning
- IAAB – Staff Conduct on Virtual Meetings
- IJBD – Responsible Use of District Issued Technology

The Board of Trustees of Pearl Public School District approved the following policies and/or policy revisions on September 14, 2020.

- JBD – Attendance, Tardiness, and Excuses
- JCAE – Student Conduct on Virtual Meetings
- JFA – Carnegie Unit
- JFA-E – Mastery of Carnegie Unit Plan 2020-2021

Section: I Instructional Program

Policy Code: IFBDAA Technology Acceptable Use Policy

Policy:

PPSD ACCEPTABLE COMPUTER, NETWORK, INTERNET USE POLICY

Internet Access

Pearl Public School District (PPSD) provides the privilege of Internet access to district faculty, staff, students, and occasionally guests. Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, Pearl Public School District, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the PPSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. PPSD will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Access will be restricted as required to comply with the Children's Internet Protection Act. Web browsing may be monitored and records retained to ensure compliance.

Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a technology work order to review the site.

Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. Pearl Public School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

PPSD NETWORK RULES

The person to whom a PPSD network account is issued is responsible at all times for its proper use.

- Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with PPSD and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law.
- Any district employee who uses the PPSD network inappropriately is subject to disciplinary action, including dismissal.
- Under no conditions should a PPSD network user give their password information to

another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them.

- Employees are granted accounts upon hiring and board approval until their employment with PPSD ends. Upon notification of an employee's leaving the District, account access will be removed on the last contracted day of employment. Files, emails, etc. will not be retrievable after this time.
- Students are granted appropriate accounts beginning in grade 2, upon enrollment, and ending in grade 12. Those students who withdraw from Pearl Public School District will also be removed from any network systems at that time. Students in grades PK-1 will utilize generic accounts assigned to the school.
- Schools may supplement any provisions of the District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the District AUP.
- Users will immediately report to District authorities any attempt by other network users to engage in inappropriate conversations or personal contact.
- Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.

Acceptable Uses of Technology (Not All Inclusive)

A responsible user of the technology will adhere to the following guidelines:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using PPSD technology.

Unacceptable Uses of the Technology (not all inclusive)

A responsible user of the technology will not engage in the following behaviors:

- Violate any state and/or federal law (i.e., copyright laws).
- Use profanity, obscenity, or other language that may be offensive to others.

- Make personal attacks on other people, organizations, religions, or ethnicities.
- Access, download, store, or print files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Disrespect the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.
- Post student information without written parent/guardian permission.
- Forward personal communication without the author's prior consent.
- Use the Internet for commercial purposes, financial gain, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroy or alter the files of another user.
- View or take the files of another user.

Filtering

An Internet filter is in place for Pearl Public School District. This filter is a critical component of the PPSD network as well as Children's Internet Protection Act (CIPA) compliant since it allows valuable online Internet access while restricting access to specific unwanted material in the following categories:

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Materials

This filter is updated on a continual basis in order to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students will be supervised at all times by a teacher while using the Internet. All inappropriate hits are logged along with the date/time and the IP address of the workstation making the request.

Attempts to bypass the school Internet filters is in violation of this acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the District disciplinary policy and state or federal law.

District-owned devices are also filtered while offsite. Attempts to bypass or circumvent this filtering are prohibited and logged.

Workstation Monitoring/Audit of Use

All data transferred and/or transmitted over the PPSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the District for an indefinite period. Such data includes, but is not limited to email, text documents, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored, and the individual using that workstation will be reported to the Principal of the school and the PPSD Central Office.

Technologies Covered

PPSD may provide the privilege or Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more.

The Acceptable Use Policy applies to both district-owned technology equipment utilizing the PPSD network, the PPSD Internet connection, and/or private networks/Internet connections accessed from district-owned devices at any time. Thus, the AUP also applies to privately-owned devices accessing the PPSD network, the PPSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. These PPSD policies cover all available technologies now and in the future, not just those specifically listed or currently available.

Email

Employee and student PPSD email is the property of PPSD. PPSD does not archive employee or student email. It is the responsibility of the employee and student to maintain this email account appropriately.

Email is not guaranteed to be private and may be monitored for appropriate use. Personal information, including but not limited to financial account information, social security number, or logon information should not be transmitted via email.

Users will be trained on identifying EMAIL threats. Threat simulations may be used to routinely train users.

PPSD staff from any department—including Technology, Business Office, Personnel, or other Administrators—will NEVER request your password, social security number, or other personal details via email or by asking you to click a link.

Use of Outside Email Clients & Stipulations for Using District Email Client as District Representative (Teachers, Administrators, Managers, etc.)

Use of "Internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers is allowed at this time.

The District does not block use of Internet mail accounts, but any "OFFICIAL" communications, e.g., Teacher to Parent, Teacher to Student, Staff to Staff, must be via the District's e-mail system. This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletics, and the like.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the PPSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or laptop they are using might be infected with a virus, they should alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Online Etiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

Cyber Bullying

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

Social Media

The District has a policy that addresses Social Media, which applies to all employees and students. By signing the Acceptable Use Policy User Agreement Form, users are acknowledging they have read and agree to abide by the Social Media guidelines.

Users shall not create any social media page or group related to any school, sports team, or club without the expressed consent of the District. Those granted this page must add the District Public Relations Specialist to their page with a minimum of "Editor" permissions. Those who create these pages without consent may face disciplinary action.

Limitation of Liability

PPSD will not be responsible for damage or harm to persons, files, data, or hardware.

While PPSD employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

PPSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the PPSD network.

Violations of AUP

Violations of this policy may have disciplinary consequences, including:

- suspension of network, technology, or computer privileges;
- notification of parents;
- detention or suspension from school and school-related activities;
- employment disciplinary action up to and including termination of employment; and
- legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy User Agreement Form as part of the PPSD Employee Handbook or PPSD Student/Parent Handbook before Internet or network access shall be allowed.

Exhibit

IFBDAA-E – User Agreement and Parent Permission Forms

Legal References:

Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]

Cross Reference

EI – Computer Software Usage

GABBA – Social Media Websites

GJ – Bring Your Own Device (Personnel)

IJ – Technology and Instruction/Electronic Information Resources

IJB – Children's Internet Protection Act (CIPA) Policy

Pearl Public School District
Technology Acceptable Use Policy
06/20/2013

Employee Acceptable Use Policy Agreement Form

By signing below, I acknowledge that a copy of the Pearl Public School District Board Policy on Acceptable Computer, Network Resources and Internet Appropriate Use Agreement is available to me in the employee handbook on the Staff section of the District website – www.pearlk12.com. I also understand that it is my responsibility to read and abide by the terms and conditions as stated.

- I understand that some Internet violations are unethical and may constitute a criminal offense, resulting in legal action.
- I understand that access to the Internet will be supervised by Pearl Public School District personnel and that provisions of the agreement will be reviewed with students.
- I further understand that Pearl Public School District is not responsible for the actions of individual users or the information they may access.

Pearl Public School District supports and respects each user's right to decide whether or not to have access to the computers, network resources and Internet. Therefore, if you do not agree with this policy and choose to not have access to Pearl Public School District computers, network resources and the Internet, please notify the school principal, technology director or Superintendent in writing.

Employee Signature: _____

Date: _____

STUDENT USER AGREEMENT AND PARENT PERMISSION

I have read the Pearl Public School District Board Policy on Acceptable Computer, Network Resources and Internet Appropriate Use Agreement. I understand and will abide by the terms and conditions as stated.

- I understand that some Internet violations are unethical and may constitute a criminal offense, resulting in legal action.
- I understand that access to the Internet will be supervised by Pearl Public School District personnel and that provisions of the agreement will be reviewed with students.
- I further understand that the Pearl Public School District is not responsible for the actions of individual users or the information they may access.

The Pearl Public School District supports and respects each family's right to decide whether or not to allow access to the computers, network resources, and Internet for their child. Therefore, if you do not agree with this policy and choose to not allow your child access to the Pearl Public School District computers, network resources and the Internet, please notify the school principal, technology director, or superintendent in writing.

Signature of Student

Signature of Parent/Guardian

Dated: _____

Section: I Instructional Program

Policy Code: IJ Technology and Instruction/Electronic Information Resources

Policy:

Technology and Instruction/Electronic Information Resources

The Pearl Public School District Board of Education believes that educators have the professional responsibility to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. It also believes that it is incumbent upon users to utilize this privilege in an appropriate and responsible manner to support the instructional program and mission of the District. It is the purpose of this policy to serve as a guideline for acceptable and unacceptable use technology and electronic information resources for instruction, as well as define governance, authority and consequences of this policy.

Students, faculty, staff, and community members must also adhere to the regulations/guidelines established in the District's Technology Acceptable Use Policy (IFBDAA) as related to the following:

- Network Rules
- Filtering
- Workstation Monitoring
- Technologies Covered
- Email
- Security
- Online Etiquette
- Plagiarism
- Personal Safety
- Cyber Bullying
- Social Media
- Limitation of Liability
- Consequences of Violating the AUP

All users, including students, faculty and staff and community members must sign an AUP Agreement/Parent Permission Form every year. The required agreement/permission form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student, the staff, and/or community members.

The Internet and other electronic forms of communication comprise a fluid, global environment in which information is constantly changing, thereby making it impossible to predict with certainty what information students might locate. Availability of information to students on the Internet does not imply endorsement by the District.

Administrative guidelines for student exploration and use of electronic information resources shall address issues of privacy, ethical use of the information accessed via technology with respect to intellectual property, illegal uses of networks, and conditions of usage. In developing guidelines, the administration will strive to preserve student rights to examine and use information to meet the educational goals and objectives of the district.

The guidelines shall include language affirming that:

1. Students have the right to examine a broad range of opinions and ideas in the educational process, using and exchanging information and ideas on the Internet.
2. Students are responsible for the ethical and educational use of their own Internet accounts.
3. Students have a responsibility to respect the privacy of other Internet users.

Failure to abide by Board policy and administrative regulation governing use of the District's network may result in the suspension and/or revocation of network access. Additionally, student violation may result in disciplinary action up to and including suspension or expulsion. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.

Safety Procedures & Guidelines

The Superintendent shall oversee the development and implementation of appropriate procedures to provide guidance for access to electronic media. Internet safety measures, in compliance with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], shall be implemented to effectively address the following:

- Controlling access by minors to inappropriate material on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor's access to materials harmful to them.

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail and other District technology resources, and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential to damage or destroy programs or data.

Audit Of Use

The Superintendent and/or the Director of Technology shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to the following:

1. Utilization of blocking/filtering software
2. Turning off the "auto load images" feature of the Internet browser
3. Utilizing technology that meets requirements of The Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47USC 254(h)] that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors
4. Maintaining and securing a usage log
5. Monitoring online activities of all users

Access Privileges To Electronic Materials

In the District's schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons the District maintains the right to limit access to software and/or documents found either on the PPSD Network or the Internet, via technical or human barriers.

Computer-Assisted Instruction & Technology Resources in Instruction

The purpose of Pearl Public School District computer network is to advance and promote education and to assist in the collaboration and exchange of information. The goal of the network is to promote innovation and educational excellence for all learners in the school district. To achieve this goal, the network must provide high-quality information and communication resources to the educational community in an equitable cost-effective manner while promoting a safe, secure environment for its use.

Advances in technology—including audio-visual, computer, and other technology-based instruction—are bringing about many changes within our society that have an increasing impact on the way we obtain, process, evaluate, and use information. Students are entitled to receive the benefits available through computer-assisted instruction and technology tools that will enhance the learning process and assist them in attaining educational and employability goals.

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students.

Students using the Internet shall comply with all applicable board policies and administrative procedures. The District reserves the right to monitor all computer and Internet activity by students. Staff and students are hereby advised that privacy in the use of the Internet is not guaranteed.

Additionally, use of the Internet and technology resources is a privilege, not a right. Students found to be in violation of board policy and/or administrative procedure/s shall be subject to revocation of privileges and potential disciplinary and/or legal action.

Other

Disclaimer. The District makes no warranties, whether explicit or implied, for the services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

Local, State and Federal Authority. Laws that govern the local community, the State of Mississippi and/or the United States of America will be also applied to violations that have those implications. Users should be aware that with proper documentation, Pearl Public School District will work with local, state, and federal law enforcement agencies in investigations to which they have jurisdiction.

Cross Reference

EI - Computer Software Usage

IFBDAA-E – User Agreement And Parent Permission Form

IJB - Children's Internet Protection Act (CIPA) Policy

Section: I Instructional Program
Policy Code: IJEA District Technology Issued to Students
Policy:

PPSD DISTRICT-PROVIDED LAPTOP, TABLET, OR OTHER COMPUTING DEVICE POLICY

As part of the District's efforts to provide the tools and resources students need to be successful in today's digital age, the District makes access to computing devices (iPads, computers, laptops, etc.) available to all students as necessary for instruction.

PK – 5th Grade

Students in pre-kindergarten through fifth grade will be provided access to devices at school. A record will be kept that details what specific device is used by each student. In the event that a device is damaged (i.e., cracked screen, broken keyboard, etc.), the parent/guardian of the student assigned to that device will be responsible for repair/replacement costs. If a student repeatedly damages any PPSD computing device, disciplinary action may be taken.

In the event a program of virtual learning is implemented, a district-owned device will be provided.

6th Grade – 12th Grade

As part of the District's efforts to provide the tools and resources students need to be successful in today's digital age, students in grades 6-12 will be issued district-provided computing devices.

The details set forth below are intended to apply to any district-owned device and to any student issued a district-owned device.

Terms of Agreement

All users of district-provided laptops, tablets, or other personal computing devices will comply at all times with Pearl Public School District (PPSD) Technology policies. Any failure to comply may result in termination of user rights of possession effective immediately, and the District may repossess the device. Any lost, stolen, or damaged devices must be reported to school authorities immediately.

The user's right to use and possession of the device terminates no later than the last day of enrollment, unless terminated earlier by PPSD or upon withdrawal from PPSD. Students or employees who leave the district during the school year must return all devices and additional accessories to the school administrator.

Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

Title

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this policies and all other District policies and procedures.

Equipment

When a device is issued to a student, an equipment check-out form listing all equipment will be completed. Students will be responsible for all equipment on the form.

Usage and Maintenance Fee

- Parents/Guardians shall pay a **non-refundable** annual usage and maintenance fee of \$25 for student use of devices.
- The annual fee is charged for each device.

Loss, Theft, or Full Damage

The loss, theft, or damage of a device should be reported to a district or school administrator immediately. If a device is lost or damaged as a result of irresponsible behavior, the user or the parent may be responsible for the full replacement cost of the device. (See Damage and Replacement Fees below.)

If a device is stolen, the employee or parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report. If the stolen device is not reported within three calendar days to a district or school administrator, the employee or parent/guardian may be responsible for full replacement cost of the device.

Once a police report has been filed, the District, in conjunction with the local law enforcement agency, may deploy locating software to aid authorities in recovering the device. The District may disable the device remotely to protect the device and/or data on the device.

Damage and Replacement Fees

For damage that occurs to any district device provided to students and employees, there will be a required fee to cover damage by incident occurrence AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).

- First damage occurrence: \$50.00 fee to cover damage.
- Second damage occurrence: \$50.00 fee *plus* 25% of the repair cost to repair the laptop and possible loss of take-home privileges for grades 6-12.
- Third damage occurrence: \$50.00 fee *plus* 50% of the repair cost to repair the laptop and loss of take-home privileges for grades 6-12.
- Fourth damage occurrence: Fair market value to repair or replace the laptop or tablet.

If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the replacement cost.

Repossession

If the user does not fully comply with all terms of this policy and any other related PPSD policy, the District shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the device.

Unlawful Appropriation

Failure to return the device in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Daily Expectation

Students in grades 6-12 are expected to have their devices with them at school daily. Students who leave their devices at home may face disciplinary actions. Students who habitually leave their devices at home may lose privileges of being able to take the device home.

Handling and Care

- Always keep the device in the district-issued or approved sleeve and case.
- Keep the device and case/sleeve free of any writing, drawing, stickers, or labels that are not applied by PPSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

Power Management

- It is the user's responsibility to recharge the device's battery so that it is fully charged by the start of each school day.
- Devices with no battery life must be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it.
- All class work missed because of uncharged batteries must be made up on a student's own time.

Monitoring and Supervision

- Students are responsible for the safety and security of the device and any activity on the device.
- Any attempt to “jailbreak” or remove the PPSD profile may result in disciplinary action, including suspension.

Do not leave the device unattended in an unlocked classroom or unattended during an extracurricular activity.

- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user’s (parent/guardian in the case of a student) responsibility, and he/she will be assessed the damage fee.

User Data

All users are responsible for keeping backups of important data. If a device must be repaired, there may be a need to reset it to the original settings. The PPSD Technology Department will not be responsible for any user data that might be lost as a part of this process. Users shall save all data to their OneDrive storage.

Help and Support

Faculty and staff will be the only individuals to submit PPSD technology work orders or call the PPSD Technology Help Desk. Students will seek assistance from their classroom teacher as a first level of support. If the student needs additional assistance, he/she will visit the designated technology support area at school. An authorized individual will contact the PPSD Technology Department for additional assistance as needed. Students may be issued a temporary device while theirs is repaired.

Use of Personal Laptops and Tablets

In grades where students are issued a laptop or tablet by the district, students will not be allowed to use their personal laptops or tablets in place of a district device. The goal of the 1:1 initiative is to provide every student with the same device. If a parent refuses a device for home use, the student will be required to check out a device at school for use each day in class. The District is not able to provide support or install software on personal devices; therefore, the use of personal devices is not a viable alternative to a district-provided device.

Alternative School

In the case of a student being assigned to an alternative school, the student device will be returned to the school. Upon the student’s return to their regular schedule, the device will be reissued to that student.

Exhibit: PPSD Computer-Tablet Student Agreement

Section: I Instructional Program
Policy Code: IAAA Distance/Online Learning
Policy:

DISTANCE/ONLINE LEARNING

During times of emergency closures, the teachers and staff of Pearl Public School District may have to deliver educational services through distance learning. Distance Learning, also called distance education and online learning, is a method of studying in which lectures are broadcast or classes are conducted by correspondence or over the internet, without students needing to attend a school. Distance learning techniques may include, but is not limited to, mailed hard copy materials, web-based instruction, and/or online materials. District employees will be trained in using technology to deliver academic content in order to continue to support high quality student learning.

The District recognizes that the health, safety, and well-being of students and staff is the primary concern during times of emergency. Educators, administrators, and parents will have to collaborate creatively to ensure students continue to have access to appropriate educational materials and continue to receive daily interaction with teachers. Teacher and student responsibilities and expectations will change during any distance learning instruction.

Teacher's Responsibilities

1. Teachers will have all required technology such as laptops or tablets with them to provide remote instruction.
2. Teachers will provide guidance and feedback on class work through email, the school website, or any other approved means of communication.
3. Teachers will be available for communication during normal work hours.
4. If a teacher is not available for distance learning due to illness or a personal day, the teacher will communicate with the students/parents within 24 hours of their return to work.
5. Teachers will provide instruction to all students along with appropriate and reasonable accommodations to those who are on a 504 plan or an IEP.
6. Teachers will be required to fulfill any other responsibilities approved by the Board or the Superintendent.

Student's Responsibilities

1. Students will be available for their courses during instructional periods and will complete assignments given by their teachers according to established deadlines.
2. Students will continue to follow the expectations set by their individual classroom teachers.
3. Students who do not have electronic access or are not provided a school district device, will complete educational activities through paper/written format.

4. Students will bring any questions or concerns to their individual teachers.
5. Students will be required to fulfill any other responsibilities approved by the Board or the Superintendent.

Students with Disabilities

During times of emergency, individual education must take place for all students, including students with disabilities. District employees will make decisions regarding distance learning based upon what is best for each individual student. The District will continue to comply with all applicable state and federal laws including the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA). Students with disabilities will continue to receive a free and appropriate public education (FAPE); however, special education and related services may be provided virtually, online, and/or telephonically in order to maintain the health and safety of both the students and teachers.

If, during an emergency closure, it becomes unfeasible or unsafe to provide certain IEP services such as hands-on physical therapy or occupational therapy, these services will be provided online. This includes, but is not limited to, extensions of time for assignments, videos with accurate captioning or embedded sign language, accessible online reading materials, and other services through video conferencing.

Where technology itself imposes a barrier to access or where educational materials simply are not available in an accessible format, children with disabilities will be provided with equally effective alternate access to the curriculum or services provided to other students. This includes, but is not limited to, distributing print material, reading educational material over the phone, and/or audio recordings.

Students who participate in online learning programs must meet attendance requirements as outlined by the Mississippi compulsory school law and the Mississippi Department of Education.

The superintendent and/or designee shall develop procedures to support this policy.

Legal Reference

MS Code §37-13-91

Cross Reference

JBA – Compulsory School Attendance/School Age

Section: I Instructional Program
Policy Code: IAAB Staff Conduct on Virtual Meetings
Policy:

STAFF CONDUCT ON VIRTUAL MEETINGS

Pearl Public School District recognizes that distance learning methods may have to be instituted or other virtual meetings may have to take place at different times during the school year. During these periods of virtual interaction, the staff shall abide by the guidelines set forth in this and other relevant board policy. Access to virtual meetings must be used in a responsible, safe, ethical, and legal manner. Failure to adhere to board policy shall result in disciplinary action up to termination.

Virtual Platform Usage

Staff members shall only use board approved methods of conducting virtual meetings. Available platforms will need to be screened for security and approved ahead of time before any staff member may use a platform to conduct virtual meetings involving school business. A staff member shall seek approval from the Superintendent before using any method of virtual meeting that has not been board approved.

Virtual meetings shall only be used when necessary, when meeting in person is unavailable, and/or when conducting physical meetings is against recommendations from the Superintendent. Staff members shall conduct themselves in a professional manner while participating in virtual meetings with students, parents, other staff members, or district administration. All board policies and procedures shall be followed at all times.

As expected of any class interaction, participants are expected to treat each other with courtesy and respect. Abuse in the form of intimidation, harassment, or threatening behavior directed towards any teacher, student, or administrative staff will not be tolerated.

No person shall enter, or attempt to enter, a virtual session fraudulently using the name or likeness of another student, faculty, or staff member.

Student Communication

All communications with students over virtual meetings shall remain professional and shall be for educational purposes only. Any inappropriate material used during a virtual meeting including, but not limited to, sexual material, derogatory material, and/or items exhibiting drugs and/or alcohol is strictly prohibited. Social media shall never be used or approved as a communication method.

When conducting distance learning or any other virtual meeting with students, a minimum number of two (2) students must be present.

If individual instruction is required due to individualized education plans or 504 plans parental presence is required throughout the duration of the instruction.

Disclosure of Information

Staff shall be aware of the information that is being disclosed over virtual meetings to students, parents, or other staff members. Information shall only be shared that is relevant to instruction, and no information shall be shared that violates state or federal law including the Family Educational Rights and Privacy Act (FERPA).

FERPA protects personally identifiable information (PII) from students' education records from unauthorized disclosure. FERPA defines education records as "records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution." Staff shall be aware of what constitutes personally identifiable information and shall only share information in accordance with the Family Educational Rights and Privacy Act.

Staff shall take care when sharing protected information, whether by FERPA or any other state or federal law, and shall only disclose information over a virtual meeting when necessary or when other methods, such as in person or in writing, is not feasible.

Professional Educator Code of Conduct

During all interactions over virtual platforms, staff shall be aware of and adhere to the Mississippi Educator Code of Ethics and Standards of Conduct. All behavior and material shared shall be in compliance with the code of conduct at all times.

Legal Reference

Family Educational Rights and Privacy Act 20 U.S.C. § 1232g and 34 CFR Part 99

Cross Reference

GAA – Professional Educator Code of Conduct

GABB – Staff/Student Non-Fraternization

GABBA – Social Media Websites

JRAB – Compliance with FERPA

IDDF – Special Education Programs

District: Pearl Public School District
Section: I - Instructional Program
Policy Code: IJBD - Responsible Use of District Issued Technology

Responsible Use of District Issued Technology

Pearl Public School District provides the privilege of technology for use in the schools' distance learning situations. Use of any district technology, including the use of devices and other technology under the Mississippi Equity in Distance Learning Grant Program, shall only be used for its intended purpose and for school purposes.

Before being given permission to use district technology, each user, as well as a minor's parent(s) or guardian(s), is required to sign the Responsible Use of District Issued Technology Agreement.

Fines may be assessed for any intentional loss or damage of any school district devices. Each user of district technology will:

1. Use school technology for school-related purposes only.
2. Treat school technology and devices with care and alert staff if there are any problems with operation.
3. Return district technology in the same manner as it was received minus normal wear and tear.

The District shall assume the control of ownership and liability for personal devices and other equipment purchased under the Equity in Distance Learning Grant Program until the personal device or other equipment:

1. no longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25;
2. is sold to students in Grade 12 under the provisions of Section 37-7-459 and policy IJBC; or
3. is traded in to a vendor as part of a subsequent purchase.

The superintendent shall compile and maintain an inventory list of all devices purchased and issued to students, teachers and administrators, and other staff, as well as any supporting technology or equipment used to support the school's distance learning plan.

LEGAL REF: MS Code as cited.

Cross References

EI – Computer Software Usage

IFBDAA – Technology Acceptable Use Policy

IFBDAA-E – Employee AUP Agreement Form & Student User and Parent Permission Form

IJ – Technology and Instruction/Electronic Information Resources

IJB – CIPA Policy – Acceptable Use

IJBC – Student Purchase of District Issued Technology

IJEa – District Technology Issued to Students

IJEa-E – PPSD Computer-Tablet Student Agreement

Exhibits

Section: J Students

Policy Code: JBD Attendance, Tardiness and Excuses

Policy:

ATTENDANCE, TARDINESS AND EXCUSES

Good attendance with a minimum of tardiness and absenteeism is essential if students are to gain maximum benefit from the instructional program and attain high academic achievement. This school board directs the superintendent to develop administrative rules governing tardiness and absences (excused and non-excused). Such rules shall be based on the "Mississippi Compulsory School Attendance Law" (MS Code ' 37-13-91) and shall include (but not necessarily be limited to) expectations for good student attendance, parent responsibility, absentee limits, excused and unexcused absences, and tardiness.

Definitions

Full Day Attendance (traditional): When a student is physically present for 63% of his or her individual instructional day as fixed by the local school board for each individual school in compliance with *Mississippi Public Schools Accountability Standards* Process Standard 13.1.

Full Day Attendance (virtual or hybrid): When a student is present for 63% of 240 minutes of daily assignments and scheduled interactions as fixed by the local school board for each individual school and in compliance with State Board of Education Rule 9.2.

Unlawful Absence: An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

Learning Management System (LMS): a software application that allows schools to create, manage and deliver instructional content, and that includes collaboration and reporting tools (e.g., Google Classroom, Instructure Canvas and Schoology)

In-person (Traditional) Instructional Model: instructional model where the student accesses instruction within the physical school building or on the school campus.

Virtual Learning: the student accesses instruction outside of the physical school building such as online or through distance learning mechanisms.

Hybrid Instructional Model: A combination of in-person (traditional) and virtual (asynchronous or synchronous) instructional models

Synchronous Online/Virtual Instructional Model: Instructional model where instruction is a two-way, real-time/live, process between the teacher and students when students are not on campus.

Asynchronous Online/Virtual Instructional Model: Instructional model in which instruction does not require having the instructor and student engaged at the same time and in which students access course content and complete assignments via an electronic device.

Asynchronous Offline Instructional Model: Instructional model in which instruction does not require having the instructor and student engaged at the same time and in which students complete assignments via paper and pencil due to a lack of access to course content via an electronic device.

Attendance Reporting

In order for a student to be considered as having attended school for a full day during an in-person/traditional instructional model, the school board specifies that each student must be present for 63% of his or her individual instructional day as fixed by the local school board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the school board for the school at which the student is enrolled, shall be considered absent the entire school day.

In order for a student to be considered as having attended school for a full day during a virtual/online or hybrid instructional model, the school board specifies that each student must complete a minimum of 63% of his or her instructional day as determined by the schedule set forth by the teacher/school.

Early Release for Seniors

Seniors with early release will be counted present in any instructional model if they meet the attendance requirements of 63% of their unique student schedule.

Instructional Models & Attendance Taking Methods

Beginning with the 2020-2021 school year, attendance will be monitored and reported in accordance with all applicable statutes and State Board of Education policies, using the following models of instruction:

1. In-Person (Traditional) Model:

- Attendance is recorded daily in the local student information system.
- Attendance shall be taken daily during homeroom or first period based on the student's physical presence. A check in and check out log will be maintained in the school office indicating the time in and out for each day students are checked out by the parent, legal guardian, or person authorized to pick them up.
- A student will be marked absent if he/she is not physically present for 63% of the instructional day.

2. Synchronous Online (Virtual/Distance):

- Attendance is recorded daily in the local student information system [data integration with Learning Management System (LMS)]
- A student will be marked present if:
 - A minimum of 63% of 240 minutes of daily two-way, real-time virtual instruction between teachers and students when students are not on campus has been met
AND
 - Engagement is authenticated daily in the district's LMS by completion of daily assignments.
- A student will be marked absent if the requirements above are not satisfied. For absences to be considered as excused, proper documentation must be submitted to the student's school of record within the timelines established in the student-parent handbook.

3. Asynchronous Online (Digital/Virtual)

- Attendance is recorded daily in the local student information system [data integration with Learning Management System (LMS)]
- A student will be marked present if:
 - A minimum of 63% of 240 minutes of daily instruction with the is completed
AND
 - Engagement is authenticated daily in the district's LMS by completion of daily assignments.
- A student will be marked absent if the requirements above are not satisfied. For absences to be considered as excused, proper documentation must be submitted to the student's school of record within the timelines established in the student-parent handbook.

4. Asynchronous Offline (Learning Packets):

- Attendance is recorded weekly
- A student will be marked present if:
 - Evidence of engagement by means of completing assignments is presented weekly.
 - Required assignments are submitted in a timely manner.
- A student attends all ON-CAMPUS sessions required by the school or district (i.e., testing, remediation, enrichment, etc.). Students will be notified in advance of the day/time they will be required to be physically present at the school building.

5. Mixed Method (Hybrid): Attendance will be designated in MSIS which days of attendance are counted via which mode (daily or weekly)

The attendance clerk or other principal designee shall reconcile the attendance of each student to be sure that accurate records are recorded in the student database based on the attendance requirements above. Such reconciliation may take place daily or weekly depending upon the instructional model.

In accordance with this policy, the attendance clerk or other principal designee may mark a student present in any of the virtual instructional models when

1. documented technical issues prevent the student from engaging in scheduled interactions or online instruction
- AND
2. the student completes all assignments.

Attendance may be recorded on subsequent days to allow for the submission of assignments according to the timeline established by the teacher(s).

Excused Absences

In the event that a student is absent from school (with the exception of school-sponsored activities), the parent must notify the school attendance office in writing or in person for the absence to be considered a parental excuse. All other absences require medical or legal documentation to be submitted to the school attendance office. The PPSD Student-Parent Handbook published annually will detail the criteria for an excused absence and the information to be included in the documentation. Documentation must be submitted within 48 hours of when the student returns to school for the absence to be considered excused. If parental, legal, or medical documentation is not presented as required, the absence shall be considered unexcused.

If a student is going to be absent for an extended period of time due to extenuating circumstances, the parent/guardian is required to notify the school in advance. Notification to the school does not insure that the absences will be excused.

Unexcused Absences

The District follows the Mississippi Compulsory School Attendance Law in reporting unexcused absences to the Attendance Officer. Once a student has accumulated five (5) unexcused absences from school, the superintendent or his designee is, by law, required to report the student to the school attendance officer employed by the Mississippi Department of Education. Attendance officers will contact the student's parent, guardian, or custodian regarding non-compliance with law. Once a student has accumulated TWELVE (12) unexcused days of absence from school, the school attendance officer will file a petition with the Youth Court of competent jurisdiction. Any parent, guardian, or custodian of such child is subject to a \$1,000.00 fine, up to one (1) year in jail, or both.

Make-up Work

It is the student's responsibility to make up work due to an excused absence. Procedures for making up work will be outlined in the PPSD Student-Parent Handbook. If the absence is unexcused, the student is not eligible to make up the assignments/tests and will receive a zero (0) for work that was missed. A grade of zero (0) will be given for missing assignments.

To avoid adopting a policy or administrative rule that would ensure a student's failure, any student who is assigned to in-school suspension or suspended out of school will be expected to complete assignments within deadlines established by the PPSD Student-Parent Handbook.

Perfect Attendance

Perfect attendance is defined as:

- The student is present each day of classes.
- The student has no tardies to school or classes.
- The student does not check in late to school.
- The student does not check out early from school.

For the purposes of reward/incentive programs, perfect attendance requires a student be present 100% of each day (who have not been absent, tardy, checked in or checked out from any class) during the entire year.

Attorney General Opinion

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

Legal References

37-13-91 - [Compulsory school attendance requirements generally; enforcement of law.](#)

MPSAS - [Public School Accountability Standards](#)

State Board of Education Rule 9.2,

Cross References

CED - Duties of Superintendent

IAAA – Distance/Online Learning

JBA - Compulsory School Attendance

JBAC - Truancy

Section: J Students
Policy Code: JCAE Student Conduct on Virtual Meetings
Policy:

STUDENT CONDUCT ON VIRTUAL MEETINGS

Pearl Public School District recognizes that distance learning methods may have to be instituted or other virtual meetings may have to take place at different times during the school year. During these periods of virtual interaction, students and staff shall abide by the guidelines set forth in this and other relevant board policy. Access to virtual meetings must be used in a responsible, safe, ethical, and legal manner. Failure to adhere to board policy shall result in disciplinary action.

For the purpose of this policy, a virtual meeting is defined as any live interaction among two or more individuals for conducting the business of the district or school, including teaching and learning activities. Such activities include, but are not limited to, the following:

- Meetings
- Conferences
- Group Collaborations
- Live Class Instruction

Virtual Platform Usage

Staff members shall only use board-approved methods of conducting virtual meetings. Available platforms will need to be screened for security and approved ahead of time before any staff member may use a platform to conduct virtual meetings involving school business. A staff member shall seek approval from the Superintendent before using any method of virtual meeting that has not been board approved.

All board policies and procedures shall be followed at all times during virtual meetings.

Virtual meetings are intended for teachers to deliver instruction to the students. The teacher and the students are the only people who should talk/ask questions at this time. Parents should not engage with students or the teacher during WebEx class meetings.

No person shall enter, or attempt to enter, a virtual session fraudulently using the name or likeness of another student, faculty, or staff member.

As expected of any class interaction, participants in a virtual meeting are expected to treat each other with courtesy and respect. Abuse in the form of intimidation, harassment, or threatening behavior directed towards any teacher, student, or administrative staff will not be tolerated.

Students should treat virtual meetings as if they were going to school.

- Students are expected to follow the district dress code.
- Students should use school-appropriate language that demonstrates respect for everyone.
- Appropriate participation from the students at all times during virtual meetings is expected.
- Students should not eat or drink during virtual meetings.
- Students must follow all instructions/rules established by the teacher, including processes for utilizing the features of the virtual platform.

Students should set up an appropriate study space to log in for virtual meetings.

- Students should never log in to a virtual meeting from a bedroom or other private place.
- Students should set up in a space with no distractions. Places where the TV, radio, or video game system can be seen or heard should be avoided during WebEx class meetings.
- Students should set up so that their backs are against a solid surface like a wall, so that no one can walk behind them and be seen on the camera.

It is the responsibility of the parent/guardian to ensure an appropriate learning environment.

- Parents are asked to monitor the noise and language that can be heard during virtual meetings to help ensure an appropriate learning environment.
- Other family members should be discouraged from being near the student during a virtual meeting.

Student Communication

All communications with students over virtual meetings shall remain professional and shall be for educational purposes only. Any inappropriate material used during a virtual meeting including, but not limited to, sexual material, derogatory material, and/or items exhibiting drugs and/or alcohol is strictly prohibited. Social media shall never be used or approved as a communication method.

When conducting distance learning or any other virtual meeting with students, a minimum number of two (2) students must be present.

If individual instruction is required due to individualized education plans or 504 plans parental presence is required throughout the duration of the instruction.

Disclosure of Information

Personal information disclosed during a virtual meeting should not be discussed or shared in any way in compliance with federal privacy laws.

Violations of Policy

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to disciplinary action up to and including expulsion.

Legal Reference

Family Educational Rights and Privacy Act 20 U.S.C. § 1232g and 34 CFR Part 99

Cross Reference

JCA – Student Conduct

JCBE – Unlawful or Violent Act

JCBH – Gun-Free Schools

JCD-2 Student Conduct -- Discipline Plan

JCDAC – Drugs and Alcohol

JCDAE – Weapons

JDD – Suspension

JDDA – Bullying

JDDA-P – Bullying Procedures

JDE – Expulsion

JRAB – Compliance with FERPA

IDDF – Special Education Programs

Section: J Students
Policy Code: JFA Carnegie Unit
Policy:

CARNEGIE UNIT CREDIT

As required by State Board Policy and the *Mississippi Public Schools Accountability Standards*, schedules at schools where Carnegie units of credit are awarded will be established in accordance with the required number of instructional minutes: 140 hours for a full Carnegie unit of credit and 70 hours for a half Carnegie unit of credit.

In addition, any Mississippi public school student shall not be awarded a Carnegie unit of credit unless the core objectives identified in the Mississippi College and Career Ready Standards or Mississippi Curriculum Framework have been mastered.

For students entering a school in Pearl Public School District from any regionally accredited public or private school that awarded a Carnegie unit of credit for the successful completion of a course, the District may accept the course as meeting Required Subject criteria in Appendix A of the *Mississippi Public School Accountability Standards*.

For students entering a school in Pearl Public School District from a regionally accredited private or public school in another state for which the school did not award a Carnegie unit of credit even though the student successfully completed a course, the District may accept the course as meeting the Required Subjects criteria in Appendix A for a diploma in the state of Mississippi provided the District determines the content of the course taken is comparable. However, the total Carnegie unit requirement for the Curriculum Area listed in Appendix A remains the same.

In addition to meeting the Carnegie unit of credit requirements for graduation, all students enrolled in the District must meet the end-of-course Subject Area Test requirements as outlined in State Board Policy and the *Mississippi Public Schools Accountability Standards*.

Legal Reference

Miss Code Ann. §§37-17-6 and 37-16-7

Mississippi Public Schools Accountability Standards

Mississippi State Board of Education Policy, Chapter 36, Rule 36.2 and Rule 36.3

Cross Reference

IHF – Graduation Requirements

Exhibit

Mastery of Carnegie Unit of Credit Plan 2020-2021

Mastery of Carnegie Unit Plan 2020-2021

State Board of Education Policy and *Mississippi Public Schools Accountability Standards* mandate that students master the core objectives identified in the Mississippi College and Career Ready Standards or Mississippi Curriculum Framework in order to be awarded a Carnegie unit of credit. They further mandate a schedule that establishes a minimum of 140 hours of instruction for each Carnegie unit of credit and 70 hours of instruction for each half Carnegie unit of credit during a school year of 180 days of instruction.

On June 11, 2020, the Mississippi Board of Education and Mississippi Department of Education suspended the required number of instructional minutes for the 2020-2021 school year. On August 6, they voted to waive up to 10 days for the 2020-2021 school year. However, MDE requires each district to develop a plan to ensure mastery of content for each Carnegie unit of credit awarded. This exhibit to Board Policy JFA – Carnegie Unit serves as an explanation of how the District will address any gaps in student learning resulting from school closures during the COVID-19 pandemic in the spring of 2020 to ensure mastery of course content offered for Carnegie unit credit.

The Pearl Public School District, at any point of the year, may operate under one of three instructional models: traditional, virtual, or hybrid. Details of these models can be found in the District's Back-to-School Plan at

<https://www.pearlk12.com/cms/lib/MS01810570/Centricity/Domain/8/PPSD%20Back-to-School%20Plan%202020-2021.pdf>

Students who are part of the *traditional model* will abide by operating procedures and preventative measures outlined in the Pearl Public School District Back-to-School Plan. School schedules will provide instruction under a schedule of a minimum of 330 minutes of daily instruction. Rigor, pace, and assessment will continue through in-person instruction.

Students who are a part of the *Blended/Online Learning Program* will abide by the operating procedures and preventative measures outlined in the Pearl Public School District Back-to-School Plan. Students will attend school in a virtual setting. Students will follow the same guidelines and protocol set within the traditional school setting. Rigor, pace, and assessment will continue through Edgenuity courses and/or PPSD courses delivered virtually through Canvas, the PPSD Secondary Learning Management System.

Students who are a part of the *Hybrid* model will abide by the operating procedure and preventative measures outlined in the Pearl Public School District Back-to-School Plan. The hybrid instructional model is a combination of distance learning and face-to-face instruction. Students will follow the same guidelines and protocol set within the traditional school setting. Rigor, pace, and assessment will continue through Canvas and virtual class meetings held through WebEx, the PPSD video conferencing platform.

Students who are a part of the *Virtual* model will abide by the operating procedure and preventative measures outlined in the Pearl Public School District Back-to-School Plan. The virtual instructional model all teaching and learning occurs in an online setting. Students will follow the same guidelines and protocol set within the traditional school setting. Rigor, pace, and assessment will continue through Canvas and virtual class meetings held through WebEx.

ALL PPSD secondary students engaged in the hybrid or virtual instructional model will be exposed daily to a minimum of 240 instructional minutes in academic tasks that include, but are not limited to, direct instruction, independent learning tasks, small group instruction, and/or one-to-one instruction.

PPSD Board policies related to grades, promotion, and retention will apply to all students in all instructional models.

Additionally, the following apply to secondary students enrolled in Pearl Public School District:

- The PPSD Board approved school calendar will be observed.
- An academic baseline will be determined.
 - Diagnostic assessments and screeners will be administered at the start of the school year in accordance with MDE guidelines.
 - Additional assessments will be administered as needed to determine baseline data, adjust essential standards, and adjust instruction to best meet the needs of students.
 - School teams made up of teachers and administrators will identify students' academic progress and revise existing plans as needed (IEPs, 504s, IRPs, etc.).
- Any learning lost during the spring semester will be addressed through a variety of methods including, but not limited to, vertical alignment of content/grade level standards, incorporation of prior-year skills, additional instructional supports.
- Remediation and intervention will occur based on student progress and/or need and will be administered within accordance with state and federal guidelines.
- The following assessments will be administered according to all applicable state and federal guidelines:

- The Mississippi Academic Assessment Program (MAAP)
- The Mississippi Academic Assessment Program-Alternate (MAAP-A)
- The English Language Proficiency Test (ELPT)
- ACT

During the academic year, the District will ensure that a minimum of 85 hours of instruction is provided for each Carnegie unit of credit offered and a minimum of 42 hours for each half Carnegie unit of credit offered. In order to support the mastery of core objectives for each courses, pacing guides for the 2020-2021 school year have been revised to include pre-requisite standards that were not taught during the school closure period. These standards will be scaffolded into classroom instruction where they best fit. The revision process included prioritizing the standards for each state-tested course to allow maximum time for in-depth instruction. Remediation of prior-year standards, as well as standards of the course, will delivered through the Multi-Tier System of Support (i.e., in-school tutorial sessions, after-school tutorial sessions, compensatory classes, intervention blocks, and resource programs).

A comprehensive assessment system comprised of formative and summative classroom assessments, quarterly interim assessments, and end-of-course assessments will be implemented. In all instructional models, students will be assessed through observations, academic tasks, and traditional assessments. Data from the District's assessment system will drive instructional adjustments at the classroom and school levels.

Parents will be informed of student progress through a variety of communication methods (e.g. Outlook, BlackBoard Connect, School Status, and Remind communications, parent/teacher conferences, progress reports, and report cards.