

ACCOUNTABILITY
STANDARDS FOR SCHOOLS
GOVERNED BY THE
STATE BOARD OF EDUCATION

JUNE 2004

MISSISSIPPI DEPARTMENT OF EDUCATION

NON-DISCRIMINATION POLICIES

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts, the Mississippi School for the Blind, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above-mentioned entities:

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Mississippi Department of Education
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ACCREDITATION STANDARDS

The Mississippi School of the Arts, Mississippi School for the Blind, Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science will be required to follow the same accreditation standards established for public schools; however, some exceptions and modifications of certain standards are allowed for special purpose schools. Refer to the specific notes for clarification of each standard.

ADMINISTRATION AND PERSONNEL

1. The school has a mission statement that is in writing and based on the needs of the students to be served.
2. School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the school, and current copies of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p)(w); and Federal Civil Rights Act of 1964}
3. The school board assigns all executive and administrative duties to the superintendent (or Executive Director) who is properly licensed and chosen in the manner prescribed by law.
4. The school employs an appropriately licensed full-time principal at each school. {MS Code 37-9-7,15}
5. The school employs a licensed librarian or media specialist who devotes no more than one-fourth of the workday to library/media administrative activities. {MS Code 37-17-6(3)(a-e)}
 - 5.1 If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.
 - 5.2 If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.

Special Purpose School Exemption: The school may fulfill the requirements of this standard by utilizing the library-media services of existing facilities through cooperative agreements with public school districts, local public libraries, and local universities.

6. Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school as follows:
 - 6.1 Student support services are provided in each high school by at least a half-time appropriately licensed guidance counselor. {MS Code 37-9-79}
 - 6.2 Students in elementary schools have access to the required student support services provided by qualified student support personnel (e.g., guidance counselor, social worker, nurse, psychologist, psychometrist, etc.). Student support personnel may only provide those services and activities in the areas(s) that each individual is specifically qualified to provide.

7. The school employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school. (SB Policy GBBA)
8. All school professional positions requiring licensed staff are filled by staff who are properly licensed and endorsed. {MS Code 37-9-7} **EXCEPTIONS:**
 - 8.1 The professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. An appropriate license is required for superintendents, principals, librarians, and guidance counselors. (Refer to process standards 3, 4, 5, and 6.1)
 - 8.2 Secondary teachers endorsed in an academic subject area may teach in their academic subject area in departmentalized elementary grades 5 and 6. (SB Policy DFB-1)
 - 8.3 Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal.
9. The school implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}
10. The school operates with a financial accounting system as prescribed by the law.
11. The school budgets and expends funds as prescribed by law.

SCHOOL OPERATIONS

12. The school complies with state law and State Board of Education policy on enrollment requirements.
 - 12.1 Residency requirements
 - 12.2 Immunization requirements {MS Code 37-7-301(i), 37-15-1, and 41-23-37}
13. Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test. {MS Code 37-15-33} (SB Policy IHF-2)
14. Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments. (See Appendix E.) {MS Code 37-15-1 through 3}
15. The school engages in planning to review the educational status to address specific actions relative to accreditation and performance separately.
16. The school implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37-13-91} (SB Policy JBD)
17. The school develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates. {MS Code 37-3-46(c) and 37-21-9} (*No Child Left Behind Act of 2001*)

18. There is an organized system to encourage community involvement, parental communication, and business partnerships in school decision-making. {MS Code 37-7-337}
19. The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction for not less than sixty percent (60%) of the normal school day. {MS Code 37-3-49, 37-13-61 through 69, 37-151-5(j), and 37-151-7(3)(d)}
 - 19.1 The opening date of the school year for students is scheduled no earlier than August 1 and the closing date no later than June 15. {MS Code 37-13-61}(SB Policy AEA)
 - 19.2 The teaching day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week. {MS Code 37-13-67}
 - 19.3 The school must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. A traditional 7-period day schedule must provide at least 48 minutes per period, and A/B and 4 x 4 block schedules must provide at least 94 minutes.
 - 19.4 No more than two of the 180 days may be 60% days, unless the school is utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing. {MS Code 37-151-5(j)}
 - 19.5 The school schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year (177 days).
 - 19.6 The summer school/extended year program meets all applicable requirements of the regular school program. {MS Code 37-3-49}
 - Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.
 - Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued.
 - Students enrolled in a summer program are limited to earning one Carnegie unit of credit during the summer school session.
 - An extended school year for students with disabilities will be provided in accordance with state and federal regulations.

Note: If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days. {MS Code 37-13-63 and 37-151-7(3)(d)}

20. The school requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education. {MS Code 37-16-7} (SB Policy IHF-1 and 2)
 - 20.1 Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A.) (SB Policy ICFA-1)
 - **Seniors of school year 2004-2005, 2005-2006, 2006-2007, and 2007-2008 are required to have a minimum of 20 Carnegie units.**
 - **Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units.**
 - 20.2 Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations. {MS Code-37-16-7}(SB Policy IIB-1 and IHF-1 and 2)
 - 20.3 Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program." {MS Code 37-16-11(1)}

- 20.4 Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. {MS Code 37-16-11(2)} (See Appendix B.)
- 20.5 The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

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

21. The school implements a professional development program that complies with the guidelines published in Professional Development for the New Millennium. {MS Code 37-17-8}
22. The school adheres to all requirements of the Mississippi Statewide Assessment System. {MS Code 37-16-1 through 4} (SB Policy IIB-1, 3-6 and IHF-1 and 2)

INSTRUCTIONAL PRACTICES

23. The school is in compliance with state and/or federal requirements for the following programs:
- 23.1 Early Childhood Programs (kindergarten and teacher assistant) {MS Code 37-21-1 et. Seq.} (SB Policy IDAC and FDD-4) (Refer to *Mississippi Kindergarten Guidelines*.)
 - 23.2 Vocational-Technical Education {MS Code 37-31-1 et. seq.} (SB Policies CT, DCK, DFBC, ECK, FJ, GBEA, IDAA, IL, JHF and Federal Code)
 - 23.3 Special Education {MS Code 37-23-1 through 9} (SB Policies IDDF and Federal Code) [See *Mississippi Policies and Procedures regarding Children with Disabilities under the Individuals with Disabilities Education Act Amendments of 1997 (IDEA-97)* and the Mattie T. Consent Decree.]
 - 23.4 Child Nutrition {MS Code 37-11-7}(SB Policies EE and EEH and Federal Code)
 - 23.5 *No Child Left Behind Act of 2001*: Titles I, II, IV, and VI (IDDBB 2, 3 and Federal Code)
 - 23.6 Technology in the Classroom {MS Code 37-151-19(3)} (SB Policy IM)
 - 23.7 Driver Education {MS Code 37-25-1 et. seq.} (SB Policy IDDE)
 - 23.8 Pre-Kindergarten (Refer to the *Mississippi Pre-Kindergarten Curriculum*.)
24. The school meets the following requirements for library-media services:
- 24.1 Each school has a library-media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.
 - 24.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.

Special Purpose School Exemption: The school may fulfill the requirements of this standard by utilizing the library-media services of existing facilities through cooperative agreements with public school districts, local public libraries, and local universities.

25. The school provides each student with appropriate equipment and laboratory experiences to meet the instructional requirements of the science program. (See *Mississippi Science Framework, 2001*.)

Special Purpose School Exemption: The school may fulfill the requirements of this standard by utilizing the services of existing facilities through cooperative agreements with public school districts, local public libraries, and local universities.

26. The school is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-51, 37-9-14(2)(b), and 37-7-301(ff)} (Refer to the current edition of *Textbook Administration Handbook Rules and Regulations*.)
 - 26.1 The school provides each student in each school with current or otherwise appropriate textbooks that are in good condition. {MS Code 37-43-1, 37-9-14(2)(b), and 37-7-301(ff)}
 - 26.2 Each school shall keep an active and surplus inventory for each school to be completed by June 15 of each year. The school shall report the inventory in the Textbook Inventory Management System. {MS Code 37-43-51} (Refer to page A-7 in the Textbook Administration Handbook Rules and Regulations.)
27. The school implements an instructional management system that meets the following requirements:
 - 27.1 The school implements an instructional management system that has been adopted by the school board and that includes, at a minimum, the competencies required in the curriculum frameworks approved by the State Board of Education. {MS Code 37-3-49}
 - 27.2 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies. {MS Code 37-3-49}

Note: An appropriate curriculum that meets the individual needs of students will be provided for students with disabilities.

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

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

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

30. Each classroom teacher, excluding vocational teachers whose class periods exceed 50 minutes, has an unencumbered period of time during the teaching day to be used for individual or departmental planning.
 - 30.1 If the school utilizes a traditional six-period or seven-period day schedule, the instructional planning time provided for secondary teachers is a minimum of 225 minutes per week, exclusive of lunch period. If the school utilizes any form of a modular/block schedule, the

instructional planning time provided is a minimum of either 225 minutes per week or an average of 225 minutes per week per instructional cycle, exclusive of lunch period.

- 30.2 Instructional planning time for the elementary school teacher is no less than 150 minutes per week, exclusive of lunch period.
31. Individual teachers (grades 9-12) are limited to three course preparations per scheduling cycle or five in the same subject/content area.

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

32. The curriculum of each diploma-granting secondary school (grades 9-12) consists of approved courses from *Approved Courses for the Secondary Schools of Mississippi* necessary to meet graduation requirements as specified in Appendix A and college entrance requirements as listed in Appendix C.
33. The basic curriculum of each elementary or middle school (any configuration of grades K-8) consists of reading/language arts, mathematics, science, social studies, the arts, and physical education, which may be taught by a regular classroom teacher. {MS Code 37-1-3(2) and 37-13-134}

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

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

SAFE AND HEALTHY SCHOOLS

35. The school complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program. {MS Code 37-41-53} (SB Policies ED-3, JGG-1, and IDDE)
- 35.1 All buses are inspected on a quarterly basis and are well-maintained and clean.
- 35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file

- a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.
- 35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
 - 35.4 Emergency bus evacuation drills are conducted at least two times each year.
36. The school provides facilities that meet the following criteria: {MS Code 37-7-301(c)(d)(j); 37-11-5, 49; and 45-11-101}
- 36.1 The school provides facilities that are clean.
 - 36.2 The school provides facilities that are safe.
 - 36.3 The school provides operational facilities that are equipped to meet the instructional needs of students and staff.
 - 36.4 The school provides air conditioning in all classrooms in each school. {MS Code 37-17-6(2)}
37. Each school has a current School Safety Plan on file that has been approved by the local school board. {MS Code 37-3-83(2)}
38. Dormitory facilities meet the following criteria:
- 38.1 All state and local fire and safety codes/standards are enforced.
 - 38.2 Facilities are clean, comfortable, and adequately furnished for the personal and academic needs of the students.
 - 38.3 Continuous and responsible adult supervision is provided.

**APPENDIX A
GRADUATION REQUIREMENTS
STANDARD 20**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi Curriculum Frameworks*. Course titles and identification numbers must appear in the current edition of *Approved Courses for Secondary Schools of Mississippi*. (See SB Policy ICFA-1.) Enrollment in on-line and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Elective courses that do not have identified content in the *Mississippi Curriculum Frameworks* or whose titles do not appear in the current edition of *Approved Courses for the Secondary Schools of Mississippi* must be approved according to criteria stated in Appendix D.

**SENIORS OF SCHOOL YEAR 2004-2005, 2005-2006, 2006-2007, and 2007-2008
(Entering ninth graders in 2001-2002, 2002-2003, 2003-2004, and 2004-2005)**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	
MATHEMATICS	3 ²	Algebra I
SCIENCE	3 ³	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies ⁴
HEALTH	½	Comprehensive Health <i>or</i> Family and Individual Health
BUSINESS & TECHNOLOGY	1 ⁵	½ Keyboarding ½ Computer Applications
THE ARTS	1	
ELECTIVES	4½ ⁶	
TOTAL UNITS REQUIRED	20	

¹ Compensatory Reading and Compensatory Writing courses may not be included in the four English courses required for graduation, however, these courses may be included in the 4½ general electives required for graduation.

² Compensatory Mathematics and any developmental mathematics course may not be included in the three mathematics courses required for graduation, however, these courses may be included in the 4½ general electives required for graduation. At least one of the three required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics.

³ One unit may be in Technology Applications or Introduction to Agriscience or Agriscience I or Concepts of Agriscience or Allied Health or Aquaculture.

⁴ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government.

⁵ One unit in Computer Discovery is accepted in lieu of the two ½ unit courses. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

⁶ Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

APPENDIX A (CONTINUED)

**SENIORS OF SCHOOL YEAR 2008-2009 AND LATER
(Entering ninth graders in 2005-2006 and thereafter)**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	
MATHEMATICS	4 ²	Algebra I
SCIENCE	3 ³	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies ⁴
HEALTH	½	Comprehensive Health <i>or</i> Family and Individual Health
BUSINESS & TECHNOLOGY	1 ⁵	½ Keyboarding ½ Computer Applications
THE ARTS	1	
ELECTIVES	4½ ⁶	
TOTAL UNITS REQUIRED	21	

¹ Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation, however, these courses may be included in the 4½ general electives required for graduation.

² Beginning school year with the eighth graders of 2004-2005, Pre-Algebra and Transition to Algebra, as well as Algebra I, may be taken in the eighth grade for Carnegie unit credit. Survey of Mathematical Topics, Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation, however, these courses may be included in the 4½ general electives required for graduation. At least one of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics.

³ One unit may be in Technology Applications or Introduction to Agriscience or Agriscience I or Concepts of Agriscience or Allied Health or Aquaculture.

⁴ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government.

⁵ One unit in Computer Discovery is accepted in lieu of the two ½ unit courses. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

⁶ Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

**APPENDIX B
MISSISSIPPI OCCUPATIONAL DIPLOMA REQUIREMENTS
STANDARD 20.4**

**SENIORS OF SCHOOL YEAR 2004-2005, 2005-2006, 2006-2007, and 2007-2008
(Entering ninth graders in 2001-2002, 2002-2003, 2003-2004, and 2004-2005)**

CURRICULUM AREA	COURSE OPTIONS¹	TOTAL CREDITS³
ENGLISH/ LANGUAGE ARTS¹	Employment English I, II, III and Applied Employment English IV (On The Job) ²	4¹
MATHEMATICS¹	On The Job Math I, II, III and Applied Job Skills Math IV (On The Job) ²	4¹
SCIENCE¹	Life Skills Science I, II, III, and Applied Life Skills Science IV (On The Job) ²	4¹
SOCIAL STUDIES¹	Career Preparation I, II, III and Applied Career Preparation IV (On The Job) ²	4¹
CAREER/ TECHNICAL EDUCATION²	Special Education Career/Technical Education Grade 10 and Special Education Career/Technical Education Grade 11 Or Completion of a two-year Career/Technical (Vocational) Program	2²
ELECTIVES¹	Special Education courses Or General Education courses Or Vocational-Technical Education Courses	2¹
TOTAL³		20³

¹ Courses deemed appropriate for each student will be selected from the special education curriculum (special education course credits) and/or general education curriculum (Carnegie units) as determined by each student's Individual Education Plan (IEP) Committee.

² Students receiving a Mississippi Occupational Diploma must document evidence of 540 hours of successful paid employment OR successfully complete a two-year Career/Technical (Vocational) Program.

³ Students receiving a Mississippi Occupational Diploma must document successful completion of minimum requirements in an Occupational Portfolio.

APPENDIX B (CONTINUED)
MISSISSIPPI OCCUPATIONAL DIPLOMA REQUIREMENTS
STANDARD 20.4

SENIORS OF SCHOOL YEAR 2008-2009 AND LATER
(Entering ninth graders in 2005-2006 and thereafter)

CURRICULUM AREA	COURSE OPTIONS ¹	TOTAL CREDITS ³
ENGLISH/ LANGUAGE ARTS¹	Employment English I, II, III and Applied Employment English IV (On The Job) ²	4 ¹
MATHEMATICS¹	On The Job Math I, II, III and Applied Job Skills Math IV (On The Job) ²	4 ¹
SCIENCE¹	Life Skills Science I, II, III, and Applied Life Skills Science IV (On The Job) ²	4 ¹
SOCIAL STUDIES¹	Career Preparation I, II, III and Applied Career Preparation IV (On The Job) ²	4 ¹
CAREER/ TECHNICAL EDUCATION²	Special Education Career/Technical Education Grade 10 and Special Education Career/Technical Education Grade 11 Or Completion of a two-year Career/Technical (Vocational) Program	2 ²
ELECTIVES¹	Special Education courses Or General Education courses Or Vocational-Technical Education courses	3 ¹
TOTAL³		21 ³

¹ Courses deemed appropriate for each student will be selected from the special education curriculum (special education course credits) and/or general education curriculum (Carnegie units) as determined by each student's Individual Education Plan (IEP) Committee.

² Students receiving a Mississippi Occupational Diploma must document evidence of 540 hours of successful paid employment OR successfully complete a two-year Career/Technical (Vocational) Program.

³ Students receiving a Mississippi Occupational Diploma must document successful completion of minimum requirements in an Occupational Portfolio.

**APPENDIX C
REQUIREMENTS FOR ADMISSION
TO PUBLIC UNIVERSITIES IN MISSISSIPPI (IHL)
STANDARD 32**

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4 ¹
MATHEMATICS	Algebra I ² Geometry Algebra II or any higher mathematics course	3
SCIENCE	SELECT 3 UNITS FROM THE FOLLOWING LIST: Physical Science Biology Advanced Biology Chemistry Advanced Chemistry Physics Advanced Physics Or any other science course with comparable content and rigor	3 (2 lab-based)
SOCIAL STUDIES	U.S. History World History U.S. Government (½) Economics (½) <i>or</i> Geography (½)	3
COMPUTER EDUCATION	Computer Applications ³	½
ADVANCED ELECTIVES	SELECT 2 UNITS ⁴ FROM THE FOLLOWING LIST: Foreign Language ² World Geography 4 th year lab-based Science 4 th year Mathematics	2
TOTAL UNITS REQUIRED		15½⁵

¹ Courses must require substantial communication skills.

² Algebra I or first year Foreign Language taken in the eighth grade will be accepted for admission, provided course content is the same as the high school course.

³ Computer competency requirement may be met through coursework requiring computer as a tool, not keyboarding, or through a statement of competency from the high school.

⁴ One of the two units must be in Foreign Language or World Geography.

⁵ Limited exceptions to high school unit requirements may be available. For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

APPENDIX D COURSE DEVELOPMENT

All developmental courses offered in schools governed by the State Board of Education must be approved by the Office of Curriculum and Instruction. Schools seeking approval to offer a course not listed in the *Approved Courses for the Secondary Schools of Mississippi* must complete the course development process. Developmental courses must not be alternatives or replacements for any State Board of Education basic course requirements (See Appendix B in the current edition of *Mississippi Public School Accountability Standards*) or graduation requirements (See Appendix A) or Mississippi Institutions of Higher Learning student admission requirements (See Appendix C).

Contact the Office of Curriculum and Instruction, Mississippi Department of Education, Post Office Box 771, Suite 230, Jackson, Mississippi 39205-0771. The application deadline is the Third Monday in October of each year.

APPENDIX E
STUDENT RECORDS
STANDARD 14

1. Student records are collected, maintained, and disseminated as required by Sections 37-15-1 through 37-15-3, *Mississippi Code of 1972*, as amended, the Family Educational Rights and Privacy Act of 1974, as amended, 20 USC Section 1231, and the Confidentiality Section of the *Individuals with Disabilities Act, 1997 Amendments*.
2. Permanent records are kept in perpetuity for every person who has enrolled or is enrolled in a school.
3. The permanent record contains (a) legal name and address of the student, (b) date of birth as verified by birth certificate, (c) courses taken and grades or proficiency level earned, (d) immunization record, (e) date of withdrawal or graduation, (f) social security number {optional}, (g) record of performance on the required graduation tests, and (h) any other information determined by the State Board of Education.
4. Active permanent records are maintained in a secure and fire-resistant location in each school until the student withdraws or graduates, at which time the record may be transferred and/or placed on photographic film or microfilm in a central, fire-resistant depository.
5. Cumulative records are maintained for each student currently enrolled in a school.
6. The cumulative record (folder) contains the same information as the permanent record, as well as results of standardized tests and other information required by school board policies or prescribed by the State Board of Education.
7. Active cumulative records are maintained in a secure, fire-resistant location in each school.
8. Cumulative records of students who transfer or who are promoted to another school within or outside the district are to be sent to the head of the school to which the student transfers.
9. Cumulative records may be destroyed by order of the school board of the school district in not less than five years after the permanent record of the student has become inactive and has been transferred to the central depository of the district.
10. Permanent and active cumulative records of any school (public or nonpublic) that closes are transferred to the central depository of the school district wherein the closed school is located.

For further clarification or information see the current edition of *Mississippi Cumulative Folders and Permanent Records Manual of Directions*.