

**OFFICE OF CHIEF ACADEMIC OFFICER**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**January 15, 2026**

**MISSISSIPPI SCHOOLS FOR THE DEAF AND THE BLIND**

- C. Approval to adopt policies required by state statute for the Mississippi Schools for the Deaf and the Blind to be placed on the District Policy Service website established by the Mississippi School Boards Association

Background Information: To adopt policies required by state statute for the Mississippi Schools for the Deaf and the Blind's web page maintained on the Mississippi School Boards Association.

1. Policy BDG – Administration in Policy Absence
2. Policy CA – General School Administration Goals and Objectives
3. Policy CBG – Administrative and Supervisory Personnel Positions
4. Policy CC – Organization Charts
5. Policy CD – Line and Staff Relations

Recommendation: Approval

Back-up material attached



**Section: School Board Operations**

**Policy Code: BDG**

**Policy: Administration in Policy Absence**

**ADMINISTRATION IN POLICY ABSENCE**

**ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY**

In cases where action must be taken within the school system where the school board has provided no guides for administrative action, the superintendent shall have power to act, but his decisions shall be subject to review by action of the board at its regular meeting. It shall be the duty of the superintendent to inform the board promptly of such action and of the need for policy.

The Mississippi Public School Accountability Standard for this policy is standard 1.



**Section: General School Administration**

**Policy Code: CA**

**Policy: General School Administration Goals and Objectives**

**GENERAL SCHOOL ADMINISTRATION GOALS AND OBJECTIVES**

The superintendent and other central office administrators take active leadership roles in the implementation of educational policies and programs.

Active leadership on the part of the administration ensures successful implementation of school board policies and continual improvement of the educational system.

The district's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by board policies which are implemented through the superintendent. Principals and central office administrators are expected to administer their units in accordance with board policy and the superintendent's rules and procedures. In addition, vision, initiative, resourcefulness, and wise leadership are essential for effective administration.

The school board shall be responsible for clearly specifying requirements and expectations of the superintendent, holding the superintendent accountable by evaluating how well those requirements and expectations have been met. The superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators and holding each of them accountable.

**ADMINISTRATIVE OPERATIONS**

The school board delegates to the superintendent responsibility for the administration of the schools. His/her authority to administer stems not only from this action but also from powers conferred upon him/her by the Mississippi School Laws and the regulations of the State Board of Education.

To guide the superintendent in determining the pattern of his/her administrative operations, the board offers the following statements of intent:

1. The board will devote its major effort to clarifying and establishing goals for the school system, to weighing and adopting policies to guide the professional staff, to appraising results achieved in relation to the goals, and to performing such ministerial functions as required by law and state regulations.
2. The board does not wish unnecessary barriers erected between itself and members of the professional staff, or between and among residents and parents of the city, students of the schools, and members of the professional staff. The board values the most free interchange of ideas as preeminently desirable in the school system. Nothing should be allowed to interrupt the free and open flow of ideas and assistance among personnel at every level.



3. The board encourages the superintendent to keep abreast of and to apply the best known administrative concepts and procedures designed to harness the total talents of the school system's personnel in enthusiastic pursuit of the schools' goals.

## LINE OF RESPONSIBILITY

Each employee of the school district, except the board attorney, shall be responsible to the board of trustees through the superintendent.

From students, responsibility flows directly through teachers, principals, assistant superintendent, superintendent, to the board.

Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.

Each member of the staff shall be told to whom he is responsible, and for what functions.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers shall refer such matters to the next higher authority when necessary.

## LINE AND STAFF RELATIONSHIPS

The central office administrative staff is responsible for over-all system-wide educational leadership and for coordinating the educational program within policy established by the board. All system-wide services emanate from the central office. All official system-wide committees, councils, and coordinating groups shall be based in the central office.

The principal of each school is the responsible administrator in the building. All personnel, both professional and non-instructional, who work in the school either on a full or part-time basis are responsible administratively to the principal. All contacts with personnel, instructional or non-instructional, are made through the principal's office.

At no time should there exist an occasion in which the school is without a designated leader whether it be the principal or the designee of the principal. This order of authority will be communicated by the principal to the staff of the school. The principal will not be absent from the school campus during the regular school day without notifying the superintendent, or designee, unless a designated licensed staff member has been placed in charge to assume the responsibilities of the principal.

Major goals of administration in the district shall be to:



1. Manage the district's various departments, units, and programs effectively;
2. Provide professional advice and counsel to the board and to advisory groups established by board action. Where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives;
3. Implement the management function so as to assure the best and most effective learning programs, through achieving such subgoals as (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and (d) providing access to the decision-making process for improvement ideas of staff, students, parents, and others.

The Mississippi Public School Accountability Standard for this policy is standard 1.



**Section: General School Administration**

**Policy Code: CBG**

**Policy: Administrative and Supervisory Personnel Positions**

**ADMINISTRATIVE AND SUPERVISORY PERSONNEL POSITIONS**

All administrative and supervisory positions in this district are established initially by the board of trustees, or by Mississippi School laws, or by regulations of the State Board of Education, or by a combination thereof.

It is the intent of the school board to activate such positions sufficient to promote the attainment of our schools' goals.

In each case, the school board will approve the purpose and function of the position in harmony with state laws and regulation, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The school board directs the superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Although positions may remain temporarily unfilled, only the school board may abolish a position.

This school board selects all school district personnel in the manner provided by law. Miss. Code Ann. § 37-7-301.



**Section: General School Administration**

**Policy Code: CC**

**Policy: Organization Charts**

### **ORGANIZATION CHARTS**

The legal authority of the school board is conveyed through the superintendent by the organizational charts for the district.

The effective operation of schools in the district requires an organizational structure, effective administrative leadership at every level of responsibility, decision-making at the point in the structure where the decision can most effectively be made, the communication between individuals affected by decisions made. It is the function of leadership at every level to examine relevant facts and alternatives and to involve appropriate individuals in the process of reaching a decision. It is the responsibility of leadership to develop ways and measures that provide effective communication. Once a decision has been made, it is the function of administration and of persons affected by such decisions, not only to follow through to assure implementation but also to evaluate continuously these decisions and to recommend revisions they think should be made.

The Mississippi Public School Accountability Standard for this policy is standard 1.



**Section: General School Administration**

**Policy Code: CD**

**Policy: Line and Staff Relations**

### **LINE AND STAFF RELATIONS**

The school board directs the superintendent to inform all personnel regarding the working relationships in the school system.

Lines of direct authority shall be those approved by the board and shown on the district organization charts.

Personnel shall refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrator when necessary. All personnel shall keep the immediate administrator informed of their activities.

Personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through board policy.

The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

The Mississippi Public School Accountability Standard for this policy is standard 1.