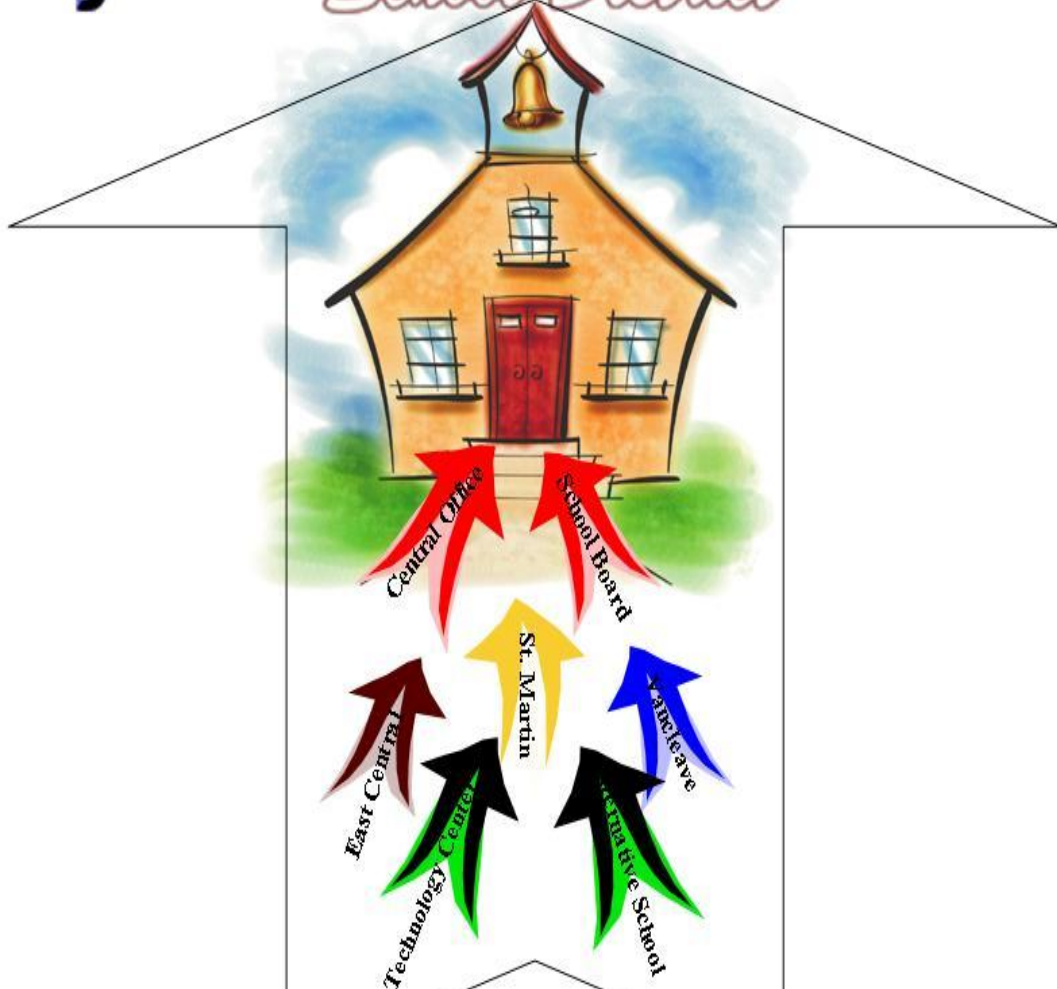


JACKSON COUNTY *School District*



Raising
the Standard

STAFF HANDBOOK 2011-2012

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2011 2012

FACULTY AND STAFF HANDBOOK

Jackson County School District Board of Education

Kenneth A. Fountain	Chairman
Randal B. Turner	Vice Chairman
David A. Sims	Secretary
Glenn A. Dickerson	Member
Troy E. Frisbie	Member
Jack Pickett	Board Attorney

Barry Amacker, Ed.D.	Superintendent
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Administration

Central Office	826-1757	
Dr. Susan Benson	Ext. 315	Assistant Superintendent
Dr. Lisa McCartney	Ext. 303	Curriculum Director
Tonya Green	Ext. 320	Director of Special Education
Lark Christian	Ext. 310	Director of Food Service
Laura McCool	Ext. 306	Director of Human Resources and Risk Management
Carol Rudolph	Ext. 318	Technology Director
Business Office		
Harold Rushing	826-4842	Business Manager
William Rushing	826-4842	Assistant Business Manager
Technology Center		
Diane Novak	826-5944	Director of Vocational-Technical Education
Jackson County Alternative School		
Karl Swanson	826-2177	Principal
St. Martin Attendance Center		
Dr. Michael Van Winkle	872-0256	Assistant Superintendent
Dina Holland	875-8418	High School Principal, Grades 8-12
Stephanie Gruich	818-4833	Middle School Principal, Grades 6-8
Valerie Martino	818-2849	Upper Elementary School Principal, Grades 4-5
Judith Moore	875-3204	East Elementary School Principal, Grades K-3
Mary Miller		Assistant Principal, High School, 8 th & 9 th

John Scott		Assistant Principal, High School
Wilson Scarborough		Assistant Principal, High School, 8th & 9th
Michelle Wilson		Assistant Principal, Middle School
Patricia Keaney		Assistant Principal, Middle School
Cindy Honeycutt		Assistant Principal, Upper Elementary School
Dr. Brigette Myers		Assistant Principal, North Elementary School
Charlene Peace		Assistant Principal, East Elementary School
Vancleave Attendance Center		
Hal Holmes	826-3626	Assistant Superintendent
Todd Knight	826-4701	High School Principal, Grades 9-12
Jill Davis	826-5902	Middle School Principal, Grades 6-8
Amy Peterson	826-5982	Lower Elementary School Principal, Grades K-2
Penny Westfaul	826-4581	Upper Elementary School Principal, Grades 3-5
Paul Wallace		Assistant Principal, High School, Grades 9-12
Anthony Gruich		Assistant Principal, High School
Robert McRaney		Assistant Principal, Middle School
Donna Knight		Assistant Principal, Lower Elementary
Karen Glass		Assistant Principal, Upper Elementary
East Central Attendance Center		
Dino Vecchio	588-7025	Assistant Superintendent
James Hughey	588-7000	High School Principal, Grades 9-12
RL Watson	588-7009	Middle School Principal, Grades 6-8
Mary Tanner	588-7060	Lower Elementary School Principal, Grades K-2
Lynn Brewer	588-7019	Upper Elementary School Principal, Grades 3-5
Sheree Nelson		High School, Assistant Principal
Martin Floyd		High School, Assistant Principal
Cecilia Corkhill		Middle School, Assistant Principal
Rebecca White		Lower Elementary School, Assistant Principal
Tammy Wolverton		Upper Elementary, Assistant Principal

FOREWORD

Professionalism

Those in teaching who have reached a professional level are at ease with themselves and with their work. Ease with one's self comes from knowing what to accept and what to reject.

Here are some suggestions that may help you reach professional ease with yourself and your colleagues:

1. Accept the school as it is. You have an obligation to work with the basic objectives in your school. You earn freedom to disagree only after you have proved your ability to conform.
2. Accept the school's schedule, although this may be hard to do. Because of the many interests the schedule must serve, it may cause some inconveniences.
3. Accept your share of additional duties. Each teacher must take on responsibilities outside the classroom. Meet them; do not shirk such duties. Organize your school time and off-school time so that additional chores work little hardship.
4. Reject the notion that your classes are more important than others. This tendency may be shown in giving over lengthy assignments or in holding pupils overtime. It is unfair to the child and his many interests and disrupts the school generally.
5. Reject the urge to criticize. To criticize a teacher or a practice is a matter of public concern. For this reason, criticism of teachers and administration is one of the serious violations of professional ethics. Violations of official duties should be taken to the administration; serious mistakes on the part of others should be discussed with persons involved in private.

MISSION STATEMENT

of the

JACKSON COUNTY SCHOOL DISTRICT

The mission of the Jackson County School District is to provide a safe, nurturing environment conducive to quality education wherein all students have the opportunity to obtain the essential skills necessary to achieve the goals of their choice and to become responsible, productive citizens.

Mississippi Department of Education

Reading Initiative

The Jackson County School Board endorses the goals established by the Mississippi Board of Education to improve the reading skills of all students in the state.

Goal One: All children will exit kindergarten with appropriate readiness skills.

Goal Two: All first through third grade students will demonstrate a growing proficiency in reading so that they will exit third grade as readers.

Goal Three: All fourth through ninth grade reading scores will increase.

Goal Four: Mississippi students will demonstrate a growing proficiency in reading and will reach or exceed the national average in reading within the next decade.

EMPLOYMENT

The employment of teachers depends upon proper licensure by the Mississippi Department of Education. Each teacher is recommended by the principal for the type of license indicated on his/her application.

A valid copy of each teacher's license must be on file in the office of the Superintendent before the first pay check is ever issued.

CONTRACTS

A contract shall not be issued to a teacher who does not possess a valid license. All contracts shall be based on the issue date of the license. The signature of a teacher on a contract represents good faith on the part of the teacher to fulfill the requirements set forth by the administration and the Board of Education.

STAFF EVALUATION

Personnel who may perform evaluations are:

1. Assistant Superintendent for each Attendance Center
2. High School Principal
3. Assistant Principals
4. Junior High School Principal

5. Middle School Principal
6. Elementary School Principal
7. Alternative School Principal
8. Technology Center Principal

The following individuals will be able to conduct backup evaluations, if needed, upon request of the building principal:

- a. Superintendent
- b. Assistant Superintendent
- c. Director of Special Education
- d. Other district level administrators

All certified staff will be evaluated annually by means of the district's personnel appraisal instruments using the competencies appropriate for the staff position.

The following procedures are to be used in the appraisal process for teachers.

1. Lesson plans which are normally and regularly prepared by the teacher shall be used in the assessment process. A special lesson plan which deviates from the instructional management plan shall not be required.
2. Lesson plans shall be based on the district's instructional management plan.
3. A minimum of two formal classroom observations must occur annually. However, evidence of demonstrated competencies should be accumulated through multiple observations and improvement processes.
4. Classroom visits may be unannounced as principals are required by accreditation standards to assure that learning goals are being achieved and daily lesson plans are being used.
5. A post-evaluation conference with the teacher shall be conducted within 5 working days or may be delayed by mutual agreement.
6. A copy of the evaluation shall be given to the teacher. The administrator shall retain a copy for his/her files and shall send a copy to the Central Office Assistant Superintendent.
7. The teacher shall be provided with opportunities for professional development and/or remediation of deficiencies.

The following procedures are to be used in the appraisal process of other certified personnel.

1. Documentation which is normally and regularly prepared by the employee shall be used in the assessment process. Special documentation shall not be required for the assessment process.
2. Evidence of demonstrated competencies should be accumulated through multiple observations improvement processes.
3. Periodic conferences should be conducted as needed prior to the completion of the evaluation instrument. A conference should be held with the employee within 5 days of completion of the evaluation instrument.
4. A copy of the evaluation should be given to the employee. The evaluator shall retain a copy and one copy shall be sent to the Assistant Superintendent in the Central Office.
5. The employee shall be provided with opportunities for professional development and/or remediation of deficiencies.

PUBLIC RELATIONS

The teacher is the best public relations person in any school system. The teacher's classroom management, teaching methods, treatment of the children, or almost anything a teacher does or says is carried to the public by the child. Every teacher should show a genuine interest in every child in school and should take a special interest in those in his/her room and classes.

SCHOOL TERM

Each school term consists of 187 teaching and/or working days. Teachers will be paid only for those working days they actually work. A pre-school workshop will consist of from one to several days. A school calendar will be given to each teacher prior to the opening of school.

TEST SECURITY FOR STATE ASSESSMENTS

The Jackson County School District is dedicated to maintaining the integrity and security of the Mississippi State Assessments. As such, in accordance with guidelines set forth by the Mississippi State Department of Education, the district test coordinator will develop an annual District Test Security Plan for the approval of the Jackson County School Board. In turn, each School Test Coordinator will develop an annual School Test Security Plan. It is the responsibility of each individual employed by the Jackson County School district to study and implement the provisions set forth by the District Test Security Plan, their School Security Plan, as well as Appendix F of the Mississippi Public Schools Accountability Standards. All school staff and

faculty employed by the Jackson County School District must attend a minimum of one State Assessment Training per school year.

CELL PHONES

USE of CELL PHONES by TEACHERS and OTHER INSTRUCTIONAL STAFF

The Jackson County School District believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The District further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited in the use of cell phones by teacher or other instructional personnel during class time.

The Districts further prohibits the use of text messaging in any form by all staff to students. If a teacher receives a text message from a student he/she should make their building principal aware of this conduct. School personnel are to use the Connect-ED service to communicate with parents and students regarding emergency situations, school events and other important issues.

Alleged violations of this policy shall be discussed in a conference between the employee and the building principal. If the principal finds the violation(s) to be factual, the principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal.

ANNOUNCEMENTS

Announcements will be made daily at the time designated by the principal.

EXTRA DUTY

All staff will be asked to do extra duty during the school year. This duty will be distributed equally and fairly among the faculty. Staff members are expected to perform their duties as assigned.

TEACHER ABSENCE

When a teacher is absent for any reason, he/she should notify the principal at the earliest possible hour - not later than 6:30 a.m. on the day of absence unless an extreme emergency occurs. In the event a teacher finds it necessary to be absent from school 1/2 day, he/she should notify the principal as soon as possible. A substitute will be notified to cover the 1/2 day absence.

PERSONAL APPEARANCE

Dress Guidelines for Teachers, Teacher Assistants, and School Office Personnel

1. Each employee should be neatly groomed
2. Attire should be neat and clean in appearance.
3. The proper attire for male personnel includes the following:
 - a. Button-up shirts or polo shirts with collar.
 - b. Slacks - professional style with appropriate fit, no denim of any color.
 - c. Appropriate socks are required.
 - d. Tennis shoes - predominantly white or black. (only the trim may have color)
4. The proper attire for female personnel includes the following:
 - a. Skirts, dresses, and jumpers are to be no more than 3" above the knee. Denim skirts, dresses, and jumpers are allowed.
 - b. Slacks, Capri pants - professional style with appropriate fit. No denim of any color.
 - c. Blouses must be made of material which cannot be seen through.
 1. Sleeveless blouses are acceptable as long as the openings adequately cover undergarments.
 2. T-shirts are acceptable under jumpers.
 3. No backless apparel is allowed.
5. Appropriate stockings, sock, tights, or knee highs are required. Sandals are appropriate without stockings or knee highs.
6. Tennis shoes - predominantly white or black. (only the trim may have color)
7. Appropriate belts are required with slacks, skirts, and dresses that have belt loops and when the shirt is tucked in.
8. No shorts, leggings, stirrup pants, or warm-up suits. (An exception will be made to allow a coach to put on a warm-up suit over his/her shorts to go teach a class if the class follows a PE class.)
9. No midriff tops, tank tops, jersey tops, halter tops, spaghetti strap or **revealing apparel**.
10. No beach style flip flop shoes shall be worn.
11. No sweatshirts or t-shirts bearing logos or advertisement. School mascot/name and holiday sweatshirts or t-shirts will be acceptable.
12. Coaches / PE teachers can wear walking shorts (no more than 3" above the knee) while teaching PE.

Dress Guidelines for School Administrators and Central Office Personnel

1. Each employee should be neatly groomed
2. Attire should be neat and clean in appearance.

3. The proper attire for male personnel includes the following:
 - a. Button-up shirts or polo shirts with collar.
 - b. Slacks - professional style with appropriate fit, no denim of any color.
 - c. Appropriate socks are required.
4. The proper attire for female personnel includes the following:
 - a. Skirts, dresses, and jumpers are to be no more than 3" above the knee. Denim skirts, dresses, and jumpers are allowed.
 - b. Slacks, Capri pants - professional style with appropriate fit. No denim of any color.
 - c. Blouses must be made of material which cannot be seen through.
 1. Sleeveless blouses are acceptable as long as the openings adequately cover undergarments.
 2. T-shirts are acceptable under jumpers.
 3. No backless apparel is allowed.
5. Appropriate stockings, sock, tights, or knee highs. (Stockings are not required during summer months.)
6. Tennis shoes - predominantly white or black. (only the trim may have color)
7. Appropriate belts are required with slacks, skirts, and dresses that have belt loops and when the shirt is tucked in.
8. No shorts, leggings, stirrup pants, or warm-up suits.
9. No midriff tops, tank tops, jersey tops, halter tops, spaghetti strap or revealing apparel.
10. No beach style flip flop shoes shall be worn.
11. No sweatshirts or t-shirts bearing logos or advertisement. School mascot/name and holiday sweatshirts or t-shirts will be acceptable.

ARRIVING AND LEAVING SCHOOL GROUNDS

Teachers are expected to arrive on campus at the time set by the building principal, not to exceed 30 minutes prior to the first bell. Teachers are expected to remain at school continuously through the school day.

If a teacher must leave school during the school day, he/she must obtain permission from the principal before leaving. All staff is responsible for all students during the time the students are under the supervision of the school.

Teachers are not to leave the school grounds any earlier than 15 minutes after the last bell each afternoon. Exceptions must be arranged with the principal. Several times during the year teachers will remain at school beyond the normal teacher dismissal time for professional development or conferences.

VISITORS TO THE SCHOOL CAMPUS

The Board of Education of the Jackson County School District is dedicated to maintaining a secure and educationally sound environment for its students and staff. Therefore, to ensure safety, security, and an atmosphere conducive to teaching and learning on all campuses, it shall be the policy of this board that upon entering the campus of any school within this district, all visitors must report immediately to the office of the school principal and obtain his/her permission before visiting any part of the campus.

Each visitor must sign a visitor list in the principal's office. A visitor's badge will be issued and must be worn at all times while on the school campus. The badge will be returned to the principal's office when the visitor departs the campus.

Teachers observing unauthorized visitors on campus should follow the school's guidelines for notifying the office.

ELEMENTARY, MIDDLE SCHOOL and SECONDARY STUDENT HANDBOOKS

Each teacher will be issued an Elementary, Middle School or Secondary Student Handbook which becomes a part of the Teacher Handbook. Each teacher should become equally as familiar with the Student Handbook as with this Teacher Handbook. The Elementary, Middle School, and Secondary Handbook and the Teacher Handbook are school board policies.

STUDENT ATTENDANCE

Jackson County School District's MAEP funding is based on the average daily attendance of students. Teachers should stress the importance of daily attendance and help administrators enforce attendance policies. Teachers should encourage students to come to school every day.

STUDENT DISMISSAL

Teachers are not to dismiss students from class before the bell rings unless instructed to do so by their principal.

DISCIPLINE

The Jackson County School District Board of Education has adopted the Assertive Discipline plan developed by Lee Canter as the format for maintaining an atmosphere conducive for learning in the classroom. Each staff member is expected to become thoroughly knowledgeable of these procedures as applicable to elementary and secondary students. A detailed explanation of this plan is found in the Elementary Student Handbook, the Middle School Handbook and the Secondary Student Handbook.

Teachers are encouraged to handle the discipline of their classes as much as possible but should never hesitate to take students to the office for help. Students are not to be sent from the room with no place to go nor placed in the hall. If a teacher sends a student to the office, the decision for punishing the student rests with the principal. Teachers shall not prescribe what is to be done after the student has been referred to the principal.

In no case should the teacher tell a student that he/she is going to have the student paddled or suspended.

When involved in a confrontational situation with a student(s), the teacher should refrain from using physical restraint with the student(s) unless the student(s) is physically assaulting another student and/or teacher. If a student fails to follow instructions from a teacher, the teacher should report the incident to the principal and let him/her proceed with further action.

CONFERENCES with PARENTS

Conferences with parents will not be scheduled during class periods. Conferences will be arranged after school or during planning periods and should be conducted professionally and with the student's best interest as the ultimate goal.

LESSON PLANS

Each teacher must make lesson plans at least one week in advance. A booklet will be provided and the plans need not be elaborate. Each teacher shall file with the principal a teaching plan to be used in case of emergency absence. Substitutes must have information to carry on class work during any period of a teacher's absence. Lesson plan booklets must be turned in to the principal each Friday afternoon.

TESTS\SCHOOL ASSIGNMENTS

Homework is a very important phase of the educational program for the child. It is used to supplement the class work and strengthen the student's understanding of what he/she is studying. Parents are encouraged to cooperate with the school in seeing that assignments are completed on time.

Any student caught cheating on a test or other school assignments will receive a grade of 0(zero), and the parent will receive written notification from the teacher.

PAY DAY

Only principals "or their designee" are allowed to sign for and pick up checks for the attendance centers for all personnel. Teachers and other personnel will receive their checks on the last working day of the month.

PURCHASING

School personnel are to follow School Board Policy DJE when making purchases. School personnel are to submit purchase requisitions to the principal for signature and approval. If the requisition meets all levels of approval, a purchase order will be issued. School personnel are not permitted to charge any purchase to the school unless they have an approved purchase order to give vendor at the time of purchase. Any unauthorized purchases will be the responsibility of the buyer.

Personnel receiving invoices shall verify receipt of merchandise by signing and dating the invoice and packing receipt and promptly submitting it to the Principal's Office so payment can be made in a timely manner. Personnel who fail to submit invoices to the Principal's Office in a timely manner will be responsible for late charges assessed by vendors.

School personnel are responsible for all equipment and materials under their supervision. School property shall be used with care and consideration. School personnel are responsible for reporting any damage to school property or missing equipment to the Principal immediately.

All supplies, materials, equipment, and other property purchased by the school shall remain the property of the school.

PURCHASE of EQUIPMENT by ORGANIZATIONS or GROUPS

Any equipment purchased must have approval. The equipment, when purchased for school use, will become the property of the school.

STUDENT ACTIVITY FUNDS

The Board of Education of the Jackson County School District may authorize the expenditure of local school activity funds for any necessary commodities, equipment, travel expenses, purchased services or school supplies which the school board, in its discretion, shall deem beneficial to the official or extracurricular programs of the district, including items which may subsequently become the personal property of students, including yearbooks, athletic apparel, book covers, and trophies.

Any arrangement between a school and a company supplying merchandise or services shall be by written contract, signed by the Assistant Superintendent and the company's representative, approved by the school board, and on file available for public review in the Assistant Superintendent's office.

Student Activity Funds will be maintained by each Attendance Center, Jackson County Technology Center, and the Alternative School in its own bank account for the receipt and disbursement of activity funds in accordance with Policy DK.

All Student Activity Fund receipts shall be recorded in a three-part receipt book maintained by the Assistant Superintendent for the Attendance Center/Principal of the Technology Center and Alternative School. A person remitting activity funds for deposit will be given the original receipt, the second copy will be attached to the transmittal report to the Business Office, and the third copy will be kept in the book and on permanent file in the office of the Assistant Superintendent/Principal of the Technology Center and Alternative School.

Student Activity Fund disbursements must be made from the account on pre-numbered checks and adequately supported by an invoice for statement. Only the Superintendent, Assistant Superintendent, Principal of the Jackson County Technology Center and Principal of Alternative School may sign checks on the account.

FUND RAISING ACTIVITIES

The school board may authorize to conduct, on behalf of the school district, fund-raising activities deemed by the board, in its discretion, to be appropriate and beneficial to the official or extracurricular programs of the district. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for, as are other activity funds. All fund raising activities must have prior approval of the Principal, Attendance Center Assistant Superintendents, Superintendent and School Board in accordance with Policy DK.

LENDING EQUIPMENT

The Jackson County School District maintains property records for all Fixed Assets and has custodial responsibility for all such equipment. These Fixed Asset records document the value of all buildings and equipment that costs at least \$500 and all highly walkable items. It may be necessary, from time to time, for school employees to use school equipment away from school (and during non-school hours) in the performance of their job responsibilities.

In such an occasion, appropriate records should be kept documenting the removal of said equipment from school property. Furthermore, use of any school equipment for non-school purposes shall be strictly prohibited. Specifically, use of any school equipment for personal use by employees of the district or loaning of school equipment to others for non-school business shall be strictly prohibited.

BORROWING EQUIPMENT

Borrowing equipment for use in the school is prohibited without approval from the office of the principal.

CARE of ROOMS

Desks are expected to be kept in orderly arrangement. Ingenuity on the part of the teacher can improve the appearance of the classrooms. Care should be taken to see that each class leaves the classroom in a neat and clean condition. The teacher should carefully check desk tops, tables, etc., for marks and see that paper is off the floor and out of the desks. When the teacher is out, the room lights are to be off and the door is to be locked.

ENERGY

As most staff members realize, energy costs have more than doubled in the past few years. In order to maintain a reasonable budget for utilities, please be "energy conscious" in the use of water, lights, air conditioning, and heat.

TOBACCO FREE ENVIRONMENT POLICY

It is the philosophy of the Board of Education of the Jackson County School District that the use of tobacco threatens the physical well-being of students and employees in the environment, is addictive, results in increased maintenance for facilities and grounds, and is not in the best interest of students or employees of the school system. Therefore, it shall be the policy of this board to create a tobacco free environment in the Jackson County School District.

To accomplish this end, the following conditions shall be met:

1. The use or display of tobacco in any form, including smokeless tobacco products, by employees and /or visitors shall be prohibited while such employees and/or visitors are on or in property, facilities, and vehicles owned by the district or under its control.
2. This prohibition includes any school function or extracurricular activity which is held on any school property, including outdoor athletic fields or recreational areas.

Penalties for violations of this board policy shall be the following:

1. Upon the first violation, the employee will be given a written reprimand stating the date and the place of the violation. This reprimand will be placed in the employee's personnel file.

The employee will receive a warning that further violations shall be considered an act of insubordination and will result in further consequences state in items 2 and 3. The written reprimand will be removed from the employee's file if the employee remains free of tobacco incidences for a period of two years.

2. The second violation shall result in the employee's suspension without pay for ten working days. However, if the employee agrees to immediately enroll in an approved tobacco cessation program: this suspension will be reduced to five working days without pay.

3. A third violation shall result in the initiation of dismissal procedures, subject to appropriate procedural requirements.

Possession or use of tobacco by students, administration and staff is prohibited while on school property, at any school sponsored activity, or while under the supervision of the school personnel.

REFERENCE: Mississippi Adult Tobacco Use on Educational Property Act of 2000.

(Section 97-32-25, 97-32-27, and 97-32-29).

Failure to maintain a Tobacco Free Environment will jeopardize the receipt of all federal funds.

GUM CHEWING

Teachers are not to chew gum while instructing students.

GRADING SYSTEM

The grading system is as follows:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 65 - 70
- F 64 and below

Work is not complete for period graded. (All incomplete grades must be made up before the next term ends. If the incomplete work is not successfully completed before the next term ends, the incomplete grade becomes a failing grade.)

A minimum of nine grades shall be recorded for each student in each academic course during each nine-week grading period. A minimum of four grades will be given after progress reports. After grades have been recorded, they will not be changed unless there has been a mathematical error in calculating the grade.

PROGRESS REPORTS

All students will receive progress reports at the end of each four and one-half weeks of the nine-week term. These progress reports must be signed by the parent/guardian and returned to the teacher(s).

REPORT CARDS

Reports of pupils' accomplishments will be sent home to parents by pupils four times during the school year one week after each nine-week term ends. All students will receive their reports the same day.

Grades will be issued for academic work and citizenship. No student is to receive a report card unless he/she has been enrolled in the school for at least one-half the current term. When a student transfers from another school during the course of the nine weeks term, the grades the student had earned at the previous school until time of withdrawal should be included when computing that student's nine-week average.

If a student is financially indebted to the school for damage, misuse, or loss of school property, such as library fines, charges for lost or damaged textbooks, or disciplinary fines imposed for vandalism, the principal may hold all report cards until the debt is cleared.

Students withdrawing from school prior to the last day of the term will not receive a report card. A withdrawal form will be issued to those students with partial grades recorded by the teacher. There will be no exceptions.

CUMULATIVE and PERMANENT RECORDS

The keeping of cumulative and permanent records is required by state law. The records are to be kept in black ink and are the responsibility of the person(s) designated by the building principal. The recording of grades on progress reports, grade sheets, and grade books is the responsibility of the teacher. Averages are to be reported no later than two weeks after the first semester and before the teacher checks out at the end of the school year.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Right and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Jackson County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request to officials of another school district in which a student seeks or intends to enroll, the district discloses educational records without consent.

The district discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It may include, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The parent or eligible student has the right to refuse to let the district designate any or all types of information about the student as directory information. The parent or eligible student must notify the principal (or designee) in writing within five (5) days of receipt of the Handbook and Code of Conduct for Students and Parents that he or

she does not want any or all of those types of information about the student designated as directory information. Otherwise, consent is implied for the Jackson County School District to release directory information to others including military recruiters as outlined below.

In the event that the school district provides either post secondary educational institutions or perspective employers of secondary student's access to its school campuses, it must also provide military recruiters the same type of access. The school district must also provide, upon request of military recruiters, the names of students, their addresses, and telephone numbers unless the secondary school student or the parent has requested that the school not release this information without prior written parental consent.

The district may disclose directory information about former students without meeting these conditions.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Legal Reference: Section 438 of the General Education Provisions Act (PL. 93-380)
November 17, 1974
Section 37-15-1, 37-15-3; Mississippi Code of 1972
45, C.F.R. Part 99, 45 CFR Part 121A

TEXTBOOKS

Textbooks are the responsibility of the teacher issuing the books. The condition of textbooks should be noted when issued to students and condition recorded on book card.

Teachers are responsible for assessing and collecting fines for lost or damaged textbooks.

Teachers should stress proper use and care of books and require the use of book covers.

If a textbook is lost or not returned by a student who drops out of the district, the parent or legal guardian will be required to compensate the district for the fair market value of the book(s). (HB1063) Assessment of damages which show un-necessary wear or abuse of textbooks will be left to the judgment of individual teachers.

LUNCH FEES for TEACHERS

All lunches must be paid for at the time of sale. Adults will not be allowed to charge their lunches.

COLLECTION of MONEY

School Board Policy DK should be followed in the collection of money. Class funds, school club funds, and other student funds must be turned in on the day collected to the office of the principal to be banked. For any funds collected from students or parents, receipts will be given.

RESPONSIBILITY for LOSS of FUNDS

Money will be accepted in the office Monday through Friday until 1:00 P.M. No monies will be accepted on Saturday. Money left in the building overnight is the responsibility of the teacher.

ADVERTISING or PROMOTIONS WITHIN the SCHOOL

There will be no advertising or promotional materials of any type passed out at school or displayed within the school without the written consent of the principal.

REQUIRED IMMUNIZATIONS for SCHOOL CHILDREN

1. Required state immunizations are as follows:
 - a. Diphtheria
 - b. Whooping Cough
 - c. Tetanus
 - d. 3 Polios
 - e. The Mississippi State Department of Health requires that all children entering an elementary or secondary school for the first time must have proof of two doses of MMR vaccine. The first dose must be on or after the first birthday and the second dose must be at least 30 days later than the first. The only exceptions are: (1) children with a documented history of physician-diagnosed measles or serologic evidence of immunity to measles; or (2) children with a valid Certificate of Medical Exception (Form No. 122).
2. A medical exemption may be recommended by the child's physician and must be approved by the local health officer.
3. A certificate of vaccination shall be issued by local health officer or physician on forms specified by the Mississippi State Board of Health.
4. If a child wishes to enroll at a school without having completed the required vaccinations, the local health officer (not a school official) may grant a period of time

up to 90 days for such completion. No child shall be enrolled without having at least one dose of each specified vaccine.

5. Within 30 days after the opening of the fall term of school, the principal of each school shall report to the county or local health officers the number of children enrolled by age and/or grade, the number of children fully vaccinated, the number of children in the process of completing vaccination requirements, and the number of children exempt because of medical reasons.

6. Within 30 days after the opening of school, the principal shall certify to the health officer that all children enrolled are in compliance with immunization requirements.

7. Any child not in compliance at the end of 90 days from the opening of school MUST be suspended until he/she is in compliance unless the health officer attributes the delay to the lack of supply of vaccine.

8. Failure to enforce this provision shall constitute a misdemeanor and, upon conviction, shall be punishable by fine or imprisonment or both.

COMMUNICABLE DISEASES

The Board of Education of the Jackson County School District has the power, authority and duty to exclude from the schools students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. Section 37-7-301(h) (1995)

SECTION I

Any student having evidence of communicable diseases will have a physician diagnose the disease and prescribe suitable treatment. Common communicable diseases as listed will automatically result in exclusion from school and school-related activities for the designated period of time.

DISEASE

Chicken Pox

German Measles, Red Measles

Mumps

Hepatitis A

Mononucleosis

EXCLUSION FROM SCHOOL

6 days after eruption appears

Free of fever and the rash is fading

9 days after glands swell

May return to school 1 week after the onset of Jaundice

The child need not be excluded from class, unless requested for medical reasons, but may return when feeling well enough.

Children should not share food or utensils.

Conjunctivitis (Pink Eye)	Children may return to school after a physician has been seen, or when redness/discharge is improving.
Impetigo	The child may return to class 24 hours after treatment has been started.
Pediculosis (Lice)	The child may return to class without a physicians release as soon as the first treatment has been given and treatment is verified with school officials.

Reference to House Bill 154, passed in the 1997 Legislative Session:

“If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student.”

Scabies	The child may return to school as soon as treatment has been administered.
Whooping Cough	The student may return to school 5 days after treatment has begun.
Ringworm	The child may return to class when the treatment has been started.
Strep Throat	The child may return to class 24 hours after treatment has been started if free of fever.
Tuberculosis (TB)	Those who have a positive TB skin test only may attend school since they have no disease process that is contagious. Persons diagnosed with active TB disease will need written permission from the MS State Department of Health Tuberculosis Control Program to return to school.
Flu	The student may return to school when free of fever and feeling well.
Fifth Disease	Children with fifth disease may attend school, since by the time the rash begins they are no longer contagious.

This information is not intended to be used to **diagnose** an illness or infection. It should not replace a diagnosis by trained medical personnel.

For these or other communicable diseases, the principal may require a written note from the student’s family doctor or public health department for a student to return to school after having a communicable or infectious disease.

SECTION II

An employee with a communicable disease should remain at home until the disease is no longer a threat to others. If any employee is absent more than five days, either consecutively or continuously, he/she shall submit a medical report or records that advise the Board of the reasons of said absence or sign authorization, if requested, to allow the administration or Board to review with medical personnel information about the illness or absence.

SECTION III

Decisions regarding a person infected with HIV, hepatitis B, or other blood-borne diseases shall be made on an individual basis with regard to the behavior, physical condition of the employee or student and the expected interactions with others in that setting.

These decisions shall be made using the team approach, including the employee or student's physician, public health personnel, and personnel associated with the educational setting and/or workplace. In each case, risks and benefits to all affected shall be weighed. As conditions change, cases may be reevaluated.

Legal Reference: Mississippi Code Section 37-7-301(h) (1995)

HEAD LICE

Identified infected students will be sent home immediately with a letter and information sheet.

Returning to School-The student may be readmitted after treatment providing there are no visible lice. Upon returning to school the child will be checked by a school official.

Proof of treatment is also required upon the child returning to school. Proof of treatment includes the box and the store receipt.

After the third occasion of a student having head lice, a "no-nit policy" will be in effect. Any student who has had lice on four occasions will be required to be free of all nits before being readmitted to school.

House Bill 154, passed in the 1997 Legislative Session:

"If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on (3) consecutive occasions in one (1) school year, as determined by the

school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student.”

Treatment of Head Lice – Prescribed or over-the-counter anti-lice treatments are considered appropriate. Back comb hair with a fine-tooth comb to remove all the nits.

For these or other communicable diseases, the principal may require a written note from the student's family doctor or public health department for a student to return to school after having a communicable or infectious disease.

This information is not intended to be used to **DIAGNOSE** an illness or infection. It should not replace a diagnosis by trained medical personnel.

PROCEDURES for CARING for ILL and INJURED STUDENTS

1. ROUTINE ILLNESS and /or INJURY

- a. Send student to office. Refer to Parent-Signed Emergency Procedure Card for specific medical condition and/or instructions.
- b. If student is seriously ill or injured and cannot remain in school, school authorized personnel shall call parent (guardian) to notify him/her of child's condition. Parent or parent approved designee will come to school and have student dismissed in his/her care.
- c. If student is NOT seriously ill or injured; requiring dismissal from school, school authorized personnel shall administer appropriate first aid treatment.
- d. Dependent upon the severity and nature of the illness and/or injury, notify parent (guardian) of condition and treatment given.
- e. If the student's condition indicates evidence of his/her having a communicable disease, send the student to the office. Notify the parent/guardian or parent approved designee, and have the student dismissed in his/her care.
- f. Authorized school personnel are to record date, student's name, type of condition and treatment in a log.

2. EMERGENCY ILLNESS and/or INJURY

- a. In the case of a medical emergency, DO NOT MOVE student or leave student unattended. Send for the Principal or designee. Follow first aid procedure.
- b. If student is able to be moved, school authorized personnel will accompany student to office.
- c. Refer to Parent-signed Emergency Procedure Card for specific medical condition and/or instructions. Notify parent (guardian) immediately.
- d. If emergency is life-threatening;
 1. Principal or school-authorized personnel should call ambulance (911).
 2. Parent or approved designee will be called.
- e. Authorized school personnel are to record dates, student's name, type of condition and treatment in a log.
- f. If not life-threatening but immediate medical attention is required, notify nurse and parent (guardian). If parent (guardian) or parent approved designee cannot be contacted within a reasonable length of time, the Principal or authorized personnel may have the student transported to the nearest hospital, but will continue to try and contact the parent/guardian. Any expense incurred will be the responsibility of the parent/guardian.

MEDICATIONS

The parents/guardian shall:

1. Provide the school with a health plan for their child who has a special problem (i.e., allergic reactions, asthma, etc.)
2. Present a medical consent form signed by the parent/guardian to the principal or his/her designee.

The school administration may determine by local school or school district policy the role of teachers and other school personnel in administering medications. The school nurse may not delegate these functions to unlicensed personnel. If there is no nurse available, principals/administrators may designate personnel to administer medications. These designated personnel will be required to document each time a medication is given. All medications should be recorded on the client's record, noting the time and initials of the person administering the medication.

The back of the record should show the full name of the person administering the medication, followed by initials in specified section.
(Example – Lorna Cumbest, RN (LC) 12:10 P.M.)

Medications are administered only upon written order of a physician. In a few circumstances, verbal orders from the doctor's office may be taken by phone. Confirmation in writing must occur within two weeks (at the end of 10 working days). Example: Non-prescription – Tylenol, Benadryl; Prescription – Amoxil. Parent should provide permission for any medication (including Tylenol, Benadryl) and is requested to provide a note from the physician which authorizes the school nurse or other designated personnel to administer the medicine and which includes specific instructions for use. (Example – If Tylenol is to be given at school, the physician should write specific orders of instruction as to circumstance to be given and dosage.) If a child is to be given sample medications, the doctor should write specific orders of instruction for these medications.

3. All medications should be brought to school by the parent/guardian or designated adult/parent and /or guardian or designee of a child. The medication shall be given to the school official responsible for administering the medication to the child. Any prescribed medication brought into the facility by the parent, legal guardian, or designee of a child shall be dated and kept in the original container labeled by a pharmacist with the child's first and last names; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date and specific legible instructions for administration, storage and any side effects that should be reported to the prescribing physician. Pills are to be counted and the number of pills received and from whom they are received shall be documented. Prescription liquids should be documented as to amount of cc's and ml's.

If a physician orders a dosage other than indicated on the label, an updated prescription bottle is needed to reflect the change in dose. (Until refilled, the physician's orders will be sufficient.) The amount of medication and the person who receives it should be documented on the medication records.

Any change in dosage time of medication should be by a physician's order.
(Example – If a medication is to be discontinued or if the dose is to be increased or decreased)

Medications should not be given subsequent to the expiration date. It is the nurse/grey lady's responsibility to contact the physician to update. (Example #1 – Prescription medicine ordered 97-98 should not be given in 99. Example #2 – Cough medicine ordered 12/11/99 should not be given after two weeks (10 working days) without recent updated doctor's orders. Medication (antibiotic, etc.) should not be given past 10 days of original date of order, unless specified in writing by the physician.

A locked cabinet or drawer is to be provided for the storage of medications other than those to be refrigerated.

A "Release of Information Form" should be signed to allow communication between the medical provider and the school nurse or designee.

In an effort to provide safe healthcare for children, forgotten doses of medication which were to be given at home may not be administered at school. Medication should be administered no earlier than 30 minutes prior to physician's order and no later than 30 minutes after. In the event a child did not receive medication to be given at home, the child's doctor may contact the school and request that another dose is to be given. If the doctor contacts the school, the nurse/grey lady/designee will be allowed to give the medication that was forgotten at home.

In the event of an emergency in which a child may need to be transported to the hospital, the school will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the school will have the child transported to the hospital and continue to try and contact the parent/guardian. Any expense incurred will be the responsibility of the parent/guardian.

When school officials are aware that a child's temperature is 100 degrees, an attempt will be made to contact the parent/guardian. If the temperature reaches 101 degrees, a school official will request that the parent/guardian pick up the child. This procedure is followed to insure the safety of the child and the well-being of the other students.

The Jackson County School District reserves the right to refuse to administer any medication to students when circumstances warrant this action. Such circumstances might include reaction, response, incomplete instructions for the administration of the medication, non-compliance by parents/guardian with school system policy for the administering of medications or other extenuating circumstances.

HEALTH REQUIREMENTS for STUDENT REGISTRATION

Reference: Jackson County School Board Policy JGCB. On registering for first grade, parents must furnish to the school proof of immunizations required by the state of Mississippi. The state law on age for first graders states that a child must be 6 years of age by September 1 of the year he/she enters school. A child entering kindergarten must be 5 years of age on or before September 1 of the year he/she enters school.

On registering students in an elementary or secondary school for the first time, the parents must furnish to the school proof of recent immunizations required by the state of Mississippi.

Parents of transfer students must furnish an immunization certificate according to the previous policies regarding immunizations.

ENROLLMENT of PUPILS (Mississippi Code 37-15-9)

Reference: Jackson County School Board Policy JBB.

1. Except as provided in subsection (2) of this section, no child shall be enrolled or admitted to any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year, except as provided in subsection (2) of this section. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another school within the state until the cumulative record of said pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record.

2. Any child who transfers from an out-of-state public or private school in which the state's law provides for a first-grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in the public schools of Mississippi, at the same grade level as their prior out-of-state enrollment if:

- a. The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
- b. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
- c. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
- d. The superintendent of schools in the applicable Mississippi school district has determined that the child was making satisfactory educational progress in the previous state.

FEDERALLY CONNECTED STUDENTS

The Federal Government may pay the school district funds in lieu of taxes for each student whose parent (father or mother) is connected in any way with the following federally connected properties:

Parents who are members of the uniformed services:

- U.S. Air Force
- U.S. Army

U.S. Navy
U.S. Marines
U.S. Coast Guard

Civilians employed on the following properties:

Keesler Air Force Base (This includes private contractors on base.)
Veterans' Administration Hospital & Center - Biloxi
Veterans' Administration Hospital & Center - Gulfport
Naval Construction Battalion (Seabee Base)
Navy & Marines Reserve Training Center
Army Reserve Training Center
A. N. G. Training Base
F. A. A. Space - Gulfport
Gulf Islands National Seashore
Pascagoula Fish Technology Lab
F. A. A. Space - Bay St. Louis
N. A. S. A. Space Technology Lab
Mississippi Sandhill Crane National Wildlife Refuge
Naval Housing Site-Gulfport
Pascagoula Shipbuilding Conversion Repair

Survey forms will be sent home to all parents each year. The teacher should familiarize himself/herself with the pupil-parent information form and note that the form is divided into four different sections. At least three of these sections must be completed by each student.

Teachers are responsible for seeing that all information is completed and that forms are arranged in alphabetical order and grouped by place of employment. Instructions for these cards are provided teachers each year.

TITLE/FEDERAL PROGRAMS

Title 1 is a 100% federally financed program and is limited to specific target areas. The program includes Reading, Mathematics, and Language Arts. A school's poverty level percentage (based on the free and reduced lunch count) determines the school's eligibility for providing Title 1 services.

Title II is federal funds designed to combine Eisenhower Professional Development and the former Class Size Reduction Initiative into improving, preparing, training and recruiting highly qualified teachers and principals.

Title III ensures that limited English proficient (LEP) students, including immigrant children and youth, develop English proficiency and meet the same academic content and achievement standards required of all children.

Title IV is federal funds designed to support programs that prevent violence around schools, the use of alcohol, tobacco and become safe and drug-free schools and communities.

The *American Recovery and Reinvestment Act of 2009* (ARRA) provides significant new funding for programs under Title I, Part A of the *Elementary and Secondary Education Act of 1965* (ESEA). Specifically, the ARRA provides in additional Fiscal Year (FY) 2009 Title I, Part A funds to LEAs for schools that have high concentrations of students from families that lie in poverty in order to help improve teaching and learning for students most at-risk of failing to meet academic achievement standards. These funds create an unprecedented opportunity for educators to implement innovative strategies in Title I schools that improve education for at-risk students and close the achievement gaps while also stimulating the economy. The additional resources will enable local school districts more students and boost the quality of teaching and learning.

The Jackson County School District is in compliance with the requirements of Title IX of the Educational Amendments of 1972 which prohibit sex discrimination or other discrimination in federally assisted education programs.

Questions about the Title/Federal Programs may be directed to Dr. Susan Benson, the local Officer of Compliance.

Grievance Procedure - The basic intent of the grievance procedure is to provide quick and fair resolution of complaints of discrimination.

Step #1 Any person with an alleged grievance shall file a written complaint with the local school principal, forwarding a copy to the Title IX Compliance Officer.

Step #2 If the problem is not mutually solved, the complainant shall appeal to the Compliance Officer.

Step #3 If the problem is not mutually solved, the complainant shall further appeal to the Superintendent of Schools.

Step #4 If the problem is not mutually solved, the complainant shall appeal to the Board of Education.

ATHLETICS

All programs for athletics will be under the supervision of the Athletic Director, principal and the Attendance Center Assistant Superintendent.

Athletic Schedule - The Athletic Director will be responsible for forming schedules in all sports with approval of the Attendance Center Assistant Superintendent.

Athletic Contests - The Athletic Director will be responsible for the assignment of duties to the coaches at all contests.

Tournaments or Other Special Events - The Athletic Director will be responsible for the supervision and operation of all special athletic events.

Athletic Awards - A uniform system of awarding letters, trophies, etc., will be used. Recommendations are made by the Athletic Director in writing for a permanent record to the principal.

Contests - Contests are to be held with prior approval of the Assistant Superintendent for the Attendance Center.

Eligibility of Athletes (Extra Curricular Activities) - There are multiple responsibilities connected with the eligibility of athletes. It is the responsibility of the principal, Athletic Director, coaches, and teachers to report the ineligibility of any student, regardless of reasons. Coaches and sponsors of activities should inform students that **NO ONE CAN REPRESENT THE SCHOOL IN ANY WAY OR PARTICIPATE IN ANY SCHOOL-RELATED ACTIVITY UNLESS HE/SHE HAS BEEN IN ATTENDANCE AT SCHOOL FOR AT LEAST 4 HOURS ON THE DAY OF SUCH PARTICIPATION.**

NOTE: Eligibility standards for participation in extra-curricular activities in the Jackson County School District follow the criteria set forth by the Mississippi High School Activities Association. A discussion of these standards is found in the Secondary Student Handbook, page 39.

FREE ADMISSION TO ATHLETIC ACTIVITIES

1. School bus safety patrol members (Flag boys/girls)
2. Teachers
3. Approved passes that have been issued by various conferences
4. Five concession stand workers
5. Clerical employees
6. Cafeteria employees
7. Janitorial employees
8. Persons 65 years old or older

FIELD TRIPS

The Jackson County Board of Education recognizes the need and desirability of field trips to enrich the experiences of students. A well-planned field trip is considered a worthwhile educational experience. Therefore, educational field trips related to class subjects may be authorized provided the following conditions are met:

1. The principal shall be notified in advance of the trip. Field trips must have the endorsement of the principal and must be designed to augment the lesson plans of the teacher.

2. A trip permit form must be endorsed by the Assistant Superintendent at the Attendance Center in advance of the trip.
3. All field trip arrangements are the teacher's responsibility, including transportation, waivers, chaperones, etc. Students shall be under the direct supervision of a teacher or other certified personnel. Students will not be excluded because additional supervision for them is needed. The teacher must request in advance for additional supervision. School buses may be used for transportation for field trips. Only authorized personnel may drive a school bus.
4. Before each field trip each pupil must present to his/her teacher a document signed by the parent/guardian, giving the pupil permission to participate in the field trip.
5. Field trips shall not be taken after May 1. An exception to the May 1 deadline can be made if the following conditions are met:
 - a. If the trip cannot be scheduled at any date prior to May 1.
 - b. If all plans for the trip are completed prior to May 1.
 - c. If the trip complies with the guidelines and approval process stated in this policy.
 - d. If the trip has been approved by the Assistant Superintendent for the Attendance Center.
6. Fees charged for trips using district-owned vehicles are divided into four categories:
 - a. The fee charged for transporting students to any planned activities for which participation with other schools or districts is scheduled, such as athletic events, band or choral events, FFA judging, debate teams, etc., or to any events directly programmed by the school administration will be \$.30 per mile each way. The sponsoring school is also responsible for driver fees, additional gasoline and oil, and other incidental fees.
 - b. Reward trips will be charged .50 per mile each way. Individual schools will be responsible for paying this fee. The sponsoring school is also responsible for driver fees, additional gasoline and oil, and other incidental fees. Reward trips are trips that are not necessarily related to instructional goals but are a form of reward for students/organizations. If students may be excluded from such trips for not meeting the criteria established by the principal (or designee), parents shall be notified, in writing, of said criteria and shall sign a document verifying receipt of the notification from the school. Students should not be arbitrarily disallowed from participation in these trips.

FIRE DRILLS

Reference: School Board Policy EBBC

Short blasts on the bells shall be the signal for fire drills. Ringing of the bell will be the signal to return to the building. When the fire signal sounds, all pupils should immediately stop whatever they are engaged in and be at attention. Each teacher should at once take his/her place at the room exit, and on the TEACHER'S SIGNAL the pupils will march out of the room in regular order. Instead of leading the pupils out of the building, the teacher will be the last one to leave the room, making sure that everyone else is out of the room. The teacher should then rejoin his/her group in such a manner that he/she will have an opportunity to watch the group at all times and to be certain that all pupils are leaving the building.

Fire drills will be held at irregular and secret times and on the average of once each month but at least 8 times a year.

When evacuating buildings, students should move in a prompt, orderly fashion under the control of their teachers.

After the pupils have marched a safe distance from the building, roll must be called to account for possible absentees.

In case of fire breaking out in any part of the building, the first duty of any person discovering the fire is to sound the alarm. No attempt should be made on the part of the teachers to extinguish the fire until the safe exit of all the pupils is assured.

The movement of children should be by prearranged plan posted in the room.

Directions for fire drill procedure should be announced to all students at the beginning of the year in each room and should state the route to be followed by the children leaving the building. These directions and exit routes should be posted in each classroom.

Monitors will be appointed for each room with duties as follows:

To see that all windows are closed.

To assist students with disabilities and be responsible for their safe-keeping.

For other emergency drills, such as tornado drills, refer to your school's handbook and procedures.

SICK LEAVE POLICY

Pursuant to Section 37-7-307, Mississippi Code of 1972, as amended, all teachers (certified employees) shall be credited with sick leave allowance, with pay of seven (7) days for absences caused by illness or physical disability of the teacher during the first seven school months. After each of the following successive two months, the teacher shall be credited one (1) additional day of sick leave, cumulative to nine (9) days per school year.

All cumulative sick leave gained under previous policy by teachers shall be applied to the beginning of this policy.

Any unused portion of the nine (9) days sick leave or previously gained cumulative sick leave days shall be carried over to the next school year and credited to such teacher as sick leave if the teacher remains continuously employed in the school district.

For the first ten (10) days of absence of a teacher because of illness or physical disability in any school year, in excess of the sick leave allowance credited to such teacher, there shall be deducted from the pay of such certificated employee the amount of \$70.00. Thereafter, an amount equal to the annual salary divided by the number of days the person is to be on duty times the number of days absent will be deducted from his/her salary.

After being absent five (5) consecutive days, a teacher is required to submit a written statement to the school board for review. An individual abusing this policy may have all cumulative and credited current leave canceled.

If a teacher is absent 1/2 day (three consecutive periods) or less, 1/2 day of sick leave will be charged. A teacher absent more than 1/2 day will be charged one full day sick leave.

Teachers will be permitted to use two (2) days sick leave as personal leave, no cumulative. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday, or a day after a holiday.

Sick leave may also be used for serious illness or death of members of the immediate family: father, mother, spouse, brother, sister, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, or foster parents and foster children, or employee's or spouse's grandparents.

WORKMENS COMPENSATION

All employees of the Jackson County School District are protected by the Workmen Compensation laws of the State of Mississippi. This policy is for payment of medical bills and monetary compensation for wages lost as a result of a covered accident.

For an accident to be covered, it must occur at work while the employee is performing duties within the scope of employment. Wage compensation is equal to a maximum of 66 2/3% of the average weekly salary for the previous 52 weeks, up to a maximum all owed by law. All job-related accidents should be reported immediately to the building administrator.

Required forms are located in the office at each school. The Coordinator for this program is Laura McCool, Director of Human Resources and Risk Management (826-1757, Ext. 306).

ADVANCED SELECTION of OPTION FOR RETIREMENT

If you have accumulated 25 or more years of creditable service at any age or if you have accumulated 4 years of creditable service and are at least age 60, you are eligible to make an advanced application for optional settlement of benefits before retirement to become effective at your death or upon your actual retirement with proper notification to the Retirement System which gives your beneficiary protection during your latter employment years. Such option, once selected, cannot be changed; therefore, before making advanced application for optional settlement of future benefits, you should secure all detailed information and an estimate of benefits under each available option from the Retirement System.

FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The Jackson County School District will use the "calendar year" 12-month period measure.

Reasons for taking leave: Unpaid leave must be granted for any of the following reasons:

To care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition or for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave:

1) Military Caregiver Leave (also known as Covered Service-member Leave): Under the first of these new military family leave entitlements, eligible employees who are family members of covered service members will be able to take up to 26 workweeks of leave in a “single 12-month period” to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty. Based on recommendation of the President’s Commission on Care for America’s Returning Wounded Warriors, this 26 work-week entitlement is a special provision that extends FMLA job-protected leave beyond the normal 12 weeks of FMLA leave. This provision also extends FMLA protection to additional family members (i.e., next of kin) beyond those who may take FMLA leave for other qualifying reasons.

2) Qualifying Exigency Leave: The second new military leave entitlement helps families of members of the National Guard and Reserves manage their affairs while the member is on active duty in support of a contingency operation. This provision makes the normal 12 work weeks of FMLA job protection leave available to eligible employees with a covered military exigency” arising out of the fact that covered military member is on active duty or called to active duty status in support of a contingency operation. The Department’s final rule defines qualifying exigency by referring to a number of broad categories for which employees can use FMLA leave: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Requests for leave should be made through Human Resources Department.

Paid leave runs concurrently with FMLA.

Advance Notice and Medical Certification: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.

An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any group health plan.

Upon return from FMLA leave, most employees must be restored to their original or equivalent posts with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefit that accrues prior to the start of an employee's leave.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.

An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

NOTICE of EMPLOYEES RIGHTS to CONTINUE GROUP HEALTH COVERAGE

On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that more employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called continuation coverage) at group rates in certain instances where coverage under the plan would otherwise end.

This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. (Both you and your spouse should take the time to read this notice carefully.)

If you are an employee of Jackson County School District covered by the Public School Employees Health Insurance Plan (PSEHIP), you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you choose continuation coverage, coverage is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires

that you be afforded the opportunity to maintain continuation coverage for three years. If you lose group health coverage because of a termination of employment or a reduction in hours, the required continuation coverage period is 18 months. These 18 months may be extended to 36 months if other events (such as death, divorce, legal separation, or Medicare entitlement) occur during that 18 month period. The only time that coverage is extended beyond 36 months is in the event of the death of an active employee with less than 25 years of service. Coverage for that event will be extended to 48 months.

The 18 months may be extended to 29 months if an individual is determined to be disabled (for Social Security disability purposes) and the Claims Administrator is notified of that determination within 60 days. The affected individual must also notify the Claims Administrator within 30 days of any final determination that the individual is no longer disabled. In no event (except death of an employee with less than 25 years of service) will continuation coverage last beyond 3 years from the date of the event that originally made a qualified beneficiary eligible to elect coverage.

However, the law provides that your continuation coverage may be terminated for any of the following five reasons:

- (1) Jackson County School District no longer provides group health coverage to any of its employees;
- (2) The premium for your continuation coverage is not paid on time;
- (3) You become covered by another group plan, unless the plan contains any exclusions or limitations with respect to any pre-existing condition you or your covered dependents may have;
- (4) You become entitled to Medicare; or
- (5) You extend coverage for up to 29 months due to your disability and there has been a final determination that you are no longer disabled.

You do not have to show that you are insurable to choose continuation coverage. However, under the law, you may have to pay all or part of the premium for your continuation coverage. There is a grace period of 30 days for payment of the regularly scheduled premium.

The law applies to the Public Employees Health Insurance Plan beginning on July 1, 1986. If you have any questions about the law, please contact:

Blue Cross & Blue Shield of Mississippi
Claims Administrator
P. O. Box 23071
Jackson, MS 39225-3071

Also, if you have changed marital status or you or your spouse have changed addresses, please notify Daryl Rushing at the Jackson County Schools Human Resources and Risk Management department, 826-1757, 305.

GRIEVANCE PROCEDURE FOR CERTIFIED PERSONNEL

Reference: School Board Policy GAE

Grievances of staff shall be processed according to the following procedures:

1. The grievant must inform orally his/her immediate supervisor of the grievance within (5) five days from the date of the alleged grievance. The grievant and immediate supervisor will attempt to resolve the grievance informally.
2. If the grievance is not resolved and the grievant elects to pursue the issue, he/she within five (5) days after meeting with the immediate supervisor, must file a written statement with the Assistant Superintendent of the Attendance Center or Central Office. This statement shall contain the time, place, and nature of the alleged violation of the grievant rights and shall be signed and dated by the grievant.
3. Within five (5) days, the Attendance Center or Central Office Assistant Superintendent shall provide his/her decision in writing with supporting evidence and reasons.
4. If the grievant chooses to appeal the decision of the Assistant Superintendent, he/she shall submit, within five (5) days, a written request of appeal to the Superintendent. Within five (5) days, the Superintendent shall provide his/her decision in writing with supporting evidence and reasons.
4. If the grievant chooses to appeal the decision of the Superintendent, he/she shall submit, within five (5) days of the Superintendent's decision, a written request to the Superintendent's office to present his/her grievance before the Board of Education at the next regular meeting or at a special meeting set by the Superintendent.
5. The Board shall render its decision within seven (7) days of the grievant hearing. The Superintendent shall provide copies of the decision to any parties involved.

A grievance may be withdrawn at any time without prejudice or record.

The following definitions shall apply to this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends or vacation days.

In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply.

BULLYING – EMPLOYEES AND STUDENTS

The Jackson County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristics that (a) places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Jackson County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying and harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The Jackson County School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions". Furthermore, the Jackson County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Ref: SB 2015; Miss. Code Ann. 37-7-301(e)

SEXUAL HARRASSMENT – EMPLOYEES AND STUDENTS

The policy of the Board of Education forbids discrimination against any employee, or applicant for employment on the basis of sex. The Board of Education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employees volunteers who work subject to the control of school authorities.

A. General Prohibitions

1. Unwelcome conduct of a Sexual Nature

- a. Conduct of the sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding, “teasing,” double-entendres, and jokes.
- b. Verbal or physical conduct of a sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment if:

- a. submission to the conduct is made either an explicit or implicit condition of employment;
- b. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- c. the conduct substantially interferes with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

B. Specific Prohibitions

1. Administrators and Supervisors

- a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

2. Non-administrative and Non-supervisory Employees

- a. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

3. District Staff

- a. Relationships between individuals who occupy different levels of authority are banned.
- b. If there are relationships between individuals who occupy equal levels of authority, then these individuals will exhibit professional conduct in the workplace.

C. Reporting, Investigating and Sanctions

- 1. It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure. (Policy GAE)
 - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report the conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person; the report shall be made to the next higher level of administration or supervision.
 - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility investigating and resolving complaints of sexual harassment, as stated in Jackson County School District Policy GAE.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

DRUG-FREE WORKPLACE POLICY

Reference: Jackson County School Board Policy GBR. The Jackson County School District will maintain a drug-free workplace. This will be assured by:

1. The district will publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the schools, buildings, on campus, or on any property otherwise under the control of the Jackson County School District, with the penalty of taking appropriate personnel action against such an employee, up to and including termination; or, requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
2. The district will establish a drug-free awareness program to inform employees about--
 - a. The dangers of drug abuse in the workplace
 - b. The district's policy of maintaining a drug-free workplace
 - c. Available drug counseling, rehabilitation, and other assistance programs
 - d. The penalties that may be imposed upon employees for drug use violations occurring in the workplace;
3. Each present employee and each newly employed employee engaged by the Jackson County School District will be given a copy of this document, especially Section 1;
4. The district will notify each employee and each newly employed employee that, as a condition of employment, the employee will--
 - a. Abide by the terms of this policy, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace as identified in Section 1, no later than five (5) days after such conviction.
5. The school district shall notify such agencies as require this certificate, within ten (10) days after receiving such notice in Section 4.b., from an employee or otherwise receiving actual notice of such

conviction.

6. The district will take one of the following actions within thirty (30) days of receiving notice under Section 4.b. with respect to any employee who is so convicted--

a. Taking appropriate personnel action against such an employee up to and including termination; or

b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Sections 1 through 6.

SECTION 504/AMERICANS WITH DISABILITIES ACT

SECTION 504 OF THE REHABILITATION ACT OF 1973, AMERICANS WITH DISABILITIES ACT, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AND TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972

The Jackson County School District will not discriminate on the basis of sex, race, color, age, religion, national origin or Handicapping conditions and is in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972 in admission or access to, or treatment or employment in, its program and activities to the extent provided by law.

The person holding the position of Assistant Superintendent - Central Office has been designated as the Section 504, ADA, Title VI, and Title IX Coordinator and will handle inquiries regarding the Jackson County School District's nondiscrimination policies covering discrimination. Any person having inquiries concerning the Jackson County School District's compliance with the regulations regarding discrimination is directed to contact:

Dr. Susan Benson, Assistant Superintendent - Central Office
Section 504, ADA, and Title IX Coordinator
4700 Colonel Vickrey Road
Vanceleave, MS 39565
826-1757, Ext. 315

PREVENTION OF SCHOOL VIOLENCE

The Jackson County School District shall be in compliance with the following Mississippi Code:

SECTION 1. Section 97-37-17, Mississippi Code of 1972, is amended as follows:

97-37-17. (1) The following definitions apply to this section:

(a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.

(b) "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or minor.

(c) "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or similar contrivance.

(d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

(2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(3) It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument

except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not to exceeding six (6) months, or both.

(5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp pointed edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on educational property.

Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

(6) It shall not be violation of this section for any person to possess or carry, whether openly or concealed any gun, rifle, pistol, or other firearm of any kind on educational property if:

- (a) The person is not a student attending school on the educational property;
- (b) The firearm is within a motor vehicle; and
- (c) The person does not brandish, exhibit, or display the firearm in any careless, angry or threatening manner.

(7) This section shall not apply to:

- (a) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
- (b) Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
- (c) Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
- (d) Competitors while participating in organized shooting events;
- (e) Any person as authorized in Section 97-37-7 while in the performance of his official duties;
- (f) Any mail carrier while in the performance of his official duties; or

(g) Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

Jackson County School District Computer/Internet Appropriate Use Policy

Introduction

The Internet is an electronic communications network that provides vast, diverse, and unique resources. The goal of the Jackson County School District in providing this service to teachers, staff, and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Jackson County School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing these resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources.

The system administrations (authorized faculty members) are employees of the Jackson County School District and are authorized and required to monitor all activity on school network facilities.

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading from the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. The purpose of this list of guidelines, as well as the contract for Internet use, is to make sure that all who use the Internet use it in an appropriate manner.

Overview

Jackson County School District is CIPA (Children's Internet Protection Act) and COPPA (Children's Online Privacy Protection Act) compliant. CIPA requires schools and libraries to put into place Internet safety policies. The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene

material, child pornography and material that is “harmful to minors” when minors are accessing the computer.

PERSONAL SAFETY

1. Users will not disclose use, disseminate or divulge personal and/or private information about him/her, minors or any others including personal identification information, etc. Jackson County School District will not disclose personal information about students on websites – such as their full name, home or email address, telephone number, and social security number.

2. Users will immediately report to the Jackson County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal and/or Unacceptable Usage

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.

2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.

3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.

4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.

6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

1. User shall only use the Jackson County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Jackson County School District. Users shall not use the JCSD Internet for commercial or for profit purposes (ex. eBay).

2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.

3. User agrees not to send, forward, or post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people), send/forwarded mass email files that do not contain educational/instructional content across the district network.

4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim or intentional violation of this policy.

5. User agrees not to provide access to the Jackson County School District's technology for third parties without prior agreement of Jackson County School District.

6. User agrees not to attempt to damage computer equipment or software or attempt to alter software configuration.

7. User agrees not to allow anyone to work on Jackson County School District computers and network equipment without permission of the district technology staff. Students are NOT to be allowed to work on equipment or download software on computers without the supervision of the Jackson County Technology Staff.

8. User agrees not to use the district network with deliberate activities that are considered a waste of staff effort (computer/network support staff) and or network resources such as:

- play on-line games, music, run websites resident (weather, etc.) chat and/or ANY instant messenger service (ex. AOL, MSN, Yahoo, etc.). All use should serve an instructional purpose and be educational in nature.
- download any software that allows movies, music, etc., to be viewed or played on the Jackson County School District network (ex. Kazaa, Napster, WinMX, Morpheus, etc.)

- use of proxies to bypass the content filter for use of social networking sites or other sites specifically blocked by the filter which are deemed inappropriate for student use.

User Rights

1. Users shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.

2. Jackson County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities or any other electronic evidence required that would be conducted through the user's Internet account, e-mail accounts, and school computers.

A. The school district does not provide server space for teacher and student data storage use. Each teacher is provided a PC for classroom use and some teachers have a laptop computer for classroom use. Computer labs are provided for student use. Data is stored both on the teacher computer and student computers, but there are no backups performed by the school or district on a regular basis on any of the individual computers or laptops.

The computer of any staff member terminated by the district is isolated by the administration until it is determined there has been no data stored on the machine that would be required for evidence in legal proceedings by or against the district.

B. The school district provides e-mail accounts for every staff member with computer access. E-mail accounts are provided for students on a very limited basis for special needs students. The student accounts are monitored by specified teacher requesting the accounts. Some technology classes that teach computer skills have e-mail accounts with an on-line service.

The district e-mail server is backed up once a week for replacement purposes. This backup is overwritten each week with the current backup. E-mail that has been deleted by the user prior to the backup is not recoverable.

Jackson County staff members should use district e-mail to conduct all school related business rather than personal e-mail accounts. By federal law, the use of personal e-mail accounts to conduct school business is subject to discovery.

Jackson County School District is planning to provide an e-mail archive system for the 2008-2009 school year. Once funding has been approved, this system will be purchased and installed at the district office. Upon completion, incoming

and outgoing e-mail will be archived for a period of (5) years for eDiscovery purposes. Any e-mail tagged as SPAM will not be saved and archived.

3. Under no conditions should a user provide his/her password to another person or use another person's password.
4. User should not expect files stored on a school-based computer to remain private. Authorized staff may periodically inspect folders and logs or network usage may be kept. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of their child's user files.
5. Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
6. Use electronic mail (email) only in response to educational curriculum requirements as assigned by the teacher. Personal use of email for correspondence is not allowed on school computers for Jackson County School District students.
7. User shall report a virus message found on a computer system to the building/school technology assistant or an administrator and disconnect the system from the network immediately.
8. User shall close the Internet browser and e-mail program when not actively in use.
9. User shall report any security issue of a questionable nature to the proper building administrative authority and/or the system administrator.
10. Use of the Jackson County School District computers and Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
11. The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

Consequences for Failure to Follow Terms and Conditions of the Jackson County School District Appropriate Use Policy

Users of any Jackson County computer system should be aware that they are accessing property of the Jackson County School District and that system is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws*. Users are alerted that they are entitled to no expectation of privacy in their

use of this computer and access of the Internet. Users' computer usage and Internet access may be monitored at any time for unacceptable and illegal use.

1. There will be consequences for any user who fails to follow the Jackson County School District and school guidelines and policies. The consequences 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.

At the discretion of the Jackson County School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

State Statutes:

Ms. Code, 1972, SEC 97-5-27. Disseminating sexual material to children, penalties; SEC 97-29-45. Obscene electronic and telecommunications, penalties; SEC. 97-45-3. Computer fraud, penalties; SEC. 97-45-5. Offense against computer users, penalties; SEC/ 97-45-7. Tampering with computer equipment, penalties; SEC. 95-45-9. Offense against intellectual property, penalties.

Federal Statutes:

18 USCS 2510 (1988) Electronic Communications Privacy Act
18 USCS 1030 (1991) Computer Fraud and Abuse Act

Federal Legislation:

S652: Telecommunications/Communications Decency Act
S984: Parental Rights and Responsibilities Act

Signatures

1. Each user will read the Jackson County Computer/Internet Appropriate Use Agreement that states that they 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 Jackson County School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Jackson County School District is not responsible for the actions of individual users or the information they may access.

2. The AUP will be signed by the student, a student's parent, any teacher, administrator, staff, and parent or community member using computers on campus.

3. The AUP must be dated and signed each year.

4. This Computer/Internet Appropriate Use Policy is a legal and binding document between the Jackson County School District, its students, faculty and staff, and the administration.

Jackson County School District
APPROPRIATE USE POLICY AGREEMENT
Administrator/Teacher/Staff Agreement
(Please go to our website to obtain the printable form)

I have read the Jackson County School District Computer/Network/Internet Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my access can be terminated and I may face other disciplinary measures.

Signature _____ Date _____

Jackson County School District
APPROPRIATE USE POLICY AGREEMENT
Guest Agreement
(Please go to our website to obtain the printable form)

Guest Name _____

Address _____

Phone _____

Staff Member _____

I have read the Jackson County Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand my access may be terminated at any time.

The purpose for which this access is provided
is: _____

I agree to limit my use to activities related to the above stated purpose.

I hereby release the Jackson County School District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the Jackson County School District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Signature _____ Date _____

Each teacher will be given the form below at the beginning of the school year. He/She should complete the items checked before any funds will be paid.

MEMORANDUM

TO: Staff Members

FROM: Dr. Susan Benson, Assistant Superintendent of Education

SUBJECT: Teacher Information

We need on file in this office the information checked below. It will be necessary for this information to be completed and returned to this office before any funds shall be paid to any teacher under contract for this school session.

Please read the instructions on the enclosed forms carefully. Then complete and return to this office at your earliest convenience.

_____ Contract

_____ Teacher Certificate

_____ Application Form

_____ W-4 Form

_____ Health Insurance Application/Waiver

_____ Employment Eligibility Verification (Form I-9)

_____ Personal Data Sheet - Back of Register

_____ Retirement Form

_____ Affidavit of Teaching Experience - to be rendered by former Superintendent

_____ Transcript

Thank you for your cooperation.